

Minutes
GHI BOARD OF DIRECTORS
March 12, 2015

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

Excused Absences: Hess, McFadden

Others in Attendance:

Eldon Ralph, General Manager	Richard Whitt
Joseph Perry, Director of Finance	Kris White, Companion Animal Committee
Joan Krob, Director of Member Services	Montrese Hamilton
Bruce Mangum, Contract Processing Specialist	Marge Tolchin
Anna Bedford, Audit Committee	Johanna Goderre
Ben Fischler, Audit Committee	Cynthia Newcomer
Jonathan Gordy, Audit Committee	John Abell
Velma Kahn	Barbara Glick
Mary Ernsberger	C. Jenise Williamson
Stephen Holland	Ann Metzger
Wendy Osborne	Christopher Shuman
Anna Socrates	Judith Davis, Greenbelt City Council
Ivy Schram	Emmett V. Jordan, Mayor, City of Greenbelt
	Altoria Ross, Recording Secretary

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

1. Approval of Agenda

7d. Review Draft Minutes of November 18, 2014 Special Membership Meeting was removed from the agenda.

MOTION: TO APPROVE THE AGENDA, AS REVISED.

Moved: James

Seconded: Novinski

Carried 7-0

2. Report on Executive Session

Disclosure Statement: An executive session of Greenbelt Homes, Inc. was conducted on March 12, 2015. The meeting began at 6:30 p.m. and ended at 7:08 p.m. The closed meeting was necessary to protect the privacy of individual members on matters not directly related to the business of the cooperative, to consider a business transaction concerning an individual unit and to determine how meeting minutes should be crafted to reduce opportunity for legal action to be taken against the cooperative.

Skolnik said that during executive session, the Board dealt with a number of payment issues with members, had a discussion on the proper policy for the level of details for special meeting minutes, approved a set of minutes, and talked about a proposed public auction of one unit on which GHI plans to bid.

3. Visitors and Members

Skolnik welcomed visitors and members.

- Johanna Goderre spoke on behalf of her husband Tom Jones of the Nominations and Elections Committee, requesting the Board to complete a nine-question survey.
- Cynthia Newcomer said she was not pleased at the evaluation, cost and timeline of completion of crawl space repairs and was hesitant for GHI to proceed with the Home Improvement Project (HIP) under those circumstances. Ready said the crawl space costs are a part of HIP.
- Chris Shuman wanted to know how the \$3.6 million crawl space rehabilitation cost estimate was derived and how members will be informed of the distribution.

4. Approval of Membership Applications

MOTION: THAT THE FOLLOWING MEMBER IS ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED HIM AT THE TIME OF SETTLEMENT:

- **SCOTT R. JACKSON, SOLE OWNER.**

Moved: James

Seconded: Marcavitch

Carried 7-0

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

- **KAREN F. ROBERTS, SOLE OWNER;**
- **ALICE A. MITCHELL, SOLE OWNER.**

Moved: James

Seconded: Marcavitch

Carried 7-0

5. Committee Reports

- Chair Kris White gave the Companion Animal Committee report covering the committee's activities for the period July to December 2014.
- The Ad hoc Historic Preservation Taskforce met with Howard Berger of the Prince Georges County Historic Preservation on Tuesday, March 10. The taskforce is still in its fact-finding process. The taskforce meets the second Tuesday of every month.
- The Finance Committee meeting on Thursday, March 19, at 7:30 p.m. will be a work session with the Board of Directors to discuss the recommended financing of HIP.

6. Consent Agenda

None.

7a. Approval of Minutes: February 12, 2015

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES FROM THE FEBRUARY 12, 2015 MEETING.

Moved: James

Seconded: Marcavitch

Carried 4-0-3

Abstained: Ready, Skolnik, DeBernardo

7b. Board of Directors' Recommendations to the Membership Re: Heating/Cooling Systems for the Homes Improvement Program

In May 2013, the Homes Innovation Research Lab (HIRL) submitted its HVAC Systems Review Report to GHI for phase 3 of the Pilot Program. The GHI Board subsequently reviewed HIRL's report, and, at its meeting on November 21, 2013 decided on maximum quantities of the following systems that should be installed and evaluated during phase 3 of the Pilot Program at the pilot members' expense:

- Electric Baseboard with new wiring and programmable thermostat
- Fan-Forced Electric Heater
- Ductless Heat Pump with 3 air handlers
- Ducted Air-Source Heat pump
- High Velocity Heat Pump
- Ceiling Radiant Heater for kitchen/bathroom

In 2014, staff polled pilot members and contracted to have ten (10) ductless heat pump systems, eleven (11) electric baseboard heating systems with programmable thermostats, and twenty (20) ceiling radiant heaters (11 for bathrooms and 9 for kitchens) thermostats installed. Members did not select fan-forced electric heaters, ducted air-source heat pumps or high-velocity heat pumps. The average actual costs for the systems installed were as follows:

Split system heat pump	\$ 7,915	/unit
Baseboard heaters	\$ 1,151	/unit
Wiring & thermostats	\$ 911	/unit
Ceiling radiant heaters	\$ 583	/each
Permits	\$ 110	/unit

Last February, the Buildings Committee conducted a survey to obtain feedback from pilot members about their satisfaction with the installed systems. Tom Sporney will explain the survey report during the Board meeting. The Buildings Committee discussed the survey results at its meeting of February 25th. In summary, the Committee decided that the overall results were good, and the following issues related to the installation of ductless split system heat pumps during the Homes improvement Program should be considered:

- Stocking of parts such as control boards if GHI assumed responsibility for future maintenance.
- Surge protectors should be installed in the homes to protect the electronic components of the systems from power surges.
- Ensure that better service is provided from contractors who install the systems.

HIRL is collecting data for the 2014-15 heating season through the end of March and expects to submit an energy analysis report about the systems in June. HIRL expects to have some preliminary results that they can share sooner (after April).

Based upon HIRL's initial report for phase 3, simple payback periods for ductless split-system heat pumps installed in all units of 4-unit buildings with no envelope improvements are as follows:

	block	block/vinyl	brick	frame
HIRL's estimated energy savings	\$ 2,593	\$ 1,875	\$ 2,102	\$ 1,960
HIRL's estimated installation cost	\$ 48,400	\$ 48,400	\$ 48,400	\$ 48,400
Estimated simple payback (years) based on HIRL's estimated savings and estimated installation cost	18.7	25.8	23.0	24.7
Actual installation cost during the pilot program	\$ 31,660	\$ 31,660	\$ 31,660	\$ 31,660
Estimated simple payback (years) based on HIRL's estimated savings and GHI's actual installation cost	12.2	16.9	15.1	16.2

The estimated life of a ductless split system heat pump is 15 years. This item is on the agenda for the Board to decide what non-reserve funded building HVAC components it should recommend to the membership for installation during the Homes Improvement Program. The membership will subsequently vote whether to install the items that are recommended by the Board.

MOTION: THE BOARD OF DIRECTORS RECOMMENDS THAT THE FOLLOWING BUILDING HEATING/COOLING IMPROVEMENTS SHOULD BE OFFERED DURING THE HOMES IMPROVEMENT PROGRAM AS DESIGNATED IN THE TABLE BELOW, TO BE PAID FOR BY INDIVIDUAL MEMBERS WHO SELECT TO HAVE THEM. FURTHER, THE BOARD RESOLVES TO INCLUDE THE RECOMMENDED IMPROVEMENTS ON THE AGENDA FOR A MEMBERSHIP MEETING, WHERE MEMBERS WILL VOTE TO DECIDE WHICH IMPROVEMENTS WILL BE OFFERED DURING THE HOMES IMPROVEMENT PROGRAM.

Home Type	Improvement	Required	Member Option	Not Recommended	Board Vote	
					For	Against
Brick	Ductless split system heat pump	0	6	1	6	1
	Wiring & thermostats	0	7	0	7	0
	Ceiling heater	0	5	2	5	2
Block	Ductless split system heat pump	0	6	1	6	1
	Wiring & thermostats	0	7	0	7	0

	Ceiling heater	0	5	2	5	2
Frame	Ductless split system heat pump	0	7	0	7	0
	Wiring & thermostats	0	7	0	7	0
	Ceiling heater	0	5	2	5	2

Moved: Jones

Seconded: James

Carried 7-0

7c. Questions Re: Components to be Installed During the Homes Improvement Program

Staff is submitting a list of questions to the Board regarding the installation of components during the Homes Improvement Program. The questions with suggested motions to be considered by the Board are as follows:

1. Installation of Siding and Wall Insulation on One-Bedroom Frame Units

The Board has recommended that vinyl siding with wall insulation should be installed on exterior walls of frame and block units at a member's expense. The Board should decide the particular configuration that should be allowed for one-bedroom frame units.

MOTION: THE BOARD OF DIRECTORS STIPULATES THAT FOR ONE-BEDROOM FRAME UNITS, VINYL SIDING WITH WALL INSULATION SHALL ONLY BE INSTALLED ON CONTIGUOUS UPPER AND LOWER LEVEL UNITS.

Moved: Jones

Seconded: Skolnik

Postponed

AMENDMENT: TO ADD THE SENTENCE, SIDING ON THE UPPER AND LOWER UNITS SHALL BE THE SAME COLOR.

Moved: Skolnik

Seconded: Jones

Carried 6-1

Opposed: DeBernado

MOTION: TO POSTPONE INDEFINITELY.

Moved: DeBernardo

Seconded: Marcavitch

Carried 5-2

Opposed: Jones, Skolnik

2. Storm Doors

- a) Should new storm doors be included as a member opt-in item during the Homes improvement Program?

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE INCLUSION OF NEW STORM DOORS AS A MEMBER OPT-IN ITEM TO BE OFFERED BY GHI AT THE MEMBER'S EXPENSE, DURING THE HOMES IMPROVEMENT PROGRAM.

Moved: Jones

Seconded: James

Carried 6-1

Opposed: Jones

- b) If storm doors are allowed as a member opt-in item, should GHI provide loans to members who desire to install them?

MOTION: THE BOARD OF DIRECTORS DOES APPROVE OF GHI GRANTING LOANS TO MEMBERS WHO DESIRE TO HAVE GHI INSTALL NEW STORM DOORS ON THEIR UNITS DURING THE HOMES IMPROVEMENT PROGRAM.

Moved: Ready

Seconded: Novinski

Carried 6-1

Opposed: Jones

- c) If storm doors are allowed as a member opt-in item, should GHI be responsible for their future maintenance?

MOTION: THE BOARD OF DIRECTORS STIPULATES THAT MEMBERS SHALL BE RESPONSIBLE FOR THE FUTURE MAINTENANCE OF NEW STORM DOORS THAT GHI INSTALLS ON MEMBERS' UNITS DURING THE HOMES IMPROVEMENT PROGRAM.

Moved: Jones

Seconded: James

Carried 7-0

- d) During the pilot program, GHI required the contractor to re-install existing storm doors that were removed to facilitate the installation of new entrance doors. In some situations the contractor found it difficult to re-install the storm doors and satisfy the members' expectations. Staff spent much time trying to resolve members' dissatisfaction and requested to install new storm doors in two situations because the contractor was unable to re-attach the old storm doors successfully. Staff recommends that contractors should not be required to re-install existing storm doors, and members should be responsible for their re-installation or replacement.

MOTION: THE BOARD OF DIRECTORS STIPULATES THAT MEMBERS SHALL BE RESPONSIBLE FOR THE RE-INSTALLATION OF EXISTING STORM DOORS THAT ARE REMOVED BY GHI CONTRACTORS TO FACILITATE THE INSTALLATION OF NEW ENTRANCE DOORS DURING THE HOMES IMPROVEMENT PROGRAM.

Moved: Jones

Seconded: Skolnik

Postponed

1ST AMENDMENT: THE BOARD OF DIRECTORS STIPULATES THAT MEMBERS SHALL BE RESPONSIBLE FOR THE RE-INSTALLATION OF EXISTING STORM DOORS THAT ARE REMOVED BY GHI CONTRACTORS TO FACILITATE THE INSTALLATION OF NEW ENTRANCE DOORS DURING THE HOMES IMPROVEMENT PROGRAM, IF THE MEMBER WISHES TO HAVE IT DONE.

Moved: Jones

Seconded: Skolnik

2ND AMENDMENT: THE BOARD OF DIRECTORS STIPULATES THAT GHI SHALL BE RESPONSIBLE FOR THE RE-INSTALLATION OF EXISTING STORM DOORS THAT ARE REMOVED BY GHI CONTRACTORS TO FACILITATE THE INSTALLATION OF NEW ENTRANCE DOORS DURING THE HOMES IMPROVEMENT PROGRAM IF THE MEMBER WISHES TO HAVE IT DONE WHERE IT IS PHYSICALLY FEASIBLE.

Moved: DeBernardo

Seconded: Marcavitch

MOTION: TO POSTPONE INDEFINITELY.

Moved: Jones

Seconded: James

Carried: 6-1

Opposed: Skolnik

3. Kitchen Exhaust Fans

- a) The Board has recommended that bathroom exhaust fans should be included as a member opt-in item during the Homes improvement Program. In general, aside from the bathroom, the kitchen is the area of a home where the most moisture is generated. The Board may wish to consider whether kitchen exhaust fans should be included as a member opt-in item during the Homes Improvement Program.

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE THE INCLUSION OF KITCHEN EXHAUST FANS AS A MEMBER OPT-IN ITEM TO BE INSTALLED BY GHI AT THE MEMBER'S EXPENSE DURING THE HOMES IMPROVEMENT PROGRAM.

Moved: Marcavitch

Seconded: Jones

Failed: 2-5

Opposed: Ready, James, Skolnik, Novinski, DeBernardo.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE INCLUSION OF KITCHEN EXHAUST FANS AS A MEMBER OPT-IN ITEM TO BE INSTALLED BY GHI AT THE MEMBER'S EXPENSE DURING THE HOMES IMPROVEMENT PROGRAM.

Moved: James

Seconded: Ready

Carried 5-2

Opposed: Jones, Marcavitch

- b) If kitchen exhaust fans are allowed as a member opt-in item, should GHI be responsible for their future maintenance?

MOTION: THE BOARD OF DIRECTORS STIPULATES THAT MEMBERS SHALL BE RESPONSIBLE FOR THE FUTURE MAINTENANCE OF KITCHEN EXHAUST FANS THAT GHI INSTALLS IN MEMBERS' UNITS DURING THE HOMES IMPROVEMENT PROGRAM.

Moved: Marcavitch

Seconded: Ready

Carried 6-0-1

Abstained: DeBernardo

4. Siding Colors for Block and Frame Units

During the pilot program, the contractor installed siding manufactured by Certainteed, whose available color choices do not include some of the colors of the original 8” vinyl siding that was installed 40 years ago on frame homes. Staff suggests that the Board should request the Architectural Review committee to recommend color choices for siding during the Homes Improvement Program. ARC could perhaps examine the color palettes from siding manufacturers and specify the color choices that GHI should adopt.

MOTION: THE BOARD OF DIRECTORS DIRECTS THE ARCHITECTURAL REVIEW COMMITTEE TO RECOMMEND COLOR CHOICES FOR SIDING TO BE INSTALLED ON FRAME AND BLOCK HOMES DURING THE HOMES IMPROVEMENT PROGRAM. THE BOARD REQUESTS THE

COMMITTEE TO SUBMIT ITS RECOMMENDATION ON OR BEFORE MAY 20, 2015.

Moved: Marcavitch

Seconded: Ready

Carried 7-0

5. Windows

Should a particular window style be consistent throughout a unit or can it vary, dependent on a member opt-in choice e.g. a casement window in a kitchen (for units so configured) if he/she is not opting for casement windows elsewhere; casement windows downstairs and slider windows upstairs etc.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE INCLUSION OF THE FOLLOWING TWO CONFIGURATIONS FOR WINDOW INSTALLATIONS DURING THE HOMES IMPROVEMENT PROGRAM:

- a) A CASEMENT WINDOW OVER THE SINK IN THE KITCHEN (FOR UNITS SO CONFIGURED) IF A MEMBER OPTS NOT TO INSTALL CASEMENT WINDOWS ELSEWHERE IN THE UNIT.**
- b) CASEMENT WINDOWS DOWNSTAIRS AND SLIDER WINDOWS UPSTAIRS IN BLOCK AND BRICK UNITS.**

Moved: Ready

Seconded: Novinski

Carried 7-0

7d. Requests for Contributions from External Organizations

MOTION: THE BOARD OF DIRECTORS APPROVES A CONTRIBUTION OF \$100 TO THE GREENBELT COOPERATIVE ALLIANCE.

Moved: Ready

Seconded: Novinski

Carried 7-0

MOTION: THE BOARD OF DIRECTORS APPROVES A CONTRIBUTION OF \$250 TO THE GREENBELT COMMUNITY FOUNDATION.

Moved: Ready

Seconded: Novinski

Carried 7-0

MOTION: THE BOARD OF DIRECTORS APPROVES A CONTRIBUTION OF \$1,350 TO THE GREENBELT RELIEF FUND.

Moved: Jones

Seconded: Marcavitch

Carried 5-2

Opposed: Ready, Novinski

MOTION: THE BOARD OF DIRECTORS APPROVES A CONTRIBUTION OF \$100 TO THE GREENBELT NURSERY SCHOOL.

Moved: Jones

Seconded: Skolnik

Carried 4-2-1

Opposed: Ready, Novinski

Abstained: Marcavitch

8. Items of Information

General Manager Ralph said that he has appointed Mr. Tom Sporney (formerly the Director of the Technical Services Department) to fill the newly created position of Director, Homes Improvement Program. Sporney will administer all construction activities for that program. The vacant position of Director, Technical Services will be advertised internally and externally.

Items of information included the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars.

9. President

Skolnik said that he was contacted by the city's Green Aces, an environmental sustainability advisory group interested in the canyon at the end of Plateau Place. Green Aces wants to conduct a walking tour and present its plans for GHI to remediate the canyon. The group is also interested in the swales in the common areas. Skolnik said he told the group that GHI already has an active program in place to deal with swales but may find a way to collaborate with Green Aces.

The tentative date for the member information meetings is April 11. Members of frame homes would attend 11:30 a.m. - 1:00 p.m.; block/brick homes, 2:00 - 3:30 p.m.

10. Board Members

- Ready applauded General Manager Ralph's selection of Mr. Sporney as HIP director.
- James said the Woodlands Committee will celebrate Spring Thaw on Saturday- 2-4 p.m.
- Novinski congratulated Sporney. She said she will be absent for the March 26th Board meeting.
- Marcavitch said March 21 is the spring fair at Greenbelt Elementary from 10 a.m.-1 p.m.
- DeBernardo said he would be away on March 21.

11. Manager

No report.

12. Staff

No report.

MOTION: TO ADJOURN.

Moved: James

Seconded: Marcavitch

Carried 7-0

The meeting adjourned at 10:03 p.m.

Ed James
Secretary