

Minutes  
GHI Board of Directors  
February 23, 2012

Present: Boswell, Hess, James, Jones, McFadden, Morse, and Wartell

Excused Absent: Novinski

Others in Attendance:

|   |                             |
|---|-----------------------------|
| General Manager, Eldon Ralph                | Chris Shuman                |
| Joan Krob, Director of Member Service       | Annie Shaw                  |
| Tom Sporney, Director of Technical Services | Wilma McMann                |
| Matt Berres, Director of Maintenance        | Sue Ready                   |
| Dianne Wilkerson, Audit Committee Chair     | Lloyd and Regina Mclaughlin |
| Bill Edwards, Audit Committee               | Kris White                  |
| Monica Johnson, Recording Secretary         | Tom and Johanne Jones       |
|   | Nicholas Costen             |

President Boswell called the meeting to order at 7:30 pm.

1. Approval of Agenda

Item 6d. and 6g. were removed from the agenda.

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

Moved: Hess

Seconded: Wartell

Carried: 7

2. Visitors and Members

President Boswell welcomed visitors and members.

Mr. Shuman mentioned to the Board the benefits of having a garages fitted for charging electrical vehicles.

President Boswell suggested that the Finance committee add this to their agenda.

Mr. Tillso mentioned to the Board his concerns on the Pepco smart meters and the health issues; radiation concerns, privacy issues and no op-out option. He mentioned that GHI should ban the smart meters. Director Morse suggested that GHI consider arranging a meeting with a Pepco representative to discuss this issue with members.

3. Approval of Membership Applications

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

- **LINDA A. BEARD, SOLE OWNER**
- **ALEXANDER WUKOVITZ, AMY WUKOVITZ, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: McFadden

Carried: 7

4. Committee Reports

Communications – meeting is scheduled for Monday February 27, 2012

Addition Maintenance Program – Director McFadden summarized the February 12<sup>th</sup>, Addition Maintenance Task Force meeting held for members selected to participate in the planned Addition Maintenance Replacement Reserve Study. Ms. McFadden stated that the field work is anticipated to be completed during the month of March.

Buildings – Director Jones mentioned that the Buildings Committee was updated on the GHI application for the \$204,000.00 grant for the pilot program. The committee is planning to hold a town hall meeting in June to discuss.

Finance – Director Hess mentioned that March 29<sup>th</sup> is the next meeting to discuss Budget Preparations and Additional Revenues

Woodlands – Director James mentioned that the committee has been working on the display board for the annual meeting and is planning a Spring Thaw Party on March 24<sup>th</sup> from 1-2 pm.

Companion Animal Committee – Director Wartell mentioned that the Survey on Disaster Preparedness will be online.

Rental/Subleasing Task Force - Director Jones mentioned that the Task Force will meet on Tuesday February 28, 2012.

President Boswell thanked the parties involved in their efforts for their work on the pilot program grant; He also announced the vacancy on the board and that if anyone wanted to apply to submit applications. He stated that interviews will be held on February 29, 2012.

5. Consent Agenda

The draft minutes of January 26, 2012 were removed from the consent agenda.

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

Moved: Hess

Seconded: James

Carried: 7

6. For Action or Discussion  
 6a. Approval of minutes – January 26, 2012

**MOTION: TO APPROVE MINUTES OF JANUARY 26, 2012 AS CORRECTED.**

Moved: Hess

Seconded: Jones

Carried: 7

- 6b. Contract for Addition Maintenance Program Reserves Analysis, 2<sup>nd</sup> Reading, (CA)  
**APPROVED BY CONSENT: CONTRACT FOR ADDITION MAINTENANCE PROGRAM RESERVES ANALYERS 2<sup>ND</sup> READING.**

- 6c. Yard Line Certification: 2 Woodland Way and 8 Southway

Mr. Sporney explained the yard boundaries and the procedures to Ms. Mclaughlin, who posed a question about her yard plats and yard boundary.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 2 WOODLAND WAY AS PRESENTED.**

Moved: James

Seconded: Hess

Carried: 7

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 8 SOUTHWAY AS PRESENTED.**

Moved: James

Seconded: Hess

Carried: 7

- 6d. Proposed 10'x10' Gazebo in Gardenside Yard, 14K Laurel Hill  
*Removed from agenda.*

- 6e. Responses to Questions Raised at the State of the Coop Town Hall Meeting

During the State of the Coop Town Hall meeting that was held on February 4<sup>th</sup>, several members submitted questions on index cards that could not be answered due to time constraints. Responses to those questions have been prepared by the Board of Directors and staff. President Boswell asked if there were any more changes to the Responses to those questions; Director Morse had a few edits. President Boswell stated the management staff will update.

- 6f. CAC Disaster Preparedness Survey

The Companion Animal Committee (CAC) has developed a draft survey that contains questions related to members' understanding of disaster preparedness. The CAC plans for the survey to be available both online and as a hard copy. Members who do not have companion animals will be asked to only complete the first part of the questionnaire. Members with companion animals will be asked additional questions, including being asked to list the types of companion animals they have and the number of each type of animal. The information collected in the survey will be used to identify resources and develop educational materials to assist members in preparing for a disaster. The CAC is asking the Board for approval to proceed with this survey.

Chair of the Companion Animal Committee, Kris White explained the survey to the board. The Board of Director approved the survey as presented by the Companion Animal Committee.

6g. 2012 Gutter Cleaning Contract, 1<sup>st</sup> Reading  
*Removed from agenda*

6h. Purchase of Two Replacement Cars and One Replacement Pickup, 1<sup>st</sup> Reading

Director Berres updated the board on the purchase of replacement vehicles and why the need to replace. He mentioned that the Mitsubishi Mirage has been used by administrative staff in multiple departments for daily business of the cooperative. Originally scheduled for replacement in 2013, the vehicle has suffered a failure in the transmission crank case in February 2012 that will necessitate an expensive repair. The vehicle is also in poor cosmetic condition. The Mitsubishi Montero acquired in 1991 has severe rust in the undercarriage that is affecting fuel and brake lines and a crack that is compromising the integrity of the frame. It is also becoming increasingly difficult to procure parts for this vehicle. Originally scheduled for replacement in 2013, with the anticipated increased use with the hiring of a project manager in the Technical Services Department, Staff is recommending accelerated replacement. He also mentioned that the Maintenance Department seeks to purchase a mid-sized pickup to replace a Dodge Dakota acquired in 1989. This vehicle is the oldest vehicle in the fleet that receives regular daily use and was scheduled for replacement in 2011 but deferred for budgetary reasons. The cost to repair the deficiencies of this vehicle will exceed its value.

The budget for replacement reserve plan expenditures has an allocation of \$48,000 for the purchase of two new vehicles for the Maintenance Department in 2012. However, if possible, Staff proposes to reduce costs and meet immediate needs by purchasing three used vehicles instead of two new ones.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO PURCHASE TWO USED SEDANS AT A COST NOT TO EXCEED \$13,800 EACH, AND ONE USED PICKUP AT A COST NOT TO EXCEED \$18,600 OR ONE NEW CHEVROLET CRUZE FROM OURISMAN CHEVROLET AND ONE NEW TOYOTA TAHOMA FROM TOYOTA OF LAUREL AT A COST NOT TO EXCEED \$18,457 AND \$24,796 RESPECTIVELY, IF UNABLE TO OBTAIN USED VEHICLES BY MARCH 31, 2012.**

Moved: Morse

Seconded: Hess

Carried: 7

## 7. Items of Information:

### 1. Response to Letter from WSSC's General Manager

WSSC's General Manager informed GHI that WSSC has decided to terminate the infrastructure upgrade project and focus its rehabilitation efforts on other communities in the service area. GHI's General Manager recently responded to that letter and requested that WSSC reconsider its decision and undertake the project in accordance with the first design plan that was submitted by WSSC to GHI.

### 2. Status Report on Electrical Meter Panel Grounding Project

Staff has been working diligently to inspect and repair identified deficiencies with electrical equipment and associated grounding at all GHI units. As of February 15, 2012 initial inspections have been conducted at 349 of 358 rows of homes. In order to complete full inspections at the remaining 9 rows of homes (45 units) it will be necessary to completely shut down power to the units. Accordingly these inspections have been deferred until a later date.

A wide range of deficiencies were discovered most of which were minor in nature do not constitute safety concerns; others were more urgent. In total, one or more deficiencies were noted at 283 rows of homes (approx. 80%). Staffs have initiated repairs concentrating on imminent safety concerns first. To date repairs have been made at approximately 50% of sites.

### 3. Summary of the AMP Replacement Reserve Study Member Meeting

On February 12, the Addition Maintenance Task Force held a meeting for members selected to participate in the planned Addition Maintenance Replacement Reserve Study. Members were invited from 60 homes selected at random to be the subject of the field data collection portion of the study. Twenty members attended the meeting which included presentations on the structure of the current Addition Maintenance Program, the planned study and what members should expect. The Task Force also prepared fact sheets and handouts for participants. The meeting included an open forum for members to raise any questions or concerns. The AMP Task Force will be sending follow up correspondence including copies of the presentation to members unable to attend the meeting. Once the Board approves the consultant for the planned study, Staff will work to schedule site visits. Field work is anticipated to be completed during the month of March.

8. President – President Boswell no report
9. Board Members  
Director Wartell asked what can be done to further the court liaison’s participations.  
President Boswell suggested to possibly sending out a notice of interest soliciting volunteers.  
Director James spoke his concerns about electrical docking stations for garage and Pepco smart meters
10. Manager  
General Manager Ralph had no report.  
Director of Technical Service Mr. Sporney announced that on March 22, 2012 the Hearing for the vacation of the right away at Crescent Road would take place.

**MOTION: TO ADJOURN:**

Moved: Hess

Seconded: McFadden

Carried: 7

Ed James  
Secretary