

Minutes
GHI Board of Directors
April 28, 2011

Present: James, Novinski, Wartell, McFadden, Agans, Lewis, Morse, Boswell, Moore

Others in Attendance:

Gretchen Overdurff, General Manager	Joan Krob, Director of Member Services
Dianne Wilkerson, Chair, Audit Committee	Chuck Hess, Audit Committee
Eldon Ralph, Assistant General Manager	Tom Jones, 1C Woodland Way
Gail Phillips	Debbie Cooley, Audit Committee
Tom Sporney, Director of Technical Services	Brenda Lewis, HR Director
Joe Perry, Director of Finance	Sue Krofchik, Greenbelt News Review
Bill Jones	Jeannette Grotke
Altoria Ross, Recording Secretary	

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

1. Approval of Agenda

Item 6c, “Planet Aid Recycling Bins” was removed from the agenda. Item 6d, “Approval of BB&T as a Lender” became item 6c. A new item, “Payoff of 5J Gardenway” was added as item 6d.

MOTION: TO APPROVE THE AGENDA, AS AMENDED

Moved: James

Seconded: Boswell

Carried 7

2. Visitors and Members

President Agans welcomed visitors and members. Gail Phillips of asked if GHI had a contingency plan for emergencies resulting from storms. Director Wartell told her about the GHI Companion Animal Committee’s endeavor to create a disaster plan for animals and of the Board’s mandate to that committee to broaden the task to include humans.

3. Approval of Membership Applications

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

- **SCOTT RITZ , SOLE OWNER**

4. Committee Reports

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

- a. Communications Task Group: The task group will distribute a survey soliciting the input to members during the annual meeting. Awards will be given to two members whose idea created the News in Review page and who won the name the page contest.

- b. Additions Maintenance Taskforce: Director McFadden spoke about the challenge of the taskforce pertaining to structural additions and in particularly those additions that do not meet GHI standards.
- c. Finance: Director Lewis spoke to the homestead tax credit issue and the method to be used in explaining to those whose taxes will increase dramatically.
- d. Investment: The committee reviewed the projected replacement reserve fund balances to ensure that long-term investments did not tie up funds that would be needed for the increased expenditures starting in 2015.
- e. Website: President Agans said the launch has been delayed but will still be ready in time for the annual meeting.
- f. Woodlands: The committee will conduct a spring migration bird walk May 14 and will give away plants at the annual meeting.
- g. Buildings: Members of the committee will meet with pilot members on April 30, May 1, and May 2 to review the financial implications and Memorandum of Understanding.
- h. Companion Animal: The CAC has obtained copies of city, county and state disaster planning booklets. He noted that GHI's new banner would be displayed at the upcoming Pet Expo and at the annual meeting.

4. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Boswell

Seconded: James

Carried 8

6a. Approval of Minutes of March 24, 2011.

APPROVED BY CONSENT AGENDA: BOARD MEETING MINUTES OF MARCH 24, 2011.

6b. 2011 Concrete Sidewalk Contract, 2nd reading.

APPROVED BY CONSENT AGENDA: 2011 CONCRETE SIDEWALK CONTRACT FOR SECOND READING AND FINAL PASSAGE.

6c. Approval of BB&T as a Lender

BB&T Bank is desirous of providing share loans for GHI prospective members and to members refinancing. Mr. Joseph Giampetroni, Senior Mortgage Specialist for BB&T Bank answered questions posed by board members.

MOTION: THE BOARD OF DIRECTORS ACCEPTS BB&T BANK AS AN APPROVED LENDER TO GHI MEMBERS.

Moved: Lewis

Seconded: Moore

Carried 8

6d. Payoff of 5J Gardenway

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO NEGOTIATE THE LOAN PAYOFF FOR 5J GARDENWAY WITH PNC MORTGAGE FOR

AN AMOUNT NOT TO EXCEED \$95,000, WHICH INCLUDES FEES ASSOCIATED WITH THE DELINQUENT LOAN.

Moved: Lewis

Seconded: Boswell

Carried 8

6e. Audit Presentation

The Board reviewed and discussed the audited 2010 financial statements.

MOTION: TO ACCEPT THE REPORT OF THE AUDITORS.

Moved: Boswell

Seconded Novinski

Carried 8

6f. Recommendation for Rules Change for Smoke Detectors in GHI Homes

At the Board meeting of 24Mar 2011, ARC included a report to the Board on its discussion of placement of smoke detectors in GHI dwelling units. The purpose of this report was to identify current county and city requirements for smoke detector placement, discuss responsibility for placement of smoke detectors, and discuss revisions in GHI rules.

At that meeting, staff addressed ARC's suggestion (recommended action b.) that GHI's insurance representative be contacted to discuss financial impacts for installing smoke detectors to the current building code requirements. GHI's insurance representative indicated that smoke detectors are typically the responsibility of the occupants of dwelling units, and that the cooperative would be undertaking additional liability if it were to provide smoke detectors on behalf of the organization. The Board tabled discussion on this issue at that meeting. Staff has further prepared a suggested revision to the GHI rules to incorporate the current building code requirements, for the Board's consideration:

Deleted ~~striketrough~~
 Added [italics & square brackets]

III.A. INTERIOR

10. All GHI homes must have ~~at least 1~~ working smoke detector [s compliant with the building code enforced by the local authority having jurisdiction. At the date of this section, required locations are:

- a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
- b. In each room used for sleeping purposes.
- c. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one (1) full story below the upper level].

If located on the ceiling, the smoke detector must be spaced a minimum of four (4) inches from any side wall. If located on the side wall, the top of the smoke detector must be a minimum of four (4) inches or a maximum of twelve (12) inches from the ceiling.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE OF THE REVISION TO GHI RULES AS INDICATED ABOVE [AND REVISED]. THE REVISED REQUIREMENTS FOR PLACEMENT OF SMOKE DETECTORS WILL BE ENFORCED AT MEMBER RESALE, A SITE SPECIFIC INSPECTION, OR IN THE SITUATION OF A RENTAL PURPOSES COMMENCING WITH ANY INSPECTIONS ORIGINATING AFTER THE DATE OF ADOPTION OF THIS MOTION.

Moved: Boswell

Seconded: Lewis

Carried 8

6g. Request for Survey Return Incentive – Communicator Task Force

The Communicator Task Force is preparing a survey to gauge GHI member opinion of the newsletter and “GHI News in Review” page. As an incentive to have members return the survey quickly, the task force requests that the Board authorize a prize for one lucky person returning the survey by May 20.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THAT A \$50 CO-OP GIFT CERTIFICATE BE AWARDED AS AN INCENTIVE TO COMPLETE AND RETURN A COMMUNICATIONS SURVEY. ANNOUNCEMENT TO BE MADE AT THE 2011 ANNUAL MEETING.

Moved: Boswell

Seconded: Moore

Carried: 8

6h. Transition Team Report

The Transition Team provided the Board with its report which included a job description of the general manager and the RFP scope of work. Comments concerning the RFP are due to the Transition Team by May 4.

6i. Revised Fee for Service Fee Schedule

At the GHI Board meeting of January 27, 2011, new rates were adopted to be put into effect on March 31, 2011. Subsequent to this action, GHI staff has reviewed its list of common fee-for-service requests and suggested revisions based upon the newly revised rates and consideration of processing details. Involved staff has reviewed this information and proposes the following:

		2011							
		conditi ons	Permi t inclu ded	2010 char ge	materi al	Labo r mh	fee	Calc charge	Sugg ested price
						55	15%		
Window screen	repair			\$55		1		\$55	\$55
Replace screen frame					\$45	1	\$22.5 0	\$122.50	\$125
A/C window platform	Supply & install			\$230	\$30	4	\$37.5 0	287.50	\$290
Exhaust fan for	Supply			\$518	\$80	9	\$86.2	\$661.25	\$665

bathroom	& install						5		
Exhaust fan for kitchen	Supply & install			\$535	\$80	9	\$86.25	\$661.25	\$665
Door glass in three lite doors (per pane)	repair			\$109	\$8	2	\$22.50	\$140.50	\$145
Ceiling fan in existing electrical opening (labor only)	repair			\$89		2	\$22.50	\$132.50	\$135
Washer drain and electrical lines for washer/dryer (frame home)	install	Mat'l price: Tripp pbg	x	\$1,696	\$1,600	5	\$281.25	\$2,156.25	\$2,160
Washer drain & electrical lines for washer/dryer (block home)	install	Mat'l price: Tripp pbg	x	\$2,041	\$1,900	5	\$326.25	\$2,501.25	\$2,505
Bathroom sink vanity (labor only)	replace			\$167		4	\$33.00	\$252.00	\$255
Floor tile in bathroom (vinyl 12"x12")	Supply & install	\$60 fir tile & no repair of fir damage		\$351	\$60	8	\$75.00	\$575.00	\$575
Interior door	Supply & install			\$239	\$80	5	\$53.25	\$408.25	\$410
3-lite entry door, 3'0" x 7'0" w/lock, no paint	Supply & install			\$808	\$350	12	\$151.50	\$1,161.50	\$1,165
Pull-down heavy duty wooden attic stairs	Supply & install			\$661	200	10	\$112.50	\$863.50	\$865
Handicapped bar in bathroom	Supply & install			\$109	\$25	2	\$22.50	\$157.50	\$160

Plane bottom of door				\$40		1.5		\$82.50	85
Rain barrel: copper downspout	Install			\$100	\$73	1.5	\$23.33	\$178.83	\$180
Rain barrel: alum downspout	Install			\$100	\$19	1.5	\$22.50	\$124.00	\$125
Replace toilet w/low flow model	Supply & install	Additio n-al charge for specialt y toilet or replacin g floor tile				2	\$22.50	\$132.50	\$135
Winterize/dewi nterize						2	\$22.50	\$132.50	\$135
Key	Replace	GHI		\$5	\$.34	.25		\$14.09	\$15
Key-high security	Replace	Pkwy		\$50	\$3.60	.38	\$22.50	\$46.73	\$50
Garbage disposal (labor only)	Replace					2.5	\$22.50	\$160.00	\$160
Smoke detector, battery op	Detect only				\$5			\$5.00	\$5
Smoke detector, battery op	Install, one only					1		\$55.00	\$55.
Smoke detector, battery op	Install, each additional					.25		\$13.75	\$15
Smoke detector, battery op	Replace battery, lot price					.5		\$27.50	\$30
Kitchen or bath	Replace					2	\$22.5	\$132.50	\$135

faucet (labor only)							0		
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MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE FEE-FOR-SERVICE PRICELIST OF STANDARD SERVICES, BASED UPON CURRENT RATES AND COMPONENT DETAIL.

Moved: Lewis

Seconded: McFadden

Carried 8

7. Items of Information

The Board was provided information on the City's budget meeting schedule, NCB's annual meeting, Board and committee task lists, and GHI's and the City's calendar of events.

8. President

President Agans said she would not be able to attend the next board meeting. She thanked the Board and staff for their support and work during her tenure. She reminded the Board of the upcoming candidates' forum on May 10 and that the semi-annual reports for each committee and task group are due June 1. President Agans also announced Take Back Your Prescription Drugs Day at Berwyn Police Department between 10 a.m. to 2 p.m. on Saturday.

9. Board Members

- **Director Moore** wishes to meet with Assistant General Manager Ralph and Directors Boswell and Morse to review the Town Hall Meeting FAQ's next week. She has also written an article for the *Communicator* about GHI being family friendly.
- **Director Wartell** invited members to view the new GHI banner and tablecloth set up in the lobby.
- **Director Boswell** met yesterday morning with the Maryland Energy Administration about pilot financing.
- **Director James** reminded members about electronic recycling on Saturday at Public Works and shredding by the Greenbelt Federal Credit Union.
- **Director Lewis** said the names and addresses of the new members appear in the minutes that were posted to the GHI website; addresses should not be included.
- **Director Morse** talked about emergency notification outlets via cell.
- **Audit Committee Cooley** thanked Director Wartell for producing the banner stand and table cover.
- **Audit Committee Chair Wilkerson** thanked President Agans for her service.

10. Staff

- **Mr. Sporney** mentioned that tree damage was minimal during the last storm; that the boiler room at 9 Southway was modified for storage usage a couple of months ago.
- **Ms. Krob** asked for clarification on posting members names and addresses on the website through the minutes.
- **Assistant General Manager Eldon Ralph** said Travelers quoted \$78,000 worth of damage done to roofs and gutters for brick homes due to the winter snow storm.

- **Mr. Perry** announced he had the Board checks and reminded Board members to sign the distributed reports to go into the annual report. He noted that Chuck Hess's surgery was successful.

10. Manager

General Manager Overdurff said she had a phone conversation with the Department of Energy (DOE), NOL, and NAHBRC. According to DOE, GHI does not need a review. The DOE attorney will send a copy of the report to GHI and the Maryland Historic Trust concerning the work NAHB Research Center is doing with GHI.

She said she will bring sign up sheets to the next meeting for the May 22 open house and reminded the Board that the new member coffee social needs to be scheduled. General Manager Overdurff also mentioned the storage space at 9 court Southway is available to rent at \$96 a month.

MOTION: TO ADJOURN

Moved: Moore

Seconded: Wartell

Carried 8

The meeting adjourned at 10:25 p.m.

Ed James
Secretary