

**Minutes**  
**GHI BOARD OF DIRECTORS**  
**February 18, 2016**

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

Excused Absence: Novinski

Others in Attendance:

Eldon Ralph, General Manager

Ben Fischler

Joe Perry, Director of Finance

Leann Irwin, Audit Committee

Joan Krob, Director of Member Services

Phillip Payette

Tom Sporney, Director of Homes

Ellen Weiss

Improvement Program

Kris White

Bijan Khorsand, Director of Technical Services

Maya Robinson

Bruce Mangum, Contract Processing

Kim Kweder

Specialist

Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Skolnik removed *Item 7i. Proposed Agenda for the March 13<sup>th</sup> Membership Town Hall Meeting* from the agenda.

**Motion: The Board of Directors approve the agenda, as revised.**

Moved: Hess

Seconded: Jones

Carried 8-0

2. Report on Executive Session

Skolnik reported that during an executive session on February 4, 2016 the Board considered three member requests for deferral of monthly charges, assignment of a unit to GHI, and extension of a rental permit.

3. Visitors and Members

Phillip Payette said that GHI should hire a licensed asbestos inspector before the HIP crawl space work commences.

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:**

•Courtnye R. Koivisto, Joseph A. Koivisto, Tenants by the Entirety;

•Anna M. Gallagher, Juan L. Guillen, Tenants by the Entirety;

•Lloyd E. McLaughlin, Sole Owner.

Moved: James

Seconded: Hess

Carried 8-0



frame	\$723,754	\$405,443	\$912,475	\$2,041,672			
boiler rooms			\$5,855	\$5,855			
Acadia Builders LLC	\$1,223,740	\$655,394	\$829,062	\$2,708,196	\$211,159	\$55,936	\$2,975,292
block	\$214,039	\$120,384	\$ -	\$334,423			
brick	\$277,013	\$135,380	\$ -	\$412,393			
frame	\$732,688	\$399,630	\$815,877	\$1,948,195			
boiler rooms			\$13,185	\$13,185			
AAPCO							\$3,591,705
Idea Builders							\$3,474,481
American Exteriors*							\$578,070

Note: AAPCO and Idea Builders submitted a breakdown of their bid costs; but these are not shown here since their bids are higher than Katchmark's and Acadia Builders

\* American Exterior only submitted a bid for one of the six schedules

**Motion: I move that the Board of Directors authorizes the manager, for first reading, to enter into a contract with Acadia Builders LLC for the installation of envelope components of 2016 HIP at 326 units at its bid of \$2,975,292, plus 10% for contingencies and opt-in member changes, for a total not to exceed \$3,272,821.**

Moved: Hess

Seconded: Jones

Carried 8-0

**HVAC Components – 63 split-system heat pumps:** Requests for Proposals were sent to 85 contractors and 6 contractor networks; 2 contractors bid:

Bids for HVAC Components (63 split-system heat pumps)

Bids for HVAC Components (63 split-system heat pumps)							Routine Repairs		
	Type of Unit	Total Cost of Bid	Average unit cost	Cost based on quantity of air handlers			Preventive Mtc Agreement (PMA) 2x per year	labor w/PMA	labor w/o PMA
				Qty: 2	Qty: 3	Qty: 4			
Dave's Mechanical	Mitsubishi	\$579,650.00	\$9,200.79	\$6,995.00	\$9,090.00	\$10,995.00	\$169.00	\$130/hr	\$130/hr
Capps Mechanical	Carrier	\$401,799.00	\$6,377.76	\$5,617.00	\$6,259.00	\$7,257.00	\$200.00	\$65/hr	\$85/hr
Actual unit cost during the Pilot Program	Mitsubishi		\$7,939.38		\$7,254.50	\$9,080.83			

**Motion: I move that the Board of Directors authorize the manager, for first reading, to enter into a contract with Capps Mechanical for the installation of 63 optional HVAC mini-split heat pumps during the 2016 phase of the HIP at its bid of \$401,799.00, plus 10% for contingencies and opt-in member changes, for a total not to exceed \$441,979.**

Moved Hess

Seconded: Jones

Carried: 8-0

The Board requested Sporney to further research Capps Mechanical's experience with maintenance and repairs with Carrier equipment in comparison with that of Mitsubishi.

Electrical Components (baseboard heaters, radiant heaters, exhaust fans, thermostats):

Requests for Proposals were submitted to 47 contractors and 6 contractor networks; one bid was received from Best Way Electric.

		baseboard hrs / unit	reserves subtotal	AMP	GHI total	digital t'stat, programmable 1st flr, nonprog 2nd flr	bath exhaust fan	kitchen exhaust fan	radiant bath heater	radiant kitchen heater	permits	member opt- ins	contract total
Best Way Electric			\$269,759	\$16,367	\$286,126	\$ 55,282	\$ 51,085	\$ 21,980	\$ 16,935	\$ 10,684	\$25,800	\$ 181,766	\$ 467,892
qty						63	85	35	33	18	129		
avg						\$ 877.49	\$ 601.00	\$ 628.00	\$ 513.18	\$ 593.56	\$ 200		
budget	326	\$ 910	\$296,660										
estimated						\$ 911	\$ 700	\$ 700	\$ 583	\$ 583	\$ 110		

**Motion: I move that the Board of Directors authorizes the manager, for first reading, to enter into a contract with Best Way Electric for the installation of electrical components of 2016 HIP at 326 units at its bid of \$467,892, plus 10% for contingencies and opt-in member changes, for a total not to exceed \$514,682.**

Moved: Hess

Seconded: Jones

Carried 8-0

#### 7d. 2016 HIP Masonry Crawlspace Contract, 1<sup>st</sup> Reading

Sporney stated that GHI staff inventoried building information and prepared specifications in the fourth quarter 2015 for the 2016 HIP masonry crawlspaces. The scope of the work consists generally of rigid insulation installation and repair, fire stopping floor penetrations, constructing insulated access doors/hatches, and installing ground vapor barriers for masonry homes.

Proposals to bid were sent to 76 contractors; three bids were returned:

	block	brick	additions	total
<b>Aquaguard</b>	<b>\$ 88,602.00</b>	<b>\$ 88,466.00</b>	<b>\$ 2,492.00</b>	<b>\$ 179,560.00</b>
units	60	61		
avg	\$ 1,476.70	\$ 1,348.50		
est	\$ 2,265.00	\$ 2,265.00		
Foam Insealators	\$ 99,634.50	\$ 101,289.50	\$ 2,221.40	\$ 203,245.40
Idea Builders				\$ 211,819.31

**Motion: I move that the Board of Directors authorize the manager, for first reading, to enter into a contract with AquaGuard Waterproofing for the installation of masonry crawlspace improvements during 2016 HIP at its bid of \$179,560, plus 10% for contingencies, for a total not to exceed \$197,516.**

Moved: Hess

Seconded: Jones

Carried 8-0

7e. Review Proposed Mutual Ownership Contracts for 10A-B Crescent

On January 21, 2016, the Board approved the use of 10A Crescent Rd as additional museum space by the City of Greenbelt, subject to the following conditions: (1) new non-residential Mutual Ownership Contracts for 10A and 10B Crescent Rd must be created and approved by the Board of Directors, and (2) the City of Greenbelt would pay all legal costs associated with the creation of the new Mutual Ownership Contracts for the two units.

The Board was provided with and reviewed the newly revised non-residential MOC's for 10A and 10B Crescent Road that is similar to those created for two other non-residential units in GHI last year. The attorneys for the City of Greenbelt and GHI have reviewed the document.

**Motion: I move that the Board of Directors approve the format of the new Mutual Ownership Contract for 10A and 10B Crescent Rd as presented that will take effect when the Board approves a membership application for the City to acquire the membership interest in 10A Crescent Rd.**

Moved: Hess

Seconded: Ready

Carried 8-0

7f. Proposal to Extend Deadline for Submitting Fee Deferral Applications to March 18<sup>th</sup>

Last February 4<sup>th</sup>, the Board approved fee deferral agreements that members would sign in order to defer payments of increased fees associated with the crawlspace improvements that GHI would install during 2016 to 2020.

**Motion: I move that the Board of Directors extend the deadline to March 18, 2016, for GHI to accept applications from members who are desirous of participating in the fee-deferral program.**

Moved: Hess

Seconded: Jones

Carried 8-0

**Amendment: add the following at the end of the sentence: “and increase the amount that can be deferred to \$50 per month.”**

Moved: Jones

Seconded: Brodd

Failed 2-6

Opposed: Marcavitch, Ready, James, Skolnik, McFadden, and Brodd

Vote taken on the amendment failed. Vote on the motion, as presented, carried 8-0.

7g. Financing HIP Optional Improvements Through GHI's Approved Lenders

Director of Finance Perry stated that GHI is not in a position to provide loans to members since it is not a licensed lending institution. He stated that several approved lenders could provide such funding to members and added that Citibank, NCB and Greenbelt Federal Credit Union are

willing to offer informational workshops in March on the subject.

7h. Request Legislative and Government Affairs Committee to Assess Impact of Zoning Rewrite on GHI

The Prince George's County Planning Department is conducting a comprehensive re-write of the Zoning Ordinance and Subdivision Regulations. The goal is to transform the current zoning code into a more user-friendly zoning ordinance for Prince George's County. The County's effort is to modernize the Zoning Ordinance and Subdivision Regulations in a multi-year project and encourage public input throughout the process.

Last month, the Maryland National Capital Park and Planning Commission (MNCPPC) staff gave a presentation on the zoning re-write project to the 4-Cities Coalition including the City of Greenbelt. The Greenbelt City Council is scheduled to have a work session on the zoning re-write, and City planning staff will be sharing the results of its review of the MNCPPC's January presentation during the work session. That work session is scheduled for February 29<sup>th</sup> beginning at 8 p.m. in the City Council room of the Municipal Building.

Staff recommends that the Board should request the newly formed Legislative and Government Affairs Committee to assess and advise the Board on the impact of the Zoning Rewrite Project on GHI.

**Motion: I move that the Board of Directors direct the Legislative and Government Affairs Committee to assess and advise the Board about the impact of the Prince George's County Zoning Rewrite Project on GHI.**

Moved: Hess

Seconded: James

Carried 8-0

Note: Item 7i was deferred to a later meeting.

7j. 2016 Spring & Fall Gutter Cleaning Contract, 1<sup>st</sup> Reading

An amount of \$60,000 has been budgeted in 2016 for hiring contractors to clean all gutters in the spring and fall of 2016.

Prices were solicited for the distinct categories of roof types, including detached garages. GHI formally solicited bids from 15 gutter-cleaning contractors. Four bids were received from Gilbert General Contractors - (\$49,628); Bryant's Cleaning Services - (\$48,500); Petria, Inc. - (\$12,418); and DGC Cleaning Services (\$52,840). Staff recommended that the Board discount bids from Bryant's Cleaning Services who did not provide insurance certificate as requested, and Petria whose quality of past work performed at GHI was not satisfactory.

**Motion: I move that the Board of Directors authorize the manager, for first reading, to sign a contract with Gilbert General Contractor to perform spring and fall cleaning of gutters for GHI brick homes and garages at its bid of \$13,880.**

Moved: Hess

Seconded: Marcavitch

Carried 8-0

**Motion: I move that the Board of Directors authorize the manager, for first reading, to sign a contract with DGC cleaning services to perform spring and fall cleaning of gutters for GHI frame and block homes at its bid of \$35,440.**

Moved: Hess

Seconded: Marcavitch

Carried 8-0

7k. Contract for Designing Drainage System Improvements, 1<sup>st</sup> Reading

During the past year, the Physical Plant Operations' staff investigated problems resulting from members' complaints of flooding in their yards and with water ponding on sidewalks. Due to the severity of the problems investigated, staff identified 5 locations that would benefit from new drainage designs performed by a civil engineering firm. Oyster, Imus and Petzold (OIP), a firm that satisfactorily performed underground utility design work for GHI in the past, was asked to bid and responded the cost for the design work would be \$13,200. Staff anticipates that if approved, the projected work could proceed during this summer/fall.

**Motion: I move that the Board of Directors authorize the Manager, for 1<sup>st</sup> reading, to enter into a contract with Oyster Imus and Petzold to develop designs of drainage improvement systems for yards at 14 U-V Hillside, 13 A-B Ridge Rd, 18V Ridge Rd, 9 L-M Research Rd and 2A Westway, at its bid of \$13,200, plus 10% for contingencies, for a total not to exceed \$14,520.**

Moved: Hess

Seconded: Jones

Carried 8-0

8. Items of Information

Items of information included the Committee Task List and the Monthly GHI and City Calendars.

9. President

Skolnik asked the Board to reserve the following dates on their calendars: Wednesday, March 2 for a work session to consider the draft report of the Ad Hoc Preservation Task Force, and Wednesday, April 20, for an online Board training retreat.

10. Board Members

- Ready suggested that Board and, perhaps, key staff members schedule a tour of the Greenbelt Museum and ask the museum staff about the possibility of presenting a Board/Staff training on the historical significance of Greenbelt---perhaps a modified version of its docent training program. She also suggested, to encourage a feeling of "we're all in this together", that GHI print and sell T-shirts with the HIP logo and each HIP year (e.g., "I'm 2018").
- Hess asked for an update on encouraging members with additions to get them on the Additions Maintenance Program (AMP.)
- Brodd expressed gratitude to the Buildings Committee and staff for an exceptional completion of the pilot project.

11. Manager

No report

12. Staff

Perry announced that he is a grandfather.

13. Audit Committee

Audit Committee member Kandis Wyatt gave birth to a daughter.

**Motion: To recess to executive session, after the break.**

Moved: Hess

Seconded: James

Carried 8-0

The meeting recessed at 9:51 p.m.

Ed James  
Secretary