

Minutes
GHI BOARD OF DIRECTORS
May 22, 2014

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

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Finance Director

Joan Krob, Member Services Director

Brenda Lewis, Human Resources Director

Bruce Mangum, Contract Processing
Specialist

Tom Sporney, Technical Services Director

Ben Fischler, Audit Committee

Beth Norden

Henry Haslinger

Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:30 p.m.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA.

Moved: James

Seconded: Hess

Carried 9-0

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

Henry Haslinger reported the elections results:

Audit Committee

- Anna Bedford 135
- Ben Fischler 134
- Jonathan Gordy 127

Board of Directors

- Frank DeBernardo 131
- Ed James 127
- Diana McFadden 125
- Sue Ready 127

3. Board Reorganization & Election of Officers

MOTION: NOMINATE STEVE SKOLNIK FOR PRESIDENT.

Move: McFadden

Seconded: James

MOTION: CLOSE NOMINATIONS FOR THE OFFICE OF PRESIDENT.

Move: James

Seconded: Hess

Carried 8-0-1

Skolnik abstained.

Vote was taken on the nomination for President and the vote carried 9-0.

MOTION: NOMINATE ED JAMES FOR SECRETARY.

Move: Jones

Seconded: Hess

MOTION: CLOSE NOMINATIONS FOR THE OFFICE OF SECRETARY.

Move: Hess

Seconded: Ready

Carried 9-0

Vote was taken on the nomination for secretary and carried 9-0.

MOTION: NOMINATE SUE READY FOR VICE PRESIDENT.

Move: Hess

Seconded: McFadden

Hearing no further nominations, President Skolnik closed nominations for the office of vice president; vote was taken on the nomination and carried 9-0.

MOTION: NOMINATE CHUCK HESS FOR TREASURER.

Move: Jones

Seconded: McFadden

Hearing no further nominations, President Skolnik closed nominations for the office of treasurer; vote was taken on the nomination and carried 9-0.

4. Report on Executive Session

During the executive session, Skolnik said the Board approved the April 24 and May 8 meeting minutes and scheduled a member complaint panel meeting.

Code of Ethics Acknowledgement

Skolnik returned to the Code of Ethics Acknowledgement, and Board members signed GHI's Director's Code of Ethics.

5. Visitors and Members

Skolnik welcomed visitors and members. Beth Norden spoke about the mold growth on the subsurface of her roof and asked that action be taken to have it removed.

6. Living Trust

- Elizabeth Pels Nash

MOTION: THE BOARD OF DIRECTORS APPROVES THE ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT OF ELIZABETH PELS NASH, TRUSTEE OF THE ELIZABETH PELS NASH GHI TRUST DATED APRIL 9, 2014, THEREBY ALLOWING MS. PELS NASH TO PLACE HER MEMBERSHIP AND EQUITY INTEREST IN 23C RIDGE INTO THE TRUST.

Moved: Hess

Seconded: Ready

Carried 9-0

7. Approval of Membership Applications

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

- **ERIK GODDARD, AMY KNESEL, TEANANTS BY THE ENTIRETY;**
- **JOSE S. MENJAVIR-LEON, SOLE OWNER;**
- **JESSICA FORSHEE, ROBER OSTRANDER, TENANTS BY THE ENTIRETY;**
- **ANDREA WIGGINS, EVERETT WIGGINS, TENANTS BY THE ENTIRETY;**
- **THEODORE MARTIN, SOLE OWNER;**
- **CATHERINE J. ALLEN, SOLE OWNER;**
- **MEREDITH DOVIK, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 9-0

8. Committee Reports

Director James said the Woodland Committee would perform a site survey at 6 Court Plateau in a couple of weeks. He also requested that drainage problems at the City built playground between 2 Laurel Hill and 55 Ridge Road be added to the stakeholder meeting with the city on June 30.

Director Skolnik said the Buildings Committee received a draft of phase 2 final report of the pilot program.

Director Jones said the Marketing Committee will have an open house on June 8 and will distribute the new GHI brochure.

9. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: Jones

Carried 9-0

10a. Approval of Minutes: April 24, 2014

APPROVED BY CONSENT: APPROVAL OF MINUTES OF THE APRIL 24, 2014 BOARD MEETING.

10b. IT Vendor Service Contract – 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS DIRECTS THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A

ONE YEAR RENEWABLE CONTRACT WITH FEDSOLUTIONS AT A

Minutes, GHI Board of Directors – May 22, 2014

MONTHLY COST OF \$2,748 (WITH A ONE TIME EXPENSE OF \$2,010 FOR INITIAL SETUP) PLUS AN ALLOWANCE OF 10% FOR UNANTICIPATED CHARGES, FOR GHI'S IT SERVICES AS OUTLINED IN THEIR PROPOSAL DATED MARCH 20, 2014.

10c. Contract for Employee Uniforms, 2nd Reading

	ACE Uniform	G&K Services	Aramark	Unifirst	Cintas
Total Weekly Charges	\$176.93	\$149.54	\$149.00	\$182.83	\$294.81
Total Year 1 Charges	\$9,200	\$7,776	\$7,748	\$9,507	\$15,330
Yr 2	0.0%	4.0%	3.0%	0.0%	3.5%
Total Year 2 Charges	\$9,200	\$8,087	\$7,980	\$9,507	\$15,867
Yr 3	0.00%	4.0%	3.0%	0.0%	3.5%
Total Year 3 Charges	\$9,200	\$8,411	\$8,220	\$9,507	\$16,422
Total Contract Cost	\$27,601	\$24,274	\$23,948	\$28,521	\$47,619

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A 3-YEAR CONTRACT WITH ACE UNIFORM FOR THE SUPPLY OF RENTAL UNIFORMS TO GHI EMPLOYEES EFFECTIVE FROM JUNE 30, 2014, IN ACCORDANCE WITH ITS PROPOSAL AND THE COSTS INDICATED ABOVE.

10d. Appointment of Member Complaints Panels

Skolnik assignment Board members to three member complaint panels:

Panel 1

Ready, Pro Tem Facilitator

Jones

DeBernardo

Panel 2

James, Pro Tem Facilitator

Novinski

Skolnik

Panel 3

Hess, Pro Tem Facilitator

Marcavitch
McFadden

10e. Designation of GDC Stockholders

After the election of the 2014-15 GHI's Board of Directors, it is necessary to designate Greenbelt Development Corporation (GDC) stockholders. These persons are designated by the GHI Board to hold proxies for GDC stock that is owned by GHI. Traditionally, the GHI Board grants each GHI Director a proxy for 1/9th of the GHI shares of stock in GDC.

As stipulated in GDC's bylaws, the annual meeting of its stockholders shall be held in June of each year, at which meeting they shall elect a new Board of Directors and Officers. GDC's Board of Directors and Officers have traditionally been the same as GHI's Board of Directors and Officers.

Year 2013-14 Directors Ready, DeBernardo, Jones, James, Marcavitch, Novinski, McFadden, Skolnik and Hess remain on the GDC Board until the GDC Stockholders' meeting in June. Any newly elected GHI Board members will not hold seats on the GDC Board until that meeting.

MOTION: IT IS MOVED THAT EACH MEMBER OF THE 2014-15 BOARD OF DIRECTORS OF GREENBELT HOMES INC. BE GRANTED A PROXY FOR 1/9TH 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 9-0

10f. Board Meeting Procedures

APPROVED BY CONSENT: TO ADD TO THE PROCEDURES THAT APPROVED MINUTES THAT ARE PLACED ON THE WEBSITE SHALL NOT CONTAIN ADDRESSES OF MEMBERS.

10g. Summer and Fall Meeting Schedule

MOTION: THE FOLLOWING DATES ARE PROPOSED FOR BOARD MEETINGS DURING THE MONTHS OF JUNE, JULY AND AUGUST 2014:

Thurs, June 12 th	Regular Board meeting at 7:00 p.m.
Thurs, June 26 th	Regular Board meeting at 7:00 p.m.
Thurs, July 10 th	Regular Board meeting at 7:00 p.m.
Thurs, July 24 th	Regular Board meeting at 7:00 p.m.
Thurs, Aug 14 th	Regular Board meeting at 7:00 p.m.
Thurs, Aug 28 st	Regular Board meeting at 7:00 p.m.

Moved: Marcavitch

Seconded: Ready

Carried 9-0

APPROVED BY CONSENT: SPECIAL MEETING IN EXECUTIVE SESSION ON JULY 31 AT 7 P.M. WITH MEMBER RE: FUTURE DISPOSITION OF UNIT.

APPROVED BY CONSENT: BOARD STRATEGIC PLANNING RETREAT IS TENTATIVELY SCHEDULED FOR FRIDAY, JULY 18.

10h. Venue Options for a Board Strategic Planning Retreat

APPROVED BY CONSENT: THE BOARD RETREAT WILL BE HELD AT GHI.

10i. 2014 First Quarter Financial Statements

Director of Finance, Joe Perry reviewed and answered questions about the first quarter financial statements for 2014.

10j. 2014 Underground Utility & Drainage Improvement Contract, 1st 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 (7)

- Court – 19 E-H Hillside Road
- Court – 20 A-B & S-T Hillside Road
- Court – 22 A-B Hillside Road
- Court – 8 L-M Plateau Place
- Court – 3 A-F Research Road
- Court – 56 G-H Ridge Road
- Court – 6 Woodland Way

Storm only (5)

- Court - 56 C-H Crescent Road
- Court – 14 E-G Hillside Road
- Court – 14 E Laurel Hill Road
- Court – 6 B-C Ridge Road
- Court – 13 E-F & G-H Ridge Road

Schedule BSewer & storm (8)

Court – 3 C-D Gardenway
 Court – 35 D-E Ridge Road
 Court – 37 C-D Ridge Road
 Court – 39 D Ridge Road
 Court – 47 A-B Ridge Road
 Court – 1 A-H Southway Road
 Court – 1 A-B Westway Road (limited access)
 Court – 1 A-B Woodland Way

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

Court – 2 D Gardenway
 Court – 14 R Hillside Road
 Court - 14 Q-S Laurel Hill Road
 Court – 1 Northway Road
 Court – 33 J Ridge Road
 GHI admin building

Some sites were bid in 2013, but postponed from the repair program due to budget constraints. An amount of \$30,000 has been budgeted in 2014 for Swale and Drainage Improvements. Drainage improvements are funded from the Operations budget.

Bids Received -

In April, GHI formally solicited bids from fourteen (14) independent contractors, some who have been contacted in the past by GHI and others who were researched as sources through contractor bidding networks. Three (3) 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 three (3) contractors for all sites; another contractor provided pricing for cleaning, jetting & lining one site only, where access, trees & landscaping presented obstacles. Bids are summarized below:

Company	Schedule A	Schedule B	1A-B Westway	subtotal: replacement reserves	Schedule C: operations	Total
City Contractors	\$103,200	\$89,650	\$17,625	\$192,850	\$55,325	\$248,175

B & P Utilities	\$90,340	\$84,610	\$12,575	\$174,950	\$28,860	\$203,810
Mane-Line Utilities	\$103,989	\$93,662	\$11,120	\$197,651	\$41,744	\$239,395
Rocket Rooter			\$9,854	\$9,854		
budget				\$160,000	\$30,000	\$190,000

B&P Utilities has performed underground utility work for GHI in the past on both regular & emergency contracts. Rocket Rooter is a contractor who has not contracted to GHI previously; staff performed reference checks on this company, and found them to be satisfactory. Based upon this information and the bid analysis, staff recommends that the Board of Directors endorse B&P Utilities for performing the Underground Utility Repairs for schedules A, B, & C at the cited locations, except 1A-B Westway for the amount of its bid with an additional 10% to cover contingencies, and Rocket Rooter for epoxy lining the existing sewage line at 1A-B Westway, with an additional 15% to cover contingencies.

Note: Director Marcavitch's and James' units are included in the scope of this work.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH B&P UTILITIES FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AND DRAINAGE IMPROVEMENTS AT TWENTY-FOUR (24) SITES AT ITS BID, \$203,810, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$224,191.

Moved: Hess

Seconded: Jones

Carried 9-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH ROCKET ROOTER PLUMBING FOR THE UNDERGROUND SANITARY SEWER REPAIR AT 1A-B WESTWAY AT ITS BID, \$9,854, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$11,332.

Moved: Hess

Seconded: Jones

Carried 9-0

7. Items of Information

Skolnik said the office is closed for the Memorial Day Holiday and the Google Site search feature is on the website. He also mentioned the task lists for the Board and the committees.

8. President

Skolnik thanked the Board for electing him president and promised to do his best.

9. Board Members

DeBernardo said he only heard good comments about the Annual Meeting. Marcavitch said new interpretative signs will be installed in Greenbelt soon. Novinski and McFadden congratulated Skolnik.

10. Manager

GM Ralph thanked Ready for her excellent service as the Board's president for the past year. He then congratulated the newly elected president Skolnik.

11. Staff

Human Resources Director Brenda Lewis volunteered to help with developing an appropriate theme and activities for the Board's retreat.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: Marcavitch

Carried 9-0

The meeting adjourned at 9:33 p.m.

Ed James
Secretary