

Minutes
GHI BOARD OF DIRECTORS
February 12, 2015

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

Excused Absences: DeBernardo, Skolnik

Others in Attendance:

Eldon Ralph, General Manager	Marge Tolchin
Joseph Perry, Director of Finance	Nancy Lux
Tom Sporney, Director of Technical Services	Liz Werlwas
Joan Krob, Director of Member Services	David R. Whaples
Bruce Mangum, Contract Processing Specialist	Rusty Wilbur
Anna Bedford, Audit Committee	Jim & Holly Hancock
Ben Fischler, Audit Committee	Montrese Hamilton
Ken Shields	Elizabeth Shepherd
J. Metzger	Altoria Ross, Recording Secretary
Mary Ernsberger	

Vice President Ready called the meeting to order at 7:32 p.m.

1. Approval of Agenda

The Board removed item *6a. Approval of Minutes: January 8, 2015 and January 22, 2015* from the consent agenda and placed it as a regular agenda item for discussion.

MOTION: TO APPROVE THE AGENDA, AS REVISED.

Moved: Hess

Seconded: James

Carried 7-0

2. Report on Executive Session

Ready said that during executive session, the Board approved the executive committee meeting minutes of January 8 and 22, 2015. She said the Board took actions regarding members whose co-op fees are more than 90 days delinquent and spoke to a member by phone about approval to rent his unit. The Board also discussed taking back a unit of a deceased member, an instance of unauthorized occupancy at another address, and creating a new commercial MOC for one business in GHI. She also said the Board also discussed notices on two other legal items for which it did not make a decision.

3. Visitors and Members

Ready welcomed visitors and members. None of the members present wished to address the Board regarding an item that was not already on the agenda.

4. Approval of Membership Applications

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

- **THOMAS D. ZOOK, SOLE OWNER;**
- **DANIEL LU, SOLE OWNER; AND**
- **MARGARET CAPURSO, JOSEPH S. CARSTENS, JOINT OWNERS.**

Moved: James

Seconded: Hess

Carried 7-0

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

- **JENNIFER L. MCGRAW, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 7-0

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

- **PIRET KORK, 9-N RESEARCH ROAD IS CHANGED TO PIRET KORK, JYRI ERIK KORK, JOINT OWNERS.**

Moved: James

Seconded: Hess

Carried 7-0

5. Committee Reports

James said the Woodlands Committee recently had a joint meeting with Greenbelt Biota. He also said the committee is preparing to select plants for the give away at the annual meeting.

6a. Approval of Minutes: January 8, 2015 and January 22, 2015

The Board discussed the concern raised by Secretary James about last minute changes being suggested to minutes placed on the consent agenda. There was consensus that in the future approval of minutes of Board meetings would be placed on the regular agenda.

MOTION: TO APPROVE THE MINUTES OF THE REGULAR MEETINGS OF JANUARY 8, 2015 AND JANUARY 22, 2015.

Moved: James

Seconded: Jones

Carried 4-2-1

Opposed: Ready, Marcavitch

Abstained: Hess

7a. Proposed Service Side Addition, 1E Northway

In September 2013, Mr. Ken Shields, prior to becoming a GHI member, inquired of staff about potential improvements to GHI homes that he was considering. Mr. and Ms. Shields became members on 5 Nov 2013, and in January 2014, submitted concept drawings for improvements to 1E Northway. At that time, the member's proposal for a service side addition 9' deep conflicted with the GHI rule:

§X.H.3.

The maximum depth of the addition shall not exceed thirty percent (30%) of the distance as measured from the service side of the building to the edge of the yard in front of it or seven (7) feet, whichever is less.

GHI staff referred this issue to the Architectural Review Committee.

The member continued to consider and revise his proposal, discussing various thoughts with staff in April & May 2014. The proposal had developed into a wraparound (service side & end) addition. In January 2015, the member provided revised drawings, with the addition extending 8' into yard, and including awning windows. It required exceptions for the following items:

§X.H.3.

The maximum depth of the addition shall not exceed thirty percent (30%) of the distance as measured from the service side of the building to the edge of the yard in front of it or seven (7) feet, whichever is less.

§X.N.2.

Installation of window types different from those listed as acceptable in the chart below require approval by the Board of Directors before the Technical Services office will issue a permit.

[for masonry homes, only casement & horizontal sliders indicated as acceptable]

ARC voted 5-0 to recommend to the Board of Directors that the exception requests for the awning style windows and the 8' depth of the addition into the service side yard be granted, but the ARC has serious concerns about the overall height of the proposed addition at 1E Northway, as well as concerns about the roof style compatibility of the proposed addition as presented to the ARC on January 14, 2015.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW EXCEPTIONS FOR THE PROPOSED 8' SERVICESIDE DEPTH AND AWNING WINDOWS OF THE PROPOSED ADDITION, AND PERMITS THE REQUESTING MEMBER TO CONSTRUCT THE SERVICESIDE & END ADDITION AT 1E NORTHWAY.

Moved: McFadden

Seconded: James

Failed 3-4

Opposed: Jones, Ready, Marcavitch, and Novinski

CONSENSUS: THE BOARD OF DIRECTORS SENDS THE EXCEPTION REQUEST BACK TO ARC.

7b. Proposed Online Payment Agreement with Paylease

In November of 2011, GHI began offering members an option to pay their co-op fees online with either an electronic check or credit card. This service was offered through North State Bank who contracted with a third party to process these online payments. Members would log on to GHI's website www.ghi.coop and select the option, "make an online payment." That option would link them directly with the bank's website where they would follow the prompts to process either an electronic check or credit card payment. Under this arrangement, electronic checks were processed without a fee to the member, but members would be charged a 3.5% convenience charge for credit card payments. The credit cards which were accepted were American Express, Master Card, and Discover. All payments processed prior to 4 pm would be included in the current evening processing and would generally be reported to GHI on the next business day. The online payment function was purely a service to the members since GHI received no financial benefit from this arrangement.

The agreement between North State Bank and the vendor mentioned above is being terminated so if GHI wishes to continue offering this service to the membership, GHI will have to contract with an electronic payment vendor who offers these services. Representatives at North State Bank have recommended PayLease to fulfill the online payment service on behalf of their current customers. Fees associated with the PayLease agreement will still be incurred by the paying member. Electronic checks will no longer be free, but will be charged a per transaction fee of \$1.95. Credit cards that will be accepted are Visa, Master Card, and Discover for a convenience fee of 3.0%. If the cooperative wanted to include American Express within the accepted credit card payments, the convenience fee would increase to 3.5% on all credit cards. There is an added benefit with the PayLease agreement which was not available with the initial agreement through North State Bank. When a member makes a payment using either an electronic check option or credit card, GHI will receive \$0.50 per transaction as part of a management company revenue sharing program. Payments posted prior to 7:00 pm will be posted the next business day and enhanced reporting will be available since PayLease integrates well with GHI's Jenark property management system.

MOTION: THE BOARD OF DIRECTORS DOES DIRECT STAFF TO ENTER INTO THE ONLINE PAYMENT PROCESSING AGREEMENT WITH PAYLEASE AND COMMUNICATE THE CHANGE TO THE MEMBERSHIP PROVIDING THEM AT LEAST A 30-DAY NOTICE.

Moved: Hess

Seconded: Marcavitch

Carried 7-0

7c. Staff's Report on Ramifications of Reinstating Working Capital Contributions from New Members

On November 16, 2014, the Board of Directors directed staff to undertake the following assignment: Research the ramifications of reinstating the policy of collecting from each new member a contribution to "working capital" and to prepare a report that includes:

- o An explanation of the concept of working capital
- o How "working capital" collected from members may/may not be used.
- o The extent to which these funds should remain liquid.
- o Rationale for and against the collection of "working capital" from members.

MOTION: THE BOARD OF DIRECTORS ADOPTS A WORKING CAPITAL CONTRIBUTION OF ONE PERCENT OF SALES PRICE, EFFECTIVE FOR ALL SALES THAT CLOSE AFTER MARCH 31, 2015.

Moved: Jones

Seconded: McFadden

Tabled

MOTION: TO TABLE.

Moved: James

Seconded: Hess

Carried 7-0

7d. Proposed Pay-Off of Mortgage Loan to Release Lien on 8G Research Road

The unit at 8G Research Road is now vacant, after the MOC of the former member was terminated. The mortgage lender could likely undertake foreclosure proceedings in the near future unless GHI pays off the amount to release its lien on the unit. Foreclosure proceedings could take a long time. This matter was discussed during the earlier Executive meeting of the Board of Directors. The Board discussed whether GHI should pay off the amount to release the lien and other conditions for the purchase and resale of the unit. If the lien is released, GHI can then repair the unit immediately and sell it.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO PAY OFF THE AMOUNT OF \$46,875.25 TO THE SHARE LOAN LENDER, TO SECURE THE RELEASE OF ITS LIEN ON THE MEMBERSHIP AT 8G RESEARCH ROAD, PROVIDED THAT THE SHARE LOAN LENDER PAYS ALL OUTSTANDING CO-OP FEES FOR THE UNIT AT THE TIME OF THE SHARE LOAN PAY-OFF.

Moved: Hess

Seconded: Marcavitch

Carried 7-0

7e. Schedule Manager's Annual Performance Evaluation

CONSENSUS: TO SCHEDULE THE GENERAL MANAGER'S ANNUAL PERFORMANCE EVALUATION FOR MARCH 4 AT 6 P.M.

7f. 2015 Spring and Fall Gutter Cleaning Contract, 1st Reading

An amount of \$60,000 has been budgeted in 2015 to clean all gutters in the spring and fall by contractors.

Prices were solicited for the distinct categories of roof types, including detached garages. GHI formally solicited bids from twenty-four (24) gutter-cleaning contractors. Two (2) attended the scheduled pre-bid meeting, and one (1) attended the 2nd pre-bid meeting scheduled because of bad weather. Staff followed up with the remaining contractors to confirm their status for bidding, speaking directly with two (2) others who indicated that they would bid.

GHI received bids from five (5) contractors:

NAME OF COMPANY	SPRING GUTTER CLEANING				SPRING TOTAL	subtotal spring	FALL GUTTER CLEANING				FALL TOTAL	FALL/SPRING TOTAL	subtotal fall	
	frame	brick	block	garages	calc		frame	brick	block	garages	calc			
	I-A	I-B	I-C	I-D			II-A	II-B	II-C	II-D				
Gilbert General Contractor	\$13,346	\$5,277	\$3,033	\$2,040	\$23,696	\$18,419	\$15,022	\$5,840	\$4,347	\$2,240	\$27,449	\$51,145.00	\$2,240	\$20,659
Aerotech Gutter	\$25,500	\$10,000	\$9,200	\$6,700	\$51,400		\$25,500	\$10,000	\$9,200	\$6,700	\$51,400	\$102,800.00		
Tony's Gutter Cleaning	\$1,000	\$9,954	\$8,130	\$5,760	\$24,844	frame I-A partial bid for 25 townhouses only	no bid	no bid	no bid	no bid	\$0	\$24,844.00		
DGC Cleaning Services	\$13,860	\$5,240	\$4,000	\$4,000	\$27,100	\$5,240	\$14,560	\$5,560	\$4,340	\$4,340	\$28,800	\$55,900.00	\$24,460	\$29,700
Guttermaid	\$18,300	\$11,900	\$13,200	\$17,100	\$60,500		\$18,300	\$11,900	\$13,200	\$17,100	\$60,500	\$121,000.00		
						\$23,659							\$26,700	\$50,359

DGC Cleaning & Gilbert Construction have performed projects before for GHI with satisfactory results. Upon evaluation of these bids, staff recommends awarding the contracts for gutter cleaning to DGC & Gilbert as highlighted in the above table.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH DGC CLEANING SERVICES TO PERFORM SPRING CLEANING OF GUTTERS FOR GHI BRICK HOMES AT ITS BID OF \$5,240.

Moved: Hess

Seconded: McFadden

Carried 6-0

Jones was out of the room at the time of the vote.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH DGC CLEANING SERVICES TO PERFORM FALL CLEANING OF GUTTERS FOR GHI FRAME AND BRICK HOMES AT ITS BID OF \$20,120.

Moved: Hess

Seconded: Novinski

Carried 7-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM SPRING CLEANING OF GUTTERS FOR GHI FRAME AND BLOCK HOMES, AND DETACHED GARAGES AT ITS BID OF \$18,419.

Moved: Hess

Seconded: James

Carried 7-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM FALL CLEANING OF GUTTERS FOR BLOCK HOMES AND GARAGES AT ITS BID OF \$6,587.

Moved: Hess

Seconded: McFadden

Carried 7-0

7g. Masonry Crack Repair Contract, 1st Reading

The GHI Board and staff have received comments from the community in recent years about the condition of exterior surfaces of brick homes. Staff surveyed brick home exteriors and identified several locations which are significantly deteriorated and in need of current repair. An amount of \$50,000 was budgeted in 2014 for these Masonry Repairs.

1a.	2-L Gardenway; repoint
1b.	2-M Gardenway; repoint
1c.	2-P Gardenway; repoint
1d.	2-Q Gardenway; repoint
1e.	2-S Gardenway; repoint
1f.	2-T Gardenway; repoint
2	6-F Ridge Road; crack repair
3	6-R Ridge Road; crack repair
4	11-P Ridge Road, crack repair
5a.	14-Y Ridge Road, crack repair
5b.	14-Z Ridge Road, crack repair
6a.	17-A Ridge Road, crack repair
6b.	17-B Ridge Road, Crack repair
6c.	17-C Ridge Road; crack repair
6d.	17-D Ridge Road; crack repair
7	1A Woodland Way CMU repair
8	2A Woodland Way CMU repair

In Q3 2014, staff specified these repairs and received three bids:

NAME OF COMPANY	TOTAL
American Exteriors	\$ 18,925.00
Mighty Construction, LLC	\$ 29,872.31
Eastern Waterproofing	\$ 90,142.00

Staff asked each of these bidders to review their bids and verify that the price submitted was correct and adequate for them to perform the work. Staff's review of previous similar masonry contracts revealed that in 1998, brick replacement & control joints involving 2 units at each of 2 different locations cost about \$10k each location, and that in 2007, brick mortar joint repointing involving 5 units total at 2 different locations cost approximately \$53k. On this basis, staff was concerned that the apparent low bidder may not wish to continue at some point during the work. On attempting to sign a contract with this contractor, American Exteriors did, in fact, identify that he had made an error, and GHI management deemed it necessary to rebid the RFP. The budgeted amount of \$50,000 from 2014 has been carried over to 2015 to fund this item.

In Q1 2015, staff reissued the RFP and received five bids:

	TOTAL
American Exteriors	\$ 36,150.00
American Window & Building	\$ 46,310.00
C.P.I. Restoration LLC	\$ 87,000.00
Structural Restoration	\$ 75,579.00
Hammonds Masonry	\$ 42,000.00

American Exteriors is a contractor who has worked at GHI in the past on masonry repairs. Staff's experience with this contractor's work has been positive. Staff recommends that GHI contract with this contractor to perform the masonry repairs, for the amount of its bid, with additional to cover contingencies up to the amount budgeted.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH AMERICAN EXTERIORS, INC. FOR MASONRY REPAIRS AT 8 LOCATIONS, WITH A 10% CONTINGENCY, FOR A COST NOT TO EXCEED \$39,765.

Moved: Hess

Seconded: James

Carried 7-0

7h. Contract for Repairs to 8G Research Road, 1st Reading

The Mutual Ownership Contract of the former member of 8G Research Road was recently terminated. If the Board decides to pay off the mortgage loan balance on the unit (*this item was discussed earlier during the Board meeting*), GHI can immediately repair the unit to resale standards and subsequently re-sell it. GHI will recover the debts owed to the co-op and the remaining funds will be remitted to the former member.

Because of the significant work that is involved in bringing the unit into compliance with GHI resale standards, GHI sought bids from three (3) contractors. The following bids were received:

Name of Contractor	Bid Price
Richard K Gehring Home Improvements	\$11,850.00
Rainbow International Restoration	\$11,258.80
Maxwell Painting and Wallcovering	\$9,670.00

The low bidder is Maxwell Painting and Wallcovering. This contractor has satisfactorily performed previous repair work of a similar nature in GHI units. Staff recommends awarding the contract to Maxwell Painting and Wallcovering with an extra 10% to cover any unforeseen contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH MAXWELL PAINTING AND WALLCOVERING TO REPAIR 8G RESEARCH RD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$9,670, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$10,637.00.

Moved: Hess

Seconded: James

Carried 7-0

7i. Contract for Preparing Specifications for Crawl Space Improvements Project, 1st Reading

On 5Jan, GHI stakeholders & staff met with Homes Improvement Research Labs (HIRL) to review the crawlspace task force recommendations. From that meeting, the following parameters were suggested for the crawl space improvement project:

	masonry	frame
	unvented	unvented
	HIRL recommended for GHI	HIRL preferred for other conditions
outside	address surface drainage	address surface drainage
above	air seal [caulk] floor penetrations at common walls and anywhere else	remove insulation at floor
		seal entire floor and rim board cavity w/sprayed latex air barrier
mid		seal crawl vents
	insulation method for door to be determined	replace crawl hatch w/sealed door, to be determined
		seal steam tunnels
	repair existing insulation	install interior foil-faced foam board perimeter insulation
	install exterior slab-edge insulation [option]	
below	10-20mil poly vapor barrier on floors and onto walls	10-20mil poly vapor barrier on floors and onto walls
other		ventilate with humidity-controlled fan
		install condition sensors

At the GHI Board meeting of 8Jan, the GHI Board directed staff to embark on a crawlspace pilot project. Staff requested Homes Improvement Research Labs (HIRL) to provide GHI with a cost for developing a detailed bid specification that encompasses the following:

- Crawlspace upgrades in 2 frame buildings; one block building and one brick building The crawlspaces selected must be dry with no water intrusion problems. Maintenance should have repaired the sump pumps in the frame crawlspaces and sealed the steam tunnels.
- The crawlspaces are to be unvented, based on the criteria recommended by the crawl space task force and endorsed by the buildings committee. Included should be specification for the size and type of humidity control fan, dehumidifier, condition sensor for determining whether a sump pump is not operating; and how the crawlspace doors should be sealed or modified.

HIRL has provided a formal proposal to support this work. It includes:

1. Develop a detailed bid specification for unvented crawl spaces for two frame buildings, one block building, and one brick building, based on the design provided by GHI.
\$8,100
2. Perform house leakage testing at two frame buildings in order to quantify the effectiveness of air sealing at the first floor from the crawl space. Testing would include three tests at each building: before; after sealing penetrations; after sealing floor deck using a spray applied air barrier. House leakage testing is important to quantify the effectiveness of the air sealing efforts. Additionally, testing will help to identify the relative air leakage of individual units with respect to the crawl spaces (and if there is disproportionate leakage from a particular unit) and the effect of operating bath or kitchen exhaust fans in the units.
\$6,800
3. Monitor the temperature and relative humidity in the crawl spaces and housing units of the two frame buildings. Includes T & RH hardware and installation, and monthly analysis of the data for one year. Excludes sump pump monitoring hardware (because that is still to be determined). Cost: \$21,500

Total quoted for this work is \$36,400. Staff has surveyed the community for potential candidate buildings for this pilot and has found 5G-K Ridge, 14A-D Ridge, 54A-F Ridge, and 9J-R Laurel Hill to be appropriate crawl spaces. Since this item is not specifically funded within the 2014 operating budget, the costs would have to be charged to the contingencies reserves account.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH HOME IMPROVEMENT RESEARCH LABS FOR PREPARATION OF SPECIFICATIONS, TESTING, AND MONITORING OF CRAWL SPACES AT 4 LOCATIONS, WITH A 10% CONTINGENCY, FOR A COST NOT TO EXCEED \$40,040.00.

Moved: Hess

Seconded: McFadden

Carried 7-0

8. Items of Information

Items of information included the March 7th Washington Metropolitan Chapter Community Associations Institute Annual Conference & Expo in Washington D.C., the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars. In addition, GHI offices are closed on Monday, February 16th for Presidents' Day. Emergency Services are available, as usual.

9. President

Ready said that President Skolnik will back in town on February 25, and she will leave Greenbelt on Saturday and return on February 20.

10. Board Members

- James – Asked about tree removal permission via the city.
- Hess – Said he talked to a real estate agent who expressed gratitude of contract processing to make things work well. He stated he has a contract to sell his membership on his unit at 8-E Research.
- Marcavitch – The Historic Preservation Taskforce will meet on February 17 and meet on its regular schedule in March.
- McFadden – Is interested in learning more about the Historical Preservation Taskforce.

11. Manager

No report.

12. Staff

Perry wished everyone a Happy Valentine's Day.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: Marcavitch

Carried 7-0

The meeting adjourned at 9:51 p.m.

Ed James
Secretary