

Minutes
GHI Board of Directors
February 24, 2011

Board Members Present: James, Novinski, Wartell, McFadden, Agans, Lewis, Morse

Excused Absence: Boswell, Moore

Others in Attendance:

Gretchen Overdurff, General Manager
Dianne Wilkerson, Chair, Audit Committee
Eldon Ralph, Assistant General Manager
Barbara Rondeau, 3E Laurel Hill
Tom Sporney, Director of Technical Services
Joe Perry, Director of Finance
Sue Krofchik, Greenbelt News Review
Debbie Cooley, Audit Committee
Nicole DeWald
Altoria Ross, Recording Secretary

Joan Krob, Director of Member Services
Chuck Hess, Audit Committee
Tom Jones
Johanna Jones
Annie Shaw
Mary Van Dolsen
Richard Bodi
Chris Shuman
Eileen Sutker

President Agans called the meeting to order at 7:30 p.m.

1. Approval of Agenda

Item “j” was added- “Letter to Senators and Representatives.”

MOTION: TO APPROVE THE AGENDA AS AMENDE.

Moved: James

Seconded: Lewis

Carried 6

2. Visitors and Members

President Agans welcomed visitors and members.

3. Approval of Living Trust

The request of Lenore Algaze for approval of her Addendum for Trust Ownership and Trustee’s Affidavit, was added to the consent agenda.

4. Approval of Membership Applications

MOTION: THAT PROSPECTIVE MEMBER DEBABROTA GHOSAL IS ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED HIM AT THE TIME OF SETTLEMENT.

Moved: James

Seconded: Lewis

Carried 6

5. Committee Reports

Board members shared updates on the committee to which they are Board liaison.

- a. Finance Committee: Director Lewis said the Finance Committee is in the process of finalizing recommendations for the Board agenda in March. The committee has learned that members living in frame homes will not have running water when the waste pipes are replaced. As such, the committee is considering ways in which to accommodate the elderly and families with children. The waste pipe replacement is not a part of the upgrade but will be completed at the same time. In addition to the replacement of waste pipes, the committee is looking into the funding of reasonable repairs to damaged cabinets and counters if damage occurs. That, too, will be a future recommendation.

Director Lewis moved on to a discussion about air conditioners that will be removed during the installation of siding. In the pilot program, she said those homes with through-the-wall installation will be without air conditioners for at least a year. The committee will be coming up with recommendations on how to deal with that. For the overall upgrade, air conditioners will be replaced immediately.

The committee also will be making recommendations for allocation of funds for the cost of the consultant who will be writing the bid specifications for the pilot and the allocation of funds for costs associated with the attics of frame and brick units. The attics will be emptied which means possibly renting pods and helping people get into attics to remove things. All of these will be recommended to the Board as ways of dealing with these matters in March.

Lewis also talked about the change in the distribution of real estate taxes in 2012. Last year, GHI received more than 1600 tax bills and staff is still trying to match them with households. Next year, half of the members will pay more taxes while the other half will pay less because of the way the state is doing the assessments. Lewis noted that some increases will be especially large and she plans to provide an overview of the affect on members at the annual meeting. She noted also that during the latter part of May and June, members who have taxes increased \$15-\$50 a month higher will be invited to a group meeting where members of the Finance Committee will explain it. Members with increased taxes more than \$50 a month will be invited to attend a group or individual meeting with a member of the Finance committee. Lewis stated that it is essential everyone apply for the Homestead Tax Credit; applications go out in March and are due back by the end of June.

Director Lewis also encouraged committee members to think ahead for announcements, ads and stories that could possibly appear on the GHI page in the News Review starting in March.

- b. Weatherization Training: President Agans said eight people attended the weatherization training and had a practice session on someone's house. Three teams of two will be making repairs on nine homes.
- c. Website Task Group: Tom Jones, chair, said the Members' Handbook and the Bylaws have been migrated from the old website to the new site now under development. He noted that any changes the task group is unaware of might not be reflected on the new site, so it needs to be kept abreast. The web site is scheduled to go live in early May prior to the

membership meeting. The Nominations and Elections Committee will have continuous coverage of the things they need to have posted and all committees will have pages with the charter, members' names, and contact information. He needs from committees a list of pages, along with URLs (browser addresses) that should migrate over to the new site. President Agans asked Board liaisons to go back to their committees to find out what they like about serving on it. Perhaps their comments could be included on the website.

- d. Woodlands Committee: Director James said the committee had eight people show up last Saturday for the work day to pull ivy from trees at 8 Court Laurel Hill Road.
- e. Buildings Committee: Director James filled in for Director Boswell who was out of town. Director James said the committee has a report for recommendations of the NAHB for upcoming projects. A task force made up of staff, buildings committee and finance committee members will review it. Ten people showed up for a contractors meeting in response to the RFP for Phase II of the pilot. Six bids were received and a recommendation will be made to the Board after they are reviewed. A work group will try to answer questions stemming from the town hall meeting and forward them to the Board and membership.
- f. Marketing Task - GHI Brochure: Director Wartell said the GHI brochure has gone to print. Copies will be available next week. He said the next project would be the banner stand and logo cloth. Gloria, who designed the brochure, will design the banner stand for \$75. Director Lewis reminded Director Wartell to be sure to work within the budget.
- g. Companion Animal: Director Wartell said the committee talked about the animal waste problem and came up with several ideas on how to deal with it and that the vulture problem was resolved. He also said the animal disaster plan would be expanded to include people.

6. Consent Agenda

The minutes of January 27, 2011 were removed from the consent agenda. The following was added to the consent agenda: Approval of Addendum for Trust Ownership and Trustee's Affidavit.

MOTION: TO APPROVE THE CONSENT AGENDA, AS REVISED.

Moved: Lewis

Seconded: Novinski

Carried 6

7a. Approval of Minutes of January 27, 2011.

MOTION: MOVE APPROVAL OF THE GHI REGULAR SESSION MINUTES OF JANUARY 27, 2011 AS REVISED.

Moved: Lewis

Seconded: Wartell

Carried 6

7b. Approval of Living Trust - Lenore Algaze

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS APPROVES THE ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT OF LENORE ALGAZE, THEREBY ALLOWING HER TO PLACE HER MEMBERSHIP AND EQUITY INTEREST INTO A LIVING TRUST DATED JANUARY 31, 2011.

7b. Purchase of New Server, 2nd Reading

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, OF ENTERING INTO A CONTRACT WITH ADVANCE TECHNICAL SOLUTIONS, LLC TO INSTALL A NEW WINDOWS 2008 SERVER AND BACKUP HARDWARE PLUS LICENSING FOR 35 USERS, AT A PRICE NOT TO EXCEED \$23,796.18, WHICH INCLUDES A 5% CONTINGENCY.

7c. Renovation of GHI-owned Playground at 7 Court Southway, 2nd Reading

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, THE PROPOSED PROJECT FOR THE RENOVATION OF THE GHI-OWNED PLAYGROUND AT 7 COURT SOUTHWAY, TO BE UNDERTAKEN BY THE CITY OF GREENBELT AND THE EXPENDITURE OF AN AMOUNT NOT EXCEEDING \$13,000.00 AS GHI'S CONTRIBUTION TOWARDS THE RENOVATION COST.

7d. Yard Line Certification: 3 Laurel Hill Road

Barbara Rondeau wanted to know who maintained the area outside of the fence line and the procedure for replacing fences inasmuch as snow plows have damaged her fence two years in a row. Mr. Sporney stated he would discuss the matter with Ms. Rondeau. Speaking to Sporney, President Agans said, "If GHI damaged the fence GHI should replace it."

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 3 LAUREL HILL ROAD AS PRESENTED.

Moved: James

Seconded: Wartell

Carried: 6

7e. Home Inspection Policy

The board reviewed the revised Home Inspection Policy dated Feb 2011 revised2 and suggested some minor changes. This policy will go into the June issue of *The GHI Communicator*. Members will have a 30-day window to respond.

7f. Hoarding Policy Revisions

Eileen Sutker, who was not able to remain for the discussion, left a statement about her concerns regarding the hoarding policy. Responding to the statement, Annie Shaw, said members

could call GHI about a hoarding concern rather than “going on a witch hunt.” Director Lewis said the policy standards lessen the chances of neighbors ratting on one another. Ms. Rondeau wanted to know if in the course of yard inspections employees would note if the member’s yard was used as a dumping ground with smelly trash. Mr. Ralph said the inspectors have the responsibility to cite a member for such an offense and afford them the opportunity to address the violation. Ralph noted that there is follow up to make sure the problem is remedied. Director McFadden said members calling about hoarding matters should know that they shouldn’t be afraid to give their names because they won’t be released. Director Lewis said the complaint should be in writing. Because of the discussion, President Agans told Board members to submit any suggested changes they had to General Manager Overdurff to appear in the next board packet.

7g. Electric Service in Rental Garages

Member Christopher Shuman again raised the issue of adding electric service to the rental garages, so that it would be possible to use an all-electric vehicle. By adding electrical power, it would then be possible to plug in an electric vehicle overnight and never have to purchase gasoline. Mr. Shuman asked the Board to consider whether they would be interested in finding out if there is wide-spread interest among members in adding electricity to garages, perhaps by polling members, and if there is adequate interest to consider the cost and feasibility of doing so.

Director Lewis said Board and staff are overwhelmed and tasked him with doing the research for the action plan. Director James volunteered to work with Mr. Shuman. Director McFadden said electrical availability should not be limited to only people who have garages. Nevertheless, the Board will place the topic on its action plan when it meets in April.

7h. Finance Committee Resolutions for Financing the Community Upgrade

The Finance Committee made several recommendations for financing the Community Upgrade.

A. Financing of Community-wide Upgrade

MOTION 1: MEMBERS WILL BE ALLOWED TO FINANCE THE UPGRADE TO THEIR UNIT WITH A LOAN FROM GHI. PAYMENT ON THE LOAN WILL BE INCLUDED IN THE MONTHLY CO-OP FEES AND GHI WILL INFORM THE MEMBERS OF THE ANNUAL INTEREST THAT HAS BEEN PAID.

The above motion #1 was deferred to the next meeting for action.

MOTION 2: PENDING REVIEW OF THE CIRCUMSTANCES THAT EXISTS BEFORE THE MEMBERSHIP VOTE ON THE COMMUNITY WIDE UPGRADE, IT IS THE BOARD’S INTENTION THAT GHI WILL MAKE INTEREST-ONLY LOANS AVAILABLE TO MEMBERS IN THE AMOUNT OF THEIR SHARE OF THE UPGRADE THAT IS NOT COVERED BY THE REPLACEMENT RESERVES. A 10% PROCESSING FEE WILL BE ADDED TO THE PRINCIPLE AND THE LOAN WILL INCUR A HIGHER RATE OF INTEREST THAN THE “PRINCIPLE PLUS INTEREST” PAYMENT PLAN. THIS LOAN WILL BE RECORDED SO THAT GHI HAS RECOURSE. TO BE ELIGIBLE FOR AN INTEREST-ONLY LOAN, MEMBERS MUST

NOT HAVE TOTAL LIENS ON THE PROPERTY THAT EXCEED 50% OF THE UNIT'S TOTAL ASSESSED VALUE FOR REAL ESTATE PURPOSES. THE LOAN MUST BE PAID IN FULL WHEN THE UNIT IS SOLD OR THE MOC IS CHANGED.

Moved: Lewis

Seconded: James

Carried: 6

B. Financing of the Pilot Project

MOTION 1: PILOT PROGRAM PARTICIPANTS WILL BEGIN PAYING FOR THE NON-COVERED UPGRADE TO THEIR HOMES WHEN LOAN REPAYMENTS FOR THE COMMUNITY-WIDE UPGRADE BEGINS OR IF AND WHEN GHI DECIDES NOT TO PURSUE THE COMMUNITY WIDE UPGRADE.

Moved: Lewis

Seconded: Morse

Carried: 6

MOTION 2: IF THE PILOT UNIT HAS A RETROFIT NOT SELECTED FOR USE IN THE COMMUNITY-WIDE UPGRADE, IT WILL BE REMOVED AND REPLACED WITH A GHI-APPROVED RETROFIT. IF THE MEMBER WISHES TO RETAIN THE PILOT RETROFIT, THE BOARD WILL DECIDE IF IT IS IN THE BEST INTEREST OF THE CO-OP TO ALLOW FOR THIS EXCEPTION AND WILL SET THE PRICE.

Moved: Lewis

Seconded: McFadden

Carried: 6

C. Member Initiated Upgrades

MOTION: CRITERIA WILL BE ESTABLISHED FOR GRANTING EXCEPTIONS FROM THE COMMUNITY-WIDE UPGRADE FOR MEMBER-INITIATED UPGRADES ALREADY IN PLACE. THESE CRITERIA WILL BE MADE KNOWN TO MEMBERS BEFORE THE COMMUNITY-WIDE UPGRADE IS VOTED ON BY THE MEMBERSHIP.

Moved: Lewis

Seconded: Morse

Carried: 6

7i. 2011 Spring Gutter Cleaning Contract, 1st Reading

An amount of \$50,000 has been budgeted in 2011 to clean all gutters in the spring and fall by contractors. GHI received bids from four contractors and staff recommends Greenbelt Builders, Inc. of Lanham, MD to carry out the spring cleaning. Greenbelt Builders has completed projects before for GHI but has not bid or performed gutter cleaning. Staff knowledge of this contractor's work is that he is dependable and responsive; staff has discussed with this contractor the need to provide adequate manpower to accomplish this contract in the time specified. Staff intends to evaluate this contractor's performance at completion of the contract, and rebid the 2011 fall gutter cleaning contract separately during the 3rd quarter.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GREENBELT BUILDERS TO PERFORM SPRING CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$18,382.

Moved: Novinski

Seconded: McFadden

Carried: 6

7j. Letter to Senators and Representatives.

Correspondence - By February 28, President Agans said she would send the letter concerning International Co-op Day to Senators Ben Cardin and Barbara Mikulski after revision of the third paragraph, last sentence.

8. Items of Information.

Calendar - The new member social will be March 31 at 7 p.m., and the Pepco work session will most likely take place in June.

9. President

President Agans appointed Dave Mills to the Woodlands Committee. Director Boswell will attend the Rebuilding America Conference in Atlanta. President Agans asked Jackie Kendall to join the Additions Maintenance Task Group, and she has agreed. More task group members need to be recruited. She said a decision on the Board liaison needs to be made.

10. Board Members

Director Wartell expressed desire for the GHI brochure and banner designs to be consistent. He also said the marketing plan would be ready by March 16

Director James discussed the results of the New Deal Café Annual Meeting. Director Lewis said the Greenbelt Foundation would meet Sunday at 2 p.m. at the Marriott on Ivy Lane

Director Novinski complimented President Agans for her efficiency in running the Board meeting.

Director McFadden suggested a work session, addressing smoking in the co-op and its impact on members.

Director Morse apologized for his past, present, and future sins.

Audit Committee Member Hess acknowledged the extended hours General Manager Overdurff and Finance Director Perry put in.

Audit Committee Debbie Cooley said a 75th anniversary committee member would come to a Board meeting asking for a GHI representative.

Audit Committee Chair Diane Wilkerson related an incident about Herb Jackson rescuing a bird from a gutter.

11. General Manager

General Manager Overdurff reminded the Board of the March 1 session of the member complaints panel and the upcoming executive session.

MOTION: TO ADJOURN.

Moved: Wartell

Seconded: James

Carried 6

The meeting adjourned at 9:50 p.m.

Ed James

Secretary