

Minutes
GHI BOARD OF DIRECTORS
March 22, 2012

Present: Novinski, Wartell, McHugh, James, Jones Hess, Boswell (at 8:15 pm), McFadden, and Morse

Others in Attendance:

Eldon Ralph, General Manager	Carole Breakstone
Joan Krob, Director of Member Services	Marat Moore
Tom Sporney, Dir. of Technical Services	Kathleen Gallagher
Joseph Perry, Director of Finance	Bruce Mangum
Dianne Wilkerson, Audit Committee Chair	Debbie Cooley, Audit Committee
Johanna Jones	Mara Hemminger
Tom Jones	James Olsen
Chris Schumann	Altoria Ross, Recording Secretary
Kris White	

Vice President Jones called the meeting to order at 8:01 p.m.

1. Approval of Agenda

MOTION: TO APPROVE AGENDA

Moved: Hess

Seconded: Novinski

Carried 7

2. Visitors and Members

Vice President Jones welcomed visitors and members. Tom and Johanna Jones commented on the absence of attachments and motions for members attending the meeting for the last couple of meetings, citing the lack of transparency. Chris Schumann volunteered to data mine trends in GHI. Vice President Jones said both items would be placed on a future Board agenda. Marat Moore talked about the unintended consequences of increased rentals in GHI. President Boswell joined the Board meeting during this discussion (8:15 PM).

3. Approval of Membership Applications

MOTION: THE BOARD OF DIRECTORS APPROVES THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **CHRISTINA J. MARTIN, JOSEPH M. SENE, TENANTS BY THE ENTIRETY**
- **SARA A. ALPAY, ALFREDO B. GOYBURU, TENANTS BY THE ENTIRETY**

- **HOLLY V. WHEELER, JOSEPH P. GARERI, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: Boswell

Carried 8

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

- **JAMES F. GIBSON, SOLE OWNER**

Moved: James

Seconded: Boswell

Carried 7-1

Abstained: Hess

4. Committee Reports

- Memorial for Dorothy Lauber – Director Novinski said the task force is looking for a site to place the memorial.
- Companion Animal Committee – Director Wartell stated the committee is planning to install flags in areas where there have been problems with owners not cleaning up after their pets. The committee is also assembling a member package with guidelines for responsible pet ownership and will distribute a disaster preparedness survey mid-April.
- Woodlands Committee -- Director James announced the committee's *Spring Thaw Event* will take place on Saturday. The committee is preparing a cleanup on Ridge near Canyon Creek. He also mentioned the committee's desire to create a garden with the city's 75th anniversary committee for the celebration. Director James said the garden has to be approved by city council.
- Rental Taskforce - Vice President Jones announced that the taskforce recently met and will gather again in two weeks.
- Addition Maintenance Taskforce – Director McFadden said the group will meet again on April 16 to address the idea of skylights.
- Communications – Director Morse brought up that the committee would be approaching the Board to ask for funds to purchase prizes for the website scavenger hunt. He also mentioned the committee's desire to make a presentation at the annual meeting.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 8

6a. 2012 Gutter Cleaning Contract, 2nd reading.

APPROVED BY CONSENT: BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GREENBELT BUILDERS INC. TO PERFORM SPRING CLEANING OF GUTTERS FOR FRAME AND BRICK GHI HOMES AND DETACHED GARAGES AT ITS BID OF \$18,632.

APPROVED BY CONSENT: BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GREENBELT BUILDERS INC. TO PERFORM FALL CLEANING OF GUTTERS FOR FRAME AND BRICK GHI HOMES AND DETACHED GARAGES AT ITS BID OF \$21,687.

APPROVED BY CONSENT: BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH PETRIA INC. TO PERFORM SPRING CLEANING OF GUTTERS FOR BLOCK GHI HOMES AND DETACHED GARAGES AT ITS BID OF \$4,540.

APPROVED BY CONSENT: BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH PETRIA INC. TO PERFORM FALL CLEANING OF GUTTERS FOR BLOCK GHI HOMES AND DETACHED GARAGES AT ITS BID OF \$4,860.

6b. Roof Replacements for Administration Building and Free-standing Homes, 2nd Reading.

APPROVED BY CONSENT: BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GLOBAL ROOFING TO REPLACE FLAT ROOFS ON GHI ADMINISTRATION BUILDING, TEAM LEADER'S OFFICE, AND PAINT SHOP AT ITS BID OF \$134,144, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$147,558.

APPROVED BY CONSENT: BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH NORTHEAST CONTRACTING TO REPLACE FLAT ROOF AT 135b NORTHWAY AT ITS BID OF \$14,330, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$15,763.

6c. Adoption of Revisions to Shed Rules**MOTION: THE BOARD OF DIRECTORS DOES ADOPT REVISED SHED RULES AS PRESENTED.**

Moved: Hess

Seconded: McFadden

Carried 6-1-1

Abstained: McHugh

Opposed: Novinski

Director Hess suggested that a copy of the revised shed rules be attached to the official minutes.

6d. Proposed Bylaw Changes to Article III, Section 1: Living Trusts, and Article VIII, Section 11: Contracts**MOTION: THE BOARD OF DIRECTORS CONCURS WITH THE RECOMMENDED BYLAW CHANGES TO ARTICLE III, SECTION 1, AS PROPOSED BY THE BYLAWS COMMITTEE, AND DIRECTS STAFF TO INCLUDE THEM AS AN ACTION ITEM ON THE AGENDA FOR THE 2012 ANNUAL MEMBERSHIP MEETING AS REVISED.**

Moved: Hess

Seconded: James

Carried 8

MOTION: THE BOARD OF DIRECTORS CONCURS WITH THE RECOMMENDED BYLAW CHANGES TO ARTICLE VIII, SECTION 11C, AS PROPOSED BY THE BYLAWS COMMITTEE, AND DIRECTS STAFF TO INCLUDE THEM AS AN ACTION ITEM ON THE AGENDA FOR THE 2012 ANNUAL MEMBERSHIP MEETING AS REVISED.

Moved: Hess

Seconded: James

Carried 8

6e. Review of 2011 Year-end Financial Statements

Joe Perry, Director of Finance, explained and answered questions concerning GHI's unaudited year-end Financial Statements.

6f. Proposed Purchase of Units at 8F Plateau Place & 53B Ridge Road that Face Foreclosure**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO NEGOTIATE THE PURCHASE OF 53B RIDGE FROM THE PNC BANK.**

Moved: Hess

Seconded: McFadden

Carried 8

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO NEGOTIATE THE PURCHASE 8F PLATEAU FROM THE PNC BANK

Moved: Hess

Seconded: Novinski

Carried 8

6g. Administration Building's Telecom Service Contract, 1st Reading

GHI's Administration complex has had a contract for telecommunication services and email hosting with Global Telcom Brokers (GTB) for a number of years. The average monthly cost of GTB service runs between \$900-\$1000. The current contract ends on June 10, 2012. GTB's service has proven to be unreliable, with phones and email out for extended periods on several occasions. Staff recommends not continuing service with GTB. Staff prepared an RFP and solicited bids from six (6) telecommunication companies. We received bids from two companies: Windstream/Paetec and Verizon.

Vendor	Monthly Recurring Charges	Installation Charges	Considerations
Verizon	\$942.17	\$20	<ul style="list-style-type: none"> • No Service Level Agreement • No downtime resolution agreement • Will not sign GHI contract • Additional charge for PRI card • 2 year contract
Windstream/Paetec	\$494.55	\$202.50	<ul style="list-style-type: none"> • Agree to all GHI RFP requirements • No extra charge for PRI card • 3 year contract

MOTION: DUE TO AN EMERGENCY, THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO ENTER INTO A THREE-YEAR CONTRACT WITH WINDSTREAM/PAETEC TELECOMMUNICATIONS COMPANY, FOR THE PHONE SERVICE AT THE ADMINISTRATION BUILDING COMPLEX, AT A MONTHLY COST OF \$494.55 (\$17,803.80 TOTAL CONTRACT AMOUNT), WITH AN INITIAL INSTALLATION FEE OF \$202.50.

Moved: Hess

Seconded: James

Carried 8

6h. Request for Contribution: Greenbelt Cooperative Alliance

Each year the Board entertains requests for contributions in March and September. The Board received one request from the Greenbelt Cooperative Alliance for consideration and discussion.

CONSENSUS: ALLOW THE GENERAL MANAGER TO USE DISCRETION USING FUNDS BUDGETED FOR MARKETING EXPENSE.

6i. Request for Leave of Absence by Tokey Boswell

Board President Tokey Boswell's work will take him away from Greenbelt for an extended absence. He will be away and miss all board meetings in April, May, June, and July 2012, a total of at least 6 regularly scheduled meetings. GHI's bylaws, at Chapter V, Section 3.a., states that "A director of the Corporation automatically shall be considered disqualified and to have vacated his/her office if he/she is absent from five out of ten consecutive regular meetings without

permission of the Board during his/her term of office, or if he/she is employed or retained by the Corporation."

MOTION: THE BOARD OF DIRECTORS APPROVES A FOUR-MONTH LEAVE OF ABSENCE FROM THE BOARD DURING APRIL 1ST TO JULY 31ST 2012 FOR MR. BOSWELL.

Moved: Hess

Seconded: Wartell

Carried 8-1

Abstained: Boswell

6j. Establishment of a Task Force to Plan GHI's Participation in 2012 Labor Day Festivities

GHI has traditionally participated in Greenbelt's Annual Labor Day Festivities since its inception, by providing a booth and taking part in the parade with a float. Last year however, GHI did not participate in the parade. Until 2010, GHI's Member and Community Relations Committee planned and constructed the float for the parade. In view of Greenbelt's 75th anniversary this year, the Board should consider whether to establish a taskforce to decide on a) GHI's level of participation and b) make all arrangements for GHI's participation. The task force should consist of at least 3-5 members.

MOTION: THE BOARD REQUESTS THE MANAGER TO RUN AN ADVERTISEMENT SEEKING MEMBERS WHO ARE WILLING TO BE PART OF A TASKFORCE THAT WILL BE FORMED TO PLAN AND EXECUTE ALL ACTIVITIES ASSOCIATED WITH GHI'S PARTICIPATION IN THE 2012 LABOR DAY FESTIVITIES.

Moved: Hess

Seconded: Novinski

Carried 8

7. Information

Vice President Jones announced:

- GHI Safety Record – As of March 14, 2012, GHI staff has had 348 days of no time-lost injuries. Employees will enjoy a luncheon after the Safety Meeting on March 27.
- Email Extension Changes – One of the staff priorities of 2012 was to change all staff email extensions to @ghi.coop. As mentioned in item 6g., emails of all staff will soon be transitioned to Host Gator, and all @greenbelthomes.net extensions will be changed to @ghi.coop. Massive communications through all GHI media is planned for one month prior to the change, estimated to be May 10, 2012, and autoreplies to redirect incoming emails to the new email address will be set up on all @greenbelthomes.net emails from that date until GTB disconnects their service (approximately June 10, 2012).
- Explanation of Real Estate Tax Procedures to Local Realtors - Recently, five realtors made a request through Leonard Wallace of Realty One to meet with GHI to better understand how the new real estate tax procedures will affect buyers and sellers of GHI units. Messrs. Joe Perry and Bill Jones met with four of the realtors on March 9th. A document, prepared by Bill Jones and Joe Perry, will provide realtors with a written explanation about the impact of the real estate tax procedures on sellers and buyers.

8. President

- Members Stephanie Love and Don Comis were appointed to serve on the Companion Animal Committee.

9. Board Members

- Director James announced the Proclamation of the Year of the Co-op at 8 p.m. on Monday by City Council. He also mentioned the new installation of a doorbell outside the exterior door near the Board room.
- President Boswell said today's meeting with area recreation groups made him realize how well GHI is managed.
- Audit Committee Chair Wilkerson asked and got confirmation from Tom Sporney that GHI got approval for vacation right of way on Crescent Road.
- Finance Director Perry via Member Services Director Joan Krob stated cake and ice cream would be served in honor of Director McFadden's birthday. He also mentioned the State of Maryland will begin electronically invoicing GHI for real estate taxes.

10. Manager

General Manager Ralph said Pepco will meet with members on April 24 at the community center to discuss its enhancement projects. He also stated the city gave GHI continued approval for disposal of plant waste at Northway Fields.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: McFadden

Carried 8

The meeting adjourned at 10:05 p.m.

Ed James
Secretary