

Minutes
GHI Board of Directors
May 12, 2005

Present: Abell, Alexanderwicz, Alpers, Eichhorst, Hess, Hudson, Lauber, Lewis, 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
Janice Reyes, Audit Committee
Dianne Wilkerson, Audit Committee
Bill Wilkerson
Mary Crellin
Stuart Landry
Judith F. Davis, Mayor, City of Greenbelt
Bill Jones
Ginny Jones
Kris White
Brett Fishburne
Diana McFadden

President Eichhorst called the meeting to order at 7:33 pm. She stated there was a need for Executive Session. She added two items to the Agenda: 7e) Bid for Rehabbing of 10F Plateau Place; 7f) Incentive Program Participation for Automatic Payment Plan.

1. Approval of Agenda

MOTION: MOVE APPROVAL OF THE AGENDA AS REVISED.

Moved: Hess

Seconded: Moore

Carried

2. Visitors and Members

Kris White, inquired if maintenance for the common areas had been arranged. Director of Physical Plant Services Ralph confirmed that maintenance had been contracted out and two mowings have already taken place. He also stated that trimming and edging will be done twice per year and the GHI grounds crew is supporting the work of the contractor. Ms. White also read a prepared statement in support of additions in GHI and cited a number of benefits for allowing additions in the community.

Diana McFadden, expressed her concern with a county law that has recently been “re-discovered” which prohibits the construction of any addition, which is greater than 25% of the gross floor area of the original structure. While GHI approved her plans for

5. Approval of Membership Applications**MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGES:**

- **EDGAR H. MACARTHUR, SOLE OWNER, TO EDGAR H. MACARTHUR, TRUSTEE UNDER TRUST DATED APRIL 28, 2005**

Moved: Lauber
Opposed: Hess

Seconded: Alexanderwicz

Carried

6. Committee Reports

Treasurer Lewis stated that the Finance Committee is proposing an incentive program to increase participation in the Automatic Payment Program. This item appears as 7f. on the Agenda.

7a. Approval of Patriot Mortgage as a Lender

Patriot Mortgage is a licensed wholesale brokerage firm seeking Board approval to offer share loans to GHI members. While Patriot Mortgage has not underwritten any share loans for housing cooperatives, the company is most interested in working with Greenbelt Homes. The Board at the April 21st meeting discussed this item. Board members had concerns with regard to the financial statements and an audit letter provided by Patriot Mortgage. There was consensus to revisit this item at the next board meeting.

Board discussion centered on Patriot Mortgage's perceived alliance with Realty One as well as the origination, purchase and selling of the loans. Senior Loan Officer Stuart Landry responded that Patriot Mortgage does not align itself with any one realty company. He requested a list of realtors with whom GHI regularly does business with the intention of making them aware of Patriot Mortgage's services. Manager Overdurff said that she would refer this request to GHI's Contract Processing Specialist Kathie Linkenhoker, and clarified that Bank of America purchases loans from lenders. Vice President Abell stated that she supports the addition of Patriot Mortgage to the list of approved lenders to give GHI purchasers more choices of lenders.

MOTION: THE BOARD OF DIRECTORS APPROVES OF PATRIOT MORTGAGE CORPORATION TO PROVIDE FINANCING FOR GHI MEMBERS AND DIRECTS STAFF TO ADD PATRIOT MORTGAGE TO GHI'S LIST OF APPROVED LENDERS.

Moved: Abell

Seconded: Lewis

Carried

7b. Request for Rule Change – Interim Permit Procedure

At the April 21st Board meeting, Mary Crellin, presented a written statement to the Board with her concerns about having to wait for review of a new permit request

to do interior work. After her request to install a replacement fence section in the City's right-of-way was denied, Ms. Crellin erected the fence, which constituted unauthorized work. She is awaiting the City's determination of how structures in the right-of-way should be handled. In the meantime, Ms. Crellin would like to remodel her kitchen, but is unable to make a new request due to the current GHI policy, which does not allow new permit approval when unauthorized work has been done. She also has a permit request for a shed on hold. In her written statement, Ms. Crellin requested that the Board consider an interim process for permits which would allow members to proceed with work on the interior of their homes, while other disputed permits are being reviewed or on hold.

Ms. Crellin stated that since she submitted her request for an interim process for permits, she has received permission from the City regarding the fence she constructed in the right-of-way; as a result, she has fulfilled her responsibility as directed by the Board at its meeting of February 10, 2005. The fence she constructed should no longer be considered unauthorized. She would like to confirm this, proceed with the garden shed and apply for permits for interior renovations. President Eichhorst found it interesting that Ms. Crellin had received such a letter while GHI is awaiting an MOU from the City regarding construction in the right-of-way. There was consensus that any future permitting requests could be left to staff as long as an exception is not required.

7c. Discussion of Hedges and Green Privacy Screens

Community beautification inspections are due to begin on May 16, 2005. Staff is requesting direction from the Board on the procedures that should be followed by the inspector with regard to hedge and privacy screen height. The current rules in the GHI member handbook define a hedge as a row of closely planted shrubs forming a boundary or fence. A comparison between the old rules and current rules (approved recently) governing the planting of hedges is as follows:

Current Rules	Old Rules
Hedges in locations other than street intersections or court driveways shall not exceed 5' in height	Euonymus and privet hedges shall be maintained and trimmed and not exceed a height of 6'
Hedges at intersections of streets or at court driveways shall be kept at a height of 3'	Hedges at intersections of streets or at court driveways shall be kept at a height of 3'
Bamboo shall be maintained at a height of 5' within a hedgerow	

Director of Physical Service Ralph began with a series of photographic slides showing hedges and privacy screens of excessive height, as well as walkways reduced in width by untrimmed hedges. He said that a member complaint had been received regarding a neighbor's excess hedge height. Overall, the Board expressed its concern about hedges growing out over walkways. Director Hudson stated that the inspections should be focused on the overall quality of the yard rather than on the height issue. Director Alexanderwicz emphasized that height and fullness of hedges can be a safety issue. Treasurer Lewis, as well as Director Alpers, said that the Board has made rules regarding hedge height, however, it appears the Board is choosing not to

enforce them in the context of inspections. She also stated her concern about member complaints about hedge height. Member Bill Jones, suggested that inspectors should perhaps take a separate survey of height violations as they are conducting inspections. Director Hess offered that as there are different contexts for flora, height might vary. According to Ralph, the City regulation allows a maximum hedge height of 3 feet at intersections and court driveways.

CONCENSUS: HEDGES OR PRIVACY SCREENS OF EXCESS HEIGHT/WIDTH THAT ARE NOT MAINTAINED, ARE OBSTRUCTING PASSAGE OR VIEW OR HAVE CREATED A SAFETY ISSUE MUST BE CITED ON DOOR HANGERS AND MUST BE TRIMMED. THE BOARD WILL REVISIT THE ISSUE OF HEDGES AND PRIVACY SCREENS AT A FUTURE MEETING, TO MAKE SURE GHI RULES REALLY ADDRESS THE SITUATION.

7d. Contract for Underground Storage Tank Removal – 1st Reading

This year marks the continuation of GHI's plan to remove and safely dispose of all of the original, abandoned underground fuel oil storage tanks (UST's) that once serviced the boilers that heated GHI homes. The GHI Board of Directors initiated this program in 1994. The Board approved an amount of \$81,000 from non-recurring funds on October 21, 2004, for use in 2005 for the removal of underground tanks. Physical Plant Operations staff intends to complete this program in 2005 by targeting nineteen (19) tanks for removal this year.

GHI formally solicited bids from ten (10) independent contractors that specialize in the removal of underground tanks. All contractors are registered with the State's Department of the Environment (MDE) and their operations are subject to close supervision by inspectors from the MDE. All were individually contacted to ascertain their interest. Three (3) attended the pre-bid meeting, and staff followed up with the remaining contractors to confirm that they would still be bidding; of those seven (7) absent from the pre-bid meeting, one (1) indicated that they were familiar with the work from previous years and would bid, one (1) indicated that they forgot about the meeting but were still planning on bidding, one (1) indicated that they would "possibly be bidding", and four (4) were left reminder messages. GHI received bids from two (2) contractors. The contractor who stated his intention to bid while missing the pre-bid meeting did not submit a bid, and one contractor attending the pre-bid meeting sent a letter to decline (*Attachment No. 5*). Of the two contractors who responded with bids, Petroleum Management, Inc. was the lowest apparent base bid for removal of the tanks.

In order to gauge a total cost estimate for the contractors, staff estimated the total quantity of oil to be disposed of, quantities of soil to be removed and replaced, and numbers of soil samples to be tested. It was estimated that 1/3 of the capacity of the tanks would be filled with waste oil and water, while the other 2/3 would be filled with contaminated sand. It was also estimated that contaminated soil arising from leaking tanks would have to be removed. These estimated quantities were multiplied by the unit prices submitted by each contractor and added to

each contractor's base bid in order to obtain a projection of each contractor's total costs for the project, as shown below:

Company	Base Price	Oil disposal		Soil removal		Soil replacement		Soil tests		Total cost
		/gal	1010	/ton	489.8	/ton	743.0	/test	6	
Petroleum Mgt. Inc.	\$50,700	\$0.45	\$4,545	\$46.00	\$22,531.24	\$18.00	\$13,374.07	\$235.00	\$1,410	\$92,560.31
Donald Excavating	\$51,950	\$0.60	\$6,060	\$70.00	\$34,286.67	\$17.00	\$12,631.07	\$275.00	\$1,650	\$106,577.74

The table shows that Petroleum Management, Inc. would be able to perform the work for the lowest overall price of \$92,561. Staff research of current references for Petroleum Management, Inc. indicates positive opinion of their work. Staff recommends that GHI contract with Petroleum Management, Inc. to remove the underground storage tanks. Staff recommends that the progress of this contract be monitored closely on a tank-by-tank-basis, as in previous years, and that this contract be suspended should total expenditures exceed \$81,000.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH PETROLEUM MANAGEMENT, INC. FOR THE REMOVAL OF UNDERGROUND STORAGE TANKS AT NINETEEN SITES FOR A COST NOT TO EXCEED \$81,000.

Moved: Lewis

Seconded: Hess

Carried

7e. Bid for 10F Plateau Place

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE GENERAL MANAGER, ON SECOND READING, TO SIGN A CONTRACT WITH GEHRING CONSTRUCTION COMPANY TO RENOVATE 10-F PLATEAU PLACE AS DIRECTED BY GREENBELT HOMES, INC. AT A COST NOT TO EXCEED \$13,682.00.

Moved: Alexanderwicz

Seconded: Lauber

Carried

7f. Incentive Program Participation for Automatic Payment Program

MOTION: THE BOARD OF DIRECTORS AUTHORIZES STAFF TO CONDUCT AN INCENTIVE PROGRAM TO INCREASE MEMBER PARTICIPATION IN GHI'S AUTOMATIC PAYMENT PROGRAM (APP). THE INCENTIVE PROGRAM IS TO BE A QUARTERLY RAFFLE WITH A PRIZE OF \$200 OFF THE WINNER'S CO-OP FEE. ALL APP PARTICIPANTS ENROLLED IN THE PROGRAM FOR AT LEAST THREE MONTHS AND WITH NO INSUFFICIENT FUNDS TRANSACTIONS DURING THE CALNDAR YEAR WILL BE ENTERED IN THE RAFFLE AUTOMATICALLY.

MEMBERS ARE LIMITED TO ONE WIN PER CALENDAR YEAR. THE QUARTERLY RAFFLES WILL BE HELD IN THE MONTHS OF JANUARY, APRIL, JULY AND OCTOBER OF EACH YEAR. IN 2005, THE FIRST DRAWING WILL BE HELD IN OCTOBER.

Moved: Lewis

Seconded: Hess

Carried

MOTION: THE BOARD OF DIRECTORS AUTHORIZES A ONE-TIME CHANGE TO THE RULES OF THE APP INCENTIVE PROGRAM IN ORDER TO ENCOURAGE MEMBER PARTICIPATION. SPECIFICALLY, NEW ENROLLEES THAT SIGN-UP FOR THE AUTOMATIC PAYMENT PROGRAM BY JUNE 30, 2005 SHALL BE GIVEN TWO CHANCES TO WIN THE OCTOBER 2005 RAFFLE.

Moved: Lewis

Seconded: Alexanderwicz

Carried

8. Items of Information

No discussion.

9. President

As this was the last meeting of the presiding Board, President Eichhorst thanked everyone for doing an outstanding job this year and recognized Audit Committee member Jan Reyes for her service to the community. She signed a letter appointing Suzette Agans to the Woodlands Committee and announced Doug Duncan's annual barbeque on June 16th as well as a reception at Marietta House Museum on May 25th in honor of Preservation Month. She distributed Illinois-themed "care packages" to Board members and staff.

10. Board Members

Vice President Abell stated her appreciation for being able to serve on the Board.

Director Hudson noted that a copying problem with the new handbook insert concerning companion animals and the ensuing occupancy information section.

Treasurer Lewis said that it has been great working with the Board this year and that she recently read some very good comments about GHI in response to a posting in Yahoo! Groups.

Director Hess commented that it has been a very productive year.

Audit Committee member Reyes thanked everyone for their kind words.

11. General Manager

General Manager Overdurff expressed her appreciation for the Board's support as well as the time each Board member spends in making the staff's jobs easier. She noted that a member

sent a letter to Mayor Davis about a fire, which occurred in Parcel V. Overdurff, was unaware of this fire and plans to send a response to the member.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Hess

Seconded: Lauber

Carried

The meeting recessed at 9:03 p.m.

Dorothy Lauber
Secretary