

Minutes
GHI BOARD OF DIRECTORS
May 24, 2012

Present: DeBernardo, Hess, James, Jones, McFadden, McHugh, Morse, Novinski, and Ready

Excused Absence: Boswell, Wartell

Others in Attendance:

General Manager Eldon Ralph
Joan Krob, Director of Member Services
Tom Sporney, Mgr. of Technical Services
Dianne Wilkerson, Audit Committee Chair
Debbie Cooley, Audit Committee
Sylvia Lewis
Henry Haslinger
Suzette Agans
Jeanette Grotke
Ben Fischler, Audit Committee
Chris Shuman
Judith Davis, Mayor of Greenbelt City Council
Emmett Jordan, Mayor Pro Tem of Greenbelt City Council
Jeanelle Faith & Anthony Lee
Leta Mach, Greenbelt City Council
Altoria Ross, Recording Secretary

Acting President Jones called the meeting to order at 7:39 p.m. He announced that in executive session the Board approved a three-month extension for a rental.

1. Approval of Agenda

8n. *Appointment of a Task force on Nonsmoking Row* was added to the agenda.

MOTION: TO APPROVE AGENDA AS AMENDED

Moved: James

Seconded: Hess

Carried 5

Novinski was out of the room at the time of vote.

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

Henry Haslinger announced members cast 204 ballots and elected for two-year terms:

- Sue Ready, 158 votes
- Frank DeBernardo, 146
- Ed James, 141
- Diana McFadden, 134

For a one-year term:

- David Morse, 131 votes

Audit Committee for a one-year term:

- Dianne Wilkerson, 187
- Debbie Cooley, 184
- Ben Fischler, 171

Also elected by voice vote at the May 17 Annual Membership Meeting to the Nominations & Elections Committee for one-year terms:

- Paula Clinedinst
- Carol Griffith
- Henry Haslinger
- Mara Hemminger
- Sylvia Lewis

3. Board Reorganization & Election of Officers

MOTION: TO COUNT TOKEY BOSWELL'S BALLOT THAT HE SENT TO DIANNE WILKERSON.

Moved: Jones

Seconded: Novinski

Carried 5

- President
Nominees for the office of President were Frank DeBernardo, who declined, Sue Ready, and Bill Jones. The Board elected Sue Ready.
- Vice President
The Board nominated Bill Jones and Frank DeBernardo and elected DeBernardo.
- Treasurer
The Board nominated and elected by acclamation Chuck Hess.
- Secretary
The Board nominated and elected by consensus, Ed James.

President Ready briefly read through the Code of Ethics.

4. Visitors and Members

President Ready welcomed visitors and members.

5. Approval of Membership Applications

FOR THE RECORD: BOARD POLL ON MAY 17, 2012 ACCEPTED THE FOLLOWING PROSPECTIVE MEMBERS INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **THOMAS J. ZEILSTRA, RIANNA L. VANDERGAAST ZEILSTRA, TENANTS BY THE ENTIRETY**

- **SUZANNE E. MACARTNEY, SOLE OWNER**
- **LAWREN SINNEMA, WENDY SINNEMA, TENANTS BY THE ENTIRETY**

6. Committee Reports

- a. ARC & Yardline – Novinski explained that both committees continue to meet and have reports on the agenda.
- b. Communications Committee – Morse suggested the committee could communicate about Annual Meeting materials such as bylaw information before the gathering.
- c. Woodlands Committee – James announced the committee had a plant giveaway at the Annual Meeting.
- d. Building Committee – Jones stated the committee had eight contractors who looked at the pilot homes, and three indicated they would bid by June 29.
- e. Finance Committee: Hess said an unusual meeting coming up next Thursday.

7. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 7

8a. Approval of Minutes

APPROVED BY CONSENT: MINUTES, GHI BOARD OF DIRECTORS MEETING OF APRIL 26, 2012.

8b. Appointment of Member Complaints Panels

President Ready assigned the following members to Complaints Panels for the new Board term: Panel 1 – Novinski, Hess, Boswell; Panel 2 – Morse, DeBernardo, McFadden; Panel 3 – Ready, Jones, James.

8c. Designation of GDC Stockholders

MOTION: IT IS MOVED THAT EACH MEMBER OF THE 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: Morse

Carried 7

8d. Board Meeting Procedures

The new Board reviewed the Board Meeting Procedures. These procedures establish the guidelines for Board meeting preparation and process.

8e. Set Summer and Fall Meeting Schedule

BY CONSENSUS: TO HOLD SUMMER BOARD MEETINGS ON JUNE 14, JUNE 21 (SPECIAL MEETING TO CONSIDER CONTRACTS), JULY 19 AND AUGUST 23.

8f. Schedule Retreat for Strategic Plan Update

The Board's current strategic plan (which includes an action plan for January to June 2012) was updated in January. The plan should be revised in June. Shortly after the current plan was updated, President Boswell requested that staff request Jack Ricchiuto to facilitate the planning workshop in June. Ricchiuto suggested Sunday, June 24th commencing at 1:00 p.m. as a possible time for the workshop. However, due to scheduling conflicts, July 22 or 29 are being considered.

8g. Yard Line Certification: 62 Ridge Road

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 62 RIDGEAS PRESENTED.

Moved: Hess

Seconded: Novinski

Carried 7

8h. Installation of Window in Place of a Through-wall Air Conditioner, 4L Plateau Place

On 16Apr12, GHI staff received a permit request from the members at 4L Plateau Place to install a non-opening window in the existing location of a through-wall air conditioner. GHI staff informed the member that the proposal was in conflict with GHI rules:

X.N.1. Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except: a) when windows are lost because of the construction of a heated addition, or b) in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.

X.N.2. Installation of window types different from those listed as acceptable in the chart requires approval by the Board of Directors before the Technical Services office will issue a permit.

ARC voted 2-3-0 that the exception request not be granted to install a solid glass window in place of the through-wall air conditioner on the gardenside at 4L Plateau.

The reasons given for denying the request where there is no compelling reason for the

exception and it might promote other members to do the same. The positives offered for allowing the request were that the window would look as good as, or better than, the air conditioner and that the air conditioner is no longer needed.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A FIXED WINDOW IN THE LOCATION OF AN EXISTING THROUGH-THE-WALL AIR CONDITIONER ON THE GARDENSIDE AT 4L PLATEAU PLACE.

Moved: McFadden

Seconded: Jones

Postponed

Action on the motion was postponed to give Board members opportunity to view the unit in question.

8i. Pay-off of Loan Balance for 14R Ridge Due to Termination of Mutual Ownership Contract

GHI recently terminated the Mutual Ownership Contract of the members who lived at 14R Ridge Road for cause. GHI will see that the unit's condition is brought into compliance with resale standards and placed on the market. The mortgage loan balance for the unit as of May 16, 2012 was \$55,886.04 at \$9.25 daily interest. Staff requests that the Board approve the payoff of the loan balance amount on unit 14R Ridge Road.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO PAY THE GREENBELT FEDERAL CREDIT UNION THE FULL AMOUNT OF THE OUTSTANDING LOAN BALANCE FOR 14R RIDGE OF \$55,886.04 AS OF MAY 16, 2012, PLUS A \$9.25 DAILY INTEREST AMOUNT THEREAFTER.

Moved: Hess

Seconded: James

Carried 7

8j. 2012 Underground Utility and Drainage Improvement Contract, 1st Reading

Based on investigation of problems reported by members regarding sewer backups within their units or flooding in their yards, staff recommends underground sanitary sewer and storm drain piping repairs be undertaken at 27 locations (using funds from replacement reserves) and making drainage improvements at seven locations (using funds from the Operations budget). Three companies responded with bids from eleven contractors solicited. Management recommends Mane-Line Utilities for these projects.

NAME OF COMPANY	Sch.A - Existing Sewer & Storm	Sch.B - Existing Combined Sites	Sch.C - New Storm Drains	Total	Water Line - GDC
B & P Utilities, Inc.	\$158,275	\$154,615	\$81,615	\$394,505	\$3,900

Mane-Line Utilities, Inc.	\$122,312	\$100,889	\$64,265	\$287,466	\$3,278
Taylor Utilities, Inc.	\$169,750	\$167,310	\$86,350	\$423,410	\$5,600

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH MANE-LINE UTILITIES FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT TWENTY-SEVEN (27) SITES AT ITS BID, \$223,201, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$245,521.

Moved: Hess

Seconded: Morse

Carried 7

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH MANE-LINE UTILITIES FOR DRAINAGE SYSTEM IMPROVEMENTS AT SEVEN (7) LOCATIONS AS INDICATED IN THE MANAGER'S MEMORANDUM, AT ITS BID, \$64,265, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$70,691.

Moved: Hess

Seconded: McFadden

Carried 7

8k. Purpose of Task Force Established to Review Issues of Unauthorized Leases and Vacant Units

At its May 10 meeting, the Board decided that a task force should be established to review the issues of unauthorized leases and vacant units arising from absentee members. The Board should decide on the task force's purpose by consensus. A suggested mission statement is as follows:

The purpose of the task force is to devise procedures for dealing with and resolving issues of unauthorized rentals and vacancies while being in compliance with legal requirements.

Taskforce Chair, Director Jones said it is possible the taskforce could have proposed actions for consideration at the June 14 meeting.

8l. Identification of Topics for Stakeholders' Meeting with City of Greenbelt

An annual stakeholder meeting between GHI and Greenbelt's City Council will be held on June 13, commencing at 8:00 p.m. GHI will be hosting the meeting. Some items

proposed for consideration by the Board are as follows:

- 75th Anniversary celebrations;
- Resolution of outstanding right-of-way issues;
- Proposed playground improvements in common areas adjacent to 2 Ct Laurel and 12 Hillside;
- Pepco rehabilitation project in Greenbelt;
- Permitting GHI and members to continue disposing plant waste adjacent to Northway fields;
- WSSC's current position on the replacement of water piping for masonry units;
- City of Greenbelt/Zoning Regulations if GHI considers installing a cell phone tower;
- Crosswalk at Gardenway and Crescent roads; and
- Rental taskforce.

8m. Sales Price Data for GHI Units

Chris Shuman, 1E Gardenway, recently created a graph showing sales price trends for 2-bedroom GHI homes over the past seven years. Shuman requested that GHI should create similar graphs for its various types of homes and make the information available to the membership periodically.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE OF GHI PRODUCING AND PUBLISHING ROLLING 10-YEAR SALES DATA FOR GHI UNITS ON AN ANNUAL BASIS IN THE FORMAT OF A SPREADSHEET.

Moved: Jones

Seconded: Hess

Carried 7

8n. Nonsmoking Row

Directors Jones, McFadden, Hess, and Ready volunteered to work on the nonsmoking task group. Hess will be chair. The entity will be named later as a taskforce or a subcommittee.

9. Items of Information

President Ready noted the following items of information:

1) Proposal to Convert Boiler Room at 8A-F Southway to Storage Units

A few years ago, the Board of Directors decided that it was a viable option to convert five remaining boiler rooms that are attached to frame homes into storage units. In 2011, the boiler room at 9Ct Southway was converted into four storage units that are currently being rented to members.

This year, it is planned to convert one of the remaining four boiler rooms into storage units. The remaining boiler rooms are located in the following courts:- 8 Southway, 10 Southway, 14 Ridge and 4 Gardenway. Staff has selected the

boiler room at 8 Ct Southway for conversion since there is ample parking space in the court, and the yard plats have already been certified. Before developing bid specifications, staff proposes to send letters to the members of 8 Southway informing them of the proposal to convert the boiler room, in order to ascertain whether any members have objections.

- 2) Memorial Day Holiday – GHI Offices will be closed for Memorial Day on Monday, May 28. Emergency services will be available, as usual.

10. President

President Ready thanked the Board for its confidence in her.

11. Board Members

- Director Novinski said there is a conflict with the shareholder meeting and ARC. ARC will meet on the 20th to attend the shareholder meeting on the 13th. She also volunteered to be the Board Liaison to CAC.
- Frank DeBernardo asked about plans for 60th anniversary of GHI.
- Director James inquired whether Director DeBernardo would take leadership of the idea of plans for GHI's 60th year.
- Director Hess -- Said he would like to discuss nights to hold meetings of the group to explore the directive of the membership regarding the non-smoking issue. Hess stated he also wants to include more items on the consent agenda even for 1st readings and asked that staff keep Board name plates looking professional.
- Director Jones invited Director DeBernardo to join the GHI Labor Day parade taskforce.
- Director Morse – Commended all candidates who ran for board positions. He also thanked members of the Greenbelt City Council for their presence.
- Director McFadden thanked the membership for reelecting her.

12. General Manager

General Manager Ralph thanked Boswell, Jones, Wartell, Edwards and McHugh for their leadership and service.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Hess

Seconded: None

Carried 7

The meeting recessed at 9:41 p.m.

Ed James
Secretary