

**Minutes**  
**GHI BOARD OF DIRECTORS**  
**May 21, 2015**

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

Excused Absence: Ready

Others in Attendance:

Eldon Ralph, General Manager	Rachel White
Joan Krob, Director of Member Services	Wendy Osborne
Joe Perry, Director of Finance	Aron Heintz
Ben Fischler, Audit Committee	Montrese Hamilton
Leeann Irwin, Audit Committee	Mary Ernsberger
Stephen Holland	Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:33 p.m.

1. Approval of Agenda

**Motion: To approve the agenda.**

Moved: Hess

Seconded: James

Carried 8-0

2. Certification of Election, Chair, N&E Committee

Chair of the N&E Committee Kandis Wyatt certified the election results:

*Board of Directors (5 vacancies – two-year terms)*

- Steven Skolnik        203
- Chuck Hess         178
- Patricia Novinski    177
- Bill Jones            171
- Aaron Marcavitch    169
- Donna Peterson      138

*Audit Committee (3 vacancies – one-year terms)*

- Leeann Irwin         219
- Ben Fischler         209

Also elected at the annual meeting:

*Nominations & Elections Committee (5 vacancies – one year term)*

- Stefan Brodd
- Theresa Henderson
- Tom Jones

240 votes were cast.

3. Board Reorganization & Election of Officers

- All Board members present signed and submitted the Acknowledgement of the GHI Code of Ethics.

**Motion: Open the floor for nominations.**

Moved: James

Seconded: Hess

Carried 8-0

**Motion: Nominate for President, Skolnik, for Vice President, Ready, for Treasurer, Hess, and for Secretary James.**

Moved: McFadden

Seconded: Novinski

Carried 8-0

**Motion: Close the floor for nominations.**

Moved: Skolnik

Seconded: McFadden

Carried 8-0

**Motion: President Skolnik, Vice President Ready, Treasurer Hess, and Secretary James are elected by acclamation.**4. Visitors and Members

Skolnik welcomed visitors and members. None present wished to speak about an item not already on the agenda.

5. Approval of Membership Applications**Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:**

- Daniel Seibert, Melinda Seibert, Tenants by the Entirety,
- Megan Plyler, Ron Opperman, Tenants by the Entirety,  
Bryan A. Patrick, Ilse D. Catalan, Tenants by the Entirety,

Moved: James

Seconded: Hess

Carried 8-0

**Motion: That the Board of Directors Approves the following Mutual Ownership Contract recreation:**

- Richard Boda, Mary Van Dolsen,  
Tenants in Common.

Moved: James

Seconded: Hess

Carried 8-0

**Motion: That the Board of Directors approves the following Mutual Ownership Contract change:**

- **Kathryn Ellis, is changed to Kathryn Green, Sole Owner.**

Moved: James

Seconded: Hess

Carried 8-0

1. Committee Reports

Jones said the Marketing Committee had an open house on Sunday where 26 homes were open, and 67 people participated. Marcavitch said the Historic Preservation Task Force is deciding how it will educate the Board and will be sending information to the Board in the coming months. DeBernardo said the Member Outreach Committee will start a small campaign about using space wisely. He said the first campaign event will be a tour of micro houses on May 30 in Washington, D.C. DeBernardo also said the committee is also setting up a taskforce on June 1 for the Labor Day parade.

7. Consent Agenda

**Motion: To approve the consent agenda.**

Moved: Hess

Seconded: James

Carried 8-0

7a. Contract for Consultant Arborist, 2<sup>nd</sup> Reading

**Approved By Consent Agenda: The Board of Directors authorizes the Manager, for second reading and final passage, to sign a contract with Design With Nature for one year to provide professional preventative maintenance inspections and inventory of trees in common areas and adjacent woodlands at its bid of \$9,000.**

7b. Contract for Supply of Electricity for GHI Accounts, 2<sup>nd</sup> Reading

**Approved By Consent Agenda: The Board of Directors approves, for second reading and final passage, of entering into a 3-year contract with Direct Energy to provide electricity generated with 100% green energy at a fixed-rate cost to twenty-five GHI accounts. This contract will become effective from July 1, 2015.**

8a. Approval of Minutes: April 23, 2015

**Motion: The Board of Directors approves the minutes from the April 23, 2015 meeting.**

Moved: James

Seconded: Hess

Carried 8-0

8b. Member Complaint Panel

Skolnik appointed the following Board members to the Member Complaint Panels:

**Panel 1** – Ready, Chair; DeBernardo, Jones; **Panel 2** – Skolnik, Chair; James, Novinski;

**Panel 3** - Hess Chair; Marcavitch, McFadden.

8c. Designation of GDC Stockholders

**Motion:** It is moved that each member of the 2015-16 Board of Directors of Greenbelt Homes Inc. be granted a proxy for 1/9<sup>th</sup> of the GHI shares of stock in Greenbelt Development Corporation. These proxies shall remain in force until new proxies are voted.

Moved: Hess

Seconded: James

Carried 8-0

8d. Board Meeting Procedures

The new Board reviewed the current Board meeting procedures that establish the guidelines for Board meeting preparation and process but did not make any changes.

8e. Set Summer and Fall Meeting Schedule

The following dates are proposed for Board meetings during the months of June, July and August 2015:

Thurs, June 11 <sup>th</sup>	Regular Board meeting at 7:00 p.m.
June 15 <sup>th</sup>	Stakeholder's meeting with the City of Greenbelt @ 8.00 p.m.
Thurs, June 25 <sup>th</sup>	Regular Board meeting at 7:00 p.m.
Sun., July 19	Board Strategic Planning Retreat
Thurs, July 9 <sup>th</sup>	Regular Board meeting at 7:00 p.m.
Thurs, July 23 <sup>rd</sup>	Regular Board meeting at 7:00 p.m.
Thurs, Aug 6 <sup>th</sup>	Regular Board meeting at 7:00 p.m.
Thurs, Aug 20 <sup>th</sup>	Regular Board meeting at 7:00 p.m.
	A preliminary budget planning meeting in conjunction with the Finance Committee to begin at 8:00 p.m.

During the months of September to December, regular Board meetings have been traditionally held on the first and third Thursdays of the month. It is recommended that the Board continue this practice since Thanksgiving Day and Christmas Eve Day (both GHI holidays) fall on the fourth Thursdays of November and December 2015 respectively.

**Approved by Consensus: Accept the proposed summer and fall meeting schedule.**

8f. Further Questions to be Answered Regarding the Homes Improvement Program

1. Scope of HIP Improvements for Additions.

During the pilot program, crawl space, attic, wall insulation, siding, doors, and windows of additions were improved where physically accessible, and compliant with standard component types. The additions involved were ones that had been built several years ago. During the Homes Improvement Program, it is anticipated that work on the original homes will involve the following:

- Some additions that are newer, with components that have not reached the end of their expected life.
- One hundred and forty seven additions that are not enrolled on the Addition Maintenance Program.
- Additions with crawlspaces that are not accessible and/or compatible with those of the main units e.g. an unvented crawlspace with wall insulation for a masonry unit that contains an addition with a vented crawlspace and fiberglass batt-insulation under the floors.

The addition maintenance reserve fund covers costs for routine maintenance and replacements of siding, roofs, windows and doors at the end of their service lives. Monies have not been collected for crawlspace improvements. The Board should therefore consider whether crawlspace improvements to additions should be mandatory or optional for members and how the improvements should be financed if the Board deems them to be mandatory.

**Motion #1: The Board of Directors directs the Buildings Committee to review the Addition Maintenance Program, and make policy recommendations (stating pros and cons) to the Board by July 31, 2015, regarding improvements that should be made to additions during the Homes Improvement Program. The recommendations should include but not be limited to the following:**

- a) **Should replacements of siding, doors, windows and baseboard heaters for additions enrolled on the addition maintenance program be based solely on the age and condition of those components as determined by staff? What other factors should be considered for replacement of those components?**
- b) **Should defective crawlspaces for additions on the addition maintenance program be remedied during the Homes Improvement Program as a required or optional item?**

c) **Should members with additions not on the addition maintenance program be offered the opportunity to have siding, doors, windows or other optional improvements installed on their additions by GHI at their cost? Should defective crawlspaces for additions not enrolled on the addition maintenance program be remedied during the Homes Improvement Program as a required or optional item?**

Moved: Marcavitch

Seconded: Hess

Carried 8-0

2. Should Members be Allowed to Opt-out of Required Items?

**Motion #2: The Board of Directors directs the Buildings Committee to recommend (stating pros and cons) whether members should be allowed to opt-out of having required components such as new windows, doors, baseboard heaters and siding installed on their units during the Homes Improvement Program. Further, if the Committee recommends that opt-outs should be allowed for any of the components items, the Committee should recommend a policy for the future maintenance and replacement of those components. The committee should submit its recommendation by July 31, 2015.**

Moved: Marcavitch

Seconded: Novinski

Carried 8-0

3. GHI Funds That Could be Utilized as Loans for Crawlspace Improvements and Optional Items?

GHI has its own financial resources which could be utilized to fund crawl space improvements and possibly optional items. Staff suggests the Board request the Finance Committee to provide a written report which includes a recommendation of the maximum amount of internal funds which could be loaned to members for crawlspace improvements and a maximum amount which could be loaned to members for optional improvements. This report should also include a recommended interest rate to be charged to members for borrowing those funds and the repayment term.

**Motion 3 & 4: The Board of Directors directs the Finance Committee to provide a report, on or before July 31, 2015, on how the group of frame units will pay for improving the frame crawlspaces, and on how the group of masonry units will pay for improving the masonry crawlspaces.**

Moved: Jones

Seconded: Hess

Carried 6-1-1

Opposed: Skolnik

Abstained: DeBernardo

4. Should Members be Allowed to Pay for Crawlspace Improvements Up-front or During the Term of a Loan?

During the informational meetings on the Homes Improvement Program, some members asked whether they could pay the costs for crawlspace improvements upfront, immediately after the work is completed, or early during the term of a loan. Staff suggests the Board request the Finance Committee to report to the Board the ramifications of these scenarios and a recommendation for the Board's consideration.

5. Disposition of Member Loans at Unit Resale

It could be argued that a selling member may obtain a higher price upon resale of his/her unit from a new member as a result of crawlspace and other optional improvements that are made to the unit during the Homes improvement Program even though those improvements have not been fully paid for by the selling member. If the selling member is not required to repay any loan at resale that is associated with crawlspace and/or optional improvements, a new member would be required to assume the loan.

Staff suggests the Board request the Finance Committee to recommend whether or not members should be required to repay loans at re-sale that they have incurred for crawlspace and/or optional improvements to their units.

**Motion #5: The Board of Directors directs the Finance Committee to provide a report, on or before July 31, 2015, on how individual members' loans should be handled at resale.**

Moved: Jones

Seconded: Hess

Carried 6-2

Opposed: Skolnik, DeBernardo

Note: Finance already recommended full payoff of optional items at resale.

**Motion: Call the Question.**

Moved: McFadden

Seconded: Hess

Carried 8-0

8g. Agenda Items for Stakeholder Meeting with City of Greenbelt

For the past several years, GHI has participated in a stakeholder's meeting with Greenbelt's City Council. This item is on the agenda for the Board to decide (by consensus) what topics it would like to be discussed during the meeting.

- Right of way
- Playgrounds
- Utility poles
- Thanks for Comcast work
- SAGE report on business opportunities and how GHI can help
- Congratulations on electrical vehicle
- charging station
- Status of spay and neuter program
- Grant for hoarding abatement
- Verizon boxes
- The grassy area between 13 and 11 Ridge Road

8h. Contract for 2015 Parking Lot Repairs, 1<sup>st</sup> Reading

Staff conducted an inspection of all GHI parking lots in 2007, 2010, and re-evaluated earlier in 2015 to assess and prioritize the needed repairs. The proposed 2015 parking lot repair program consists of repairs to the sites that are shown:

Sealcoat
Court 5 - Eastway Road
Court 3 (C-D) - Gardenway
GDC - Building #15-19
GDC - Building #21-27
GDC Garage #1-52
Court 22 - Hillside Road
Court 14 - Laurel Hill Road
Court 1- Northway Road
Court 2- Northway Road
Court 1- Plateau Place
Court 8- Plateau Place
Court 2 – Research Road
Court 7 -Research Road
Court 12 - Ridge Road
Court 33 - Ridge Road
Court 34 - Ridge Road
Court 39 - Ridge Road
Court 39 - Ridge Road
Court 48 - Ridge Road
Court 57 - Ridge Road
Court 61 - Ridge Road

Numbering
Court 7 - Laurel Hill Road
Court 8 – Laurel Hill Road
Court 12 – Laurel Hill Road

Minor Repairs
Court 16 – Ridge Road
Court 19 – Ridge Road
Court 7 – Woodland Way
Major Repairs
COURT 7 – Crescent Road
COURT 3 – Ridge Road
COURT 4 – Ridge Road

In April, GHI formally requested bids from twenty-nine (29) contractors, some who have been contacted in the past by GHI and others who were researched as sources through contractor bidding networks. Two (2) attended the pre-bid meeting. Staff contacted the remaining contractors who did not attend the pre-bid meeting to follow up. Bids are due on Friday 15May, and staff will provide analysis prior to the board meeting.

GHI received bids from four (4) contractors:

NAME OF COMPANY	STRIPE, NUMBER & LETTERS	SEAL, STRIPE, NUMBER & LETTERS	MINOR REPAIRS	subtotal operations	MAJOR REPAIRS			subtotal reserves	TOTAL
					7 Crescent	3 Ridge	4 Ridge		
CPE, Inc.	\$752.00	\$14,969.00	\$4,440.00	\$20,161.00	\$13,670.00	\$14,000.00	\$13,230.00	\$40,900.00	\$61,061.00
GMC Contractors, Inc.	\$1,050.00	\$22,777.00	\$13,500.00	\$37,327.00	\$27,300.00	\$26,825.00	\$37,200.00	\$91,325.00	\$128,652.00
Prata Construction	\$739.50	\$15,565.30	\$7,026.50	\$23,331.30	\$59,022.50	\$20,930.00	\$33,259.50	\$113,212.00	\$136,543.30
Espina Paving, Inc.	\$1,800.00	\$31,976.00	\$12,402.00	\$46,178.00	\$41,319.00	\$17,260.00	\$38,037.00	\$96,616.00	\$142,794.00

**Motion: The Board of Directors authorizes the manager for first reading to enter into a contract with CPE, Inc. for sealant, striping, numbering and minor repairs and major repairs of parking lots at its bid of \$61,061 plus a contingency of 10% not to exceed a total of \$67,167.**

Moved: James

Seconded: Hess

Carried 8-0

8i. 2015 Underground Utility & Drainage Improvement Contract, 1<sup>st</sup> Reading

Underground Utility Repairs -

During the past year, the Physical Plant Operations' staff investigated problems that were reported by members concerning sewer backups within their units or flooding in their yards. Maintenance personnel utilized GHI's video camera equipment to diagnose the problems. The primary causes were due to fractures in the underground terra cotta piping caused in the main 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 25 locations:

Schedule A

Sewer only (1)

2 A-F Research Road

Storm only (4)

2 B-D Crescent Road  
2 A-B Northway Road

9 E-F Ridge Road  
6 F-N Hillside

Schedule B

Sewer & storm (6)

6 A-J Hillside Road  
6 K-T Hillside Road  
4 E-F Ridge Road

16 E-F Ridge Road  
45 H-L Ridge Road  
4 C-D & E-F Southway

These repairs will be funded from the Replacement Reserves fund.

Drainage Improvements –

For a prolonged period, flooding has occurred at the following locations during rainfall:

Schedule C

12 D Laurel Hill Road  
8 A-F Plateau Place  
3 M Research Road  
14 Ridge Road  
20 A-B Ridge Road

37 J-K Ridge Road  
45 L Ridge Road  
45 P-Q Ridge Road  
59 A-D Ridge

An amount of \$75,000 has been budgeted in 2015 for Swale and Drainage Improvements.

Drainage improvements are funded from the Operations budget.

Bids Received -

In April, GHI formally solicited bids from seventeen (17) independent underground utility contractors, some who have been contacted in the past by GHI and others who were researched as sources through contractor bidding networks. Two (2) attended the pre-bid meeting, and staff followed up with the remaining contractors to confirm that they would still be bidding. Bids are due on Monday 18May, and staff will provide analysis prior to the board meeting.

GHI received bids from four (4) contractors for all sites. Total estimated costs attributed to each option at 6F-N Hillside are:

HI6 options	City Contractors	B & P Utilities	Mane-Line Utilities	Taylor Utilities
A	\$27,000	\$49,550	\$26,000	\$52,700
B total est cost	\$40,321	\$66,071	\$30,071	\$72,346
C total est cost	\$53,021	\$71,071	\$36,721	\$77,821

Using the base bid (option A), bids are summarized below:

Company	Schedule A	Schedule B		subtotal: replacement reserves	Schedule C: operations	Total
City Contractors	\$72,015.00	\$91,680.00		\$163,695	\$82,730	\$246,425
B & P Utilities	\$97,000.00	\$168,100.00		\$265,100	\$91,550	\$356,650
<b>Mane-Line Utilities</b>	<b>\$66,321.00</b>	<b>\$106,927.00</b>		<b>\$173,248</b>	<b>\$59,716</b>	<b>\$232,964</b>
Taylor Utilities	\$105,495.00	\$180,150.00		\$285,645	\$104,975	\$390,620
budget				\$160,000	\$75,000	\$235,000

**Mane-Line** Utilities has performed underground utility work for GHI in the past and staff has found them to perform satisfactorily. Based upon this information and the bid analysis, staff recommends that the Board of Directors endorse Mane-Line Utilities for performing the Underground Utility Repairs for schedules A, B, & C at the cited locations for the amount of its bid, with an additional to cover contingencies.

**Motion: The Board of Directors authorizes the manager for first reading to enter into a contract with Mane-Line Utility for the repair of underground sanitary sewage, storm drain utility and drainage improvement at 20 sites at its bid of \$232,964, plus a contingency of 10% not to exceed a total of \$256,260.**

Moved: Hess

Seconded: McFadden

Carried 8-0

8j. Contract for Repairs to 20D Ridge Road, 1<sup>st</sup> Reading

The Mutual Ownership Contract of the deceased former member of 20D Ridge Road was recently terminated. Staff proposes to repair the unit to resale standards, and subsequently re-sell

it. GHI will recover the debts owed to the co-op and the remaining funds will be remitted to the member's estate.

Because of the significant work that is involved in bringing the unit into compliance with GHI resale standards, GHI sought bids from three (3) contractors. Two bids were received:

Name of Contractor	Bid Price
Richard K. Gehring Home Improvements	\$18,700.00
Rainbow International Restoration	\$14,850.00

The lower bidder is Rainbow International Restoration. This contractor has satisfactorily performed previous repair work of a similar nature in GHI units. Staff recommends awarding the contract to Rainbow International Restoration with an extra 10% to cover any unforeseen contingencies.

**Motion: The Board of Directors authorizes the Manager, for first reading, to sign a contract with Rainbow International Restoration to repair 20D Ridge Rd as directed by Greenbelt Homes Inc., at its bid of \$14,850.00 plus 10% for contingencies, for a total not to exceed \$16,335.00.**

Moved: Hess

Seconded: Marcavitch

Carried 8-0

9. Items of Information

Items of information included the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars. The Board received thank you cards from the Greenbelt Coop Alliance for its recent donation of \$300 and from the Greenbelt Nursery School for its recent donation of \$100. GHI renewed its membership with the National Association of Housing Cooperatives (NAHC) early this year. NAHC's 2015 Annual Conference will be held in South Carolina during October 14-17, 2015. GHI offices will be closed on Monday, May 25<sup>th</sup> in observance of Memorial Day. Emergency services will be available as usual.

10. President

Commenting on the 2015 annual membership meeting, President Skolnik said that he was pleased when the membership finally got to vote, after discussion and amendments from the floor, that the vote was for the motions that the Board recommended. He said he was also happy to have the parliamentarian and that some talk had gone around about members receiving training on Robert Rules of Order and meeting etiquette. Skolnik said next year it would be helpful to have the registration tables in the lobby rather than in the hall.

11. Board Members

- James said the Woodland Committee ended up with extra plants because the meeting was lengthy and because of the “photo ops” before the meeting.
- Hess thanked everyone for coming to the meeting and voting for him. He wanted to know the reason an annual meeting banner was not hung on Southway and Crescent roads.
- Novinski welcomed new Audit Committee member Leann Irwin.
- Marcavitch said he thought the grassy area between 13 and 11 courts Ridge is the city's but he said the city stated it belongs to GHI. However, the city did remove the fallen limbs from the area. Ralph said it is the City's. Marcavitch also said on November 5 representatives from the National Trust Preservation will come to Greenbelt for a field study. He also requested Perry to come to the next Historic Preservation Task Force meeting to discuss tax credits.
- McFadden thanked all the Directors for serving again.
- DeBernardo was pleased with the annual meeting and complimented Skolnik. He said it could be improved by having more committee member tables.

12. Manager

Ralph thanked the outgoing Board and welcomed the “new.”

13. Staff

Perry said that staff would process the rest of the May stipends next week.

14. Audit Committee

Irwin said she looks forward to learning a lot and listening well. Fischler solicited one more member to join the Audit Committee. Skolnik said the way it works is for the Audit Committee to appoint a member.

**Motion: To recess to Executive Session for the discussion of membership issues after the break.**

Moved: Hess

Seconded: Marcavitch

Carried 8-0

The meeting recessed at 9:37 p.m.

Ed James  
Secretary