

Minutes
GHI BOARD OF DIRECTORS
March 8, 2012

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

Others in Attendance:

General Manager Eldon Ralph	Barbara Hamilton
Joan Krob, Director of Member Services	Jerry Simpson, Guest of a member
Tom Sporney, Mgr. of Technical Services	Sue Krofchik, Greenbelt News Review
Dianne Wilkerson, Audit Committee Chair	Terry Henderson
Debbie Cooley, Audit Committee	Elizabeth Jay
Annie Hilliard	Don Comis, Greenbelt Patch
Jeanine Wyatt	Neil Williamson
Judy Bell	Linda Curtis
Yard line	J Davis, Greenbelt Mayor
Jon Bell	Ken and Kathy Jarva
Ben Fisher	Chris Shuman
Kevin Skolnick	David S. Schuman
Jeanette Holman	Jeff Cumberland
	Altoria Ross, Recording Secretary

President Boswell called the meeting to order at 7:40 p.m.

1. Approval of Agenda

One item was added 1a. *Board Announcements*.

MOTION: TO APPROVE AGENDA AS AMENDED.

Moved: James

Seconded: Hess

Carried 9

1a. Board Announcements

President Boswell welcomed Catherine McHugh to the Board. He announced a temporary leave of absence from the Board, April to July. He will be duty stationed in Denver, Colorado. President Boswell stated a transition policy is already in place. At the March 22 Board meeting, there will be an item on the agenda to discuss whether his absence will be excused by the Board. He explained a Bylaws provision that states a Board member can only miss five out of ten meetings before he or she is automatically disqualified from the Board unless excused.

2. Visitors and Members

President Boswell welcomed visitors and members, majority of whom were interested in the agenda item petition by members pertaining to yard line revisions and the A majority of those attending were interested in the item

3. Approval of Membership Applications

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

- **THOMAS R. JORDON, MARY L. MAJOR, DAVID G. MAJOR, JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP**
- **LAURA SHELLEM, JOSEPH GOGGIN, JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP**
- **PATRICIA HOLOBAUGH, SOLE OWNER**
- **AHREN GROESCH, SOLE OWNER**

Moved: James

Seconded: Hess

Carried 9

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

- **SHIBANI SHAH**

Moved: James

Seconded: Hess

Carried 9

4. Committee Reports

President Boswell skipped committee reports to expedite the meeting.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 9

6a. Approval of Minutes

APPROVED BY CONSENT AGENDA: GHI BOARD MEETING MINUTES OF FEBRUARY 9 & 23, 2012

6b. Yard Line Certification: 1 Court Southway (Attachment #3) & 17 Court Ridge (Attachment #4)

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 1 COURT SOUTHWAY AS PRESENTED.

Moved: James

Seconded: Hess

Carried 9

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 17 COURT RIDGE AS PRESENTED.

Moved: James

Seconded: Hess

Carried 9

6c. Process for Reviewing Sublease Exception Requests (Attachment #5)

General Manager Eldon said 24 units are currently being sublet based on the current subleasing criteria. He said he has had some members whom he could not approve because the extension would go beyond the specific period in the criteria.

General Manager Eldon wanted to know from the membership what process should be employed for members who have not been able to sublet according to the current criteria.

Ms. Jeanine Wyatt wrote the Board a letter about her particular situation. She wants an extension for another year until she could sort out some of her issues. Ms. Wyatt wants to know how to move forward.

President Boswell read to the membership the reasons for subleasing exceptions.

Current Subleasing Criteria

- If a member's job requires that he/she temporarily leave the Washington metropolitan area (6 of 24 units met requirement);
- If a member's job requires that he/she live on or near his/her job (service members/fire fighters) (0);
- If the member leaves the Washington metropolitan area to further his/her education (5 of 24);
- Under hardship conditions such as illness, etc. (5 of 24);
- The selling member's home must have been actively marketed for sale for a period of not less than nine months. (0)
- Members who are facing financial hardship or crisis (6 of 24);
- Mowatt Methodist Church sublets to its minister, and GHI sublets to an employee. (2 of 24)

Kevin Skolnik said the rules are vague when it comes to defining hardship and financial crisis. He encouraged the Board to consider what those terms mean and how they might appear in a current time frame considering the market.

Jeanette Holman, who bought high, said she would like to move back to Virginia to care for her elderly mother. Ms. Holman said she could not move due to hardship.

President Boswell explained to the membership how the Board would progress in hearing the exceptions. The exception sessions will take place in close session.

Because it is a difficult decision to determine hardship and financial crisis, President Boswell said the Board would have to use its discretion based on share loan balance, debts, wages, and current income, risk of foreclosure or default on the unit.

President Boswell posed the question of how to treat members applying under the current policy. He said the members would be grandfathered in under a new policy. Members who were denied under the current policy could reapply under the new policy. Should extensions be treated differently than new requests? He answered no. Such extensions will be decided case-by-case. The general manager is only able to give two-year extensions.

Mayor J Davis wanted to know if GHI requires renters to get a permit from the city. Boswell says GHI performs that task. She also asked if GHI vets renters. President Boswell responded affirmably.

Board Member Jones announced a member input for rental task group meeting on Tuesday, March 13 at 7 p.m. President Boswell said if general manager denies an exception, the Board might hear the case in closed session. However, the hearing is not automatic. It takes about three weeks to schedule such a hearing.

Annie Hilliard said she wanted to know how illegal subleasing is handled. President Boswell said the member would go through the complaint panel process. Then he explained the three-steps.

6d. Feedback from Membership on Proposed Revisions to Shed Rules (Attachment #6)

At the GHI Board meeting of 15Dec2011, the Board directed staff to send out notice to the GHI community requesting feedback to the revised shed rules proposed by the Shed Task Force; with a deadline of February 29. Bill Jones said 31 people responded to the revised shed rules. Three did not respond about them; another three were in between. Four members liked having the stricter rules left in place; four wanted even stricter rules. Overall, 21 members were in favor of looser rules (eight of those even more relaxed) and four against. He also mentioned roof styles elicited many comments. At the March 22 meeting, the item will appear on the agenda for action.

6e. Request from Members of MOC Changes to Prohibit Smoking in Units (Attachment #7)

Judy Bell read a petition sent to the Board of Directors from the members requesting a modification to their MOC's that prohibits smoking in their units. The Board would need the following questions answered before presenting the petition to the membership for discussion:

- What's the process for violation? Should the Board follow the same member complaint panel process the Board has out?
- Is it appropriate and legal to deny a sale based on smoking preference?
- How would the smoking policy in this case the change in MOC apply to medically approved smoking such as legalized marijuana?
- What if the future owners or inheritances want to smoke or sell to a smoker? Is there any process for removing the clause in the MOC? Would it apply to workers, visitors, and others entering the unit?
- How does the Board verify the violation?
- How does the Board define the unit or the area where smoking would be not prohibited?
- Could smoking be prohibited in common areas that are not under a share loan?

President Boswell said there are two ways to modify the MOC. It can be amended through the bylaws or it can be valid if it is in writing and signed by the parties.

6f. Bank Resolutions Action

North State Bank and Greenbelt Federal Credit Union each require an updated Corporate Resolution be executed to update Eldon Ralph as the General Manager on the GHI accounts.

MOTION: THE BOARD OF DIRECTORS ADOPTS THE NORTH STATE BANK CORPORATE RESOLUTION AS PRESENTED ON MARCH 8, 2012, AS REVISED AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: TOKEY BOSWELL, PRESIDENT; WILLIAM JONES, VICE PRESIDENT; CHARLES HESS, TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: Hess

Seconded: James

Carried 9

MOTION: THE BOARD OF DIRECTORS ADOPTS THE GREENBELT FEDERAL CREDIT UNION CORPORATE RESOLUTION AS PRESENTED ON MARCH 8, 2012, AS REVISED AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: TOKEY BOSWELL, PRESIDENT; WILLIAM JONES, VICE PRESIDENT; CHARLES HESS, TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: Hess

Seconded: Wartell

Carried 9

Lafayette Investments holds GHI's investments, including an Advantage Money Market Account. Because of the change in general manager, a new Corporate Resolution is required.

MOTION: THE BOARD OF DIRECTORS ADOPTS A CORPORATE RESOLUTION WITH LAFAYETTE INVESTMENTS, FOR THE ESTABLISHMENT AND MAINTENANCE OF TRADING ACCOUNTS AS REVISED AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: TOKEY BOSWELL, PRESIDENT; WILLIAM JONES, VICE PRESIDENT; CHARLES HESS, TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: Hess

Seconded: Wartell

Carried 9

6g. 2012 Gutter Cleaning Contract, 1st Reading

An amount of \$60,000 has been budgeted in 2012 to clean all gutters in the spring and fall by contractors. GHI received bids from five (5) contractors, as listed below for spring and fall, respectively:

Royal Gutter Service, 36,795/36,795; **Hearn Insulation**, \$30,840/\$42,840; **D & G Construction**, \$37,349/\$39,452; **Greenbelt Builders Inc.**, \$23,984/\$27,376; **Petria, Inc.**, \$4,540/4,860; the bid excludes frame and brick units.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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.

Moved: James

Seconded: Jones

Carried 9

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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.

Moved: James

Seconded: Morse

Carried 9

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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.

Moved: James

Seconded: Morse

Carried 9

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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.

Moved: James

Seconded: Hess

Carried 9

6h. Roof Replacements for Administration Building and Free-standing Homes, 1st Reading

Flat roofs for the administration office building, and team leader's office and paint room are scheduled to be replaced in 2012. In Q4 2011, GHI staff contracted with Atlantic & Caribbean Roof Consulting to prepare specifications for these roof replacements. The consultant provided designs for the installation of insulated bitumen roofs for heated buildings, and uninsulated for the non-heated paint shop.

GHI received bids from five (5) contractors, as listed below:

Name of Bidders	Admin Bldg.	Team Leader	Paint Shop	If all 3 awarded	All 3 + 135B NO awarded	135B NO
Ruff Roofers, Inc.	\$141,956	\$24,990	\$9,870	\$173,342	\$190,000	\$17,470
Northeast Contracting	\$110,608	\$27,555	\$6,186	\$144,349	\$158,679	\$14,330
RRH Associates	\$124,690	\$26,800	\$6,870	\$153,360	\$225,000	\$17,960
Global Roofing	\$106,454	\$22,920	\$4,770	\$134,144	\$151,144	\$17,000
Hearn Insulation	\$120,270	\$31,862	\$46,980	\$199,112	\$290,032	\$15,920
reserves budget	\$108,420	\$16,340				\$5,300

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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.

Moved: Hess

Seconded: Novinski

Carried 9

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH NORTHEAST CONTRACTING TO REPLACE THE FLAT ROOF

AT 135B NORTHWAY AT ITS BID OF \$14,330, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$15,763.

Moved: Hess

Seconded: McHugh

Carried 9

6i. Purchase of Two Replacement Cars and One Replacement Pickup, 2nd Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, 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: Hess

Seconded: McHugh

Carried 9

7. Items of Information

President Boswell and General Manager Ralph discussed the Crescent Road Right-of-Way, Vacation Petition. The Maryland-National Capital Park and Planning Commission has scheduled a hearing for the Vacation Petition for the right-of-way issue on Crescent Road on March 22, 2012.

President Boswell requested a Communicator article about the 2011 Waste Reduction Report. He also announced the Greenbelt's 75th Anniversary Symposium for Friday and Saturday, April 27 & 28, 2012, and mentioned he would be absent.

8. President

President Boswell talked about CAI training for newer board members and members who submitted candidate's packets for the Board. He also thanked the Board and members for their response about his being away from GHI for a while.

CONSENSUS: USE BOARD TRAINING FUNDS FOR PEOPLE WHO HAVE EXPRESSED INTEREST IN RUNNING FOR THE BOARD.

9. Board

1. Director McFadden is attending 75th Anniversary Committee Symposium.
2. Director Morse said Communications is organizing a website scavenger hunt to arouse more interest in the website.
3. Director Wartell told the Board that the Companion Animal Committee is finalizing a survey about emergency preparations.

4. Director Hess mentioned the Finance Committee would meet on March 29 at 7:30 p.m.
5. Director James announced the Woodlands Committee's upcoming Spring Thaw Party.

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

- **CATHERINE F. PLAISANT SCHWENN, SOLE OWNER, 8G LAUREL HILL ROAD**

Moved: James

Seconded: McFadden

Carried: 9

10. Manager

General Manager Ralph said he approached Pepco to convene a community meeting on April 18 at 7:00 p.m. to discuss replacement of electrical poles and wires and smart meters. The meeting location will be determined. He will also meet with City Manager McLaughlin and Cecilia Craze to ask for permission to continue to store waste at Northway Fields and give consideration to GHI members. The meeting will take place at that site next Thursday at 10 a.m.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: McFadden

Carried 9

The meeting adjourned at 9:25 p.m.

Ed James
Secretary