

Minutes
GHI Board of Directors
April 7, 2005

Present: Abell, Alexanderwicz, Alpers (7:53 p.m.), Eichhorst, Hess (8:00 p.m.), Hudson, Lauber, Lewis

Unexcused Absence: Moore

Others in Attendance: Gretchen Overdurff, General Manager
Eldon Ralph, Director of Physical Plant Operations
Stephen Ruckman, Director of Finance
Joan Krob, Director of Member Services
Brenda Lewis, Director of Human Resources
Tom Sporney, Staff Engineer
Genevieve Courbois, Recording Secretary
Dianne Wilkerson, Audit Committee
Jill St. John, Curator, Greenbelt Museum
Barbara Havekost
Marat Moore

President Eichhorst called the meeting to order at 7:30 pm. She stated there was no need for an Executive Session as it was held prior to the meeting. She added that the Board might consider Agenda items non-sequentially in order to accommodate members present for certain items.

1. Approval of Agenda

MOTION: MOVE APPROVAL OF THE AGENDA.

Moved: Alexanderwicz Seconded: Lauber Carried

2. Visitors and Members

Member Marat Moore presented copies of a letter written in response to an inquiry by Treasurer Lewis regarding the Board's April 6th yard line project work session.

3. Discussion of Minutes

MOTION: MOVE APPROVAL OF THE MINUTES OF MARCH 10, 2005 AS REVISED.

Moved: Lewis Seconded: Hudson Carried

4. Approval of Membership Applications

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

- **DALE B. SCOTT AND JENNY R. WÜSTENBERG**

- DANIEL A. KAHN
- EILEEN M. SUTKER
- NICOLE MARTYN AND FREDERIC PAMBRUN
- PATRICIA L. ELSTON
- JAMIE L. IVY
- KARL B. HILLE AND BARBARA A. HILLE
- PETER V. ARMSTRONG

Moved: Lauber

Seconded: Hudson

Carried

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

- JANET BROWN, LINDA RIDDLE AND ERVIN T. RIDDLE III, JOINT TENANTS, TO JANET BROWN AND ROGER BROWN, TENANTS BY THE ENTIRETY
- ANNIE BUSH PENA, SOLE OWNER, TO ANNIE G.B. PENA AND KARL G. PENA, TENANTS BY THE ENTIRETY
- MEGAN SPEAKES AND ALICE MCDONALD, JOINT TENANTS, TO MEGAN SPEAKES, SOLE OWNER
- KATHLEEN PHELAN AND ERIN FLOOD TO KATHLEEN PHELAN, SOLE OWNER

Moved: Lauber

Seconded: Hudson

Carried

5. Committee Reports

Treasurer Lewis reported that the Finance Committee has generated recommendations for the GHI gifting program, which will appear on a future Board Agenda. A report from the Ad Hoc Management Audit Committee appears as Item 6b.

6a. Marketing Committee Charter Revised

In response to the change in market conditions regarding housing opportunities in the GHI cooperative community, the Marketing Committee's purpose and scope has changed. As a result, the Committee proposes to revise its 1996 charter Committee to read: ***"To investigate, study and recommend Board action to enhance both the value of membership and the quality of service to the members"***. Committee Chair Barbara Havekost explained that the Committee is now focusing more on easing the purchase of and sale of GHI housing. Vice President Abell confirmed that the Committee would continue to offer open houses and seller seminars.

CONSENSUS: TO ADOPT THE PROPOSED MARKETING COMMITTEE CHARTER.

6j. Contribution Requests

The Board reviewed contribution requests from The American Red Cross-National Capital Area Chapter, Greenbelt Museum and the Greenbelt Labor Day Festival Committee.

Jill St. John, curator of the Greenbelt Museum, stated that the Greenbelt Museum is requesting \$500 this year to match a National Endowment for the Humanities (NEH) challenge grant. The Museum is in the midst of a 3-year campaign to raise \$100,000, which will be matched dollar-for-dollar by NEH. The \$200,000 endowment created through the NEH challenge grant will fund a volunteer coordinator position. She commended GHI for their financial and staff support and noted that both entities enjoy a great working relationship. St. John, as well as museum docent Barbara Havekost noted that the Museum provides excellent public relations for GHI when prospective homeowners visit the Museum. St. John also announced an upcoming kick off celebration for the NEH challenge grant campaign on May 7th at the Greenbelt Fire Station at 8 p.m.

Treasurer Lewis inquired if the American Red Cross–National Capital Area Chapter had provided a personalized donation request to which General Manager Overdurff responded no.

MOTION: THE BOARD OF DIRECTORS APPROVES OF CONTRIBUTIONS TO THE FOLLOWING ORGANIZATIONS: GREENBELT MUSEUM \$500, AND THE GREENBELT LABOR DAY FESTIVAL COMMITTEE \$250.

Moved: Lewis
Abstained: Eichhorst

Seconded: Abell

Carried

6c. Rules Change to Perimeter Fences

At the March 24th Board meeting, the Directors adopted a Planting Policy and associated rules changes that included:

§VI. Yard Line Descriptions (Pg 40-04)

Pre-existing Text

C. Hedges and Fences.

Hedges and Fences shall be placed on designated yard lines with the following exceptions (See Fig. 1):

Hedge or fence placement shall be set back twelve (12) inches from paved walkways or sidewalks and twenty-four (24) inches from parking or driveways. Hedge or fences placement shall be uniform, bounding street rights-of-way and shall not create a visibility hazard for traffic (See Fig. 2).

Proposed Text

Hedges and Fences shall be located and installed according to policies in Section V.D and Section VII.B respectively.

When the planting policy was presented March 24, no change had been made to §VII.B. In effect, the rule for perimeter fences was erroneously omitted.

At the March 30th A&E meeting, the Committee voted 7-0 to recommend that the Board of Directors incorporate the old perimeter fence verbiage into §VII.B, to eliminate this oversight. Placement would be after the existing sentence.

§VII.B.1. Written permission permit is required from GHI for all types of fences, either new or replacement.

MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION OF GHI RULES TO REVISE §VII.B.1. TO ADD AFTER THE FIRST SENTENCE:

Fences shall be placed on designated perimeter yard lines with the following exceptions:

- a. Fence placement shall be set back twelve (12) inches from paved walkways or sidewalks and twenty-four (24) inches from parking or driveways.*
- b. Fence placement shall be uniform bounding street rights-of-way and shall not create a visibility hazard for traffic.*

Moved: Hudson

Seconded: Lauber

Carried

6d. Proposed Media Policy

The Board reviewed the proposed media policy, which is part of GHI's disaster plan. The policy has been expanded to include guidelines for addressing the media for any purpose or circumstance. The goal of the policy is to develop a strategy that allows GHI to use interactions with the media as an opportunity and to be in control of information shared with the public.

General Manager Overdurff clarified the chain-of-command for official spokespersons. It is recommended that the General Manager and the Board President be appointed as official spokespersons. Once the policy has been adopted, training should be conducted with the Board, committees, and staff alike, so that everyone is clear on how to handle the media.

MOTION: THE BOARD OF DIRECTORS ADOPTS THE PROPOSED MEDIA POLICY AS REVISED AND DIRECTS THAT ITS IMPLEMENTATION BE EFFECTIVE IMMEDIATELY.

Moved: Abell

Seconded: Alexanderwicz

Carried

6e. Request for Exception/Permission to Sublease

Member Della Donaldson of 2-R Gardenway recently approached management with a request to sublease her home for a period of time to allow her to pursue personal interests in Colorado. Ms. Donaldson has been an active member of GHI since 1977 and has contributed positively to the Greenbelt community. Her request does not currently fit any of the Board approved criteria for subleasing. Because she may wish to return to her Greenbelt home, she does not wish to sell. She has also expressed some concern about leaving her home vacant. She has therefore requested Board consideration for an exception to the current policy so that she may sublease her home while pursuing her personal goals without having to permanently give up her Greenbelt home of twenty-eight years.

MOTION: THE BOARD OF DIRECTORS GRANTS AN EXCEPTION TO THE MEMBER OF 2-R GARDENWAY AND PERMITS HER TO SUBLEASE HER HOME FOR A PERIOD NOT TO EXCEED TWO YEARS TO ALLOW HER TO PURSUE PERSONAL INTERESTS.

Moved: Lewis

Seconded: Lauber

Carried

6f. Subleasing Policy Revision

As a result of member Della Donaldson's recent request to sublease her home while she pursues personal interests outside of the area, staff was reminded that similar requests have been received in the past. GHI homes are intended to be member-occupied. However, from time to time situations arise in which members wish to leave the area for a period of time but are not ready to sell and may want to return to their GHI home. This privilege should not be granted freely, but may be considered in cases where long-standing members who have been an asset to the cooperative wish to "take a leave of absence" from their Greenbelt life for personal reasons. Staff suggests the Board consider adding an additional criterion to the current policy that would allow members to leave the area for a period of time to pursue personal interests without having to give up their perpetual use in GHI:

From time to time, members may need to temporarily leave the Greenbelt Community and their GHI home to pursue personal interests but wish to retain their GHI membership and their GHI home. Members who have been an integral part of the GHI community a minimum of five years may be granted subleasing privileges by the Manager of up to two years for this purpose, on a case-by-case basis.

Board discussion addressed GHI rental policies and subletting. Treasurer Lewis stated that rather than changing current policy to include an additional criterion, members should continue to request exceptions as necessary since each individual context is different. In addition, she stated that the Board should always be aware of any units, which are being rented.

CONSENSUS: ANY REQUESTS FOR SUBLEASING WHEN MEMBERS WISH TO PURSUE PERSONAL INTERESTS OUTSIDE OF THE GREENBELT COMMUNITY WILL BE CONSIDERED ON A CASE-BY-CASE BASIS BY THE BOARD.

6g. Spring Concrete Contract – 1st Reading

In February, staff solicited bids to replace concrete sidewalks and a number of steps at forty-six (46) locations throughout GHI. Reasons for the replacements include the disintegration of concrete and heaving of sections of sidewalks. Members reported some of these defects to the Maintenance Department, while others were observed during a community-wide survey of sidewalks. GHI formally solicited bids from ten (10) independent concrete contractors, who were all individually contacted to ascertain their interest. GHI received bids from three (3) contractors:

NAME OF COMPANY	SCHEDULE A	SCHEDULE B	OVERALL TOTAL	ADDITIONAL SIDEWALK (Per Sq. Ft.)	STEP
TEC-CON CONSTRUCTION	\$19,000.00	\$35,000.00	\$54,000.00	\$12.00	\$300.00
CPE, INC.	\$8,520.00	\$17,077.00	\$25,597.00	\$4.99	\$350.00
FORT MYER CONSTRUCTION	\$11,470.00	\$19,640.00	\$31,110.00	\$6.00	\$1,075.00

CPE has installed concrete sidewalks and parking lots at GHI in the past, most recently for the 2004 parking lot repair program. Staff recommends that GHI contract with CPE, Inc. to perform the spring concrete sidewalk replacement, for the amount of its bid, with an additional 10 percent to cover contingencies.

During Board discussion, Director of Physical Plant Services Ralph stated that securing bids for this project was very difficult. He endorsed CPE, Inc. based on their previous excellent work and their being the lowest bidder.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE SPRING SEASON REPAIRS OF CONCRETE SIDEWALKS FOR A COST NOT TO EXCEED \$28,157.

Moved: Lewis

Seconded: Hudson

Carried

6h. 2005 Slate Roof Contract – 1st Reading

This year, twenty-four (24) slate roofs have been budgeted for replacement at a cost of \$276,000. Additionally, \$33,600 is earmarked for replacement of the copper gutters and downspouts on these homes. The copper gutters are being increased from 5” to 6” half-round to increase flow capacity and reduce overflow problems that have been experienced in the past with 5” gutters. Slate porch roofs are also being resurfaced.

An inspection earlier this year identified the twenty-four (24) roofs to be replaced. In February, staff researched opportunities with sixteen (16) roofing contractors, and formally solicited bids from ten (10) contractors who indicated that they were interested in the bid package to replace slate roofs and gutters at six (6) buildings at GHI: 6A-E Hillside, 6F-J Hillside, 6K-N Hillside, 6P-T Hillside, 56A-B Crescent, 4A-D Southway. In addition, an option to install, on a pilot basis, a gutter protection system in order to eliminate the regular need for gutter cleaning was investigated. GHI received bids from two (2) contractors:

NAME OF COMPANY	SCHEDULE A 6A-T Hillside (18)	SCHEDULE B 56A-B Crescent (2) 4A-D Southway (4)	TOTAL (24)
Hearn Insulation & Improvement	\$189,657.79	\$60,533.35	\$250,191.14
Orndorff & Spaid, Inc.	\$348,805.00	\$104,260.00	\$453,065.00

GHI began replacing slate roofs in 1997, and copper gutters in 2003. Average cost per unit for each component is \$11,004 for the roof and \$1,352 for gutters.

Upon evaluation of these bids, staff recommends awarding a contract to Hearn Insulation & Improvement, of Silver Spring, Maryland, the low bidder overall. Hearn Construction has a five-year history with GHI. It is recommended that a contingency of 10% above the bid price be authorized to allow for correction of any further defects that are brought to GHI’s attention before the completion of the project. This contractor’s pricing on the gutter protection system was significantly higher than expected, so staff recommends pursuing this portion of work, as a separate project in 2005 after the slate roof contract is complete.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH HEARN INSULATION &

IMPROVEMENT COMPANY, INC. TO PERFORM THE SLATE ROOF REPLACEMENT PROGRAM AS DIRECTED BY GREENBELT HOMES, AT A COST NOT TO EXCEED \$275,211.

Moved: Hess

Seconded: Lewis

Carried

6i. Uniform Contract – 2nd Reading and Final Approval

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR SECOND READING AND FINAL APPROVAL TO ENTER INTO A 3-YEAR CONTRACT WITH UNIFIRST FOR THE SUPPLY OF RENTAL UNIFORMS TO GHI EMPLOYEES EFFECTIVE MAY 23, 2005 IN ACCORDANCE WITH THE FOLLOWING PRICES:

FIRST YEAR OF CONTRACT

RENTAL COST PER EMPLOYEE PER WEEK FOR 11 WORK PANTS, 11 WORK SHIRTS AND 11 POLO SHIRTS WITH VENDOR CLEANING GARMENTS \$7.15

RENTAL COST PER EMPLOYEE PER WEEK FOR 11 WORKPANTS, 11 WORK SHIRTS AND 11 POLO SHIRTS WITH EMPLOYEE CLEANING GARMENTS \$6.90

RENTAL COST PER EMPLOYEE PER WEEK FOR 3 SMOCKS WITH VENDOR CLEANING GARMENTS \$0.75

COST PER EMBLEM WITH COMPANY NAME \$2.50

SECOND AND THIRD YEARS OF CONTRACT

THE PRICES FOR THE SECOND YEAR AND THIRD YEARS WILL INCREASE UPON EACH ANNIVERSARY DATE OF THE CONTRACT BY THE AMOUNT OF THE INCREASE IN THE CONSUMER PRICE INDEX FOR THE PREVIOUS 12 MONTHS OR BY 5%, WHICHEVER IS GREATER.

Moved: Alexanderwicz

Seconded: Lauber

Carried

6k. Topics for the Annual Meeting

This year's Annual meeting will be held on Thursday, May 19th. The Board agreed on the following topics/presentations: Plant Giveaway (Woodlands Committee), CLEAR Project (Bill Wilkerson), Survey Report (John Nichols), Companion Animal Committee, Ad Hoc Yard Line Committee. The Board decided to again repeat the door prizes from last year which include three GHI Coop fee abatements (\$50, \$100, \$250), five - \$10 gift certificates to the Coop Grocery and five - \$10 gift certificates to the New Deal Café.

The Board reviewed a memo of April 4, 2005, submitted by the Nominations and Elections Committee, which addressed preparations for the meeting. Based on their suggestions to alleviate congestion at the ballot box following recess, the Board elected to offer "early bird" door prizes and recess the meeting prior to the announcement of the remaining door prizes.

CONSENSUS: FOLLOW THE GUIDELINES RECOMMENDED BY THE N & E COMMITTEE REGARDING ANNOUNCEMENT OF DOOR PRIZES AND RECESSING.

6b. Management Audit Reporting Recommendations

The Ad Hoc Management Audit Committee met on March 29th to review the bids received and Director Alpers provided an update to the Board. The Committee has ranked the contractors, however, the lowest bid at this time is \$40,000 and \$20,000 has been allocated for this audit. As a result, the Committee needs to look more closely at the bid components and will make a recommendation to the Board soon. President Eichhorst emphasized that the audit needs to be useful and also questioned how the audit findings would be implemented.

7. Items of Information

No discussion.

8. President

President Eichhorst announced that she would be in Chicago for the NAHC meeting on April 9 and 10 and in Dover, Delaware for the PAHC regional meeting on April 22 and 23. She thanked everyone for their input during the very productive yard line work session and said that the Board now has a much clearer understanding of the big picture. She commended Staff Engineer Sporney for his overhead presentation that was part of the work session.

9. Board Members

Director Alexanderwicz stated that Staff Engineer Sporney's overhead presentation during the yard line work session made the process much easier for her to understand. She shared that two of her neighbors were very pleased with recent tree work provided by GHI. She also ecstatically reported that in January 2006 she would travel to China to meet the infant daughter she has adopted and bring her back to Greenbelt.

Director Hudson inquired when the Board would be certifying the proposed yard lines. In response, President Eichhorst requested that this be placed on the next Board agenda.

Treasurer Lewis will be departing tomorrow for a month-long trip to New Zealand to visit her daughter and said that she will definitely miss Greenbelt while she is gone.

Director Hess apologized for his late arrival.

10. General Manager

No discussion.

MOTION: TO ADJOURN.

Moved: Alexanderwicz

Seconded: Hess

Carried

The meeting adjourned at 8:22 p.m.

Dorothy Lauber
Secretary