

Minutes
GHI BOARD OF DIRECTORS
April 24, 2014

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

Excused Absence: Novinski

Others in Attendance:

General Manager Eldon Ralph	Charlotte Schomburg
Joan Krob, Director of Member Services	Jennifer Stabler
Tom Sporney, Technical Services Director	Kathie Jarva
Matt Berres, Director of Maintenance	Linda Levine
Joe Perry, Director of Finance	Stacey Cumberbatch
Debbie Cooley, Audit Committee Chair	Doug Johnson
Ben Fischler, Audit Committee	Jude Maul
Jonathan Gordy, Audit Committee	Elizabeth Shepard
Linda Curtis	Greg Johnson
Lucinda Keppel	Martha Tomecek
John Henry Jones	Harriette Phelps
Melissa Mackey	Bill Phelan
Henry Haslinger	Michel Cavigelli
Tom Payne	Christine Kleemeier
Lauren Whitaker	Barbara Stevens
Noah Mysliwec	Altoria Ross, Recording Secretary
Robert Trumbule	

President Ready called the meeting to order at 7:35 p.m.

1. Approval of Agenda

The Board deleted 6b. *Yard Line Certification: 33E-V Ridge Road* from the agenda, moved item 6c. *2013 Audit Report Presentation* to become item 6b and Item f. *Review Draft MOU Between GHI and the Greenbelt Community Garden Club Presented by the Woodlands Committee* to become 6c.

MOTION: TO APPROVE THE AGENDA, AS REVISED.

Moved: Hess

Seconded: James

Carried 8-0

2. Visitors and Members

Ready welcomed visitors and members. Henry Haslinger, and Chair of the Nominations and Elections Committee, encouraged members to run for election. He said only one consent to run had been received and the deadline for filing was one week away. He reminded the audience of Candidates Night on May 6.

3. Approval of Membership Applications

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

- **JERRY JACKSON, SOLE OWNER;**
- **ANDREW RIEG, SOLE OWNER;**
- **JOHN LARSEN, SOLE OWNER;**
- **THOMAS MCKNIGHT, SOLE OWNER;**
- **JAMES C. MIERS, JAMES F. T. MIERS, JOINT TENANTS;**
- **BRYAN W. MARTIN, SOLE OWNER;**
- **DEBORAH DUFFICY, SOLE OWNER;**
- **RICHARD KRASKE, MARJORIE KRASKE, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried 8-0

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

- **MARY K. VAN DOLSEN, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8-0

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

- **THOMAS C. MCARDLE, JEANNE E. MCARDLE, IS CHANGED TO THOMAS C. MCARDLE, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8-0

4. Committee Reports

- Skolnik solicited members and friends for the Buildings Committee.
- James, Board liaison for the Woodlands Committee, said the 75th anniversary rain garden had been planted.
- Ready announced that during executive session the Board approved executive session minutes and the assumption of a proprietary lease for a member who is in financial default. She said the Board also heard status reports about an unoccupied unit, discussed a WSSC issue, and restored the privilege of serving on committees to two members who had been banned from serving on committees.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 8-0

b) PERIODICALLY ADVISE THE INVESTMENT COMMITTEE DURING ITS REVIEW OF CURRENT INVESTMENTS AND PRIOR TO PURCHASES OF NEW INVESTMENTS.

Moved: Hess

Seconded: Marcavitch

Carried 7-0

DeBernardo was out of the room during the vote.

6e. Clarify Committee Responsibilities for Making Recommendations Concerning the Management of Common Space (Non-Woodland Areas)

At its meeting on March 27, 2014, the Board of Directors asked the Architectural Review Committee (ARC) and the Woodlands Committee to resolve the anomaly in their respective charters whereby both committees are tasked with making recommendations concerning the maintenance and management of common areas that are not woodlands.

ARC has since agreed to take responsibility for reviewing built elements in common areas (e.g. paving, lighting, railings, playgrounds & equipment), and the Woodlands Committee the responsibility for planting and grading in common areas. The revised charters are shown below:

Architectural Review Committee

Purpose: To advise the Board of Directors about the design, maintenance, and appearance of homes, additions, and improvements, in accordance with GHI's mission statement.

The Architectural Review Committee shall make recommendations to the Board of Directors about those aspects of the enhancement and maintenance of homes, other structures, yards, and built elements in common areas (e.g. paving, lighting, railings, playgrounds & equipment). The recommendations will be guided by the following committee tasks:

- reviewing requests for exceptions to GHI rules regarding those matters;
- examining those rules periodically and proposing any necessary changes that would better serve the interests of the Cooperative and its members;
- initiating recommendations in accordance with the Committee's charge; and
- performing any other tasks assigned by the Board.

Woodlands Committee

Purpose: To make recommendations concerning the management, maintenance and preservation of the GHI Woodlands and other common green space (i.e. non-personal use space); to advise the board of the benefits and drawbacks of various forest and landscape management practices; to at least annually review compliance with any forest management plan in effect and recommend changes as needed; to periodically review GHI's policies regarding the woodlands and the common green space and recommend changes as needed; to physically inspect the woodlands and common green space areas at least annually and report any problems to the Board; to communicate with stakeholders interested in the activities of the Woodlands Committee; and to organize and promote projects where members can assist in the care of the woodlands and the common green space.

MOTION: THE BOARD OF DIRECTORS ACCEPTS THE RECOMMENDATION OF THE ARCHITECTURAL REVIEW COMMITTEE AND THE WOODLANDS COMMITTEE TO REVISE THEIR CHARTERS AS PRESENTED APRIL 24, 2014 AND ADOPTS THE REVISED CHARTERS.

Motion: Hess

Seconded: Skolnik

Carried 7-0

DeBernardo was out of the room during the vote.

6f. 2014 Pilot Program Phase 3 Contract, 1st Reading

Phase 3 of the Pilot Program is for the selected HVAC options. In November 2013, the Board discussed and determined parameters for maximum quantities of units and funding for each category, after which Pilot members chose which HVAC system they wanted. Home Improvement Research Labs (HIRL) was contracted to provide design calculations for heating and cooling loads specific to each Pilot home, and these were provided to each contractor bidding the work. The electrical portion included providing and installing electrical baseboard heaters with wall thermostats, and ceiling radiant heaters in bathrooms or kitchens.

Bids were solicited from 18 mechanical contractors and 19 electrical contractors. Bids received back for the HVAC portion were from McCully Heating & Air -\$62,840.00; Pro-Tech, LLC - \$64,068.75; H & C Inc.-\$71,284.00; and Owen Comfort Systems -\$90,830.00.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH McCULLY HEATING AND AIR, FOR THE INSTALLATION OF EIGHT SPLIT SYSTEM HVAC SYSTEMS AT 4E CRESCENT RD., 4H CRESCENT RD., 3D CRESCENT RD., 15A RIDGE RD., 10B SOUTHWAY, 10D SOUTHWAY, 4C LAUREL HILL RD., 4D LAUREL HILL RD., AT ITS BID OF \$62,840 PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$69,124, PROVIDED THAT THE MEMBERS EXECUTE AN AGREEMENT WITH GHI REGARDING THIS EQUIPMENT.

Moved: Hess

Seconded: Skolnik

Carried 8-0

Two electrical contractors submitted bids as follows:

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GENESIS ELECTRICAL SERVICE FOR THE REPLACEMENT OF BASEBOARD HEATERS AND INSTALLATION OF NEW THERMOSTATS AND CEILING HEATERS AT

- 2B Woodland Way - elec baseboard/t'stat + radiant heater in bath + kitchen
- 2C Woodland Way - elec baseboard/t'stat + radiant heater in bath
- 2D Woodland Way - elec baseboard/t'stat + radiant heater in bath
- 2C Westway - elec baseboard/t'stat + radiant heater in bath + kitchen
- 2D Westway - elec baseboard/t'stat + radiant heater in bath + kitchen
- 4F Crescent Rd. - elec baseboard/t'stat + radiant heater in bath

- 4G Crescent Rd. - elec baseboard/t'stat
- 4H Crescent Rd. - ceiling radiant heater in kitchen
- 3A Crescent Rd. - elec baseboard/t'stat
- 3C Crescent Rd. - elec baseboard/t'stat
- 15A Ridge Rd. - radiant heater in bath + kitchen
- 15B Ridge Rd. - elec baseboard/t'stat
- 10B Southway - ceiling radiant heater in bath
- 4A Laurel Hill - elec baseboard/t'stat + ceiling radiant heater in bath + kitchen
- 4C Laurel Hill - ceiling radiant heater in bath + kitchen
- 15D Ridge Road- ceiling radiant heater in bath

AT ITS BID OF \$33,120, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$36,432, PROVIDED THAT THE MEMBERS EXECUTE AN AGREEMENT WITH GHI REGARDING THIS EQUIPMENT.

Moved: Hess

Seconded: Skolnik

Carried 8-0

6g. Financing Non-Replacement Reserve Items for Phases 2 & 3 of the Pilot Program

MOTION: THE BOARD OF DIRECTORS RESCINDS THE FOLLOWING MOTION THAT IT PASSED ON APRIL 5, 2011: “THE BOARD OF DIRECTORS DOES APPROVE A LOAN OF \$255,511 FROM THE GHI REPLACEMENT RESERVES FUND AND \$18,870 FROM THE ADDITION MAINTENANCE RESERVE FUND TO FINANCE BUILDING ENVELOPE UPGRADES TO 28 PILOT HOMES AND 13 ADDITIONS.”

Moved: Hess

Seconded: James

Carried 8-0

MOTION: THE BOARD OF DIRECTORS APPROVES A LOAN OF \$252,451 TO FINANCE THE COST OF NON-REPLACEMENT RESERVE COMPONENTS AND SERVICES PROVIDED DURING PHASE 2 OF THE PILOT PROGRAM.

Moved: Hess

Seconded: Jones

Carried 8-0

MOTION: THE BOARD OF DIRECTORS APPROVES A LOAN NOT TO EXCEED \$98,579 TO FINANCE THE INSTALLATION OF HEATING/COOLING SYSTEMS DURING PHASE 3 OF THE PILOT PROGRAM.

Moved: Hess

Seconded: James

Carried 8-0

6h. Interest Rate for Loans to Pilot Members

At a prior Board meeting, the Board approved the provision of loans to Pilot members for installation of phase 3 heating/cooling systems with two repayment options stipulated; however,

the Board did not specify the interest rate to be applied. Staff is seeking this information in order to finalize agreements the members are required to sign.

MOTION: THE BOARD STIPULATES THAT THE INTEREST RATE FOR LOANS TO BE PROVIDED TO PILOT MEMBERS DURING PHASE 3 OF THE PILOT PROGRAM TO FINANCE THE INSTALLATION OF HEATING/COOLING SYSTEMS IN THEIR UNITS SHALL BE 5.5% PER ANNUM.

Moved: Hess

Seconded: James

Carried 8-0

The board skipped to item 6j.

6j. 2014 Parking Lot Repairs Contract, 1st Reading

The proposed 2014 parking lot repair program consists of the following tasks:

Numbering at 12 Plateau and 50 Ridge Road.

Sealcoating at 4 Court Crescent Road, 62A/B Crescent Road, 1 Court Gardenway, 133 Greenhill Road, 7 A-D Hillside Road, 9 Court Laurel Hill Road, 135B Northway Road, 4C Plateau Place, 7A-F Ridge Road, 16 and 51 Courts Ridge Road, 7 and 11 Courts Southway.

Minor Repairs at 9, 14 and 22 Courts Hillside Road; 3 A-B Laurel Hill Road; 14 Court Laurel Hill Road; 7 N-P Research Road; 16, 18, 24, 39, 45 Courts Ridge Road; 10 Court Southway; Admin Building Parking Lot.

Major Repairs at 2 Court Plateau Place, 55 Court Ridge Road.

In March, bids were requested from twenty contractors of which six attended the pre-bid meeting. Staff contacted those contractors who failed to attend the pre-bid as a follow-up measure. Four bids were received:

NAME OF COMPANY	STRIPE, NUMBER & LETTERS	SEAL, STRIPE, NUMBER & LETTERS	MINOR REPAIRS	subtotal operations	MAJOR REPAIRS		subtotal reserves	TOTAL
					2 Plateau	55 Ridge		
CPE Incorporated	\$600.00	\$11,544.00	\$9,253.00	\$21,397.00	\$24,761.00	\$15,042.00	\$39,803.00	\$61,200.00
Espina Paving, Inc.	\$2,300.00	\$12,683.00	\$16,629.00	\$31,612.00	\$27,243.00	\$39,046.00	\$66,289.00	\$97,901.00
Asphalt & Concrete Elite Svcs.	\$1,165.00	\$9,735.00	\$9,711.00	\$20,611.00	\$23,646.00	\$40,705.00	\$64,351.00	\$84,962.00
Prata Construction	\$419.00	\$16,211.00	\$12,432.00	\$29,062.00	\$42,993.00	\$14,136.00	\$57,129.00	\$86,191.00
<i>budget</i>				<i>\$25,000.00</i>			<i>\$30,000.00</i>	

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC. FOR THE REPAIRS (SEALING, STRIPING, NUMBERING, MINOR

REPAIRS AND MAJOR REPAIRS) TO PARKING LOTS AT ITS BID, \$61,200, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$67,320.

Moved: Hess

Seconded: James

Carried 8-0

The Board returned to 6i. *Further Review of GHI's Sublease Policy.*

6k. Further Review of GHI's Sublease Policy

GHI's current sublease policy states, "The General Manager, at his/her discretion, may choose to grant subleasing privileges to a member for a period not to exceed two years, in the following kinds of cases, provided that the member has not rented his/her unit without authorization during the previous twelve (12) months:....." Some Board members have voiced concern that the provision which prohibits a member from obtaining a permit if his/her unit was rented without authorization during the previous twelve (12) months is too harsh. The Board considered whether to maintain, remove or modify the provision with the rental permit restriction.

At 10:03 p.m., the following motion was made:

MOTION: TO EXTEND THE MEETING BY ANOTHER THREE MINUTES.

Moved: Hess

Seconded: Skolnik

Carried 8-0

MOTION: THE BOARD OF DIRECTORS DIRECTS THE RENTAL TASK FORCE TO RECOMMEND WHAT CHANGES, IF ANY, SHOULD BE MADE TO THE PROVISION IN GHI'S SUB-LEASE POLICY THAT PROHIBITS A MEMBER FROM OBTAINING A PERMIT IF HIS/HER UNIT WAS RENTED WITHOUT AUTHORIZATION DURING THE PREVIOUS TWELVE (12) MONTHS.

Moved: Marcavitch

Seconded: Skolnik

Carried 7-1

Jones opposed.

7. Items of Information

Items of Information were the Employee Appreciation Week, Historic Preservation Reception, Board's Action Plan Status and Committee Task List, and Monthly GHI and City Calendars.

8. President

Ready said Board members should examine 33 N-Q Ridge Road and 35 Court Ridge Road for the future yard line discussions. She also noted that June is Peace Month. Ready appointed members to the electrical charging station and the rental task forces.

9. Board Members

- Marcavitch invited Board members to a Historic Preservation Reception on May 8.
- DeBernardo noted the inferior sound quality during last year's annual meeting. Ready stated that this year GHI would provide the sound services for the event. DeBernardo announced a joint committee effort would develop a program for GHI's participation during this year's Labor Day Festival.

10. Manager

Mr. Ralph announced that Bank of America is no longer a source for GHI share loans.

11. Staff

None presented.

MOTION: TO RECESS TO EXECUTIVE SESSION AFTER THE BREAK.

Moved: Hess

Seconded: James

Carried 8-0

The meeting recessed at 10:20 p.m.

Ed James
Secretary