

Minutes  
**GHI BOARD OF DIRECTORS**  
November 21, 2013

Board Members Present: DeBernardo, Hess, James, Jones, Marcavitch, Novinski, Ready and Skolnik

Excused Absence: McFadden

Others in Attendance:

General Manager Eldon Ralph  
Joan Krob, Director of Member Services  
Joe Perry, Finance Director  
Tom Sporney, Director of Technical Services  
Debbie Cooley, Audit Committee Chair  
Ben Fischler, Audit Committee  
Jonathan Gordy, Audit Committee  
Ginny Jones  
Tom Jones  
Emmett V. Jordan, Mayor, Greenbelt City Council  
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:42 p.m.

1. Approval of Agenda

Three Items were added to the Agenda:

6k. Formulation of MOU between GHI and Greenbelt Community Garden Club,  
6l. Reconsideration of Loan Repayment Terms for Pilot Program (Phase 3) HVAC Systems, and  
6m. Motion to Clarify Board Intent.

In addition, 6a. Approval of Minutes: September 19, October 3, and October 17, 2013 was removed from the consent agenda but kept on the agenda.

**MOTION: TO APPROVE THE AGENDA, AS REVISED.**

Moved: Hess

Seconded: James

Carried 8-0

2. Visitors and Members

Ready welcomed visitors and members. Ginny Jones of Ridge Road asked not to have to send an activities report to the Board from Yard Lines because it is an ad hoc committee. It was agreed that the graph illustrating the ad hoc committee's progress in GHI would suffice. Tom Jones of Woodland Way drafted a bill announcing the new monthly fees for 2014 and a proposal to make it more detailed and friendly. Joe Perry, director of finance, accepted the proposal. Mayor Jordan brought greetings from the new Greenbelt City Council.

3. Approval of Membership Applications

None given.

4. Committee Reports

None given.

5. Consent Agenda**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: James

Carried 8-0

6a. Approval of Minutes: September 19, October 3, and October 17 was removed from the consent agenda.

The minutes from the October 17, 2013 GHI meeting were removed from the motion.

**MOTION: TO APPROVE THE MINUTES OF SEPTEMBER 19 AND OCTOBER 3, 2013, AS REVISED.**

Moved: James

Seconded: Hess

Carried 7-0-1

Abstained DeBernardo

6b. Tree Maintenance Contract, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A TREE MAINTENANCE CONTRACT WITH THE BRICKMAN GROUP COVERING THE PERIOD JANUARY 1, 2014 THROUGH DECEMBER 31, 2016, IN ACCORDANCE WITH THE PRICE SCHEDULE LISTED BELOW, AND ESCALATION OF 0% & 2% IN YEARS 2 & 3 RESPECTIVELY:**

Trunk Diameter of Tree	Price for pruning tree	Price for removing tree	Price for trimming branches from roof
Up to 6"	\$24.75	\$53.45	\$150.00
>6" to 12"	\$85.25	\$133.00	\$150.00
>12" to 18"	\$186.00	\$212.55	\$150.00
>18" to 24"	\$260.25	\$424.75	\$150.00
>24" to 30"	\$334.65	\$817.00	\$150.00
>30" to 36"	\$446.00	\$1337.00	\$150.00
>36" to 42"	\$594.65	\$1485.75	\$150.00
>42" to 48"	\$779.00	\$2260.00	\$150.00
>48"	\$817.00	\$2557.00	\$150.00

6c. Landscape Maintenance Contract for 2014-2016, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A THREE YEAR CONTRACT FOR 2014-16 WITH TRUGREEN LANDCARE TO PROVIDE LANDSCAPE MAINTENANCE SERVICES TO GHI'S COMMON AREAS AT ITS BID OF \$40,604, WITH 2% & 0% ESCALATION IN YEARS 2 & 3 RESPECTIVELY, INCLUDING A 5% ALLOWANCE FOR CONTINGENCIES, FOR A COST NOT TO EXCEED \$42,634/YEAR 1, \$43,487/YEAR 2, \$43,487/YEAR 3, WHICH INCLUDES AN ALLOWANCE OF 5% TO COVER CONTINGENCIES THAT MAY ARISE.**

6d. Custodial Contract for Administration Building, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A THREE-YEAR CONTRACT WITH 2CLEAN COMMERCIAL CLEANING SERVICES TO PROVIDE JANITORIAL CLEANING SERVICES FOR THE ADMINISTRATION BUILDING AT ITS BID OF \$14,802/YEAR FOR 2014-16, AT A COST NOT TO EXCEED \$15,542/YEAR TO ALLOW 5% TO COVER ANY CONTINGENCIES THAT MAY ARISE.**

6e. Pest Control Contract for 2014-2016, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A 3-YEAR CONTRACT WITH FAMILY TERMITE & PEST CONTROL FOR PEST CONTROL SERVICES FOR 2014-16, WITH NO ESCALATION IN THE 2<sup>ND</sup> & 3<sup>RD</sup> YEARS, IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:**

Cost of treatment/week for up to 15 units, exclusive of specialty pests	\$127.50
Cost of treatment for each bldg unit over 15 units	\$8.50
Cost per residential unit for resale inspection	\$35.00
Cost per residential unit for treatment of termites	\$6.50/lf
Cost per garage unit for treatment of termites	\$6.50/lf
Cost per residential unit for treatment of carpenter ants	\$300.00
Cost per garage unit for treatment of carpenter ants	\$275.00
Cost per residential unit for treatment of carpenter bees	\$200.00
Cost per residential unit for treatment of bed bugs	\$250.00/rm
Cost per residential unit for treatment of fleas/ticks	\$275.00
Cost per residential unit for treatment of flies	\$225.00
Cost per residential unit for treatment of bees/wasps/hornets	\$225.00
Cost per residential unit for treatment of external rodents/station	\$40.00



6j. Board Meeting Dates for January to May 2014

a) Regular Board Meetings

**APPROVED BY CONSENT: BOARD MEETINGS WILL BE HELD ON THE SECOND AND FOURTH THURSDAY OF THE MONTH DURING JANUARY TO MAY. THE 2014 MEMBERSHIP MEETING WILL BE HELD ON MAY 15TH (THE 3RD THURSDAY IN MAY).**

b) Revision of the Board's Strategic Plan

**APPROVED BY CONSENT: THE BOARD WILL CONVENE TO REVISE THE ENTIRE STRATEGIC PLAN ON THURSDAY, JANUARY 30, 2014, AT 6:00 P.M.**

c) Membership Town Hall Meeting

**APPROVED BY CONSENT: THE BOARD WILL CONVENE THE MEMBERSHIP TOWN HALL MEETING ON MARCH 2<sup>ND</sup> 2:00 TO 4:00 P.M.**

6k. Formulation of MOU between GHI and Greenbelt Community Garden Club

**MOTION: THE BOARD OF DIRECTORS DIRECTS THE WOODLANDS COMMITTEE TO MEET WITH REPRESENTATIVES OF THE GREENBELT COMMUNITY GARDEN CLUB (GCGC) TO FORMULATE A DRAFT MEMORANDUM OF UNDERSTANDING (MOU) WITH GHI, GOVERNING GCGC'S USE OF GARDEN PLOTS ON GHI'S PROPERTY. THE WOODLANDS COMMITTEE SHOULD SUBMIT THE DRAFT MOU TO THE BOARD ON OR BEFORE FEBRUARY 28, 2014.**

Move: James

Seconded: Hess

Carried 8-0

6l. Reconsideration of Loan Repayment Terms for Pilot Program (Phase 3) HVAC Systems

**MOTION #1: THE BOARD OF DIRECTORS SPECIFICES THAT THE COST OF HEATING/COOLING SYSTEMS INSTALLED DURING THE PILOT PROGRAM BE FINANCED OVER A 15-YEAR PERIOD WITH NO PENALTY FOR EARLY PAYMENT.**

Moved: Marcavitch

Seconded: Novinski

Carried 7-1-0

Opposed Jones

**MOTION #2: THE BOARD OF DIRECTORS SPECIFICES THAT PILOT MEMBERS BE GIVEN THE OPTION OF TWO TIME FRAMES TO BEGIN MAKING PAYMENTS ON THE LOAN FROM GHI FOR THE**

**HEATING/COOLING SYSTEMS TO BE INSTALLED IN THEIR HOMES DURING THE PILOT PROGRAM:**

- 1) **PAYMENTS MAY COMMENCE WHEN THE HOMES IMPROVEMENT PROGRAM GETS UNDERWAY.**
- 2) **PILOT MEMBERS MAY CHOOSE TO BEGIN MAKING PAYMENTS WHEN THE HEATING/COOLING SYSTEM IS INSTALLED AND OPERATIONAL. IF THIS OPTION (#2) IS CHOSEN, THE FIRST FIVE YEARS OF THE LOAN WILL BE INTEREST FREE.**

Moved: Marcavitch  
Opposed Jones

Seconded: Hess

Carried 7-1

**MOTION: I MOVE THE FOLLOWING PARAMETERS FOR PHASE 3 OF THE PILOT PROGRAM:**

- **THE FOLLOWING HEATING/COOLING SYSTEMS MAY BE INSTALLED AND TESTED WITHOUT FURTHER BOARD DIRECTION:**
  - **ELECTRIC BASEBOARD HEATERS WITH PROGRAMMABLE, SETBACK THERMOSTATS MAY BE TESTED IN ONE END UNIT AND ONE MIDDLE UNIT IN EACH OF THE FOLLOWING HOME TYPES: FRAME, BRICK, BLOCK WITH EXTERIOR WALL INSULATION AND SIDING, AND BLOCK WITHOUT EXTERIOR WALL INSULATION AND SIDING**
  - **FAN-FORCED ELECTRIC HEATERS MAY BE TESTED IN ONE END UNIT AND ONE MIDDLE UNIT IN EACH OF THE FOLLOWING HOME TYPES: FRAME, BRICK, BLOCK WITH EXTERIOR WALL INSULATION AND SIDING, AND BLOCK WITHOUT EXTERIOR WALL INSULATION AND SIDING**
  - **A DUCTLESS HEAT PUMP WITH THREE AIR HANDLERS MAY BE TESTED IN ONE END UNIT AND ONE MIDDLE UNIT IN EACH OF THE FOLLOWING HOME TYPES: FRAME, BRICK, BLOCK WITH EXTERIOR WALL INSULATION AND SIDING, AND BLOCK WITHOUT EXTERIOR WALL INSULATION AND SIDING**
  - **A DUCTED AIR SOURCE HEAT PUMP MAY BE TESTED IN ONE UNIT IN EACH OF THE FOLLOWING HOME TYPES: FRAME AND BRICK.**
  - **A HIGH VELOCITY HEAT PUMP MAY BE TESTED IN ONE UNIT IN EACH OF THE FOLLOWING HOME TYPES: FRAME AND BRICK.**

- **RADIANT CEILING HEATERS MAY BE TESTED IN THE BATHROOMS AND KITCHENS OF TWO UNITS IN EACH OF THE FOLLOWING HOME TYPES: FRAME, BRICK AND BLOCK.**
- **THESE NUMBERS REPRESENT MAXIMUM NUMBERS OF UNITS TO BE TESTED. THERE IS NO MINIMUM.**
- **PILOT MEMBERS WILL CHOOSE WHICH SYSTEM THEY WOULD LIKE TO HAVE INSTALLED IN THEIR HOME.**
- **IF THE NUMBER OF MEMBERS CHOOSING A PARTICULAR SYSTEM IS GREATER THAN THE NUMBER THAT THE BOARD HAS DECIDED TO TEST IN THAT HOME TYPE, THE BUILDINGS COMMITTEE WILL SELECT, FROM THE POOL OF MEMBERS CHOOSING THAT SYSTEM, THE COMBINATION OF HOMES THAT WILL BEST SATISFY THE GOALS OF THE PILOT PROJECT.**
- **IF THE NUMBER OF MEMBERS CHOOSING A PARTICULAR SYSTEM IS LESS THAN THE NUMBER THAT THE BOARD HAS DECIDED TO TEST IN THAT HOME TYPE, THE SYSTEM WILL BE INSTALLED ONLY IN THE HOMES OF MEMBERS WHO HAVE CHOSEN THAT SYSTEM.**
- **IF NO MEMBERS IN A HOME TYPE CHOOSE A PARTICULAR SYSTEM, THAT SYSTEM WILL NOT BE INSTALLED IN THAT HOME TYPE.**
- **TESTING WILL BE CONDUCTED ON THE TWO HEATING/COOLING SYSTEMS THAT HAVE ALREADY BEEN INSTALLED BY MEMBERS.**
- **AFTER THE PILOT MEMBERS HAVE SELECTED THEIR HEATING/COOLING SYSTEM, THE BUILDINGS COMMITTEE MAY MAKE RECOMMENDATIONS TO THE BOARD OF DIRECTORS FOR ADJUSTMENTS TO THESE PARAMETERS.**

Moved: Hess  
Opposed Skolnik

Seconded: Marcavitch

Carried 7-1-0

#### 7. Items of Information

Items of Information included the GHI employee holiday party on December 15 at Sir Walter Raleigh.

8. President

Ready said before the end of the year, the Board should rescind the board motion to borrow money from replacement reserves for phase two of the pilot program. She announced she would be out of town next week.

9. Board Members

Jones – Marketing Committee is planning on making changes to the pre-purchase orientation.

Hess – Finance Committee made a recommendation that interest earned be divided in the replacement reserve according to the interest earned, not according to what was on budget.

James – Woodland Committee pulled wisteria on Plateau last weekend and will again in December. James also said the Greenbelt 75<sup>th</sup> Anniversary Park is becoming a reality.

Skolnik – Buildings Committee gave a workshop to the pilot project members about phase three and conducted home visits to units that already had some of the components installed.

Novinski – She attended the 1812 Site of Battle and passed on a compliment about Marcavitch who was knowledgeable and personable as a tour guide. Novinski also said ARC received 31 entries for kitchen renovations contest and awarded first, second, and third place winners. She also said she is grateful that Marcavitch and Skolnik have joined the Board in addition to DeBernardo last year.

Gordy - Commented that his wife found the city's work session on playground surface interesting.

10. Manager – no comments.

11. Staff – no comments.

**MOTION: TO ADJOURN.**

Moved: Hess

Seconded: Marcavitch

Carried 8-0

The meeting adjourned at 9:56 p.m.

Ed James  
Secretary