

Minutes
GHI Board of Directors
May 12, 2011

Directors Present: James, Wartell, McFadden, Morse, Boswell, Moore, Boswell

Approved Absence: Agans, Novinski

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
Richard Menis,	Debbie Cooley, Audit Committee
Tom Sporney, Director of Technical Services	Jane Menis
Joe Perry, Finance Director	Jacqueline Tabor
Ruth Wilson	John Decker
John Gannon	Joan Baker
Bill Jones	C.J. Thomas
David Downs	Terry Copis
Monica McAbee	Kyle McAbee
Sheila Alpers	Marat Moore
Jeanette Grotke	Sue Krofchik, Greenbelt News Review
Barbara Compton	Cary Coppock

In the absence of President Agans, Vice President Boswell called the meeting to order at 7:33 p.m.

1. Approval of Agenda

A new item was added to the “c” position, “Approval of the Job Description for GHI General Manager” and the old “c, RFP for Engagement of a Firm to assist in the Transition of the General Manager” moved to Item “d.”

MOTION: TO APPROVE THE AGENDA, AS AMENDED

Moved: James

Seconded: Lewis

Carried 6

2. Visitors and Members

Vice President Boswell welcomed visitors and members. Jacqueline Tabor of 18K Ridge Road voiced her concern about the 10% fee charged when members sublease their homes. She spoke about the hardship she and her family continues to endure in a down market. She wondered if GHI could provide certain services to offset the cost or waive the fee so she could hire a management company to assist her. Sheila Alpers of 30D Ridge Road read a letter endorsing Assistant General Manager Eldon Ralph as the new GHI General Manager. John Decker of 9C Ridge Road spoke about service vehicles driving through the court via a gravel drive placed by GHI; members want the area returned to grass. Terry Copis asked that no additional plantings be added to 9 court Ridge and requested support for a pending bill for clean water.

3. Approval of Membership Application

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

- **LORRAINE BOWLIN, SOLE OWNER, 8E SOUTHWAY**

Moved: James

Seconded: Lewis

Carried 6

4. Committee Reports

Board members shared updates on the committees to which they are Board liaisons.

- a. Companion Animal: Director Wartell said that the Pet Expo was a success.
- b. Buildings Committee: Vice President Boswell said the meetings with the pilot home members were well attended and spoke about two possible Maryland Energy Administration grant and loan programs to fund the pilot program. The Secretary of Housing for the State of Maryland referred GHI to other places to seek loans. A meeting is scheduled next week with Pepco.
- c. Woodlands: Director James reminded everyone of Saturday's spring bird migration walk and of the plant give-away at the annual meeting.
- d. Finance: Director Lewis announced that the committee would look into the Buildings Committee request for financial relief for pilot home members. The committee will be selecting a task force to follow up on grants for pilot program lending purposes. The committee will also do a mock run of the small meetings they plan with members who will be experiencing large increases in their real estate taxes. Members will receive letters regarding the real estate taxes the end of May.
- e. Additions Maintenance Task Group: Director McFadden reported that because some additions are not on the additions maintenance program and others are not up to GHI standards, the challenge is how to add the missing additions fairly and uniformly to the program.
- f. Communications: Director Morse said the task group would be distributing a brief survey at the annual meeting to obtain members opinion about the *Communicator* and the *News in Review* page.
- g. Website: Vice President Boswell announced the launch of the GHI website and invited members to visit the page.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: James

Seconded: Wartell

Carried 5-1

- 6a. Approval of Minutes: April 5, 2011 Special Meeting

APPROVED BY CONSENT AGENDA: SPECIAL BOARD MEETING MINUTES OF APRIL 5, 2011.

- 6b. Yard Line Certification: 20G-T Hillside

On 22Mar11, the member at 20K Hillside submitted a permit request to install a garden side fence. Review of GHI files indicated that this yard has not been certified and that yards on either side are fenced at different lengths. The member was advised of the circumstances, and the remainder of the buildings in this court was prioritized in the queue for the Yard Line Committee to review. At meetings in Q2 2010, the Yard Line Committee discussed and reviewed yard boundaries for 20-G-T Hillside. Staff provided the committee recommendations to members via the regular procedure. The committee and staff received no feedback. Attachment #3 is the Committee's recommendation for these units' yard plats. This matter is being brought to the Board of Directors for discussion and/or action.

Barbara Compton, 20T Hillside, said she attended the meeting to make sure she wasn't in trouble.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 20G-T HILLSIDE AS PRESENTED.

Moved: Wartell

Seconded: Morse

Carried 6

6c. Approval of Job Description for the General Manager

Director James modified Attachment #4 Job Description of the General Manager to replace "GHI" in the phrase modifying the job description at any time, based upon company needs with the term "The GHI Board of Directors".

MOTION: APPROVE THE JOB DESCRIPTION FOR THE GENERAL MANAGER AS PRESENTED BY THE TRANSITION TASKFORCE.

Moved: Lewis

Seconded: Wartell

Carried 6

6d. RFP for Engagement of a Firm to Assist in the Transition of the General Manager

Director Lewis deleted the word "Recruiting" before the word, "Firm."

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE SCOPE OF WORK AS PRESENTED BY THE TRANSITION TASK FORCE AND DIRECTS THAT IT BE USED IN THE REQUEST FOR PROPOSALS FOR A CONSULTANT TO ASSIST IN THE TRANSITION OF GHI'S GENERAL MANAGER.

Moved: Lewis

Seconded: Morse

Carried 6

6e. 1st Quarter Financial Statements

The 1st Quarter Financial Statements were provided to Board members; no questions were forthcoming.

6f. Use of United Nations' Year of the Co-op Logo on Website

A question was raised whether GHI could use the 2012 International Year of Cooperatives logo on its website. After a brief discussion, it was decided that too much time would need to be expended in order to meet all of the requirements of the IYC to use its logo. A suggestion was offered that the new Board consider ways to celebrate in 2012 without the need of using the IYC logo.

6g. 2011 Underground Utility & Drainage Improvement Contract, 1st Reading Utility Repairs

During the past year, the Physical Plant Operations' staff investigated problems that were reported by members concerning sewer backups or flooding in their units. Maintenance personnel used GHI's video camera equipment to diagnose the problems. The primary causes were due to fractures in the underground terra cotta piping caused in part by the tree root infiltration and rupture due to soil pressures. Based upon the severity of the problems investigated, staff is recommending repairs of underground sanitary sewer and storm drain piping at eighteen locations:

<u>Sewer Only</u>	<u>Storm Only</u>	<u>Sewer & Storm</u>
1 E-H Plateau Place	GHI Admin. Bldg.	3 A-B Gardenway
6 S-T Plateau Place	2 G Gardenway	2 F-G Northway
8 A-F Plateau Place	13 H Hillside Road	9 J-K Ridge Road
10 A-F Plateau Place	14 L Hillside Road	6 G-H Ridge Road
14 E-H Ridge Road	3 C-D Ridge Road	
38 G-M Ridge Road	5 G-H Ridge Road	
1 G-H Plateau Place	18 Z3 Ridge Road	
	50 A-F Ridge Road	
	69 Ridge Road	
	2 J-K Eastway	
	2 KNorthway	
	3 A-B Plateau	

These repairs will be funded from the Replacement Reserves Fund.

Drainage Improvements

For several years, flooding has occurred at the following locations during rainfall:

5 G-H Gardenway, 10A-F Plateau Place, 59E-K Ridge Road, 10A-D Southway, 10V-T Southway and 3D-F Research Road.

An amount of \$37,000 has been budgeted in 2011 for Swale and Drainage Improvements. Drainage improvements are funded from the Operations budget.

Bids Received

Staff researched opportunities with independent mechanical/plumbing contractors and solicited bids from eleven who indicated that they specialize in this type of underground utility work. Two attended the pre-bid meeting, and staff followed up with the remaining contractors to confirm that they would still be bidding. GHI received bids from as summarized below:

NAME OF COMPANY	SCHEDULE A Underground Utility Replacement	SCHEDULE B Combined Sites	SCHEDULE C Drainage Improvements	TOTAL
TAYLOR UTILITIES, INC.	\$176,175.50	\$51,000.00	\$112,800.00	\$352,400.00 \$339,975.50
B&P UTILITIES	\$169,450.00	\$50,640.00	\$105,510.00	\$338,000.00 \$325,600.00

Since Schedule C improvements expenditure is limited by the operating budget, staff recommends that two sites be chosen:

10 A-F Plateau Place problematic since prior to 1997	\$15,580.
10 A-D Southway Road drainage recommended for energy upgrade pilot	\$24,950.
Total	\$40,530.

B&P Utilities has worked with GHI in the past and recently on the two emergency projects this year. Based upon its quotation and history, staff recommends that the Board of Directors endorse B&P Utilities for performing the Underground Utility Repairs and Surface Drainage Improvements at the cited locations for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE GENERAL MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH B&P UTILITIES FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT TWENTY-THREE (23) SITES AT ITS BID, \$220,090, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$242,099.

Move: Lewis

Seconded: Morse

Carried 6

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE GENERAL MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH B&P UTILITIES FOR DRAINAGE SYSTEM IMPROVEMENTS AT TWO (2) LOCATIONS, 10 A-F PLATEAU & 10 A-D SOUTHWAY, AT ITS BID, \$40,530, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$44,583.

Moved: James

Seconded: Wartell

Carried 6

6h. Contract for Repairs at 8R Laurel Hill, 1st Reading

In August of last year, the member of 8R Laurel Hill Road was admitted to a nursing home. Because of loan default and inability to keep co-op fees current and unsuccessful attempts to market the home, GHI took it back. The unit needs updating and renovation before placing it for sale. A scope of work was presented to three contractors for bid; results are as follows:

Greenbelt Builders	\$11,750.
Maxwell Painting & Wall covering	\$19,750.
Got Custom Contracting	\$19,890.

The low bidder is Greenbelt Builders. This company has worked with GHI on recent projects of this nature and staff recommends that the Board of Directors endorse Greenbelt Builders, Inc. for performing the repairs to 8R Laurel Hill for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE GENERAL MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GREENBELT BUILDERS, INC. FOR THE REPAIRS OF 8R LAUREL HILL ROAD AT ITS BID, \$11,750, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$12,925.

Moved: James

Seconded: Wartell

Carried 6

6i. Answers to Questions from Town Hall Meeting

Jim Cohen, chair of the Buildings Committee, reviewed the Town Hall meeting questions and answers.

CONSENSUS: TO DISTRIBUTE ANSWERS TO QUESTIONS POSED DURING THE TOWN HALL MEETING AT THE ANNUAL MEETING.

7. Items of Information

- Director McFadden volunteered to work on the Open House.
- Vice President Boswell added to the meeting with Pepco on May 18 to the calendar..
- Director McFadden said the Additions Maintenance Program Task Force would meet May 26.
- Director James added the time of 8 a.m. for Woodland's bird walk.

8. Vice President

Vice President Boswell said the candidates' forum went well.

9. Board Members

- **Director Morse** thanked Director Moore for working on the Town Hall Meeting Questions and Answers.

- **Director Lewis** said she was thrilled about the last 11 years on the board.
- **Director James** thanked Director Lewis for nominating him as board secretary.
- **Director Wartell** spoke of three subcommittees he is on for the City's anniversary celebration, representing GHI.

10. General Manager

Gretchen Overdurff said she would extend an offer to David Huppert as accounting manager. She also received a letter to launch a campaign for a common area clothes lines. On behalf of the staff, Overdurff thanked Director Lewis for her many years of service to GHI.

MOTION: TO RECESS

Moved: Moore

Seconded: Wartell

Carried 6

The meeting recessed at 9:30p.m.

Ed James
Secretary