

Minutes
GHI BOARD OF DIRECTORS
November 7, 2013

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

Others in Attendance:

General Manager Eldon Ralph
Brenda Lewis, Director of Human Resources
Joan Krob, Director of Member Services
Joe Perry, Finance Director
Tom Sporney, Director of Technical Services
Ben Fischler, Audit Committee
Jonathan Gordy, Audit Committee
Connor Brooks, Greenbelt News Review
Rachel Channon
Janice M. Wolf
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:46 p.m.

1. Approval of Agenda

Item 6g. 2014 Operating Budget, 1st Reading was switched with 6h. Selection of HVAC Systems to be Installed During Phase 3 of the Pilot Project.

MOTION: TO APPROVE THE AGENDA, AS REVISED.

Moved: James

Seconded: Skolnik

Carried 9-0

2. Visitors and Members

Ready welcomed visitors and members. No one present wanted to speak.

3. Approval of Membership Applications

MOTION: THAT THE FOLLOWING MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **STEVEN STECKLER, THEODORA SCARATO, TENANTS BY THE ENTIRETY;**
- **MAMADOU A. BA, SOLE OWNER;**
- **MICHAEL R. WEBB, SOLE OWNER;**
- **MAURICE HENDERSON, BEVERLY HENDERSON, TENANTS BY THE ENTIRETY;**
- **STEPHEN LEDUC, ROSEMARY FANELLI, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried 9-0

FOR THE RECORD: THAT THE FOLLOWING MEMBERS WERE ACCEPTED INTO THE COOPERATIVE BY A BOARD POLL AND MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **FRANCES TIRADO, SOLE OWNER;**
- **BRIAN POWELL, CARA POWELL, TENANTS BY THE ENTIRETY;**
- **KENNETH SHIELDS, ELIZABETH TURLOW-SHIELDS, TENANTS BY THE ENTIRETY;**
- **ROBERT MALLARDI, SOLE OWNER;**
- **REBECCA FULCHER, CHARLES FULCHER, JR., TENANTS BY THE ENTIRETY;**
- **PHILLIP ADKINS II, SOLE OWNER.**

MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGES:

- **BETSY DELANEY, DANIEL DELANEY, IS CHANGED TO DANIEL DELANEY, SOLE OWNER;**
- **LING LIN, IS CHANGED TO LING LIN, EMILY LIN, JOINT TENANTS;**
- **JULIE L. TIBBS, IS CHANGED TO JULIE L. MARKS, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 9-0

4. Committee Reports

None given.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: James

Seconded: Skolnik

Carried 8-0-1

Abstained Hess

6a. Approval of Minutes: August 22 and September 5, 2013

APPROVED BY CONSENT: TO APPROVE THE MINUTES OF AUGUST 22 AND SEPTEMBER 5, 2013

6b. Contract for External Auditing Services 2nd Reading

Staff received three bids:

| | |
|--------------------------------------|---------------------|
| Wegner LLP, Madison | \$14,000 |
| OAO Mohn & Allen, PC | \$20,000 |
| Turner, Jones & Associates, P.L.L.C. | \$35,500 - \$39,500 |

APPROVED BY CONSENT: THE BOARD OF DIRECTORS ACCEPTS THE PROPOSAL OF WEGNER, LLP, FOR SECOND READING AND FINAL PASSAGE, TO PERFORM THE 2013 CONSOLIDATED AUDIT FOR GHI AND GDC, AND FOR THE PREPARATION OF 2013 STATE AND FEDERAL TAX RETURNS AT A COST NOT TO EXCEED \$15,000.

6c. Yard Line Certifications: 45A & T Ridge Road**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 45A & T RIDGE ROAD AS PRESENTED.**

Moved: Skolnik

Seconded: James

Carried 9-0

6d. Exception Request from Member of 33D Ridge to Extend Handrails to Edge of Roof-top Deck

ARC voted 2-4-0 to recommend to the Board of Directors that guard rails for the roof deck not be allowed to be located at the roof edge.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE MEMBER AT 33D RIDGE ROAD TO INSTALL THE ROOF-TOP RAILINGS AT THE ADDITION ROOF EDGE.

Moved: Skolnik

Seconded: McFadden

Carried 5-4

Opposed Hess, Marcavitch, Ready, and Novinski

6e. Request from Member of 54D Ridge to Install a Screen Porch Over a Storm Drain
GHI staff identified to the member that the proposal was in conflict with GHI rules:

X.D.9. Additions to GHI homes shall not obstruct the flow of water via gutters and downspouts from the main roof. When constructing additions, this list of guidelines for modifying existing gutter and downspout locations shall be followed.

1. If an addition is constructed in an area where there is currently a storm drain, this storm drain must be extended/relocated to the outside edge of the addition in order to pick up the downspout.

ARC voted 6-0-0 to recommend to the Board of Directors that an exception be granted to allow the alternate PVC solution as proposed by GHI staff. ARC thinks that this cost should be borne by the member, not by the Cooperative.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW AN EXCEPTION TO THE MEMBER AT 54D RIDGE ROAD TO CONSTRUCT A GARDENSIDE SCREENED PORCH OVER AN EXISTING STORM DRAIN, PROVIDED THAT THE MEMBER REPLACE THE STORM DRAIN WITH PVC UNDER THE STRUCTURE AND FOLLOW STAFF DIRECTION REGARDING CONSTRUCTION DETAILS.

Moved: Skolnik

Seconded: Jones

Carried 5-4

Opposed Marcavitch, McFadden, James, and DeBernardo

6f. Employee Health Benefit Costs for 2014**MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE CONTINUED FUNDING OF EMPLOYEE HSA ACCOUNTS AT 85% OF THE**

DEDUCTIBLE AND PAYMENT OF 90% OF THE PREMIUM COST FOR HEALTH AND DENTAL COVERAGE FOR THE 2014 BENEFIT YEAR.

Moved: Hess

Seconded: Marcavitch

Carried 9-0

MOTION: TABLE 6G SELECTION OF HVAC SYSTEMS TO BE INSTALLED DURING PHASE 3 OF THE PILOT PROJECT UNTIL AFTER 6H 2014 OPERATING BUDGET, 1ST READING

Moved: Jones

Seconded: Skolnik

Carried 9-0

6h. 2014 Operating Budget, 1st Reading

MOTION: THE BOARD OF DIRECTORS ADOPTS THE 2014 OPERATING BUDGET, FOR FIRST READING, IN THE AMOUNT OF \$9,932,065 WITH DEPRECIATION OF MEMBERS' HOMES IN THE AMOUNT OF \$604,548.

Moved: Hess

Seconded: Jones

Carried 9-0

APPROVED BY CONSENT: TO LEAVE ON THE TABLE ITEM 6G – SELECTION OF HVAC SYSTEMS TO BE INSTALLED DURING PHASE 3 OF THE PILOT PROJECT UNTIL THE END ON THE MEETING.

6i. Tree Maintenance Contract for 2014-2016, 1st Reading

| Contractor | est. 2014 cost | yr2 | yr3 | est. 3yr total cost |
|---------------------------|----------------|---------------------|---------------------|---------------------|
| Adirondack Tree Experts | | 5.0% | 5.0% | |
| | \$ 170,755.00 | \$179,292.75 | \$188,257.39 | \$538,305.14 |
| Titan Tree Care | | 3.0% | 3.0% | |
| | \$ 133,175.00 | \$137,170.25 | \$141,285.36 | \$411,630.61 |
| The Brickman Group | | 0.0% | 2.0% | |
| | \$ 90,229.95 | \$ 90,229.95 | \$ 92,034.55 | \$272,494.45 |
| Bartlett Tree Experts | | 1.5% | 1.5% | |
| | \$ 198,540.70 | \$201,518.81 | \$204,541.59 | \$604,601.10 |
| Walt's Tree Service | | 2.0% | 2.0% | |
| | \$ 91,324.00 | \$ 93,150.48 | \$ 95,013.49 | \$279,487.97 |

This contract has a clause for termination without cause at the end of each calendar year; so payments by GHI are not required for a period of more than a year.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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 |

Moved: Hess

Seconded: James

Carried 9-0

6j. Landscape Maintenance Contract for 2014-2016, 1st Reading

This contract has a clause for termination without cause at the end of each calendar year; so payments by GHI are not required for a period of more than a year.

| LANDSCAPE MAINTENANCE ACTIVITY | SITES | | |
|--|--|--|---|
| | General Common Areas in GHI shown in Exhibit # A | Specific Common Areas in GHI shown in Exhibits # B1 and B2 | Common Areas at GDC Parkway Apts shown in Exhibit # C |
| Mowing & trimming (Base Bid) | Yes; required 18 times per year | | Yes; required 18 times per year |
| Edging curbs and sidewalks (Base Bid) | Yes; required every other mowing or 9 times per year | | Yes; required every other mowing or 9 times per year |
| Weed control and mulching (Bid Option) | | Yes; in all landscaped beds and tree wells | Yes; in all landscaped beds and tree wells |

The bids were as follows:

| Company | base bid GHI | increase | | base bid GDC | increase | | option #1 GHI | increase | |
|--|-----------------|-----------|-----------|-----------------|-----------|-----------|------------------|-----------|-----------|
| | 2014 | yr 2 | yr 3 | 2014 | yr 2 | yr 3 | 2014 | yr 2 | yr 3 |
| Brickman Group | \$41,175 | 2% | 0% | \$3,600 | 2% | 0% | \$3,015 | 2% | 0% |
| Lasting Impressions Landscape Contractors | \$64,908 | 2% | 2% | \$3,816 | 2% | 2% | \$3,420 | 2% | 2% |
| Level Green Landscaping | \$83,757 | 1% | 1% | \$3,000 | 1% | 1% | \$2,580 | 1% | 1% |
| Terra, Inc. | \$41,400 | 2.5% | 2.5% | \$3,400 | 2.5% | 2.5% | \$3,900 | 2.5% | 2.5% |
| TruGreen Landscape | \$39,668 | 2% | 0% | \$3,697 | 2% | 0% | \$936 | 2% | 0% |

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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.

Moved: Hess

Seconded: James

Carried 9-0

6k. Custodial Contract for Administration Building, 1st Reading

Five companies attended a pre-bid meeting; 4 bids were received as follows:

| Company | base bid | increase | |
|--|-----------------|-----------|-----------|
| | 2014 | yr 2 | yr 3 |
| Bolana Enterprises | \$20,918 | 0% | 0% |
| Altro Janitorial Services | \$19,380 | 3% | 5% |
| Forever Mines Cleaning Services | \$21,624 | 1% | 2% |
| 2Clean Commercial Cleaning Services | \$14,802 | 0% | 0% |

2Clean presently provides custodial services for GDC's Parkway Apartments, and has performed satisfactorily. Staff recommends that GHI enter into a 3-year contract agreement with 2Clean.

This contract has a clause for termination without cause at the end of each calendar year; so payments by GHI are not required for a period of more than a year.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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.

Moved: Hess

Seconded: James

Carried 9-0

6l. Pest Control Contract for 2014-2016, 1st Reading

Six (6) companies attended the pre-bid meeting. Bids received are shown below:

| | | | | | standard | extras | |
|----------------------------------|--------------------------------|------------------------------|-----|-----|----------|----------|-------------------|
| Contractor | base bid - 15 units/week | excess of 15 units /ea | yr2 | yr3 | subtotal | subtotal | expected total |
| Family Termite & Pest Control | \$127.50 | \$8.50 | 0% | 0% | \$6,783 | \$11,110 | \$17,893 |
| Home Paramount | \$375.00 | \$25.00 | 0% | 0% | \$19,950 | \$13,095 | \$33,045 |
| Atek Pest Management | \$231.81 | \$15.46 | 0% | 0% | \$12,332 | \$7,226 | \$19,559 |

This contract has a clause for termination without cause at the end of each calendar year; so payments by GHI are not required for a period of more than a year.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A 3-YEAR CONTRACT WITH FAMILY TERMITE & PEST CONTROL FOR PEST CONTROL SERVICES FOR 2014-16, WITH NO ESCALATION IN THE 2ND & 3RD 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 |

Moved: Hess

Seconded: James

Carried 9-0

MOTION #6B: THE BOARD OF DIRECTORS DIRECTS THE BUILDINGS COMMITTEE TO MEET WITH THE PILOT MEMBERS TO SELECT WHICH HEATING/COOLING SYSTEMS SHOULD BE INSTALLED AND TESTED IN EACH PILOT HOME DURING PHASE 3. THE BUILDINGS COMMITTEE SHOULD INFORM THE BOARD OF THE SELECTIONS ON OR BEFORE DECEMBER 31, 2013.

Carried: Marcavitch

Seconded: Hess

Carried 9-0

MOTION#1: THE BOARD OF DIRECTORS SPECIFIES THAT THE FOLLOWING QUANTITIES OF HEATING/COOLING SYSTEMS SHOULD BE INSTALLED DURING PHASE 3 OF THE PILOT PROJECT AS THE MAXIMUM NUMBERS:

| | Electric Baseboard | Fan-Forced Electric Heaters | Ductless Heat-Pump w/3 Air Handlers | Ducted Air Source Heat Pump | High Velocity Heat Pump | Ceiling Radiant Heaters | Total |
|-----------------------------|--------------------|-----------------------------|-------------------------------------|------------------------------|------------------------------|-------------------------|-----------|
| | \$1,500 per home | \$4,000 | \$13,000 per home | \$17,000 per home | \$17,000 per home | \$800 per home | |
| 8 Frame Units | 2 | 2 | 2 | 1 (0) | 1 | 2 | \$55,600 |
| 8 Brick Units | 2 | 2 | 2 | 1 | 1 | 2 | \$72,600 |
| 12 Block Units | 4 | 4 | 4 (3) | Not recommended by Bldg Cmte | Not recommended by Bldg Cmte | 2 | \$62,600 |
| Total Estimated Cost | \$12,000 | \$32,000 | \$91,000 | \$17,000 | \$34,000 | \$4,800 | \$190,800 |

Vote was taken on Motion #1 as presented and carried unanimously.

7. Items of Information

Items of Information included the New Member Social.

8. President

None given.

9. Board Members – no comments.

10. Manager - no comments.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: Jones

Carried 9-0

The meeting adjourned at 11:48 p.m.

Ed James
Secretary