

Minutes
GHI BOARD OF DIRECTORS
June 25, 2015

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

Excused Absences: DeBernardo, Hess, Ready

Others in Attendance:

Tom Sporney, Director of Homes
Improvement Program

Joan Krob, Director of Member Services

Joe Perry, Director of Finance

Bijan Khorsand, Director of Technical
Services

Bruce Mangum, Contract Processing

Ben Fischler, Audit Committee

Kandis Wyatt, Audit Committee

Stefan Brodd

Angie Evans

Doris Kirschbaum

Dianne Wilkerson

Janet Beane

Mary Fleming

Arnold Glick

Rachel Glick

Katrina Boverman

Altoria Ross, Recording Secretary

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

1. Approval of Agenda

7j. Pepco poles cut but never removed and outstanding Comcast and Verizon wiring issues was added to the agenda.

Motion: To approve the agenda, as revised.

Moved: James

Seconded: Jones

Carried 6-0

2. Report on Executive Session

Skolnik said the Board had a detailed report on member delinquencies and vacant units from the Director of Finance, received an update regarding an ongoing member complaint, and decided to hold an informal hearing with another member.

3. Visitors and Members

Skolnik welcomed visitors and members. None wished to address the Board concerning items not already on the agenda.

4. Approval of Membership Applications

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- **Zubeda R. Ahmad, Aamina R. Ahmad, Joint Tenants;**
- **Hope Braveheart, Sole Owner;**
- **Marisa A. Rogers; Jaden A. Cyrus, Tenants by the Entirety;**

- **Lori Reeder, Samuel Zehr, Tenants by the Entirety; and**
- **Lucindy J. Romines, Sole Owner.**

Moved: James

Seconded: McFadden

Carried 6-0

5. Committee Reports

None reported.

6. Consent Agenda

Motion: To approve the consent agenda.

Moved: James

Seconded: Novinski

Carried 6-0

6a. Contract for Crawlspace Test Project, 2nd Reading

Approved by Consent Agenda: The Board of Directors authorizes the Manager, for second reading and final passage, to enter into a contract with Foam Insealators for making the insulation & sealing improvements to crawl spaces at 9J-R Laurel Hill, 54A-F Ridge, 5G-K Ridge, and 14A-D Ridge at its bid, \$34,509, plus 10% for contingencies, for a total not to exceed \$37,960.

6b. Contract for Repairs to 18N Ridge Road, 2nd Reading

Approved by Consent Agenda: The Board of Directors authorizes the Manager, for second reading and final passage, to sign a contract with Rainbow International Restoration to repair 18N Ridge Rd as directed by Greenbelt Homes Inc., at its bid of \$ 18,976.00 plus 10% for contingencies, for a total not to exceed \$ 20,873.00.

7a. Proposed Vinyl Fence for 31A Ridge Road

In May 2014, Ms. Mary Fleming submitted a proposal to Technical Services staff for a white vinyl fence in her gardenside yard at 31A Ridge Road. It was pointed out to the member that it was indeterminate whether the proposal satisfied GHI rule: §VII.B.9 Fence styles within the row should harmonize. The Architectural Review Committee (ARC) voted 6-0-0 to recommend to the Board of Directors that an exception be granted to permit the white vinyl gardenside fence at 31-A Ridge Road.

Motion: The Board of Directors does allow a permit to be granted for the construction of a white vinyl fence on the perimeter of the gardenside yard of 31A Ridge Road.

Moved: McFadden

Seconded: Novinski

Carried 5-1

Opposed: Marcavitch

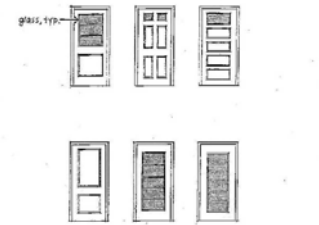
7b. Architectural Review Committee Recommendations Re: Door Styles and Colors for the Homes Improvement Program

At its meeting of May 7, 2015, the GHI Board tasked the Architectural Review Committee with recommending specific type, styles, and colors for entry and storm doors for the Homes Improvement Program (HIP), with a deadline of July 31st to return a response to the Board.

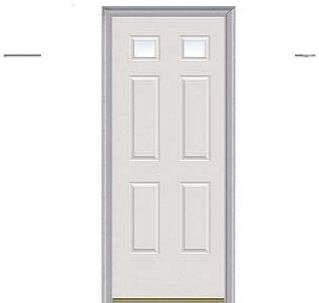
At the ARC meeting of 13May15, the following points were discussed:

- The Historic Preservation Task Force thinks that all exterior doors should be required to have some glass. The current rules in the Member Handbook permit solid exterior doors. The majority of members in the Pilot Program selected solid six-panel doors.
- The ARC agrees with the Historic Preservation Task Force that exterior doors should have some glass, and making the top two panels of a six-panel door glass is not a significant loss of privacy.
- The ARC prefers fiberglass doors over steel doors.
- Staff reviewed standard offerings from multiple door manufacturers, and identified that, of the 6 styles represented as appropriate from the 2004 Draft Historic District Guidelines, 1 had no glazing and would be unacceptable to the GHI Historic Task Force, and 4 others are not

DOORS
ADDITIONS
APPROPRIATE DOORS



standardly manufactured, so would be significantly more costly to create as a custom component. The 6-panel glazed door and 4 other plain rectangular styles consistent with GHI rules which are available from at least 2 manufacturers were presented to the committee along with pricing information. The ARC voted by consent to have 2 door options available to members during HIP, as well as an option of a large glass door with the understanding that members who selected this option would be required to pay an upcharge to cover the additional cost for this style door.

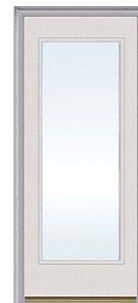


ARC

voted



6-0-0 to



recommend to the Board of Directors that these 6 colors for exterior doors be the color options offered to members during the Homes Improvement Program. Staff suggested that two options would be sought for white storm doors, full-view and self storing screen.

Motion: The Board of Directors does approve that doors for the Homes Improvement Program be specified as follows:

Entry doors

- Material:** fiberglass
Styles: 6-panel (0-lite, solid door)
 2-lite, 4-panel
 2/3 lite, 2-panel

full lite, garden side only, member to pay premium of cost over allowance

Colors: Any of the 25 standard colors.

Storm doors

Material: aluminum

**Styles: fullview
self-storing screen**

Color: white

Moved: Jones

Seconded: James

Amended and Carried by a vote taken later

Amendment: To restore to the color pallet of the original motion.

Moved: Skolnik

Seconded: Novinski

Carried 6-0

Motion as Amended: The Board of Directors does approve that doors for the Homes Improvement Program be specified as follows:

Entry doors

Material: fiberglass

**Styles: 6-panel (0-lite, solid door)
2-lite, 4-panel
2/3 lite, 2-panel**

full lite, garden side only, member to pay premium of cost over allowance

**Colors: White
Black
Brown
Storm Cloud (cool gray)
Rock Garden (green)
Riverway (blue-gray)**

Storm doors

Material: aluminum

**Styles: fullview
self-storing screen**

Color: white

Moved: Jones

Seconded: James

Carried 4-2

Opposed: Marcavitch, McFadden

7c. Buildings Committee Recommendations Re: Homes Improvement Program Crawl Spaces, Additions and Opt-ins

Motion 1: The Board of Directors does approve that additions on the Addition Maintenance Program shall be improved at the same time as the original structure is improved during the Homes Improvement Program, with judgment by GHI staff allowing building components (windows, doors, siding) that appear to have more than half their projected useful lifetime left to remain.

Moved: Novinski

Seconded: McFadden

Carried 6-0

Motion 2: The Board of Directors does approve that members with additions that are not on the Addition Maintenance Program be offered the improvements to their additions (siding, windows, doors) at their cost during the Homes Improvement Program.

Moved: Jones

Seconded: McFadden

Carried 6-0

Motion 3: The Board of Directors does approve that members with additions that are not on the Addition Maintenance Program be encouraged to bring their additions onto the Addition Maintenance Program at the time of the Homes Improvement Program.

Moved: Marcavitch

Seconded: Jones

Carried 6-0

Consensus: Skip over and redraft Suggested Motion #4.

Motion 5: The Board of Directors does approve that crawlspaces of additions on the Addition Maintenance Program, if defective or deficient (as determined by GHI Staff), will be fixed/upgraded at the time of the Homes Improvement Program when the main crawlspace is remedied.

Moved: Novinski

Seconded: Marcavitch

Carried 6-0

Motion 6: The Board of Directors does approve that crawlspaces of additions not on the Addition Maintenance Program, if defective or deficient (as determined by GHI Staff), will be fixed/upgraded at the time of the Homes Improvement Program when the main crawlspace is remedied, and that the costs for this work will be paid for by the individual member.

Moved: James

Seconded: McFadden

Carried 5-1

Opposed: Jones

Amendment to Motion 6: To add “with monthly payments allowed”.

Moved: Jones

Seconded: Marcavitch

Failed 3-3

Opposed: James, Marcavitch, Skolnik,

Motion 7: The Board of Directors does approve that members be allowed to opt out of receiving new exterior doors during the Homes Improvement Program in order to keep their original, historic exterior doors. Members will need to acknowledge that the maintenance of the original door will be their responsibility.

Moved: Marcavitch

Seconded: James

Amended

Amendment to Motion 7: To delete the last sentence of the motion.

Moved: Jones

Seconded: McFadden

Carried 5-1

Opposed: Skolnik

Motion 7 as Amended: The Board of Directors does approve that members be allowed to opt out of receiving new exterior doors during the Homes Improvement Program in order to keep their original, historic exterior doors.

Moved: Marcavitch

Seconded: James

Carried 5-1

Opposed: Skolnik

Motion 8: The Board of Directors does approve that members with exterior doors and hardware that meet the current Member Handbook Requirements and the Homes Improvement Program performance specifications be allowed to keep their current exterior doors.

Moved: Jones

Seconded: McFadden

Carried 6-0

Motion 9: The Board of Directors does approve that members be allowed to opt out of receiving new windows during the Homes Improvement Program in order to keep their original, historic windows.

Moved: Marcavitch

Seconded: Jones

Carried 6-0

Motion 10: The Board of Directors does approve that members with windows that meet the current Member Handbook Requirements and the Homes Improvement Program performance specifications be allowed to keep their current windows.

Moved: Novinski

Seconded: Jones

Carried 6-0

Motion 11: The Board of Directors does approve that all 1980's era vinyl siding shall be replaced with new vinyl siding during the Homes Improvement Program. No member will be allowed to opt out of the vinyl siding replacement during the Homes Improvement Program.

Moved: Jones

Seconded: Marcavitch

Amended and
Carried by a
Vote taken later

Amendment to Motion 11: To insert “on frame units” after “1980's era vinyl siding.”

Moved: Jones

Seconded: Marcavitch

Carried 6-0

Motion 11 as Amended: The Board of Directors does approve that all 1980's era vinyl siding on frame homes shall be replaced with new vinyl siding during the Homes Improvement Program. No member will be allowed to opt out of the vinyl siding replacement during the Homes Improvement Program.

Moved: Jones

Seconded: Marcavitch

Carried 6-0

Consensus: Skip over and redraft Suggested Motion #12.7d. Proposed Rights-of-Way Abandonments for Five GHI Sites; Resolution of Remaining Rights-of-Way IssuesA. Proposed Rights-of-Way Abandonments for Five GHI Sites

At the GHI Board meeting of 4Dec14, Directors authorized staff to proceed with a contract to Oyster, Imus & Petzold (OIP) to survey & prepare a legal description for City abandonment of the right-of-way at locations where buildings or significant portions of members' yards encroach on the City right-of-way:

- Unit at 11H Hillside
- Unit at 13D Hillside
- 35A Ridge end addition
- 7J Research end addition

OIP surveyed the proposed abandonment and GHI has staked and indicated the changes on yard plats. GHI & City staff has reviewed the layout, and affected members have been notified, with no negative response. If the plat meets with GHI's approval, OIP would proceed to prepare a legal description for City abandonment of the rights-of-way. Thereafter, the City Assistant Planning Director would place the petition to vacate on the City Council agenda.

Motion: The Board of Directors does approve the survey for the proposed petition to vacate the city rights-of-way for locations at 9, 11, 13 Hillside, 33V & 35A Ridge Road, and 7J Research Road.

Moved: Marcavitch

Seconded: Jones

Carried 6-0

B. Resolution of Remaining Rights-of-Way Issues

In June 2012, staff reported to the Board that GHI yard boundary encroachments may be classified in three categories:

- | | |
|--------|---|
| Yellow | (81) natural GHI yard boundaries are outside GHI property lines, but only by about a foot or so, so that, if the yard plat were certified with no further action, there might only be a sliver of area that would be on non-GHI property. |
| Orange | (100) natural GHI yard boundaries are outside GHI property lines, but by a more substantial amount. |

Red (4) part of the existing building is outside GHI property lines
Total: 185

Hence, there are 180 remaining sites with yard boundary/right-of-way encroachments. It could be very costly and time-consuming to pursue the repositioning of rights-of-way at these remaining sites. A draft memorandum of understanding exists with the City of Greenbelt proposed in 2005 for addressing rights-of-way encroachments. The minutes of the October 25, 2005 Board meeting in Attachment #5 state the reasons why the Board did not approve the MOU.

The Board should consider the action that should be taken with regard to resolving the remaining rights-of-way issues. Options are as follows:

- a) Take no action and allow the status quo to remain.
- b) Develop a memorandum of understanding with the City of Greenbelt similar to the one presented by the City in 2005.
- c) Pursue actions to reposition the rights-of ways and eliminate the encroachments.

Consensus: To utilize option (b) to resolve rights-of-way issues.

7e. Recap of GHI-City of Greenbelt Stakeholders' Meeting

The Board deliberated some of the major issues that were discussed during the recent GHI-City of Greenbelt Stakeholders' Meeting and considered follow-up actions that should be taken.

Following are some of the items:

1. An initiative to encourage GHI members to regularly go to the Greenbelt Theatre.
2. Foster communication between GHI and other community resident associations in Greenbelt. Councilman Putens invited Board members to attend the Greenbelt East Advisory Committee meeting on July 9th at Hunting Ridge Condominium Association.
3. Plan an event with participation by Councilman Herling, to publicize the electric charging station that a member installed at 62H Ridge Rd last year.
4. Embark on a community-wide inventory of communication boxes and conductor lines that should be rectified by Verizon.
5. Promote the Four-Cities spay-neuter program within GHI.
6. Whether to resume negotiations with WSSC after its new General Manager is appointed?

7f. Carbon Monoxide Detector Recommendations for GHI Homes

Motion #1: The Board of Directors directs the Manager to implement the installation of CO detectors as required by Prince George's County regulations in any brick units:

- **Twenty-five larger townhome and four single family units built during 1970/71.**
- **Thirty-eight block units that are adjacent to attached garages.**

Moved: McFadden
Abstained: Marcavitch

Seconded: Novinski

Carried 5-0-1

Motion #1b: The Board of Directors directs the Manager to implement the installation of CO detectors as required by Prince George's County regulations in any brick units that are adjacent to attached garages.

Moved: Jones

Seconded: Marcavitch

Carried 6-0

Motion #2 : The Board of Directors stipulates that a GHI member shall be responsible for the cost of installing new CO detectors where the member has voluntarily installed fuel-or gas-burning appliances (fireplaces or stoves) except in those situations where an attached garage is next to the unit.

Moved: James

Seconded: McFadden

Carried 6-0

Motion #3: The Board of Directors stipulates that a GHI member shall be responsible for the cost and installation of any CO detector upgrade required by State or County regulations, pursuant to any modifications or additions that the member makes to their unit.

Moved: Marcavitch

Seconded: McFadden

Carried 6-0

Motion #4: The Board of Directors stipulates that GHI shall sell compliant CO detectors to members at cost.

Moved: Marcavitch

Seconded: McFadden

Carried 6-0

7g. Pepco Proposal to Trim and Remove Trees in GHI

On June 15th, staff received a letter from Pepco and maps regarding tree maintenance work, that it intends to undertake within our community. It appears that Pepco intends to remove 126 trees, some of which are in members' yards but does not indicate which trees to be trimmed. Staff contacted Pepco to request that the tree maintenance program should be placed on hold until the Board has been given the opportunity to review and comment on their proposal.

7h. 2015 Underground Utility & Drainage Improvement Contract, 2nd Reading

Strike 6 K-T Hillside Road under Schedule B, Sewer & storm.

MOTION: The Board of Directors authorizes the manager, for second reading and final passage, to enter into a contract with Mane-Line Utilities Inc. for underground utility repairs of schedules A&C, as revised, at its bid, \$100,037, plus 10% for contingencies, for a total not to exceed \$110,041.

The Board of Directors authorizes the manager, for second reading and final passage, to enter into a contract with City Contractors for underground utility repairs of schedule B as revised, at its bid, \$91,680, plus 10% for contingencies, for a total not to exceed \$100,848.

Moved: Marcavitch

Seconded: Novinski

Carried 6-0

7i. Fence Removal Contract, 1st Reading

In support of the 2015 underground utility contract, GHI must remove and replace fences in members' yards. To accomplish this, GHI staff has prepared a scope of work identifying fences to be removed and replaced at the following sites where underground utility work will be done:

6-A Hillside Road	37-K Ridge Road
6-B Hillside Road	45-J Ridge Road
6-C Hillside Road	45-K Ridge Road
6-D Hillside Road	45-K Ridge Road
6-F Hillside Road	45-K Ridge Road
6-F Hillside Road	45-L Ridge Road
6-H Hillside Road	8-A Plateau Place
6-K Hillside Road	8-B Plateau Place
4-D Southway	8-C Plateau Place
12-D Laurel Hill Road	8-D Plateau Place
59-C Ridge Road	8-E Plateau Place

Staff solicited bids from 3 contractors and received the following bids:

Company	Bids
Gilbert General Contractor	\$11,770.00
Richard K. Gehring	\$18,900.00

Gilbert General Contractor has performed this type of work before. Staff recommends that the Board of Directors authorize the Manager to contract with Gilbert General Contractor to perform this work.

MOTION: The Board of Directors authorizes the Manager, for first reading, to contract with Gilbert General Contractor to remove and replace fences at twenty-two (22) sites at its bid of \$11,770, plus 10% for contingencies, for a total not to exceed \$12,947.00.

Moved: Marcavitch

Seconded: McFadden

Carried 6-0

7j. Pepco poles cut but never removed and outstanding Comcast and Verizon wiring Issues.

MOTION: Board of Directors tasks the Buildings Committee to make a survey of GHI, to note the following utility work issues:

a) PEPCO utility poles that have been topped but not yet removed, due to communications wiring/equipment still being attached;

b) COMCAST boxes and/or wiring on GHI structures that is not properly installed in a workmanlike manner;

c) VERIZON boxes and/or wiring on GHI structures that is abandoned but not removed, or that is not properly installed in a workmanlike manner.

The Buildings Committee shall mark each utility work issue on a GHI map,

including the specific PEPCO pole number or GHI address. The Board requests the Buildings Committee to submit the completed survey no later than August 31, 2015.

Moved: Jones

Seconded: McFadden

Carried 6-0

8. Items of Information

Items of information included the Board Action Plan Status & Committee Task List and the Monthly GHI and City Calendars. The brochure with course descriptions for the October National Association of Housing Cooperative's 2015 Annual Conference has arrived. Board members who wish to attend should notify Skolnik. The Board received an anonymous letter from a member, complaining about the \$1.95 charge per transaction that members incur if they pay their coop fee through GHI's website. To date, 85 members have registered to use the website to pay their coop fees. However, not all 85 members use the website every month to pay their fees.

9. President

Skolnik said GHI is working with the City's Green Aces regarding GHI's storm water improvement mitigation program. He said grants are available for environment engineers to correct swale problems or redirect storm water. The money could also be used for construction. He will meet with the group on Monday. Skolnik said GHI has received an application from a member who wants to install solar.

10. Board Member

James discussed a patch of milkweed that was the subject of a member letter.

11. Manager

The Manager was not present to provide further informational items.

12. Staff

Sporney said Verizon installed exterior lines on a unit which was cut by the GHI inspector because it posed a tripping hazard.

MOTION: TO ADJOURN.

Moved: Marcavitch

Seconded: McFadden

Carried 6-0

The meeting adjourned at 10:05 p.m.

Ed James
Secretary