

Minutes
GHI BOARD OF DIRECTORS
August 8, 2013

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

Excused Absence: DeBernardo, McFadden, Novinski

Others in Attendance:

General Manager Eldon Ralph

Brenda Lewis, Director of Human
Resources

Joan Krob, Director of Member Services

Bruce Mangum, Contract Processing

Ben Fischler, Audit Committee

Jonathan Gordy, Audit Committee

Judith Davis, Mayor of Greenbelt

David Moran, Assistant City Manager

Bill Edwards

Lola Skolnik

Susan Stewart

Ginny Jones

Marsha Gielen

Cyndi Smith

Jackie Hackman

Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Ready removed 6g. Member Outreach Committee Proposal for GATE.

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Hess

Seconded: James

Carried 6-0

2. Visitors and Members

Ready welcomed visitors and members.

Marsha Gielen of 2B Westway discussed at length the virtues of double-hung windows.

3. Approval of Membership Applications

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

- **CARL KAUTZ, SOLE OWNER;**
- **ROBERT ELIAS, SOLE OWNER;**
- **DAWN GABLE, SOLE OWNER;**
- **SHANE FENDLAY, SOLE OWNER;**
- **NATHAN CAUDILL, SOLE OWNER;**
- **JONATHAN DUECK, CELIA MELLINGER, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried 6-0

Note: Final loan approval has not been received for the following unit.

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

- **SAMIRA ANDERSON, SOLE OWNER.**

MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE:

- **DENNIS J. BOTZER IS CHANGED TO DENNIS J. BOTZER, PAMELA J. BOZZI, JOINT TENANTS.**

Moved: James

Seconded: Hess

Carried 6-0

4. Committee Reports

The Companion Animal Committee submitted a written report.

5. Consent Agenda

MOTION: TO ACCEPT THE CONSENT AGENDA.

Moved: James

Seconded: Hess

Carried 6-0

6a. Approval of Minutes: June 13, 2013 Meeting

APPROVED BY CONSENT: THE BOARD OF DIRECTORS APPROVES THE MINUTES FROM THE JUNE 13, 2013 GHI MEETING.

6b. Request for Additional Funds from GHI for Playground Construction at 2 Laurel Hill Road

Susan Stewart of 2P Plateau Place spoke at length about her concerns over using poured-in-place surface at the playground. President Ready pointed out that this topic has been discussed at several city council sessions and the purpose of the subject tonight was to vote on the disbursement of funds.

MOTION: THE BOARD OF DIRECTORS APPROVES THE CONTRIBUTION OF AN ADDITIONAL \$9,750 TO THE CITY OF GREENBELT TOWARDS THE INSTALLATION OF A Poured-IN-PLACE SURFACE AT THE NEW PLAYGROUND BEHIND 2 LAUREL HILL RD, PLUS \$1,000 FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$10,750.

Moved: Jones

Seconded: Skolnik

Carried 5-1

Marcavitch abstained.

6c. Yard Line Certifications: 13E-H Hillside Road

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 13E-H HILLSIDE ROAD AS PRESENTED.

Moved: Hess

Seconded: Jones

Carried 5-1

Ready opposed

6d. Request by Member of 9R Laurel Hill for Extension of Yard Lines

The member at 9R Laurel Hill Road is seeking an extension of her yard line that would allow her to erect a fence with a gate to better access the yard area.

MOTION: THE BOARD OF DIRECTORS RESOLVES THAT THE EXISTING YARD PLAT FOR 9R LAUREL HILL ROAD SHOULD NOT BE MODIFIED.

Moved: Jones

Seconded: Hess

Carried 5-1

Skolnik opposed.

MOTION: THE BOARD OF DIRECTORS REFERS THE 9R LAUREL HILL FENCE EXTENSION REQUEST TO ARC.

Moved: Hess

Seconded: James

Carried 6-0

6e. Request from Marketing Committee: New Brochures and Banner

The Marketing Committee presented a newly designed GHI Brochure for the Board's approval. The Committee's goal is to have 500 copies of it reproduced in time for the Labor Day Festival, as well as a banner for use at the festival and during other marketing events. The projected cost for 500 copies of the brochure is \$300. It was noted that the cost for the banner (about \$180) had been funded previously. After critiquing the draft brochure, the Board suggested that the Marketing Committee further edit content (text and pictures) and bring the product back for the Board president's go-ahead.

MOTION: THE BOARD OF DIRECTORS ACCEPTS THE DESIGN CONCEPT OF A NEW MARKETING BROCHURE AND BANNER AS RECOMMENDED BY THE MARKETING COMMITTEE.

Moved: Hess

Seconded: Marcavitch

Carried 6-0

6f. ARC Proposal to Create a Pictorial Library for GHI Members to Use for Remodeling Ideas

MOTION: THE BOARD ACCEPTS THE RECOMMENDATION FROM THE ARCHITECTURAL REVIEW COMMITTEE TO CREATE A PICTORIAL LIBRARY FOR GHI NOT TO EXCEED \$600 TO BE USED BY ARC FOR SPONSORING CONTESTS THAT ENCOURAGE MEMBERS TO SUBMIT PHOTOGRAPHS OF THEIR REMODELING PROJECTS OUT OF THE GENERAL COMMITTEE FUNDS.

Moved: Hess

Seconded: Marcavitch

Carried 5-1

Skolnik abstained.

6g. Approval of Revised Board Action Plan

Board members reviewed the revised Action Plan.

6h. Repairs to 14G Hillside Road, 1st Reading

The Power of Attorney (POA) for the former member of 14G Hillside has conveyed all of his right, title, and right of perpetual use of the unit to GHI, because he is unable to continue living in the cooperative. Staff proposes to repair the unit to bring it to resale standards. Subsequently, it will be sold; GHI will recover the debts owed to the co-op and the remaining funds will be provided to the former member's estate.

Staff prepared repair specifications and obtained bids from the following three (3) contractors:

- Richard K. Gehring Home Improvements \$14,800.00
- Michael D. Maxwell Painting & Wall covering \$20,500.00
- Gilbert General Contractor \$14,300.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR, TO REPAIR THE UNIT LOCATED AT 14G HILLSIDE ROAD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$14,300.00 PLUS 10% FOR CONTINGENCIES FOR A TOTAL COST NOT TO EXCEED \$15,730.00.

Moved: Hess

Moved: Skolnik

Carried 6-0

6i. Contract for Minor Parking Lot Repairs, 1st Reading

Hess mentioned he owns a unit in the group.

The parking lot repair program for this year consists of repairs to the following sites:

1. STRIPE & NUMBER/LETTERS
 Court 12 – Laurel Hill Road
 Court 7 – Plateau Place
 Court 36 – Ridge Road
 Court 45 – Ridge Road
2. SEALCOAT/STRIPE/NUMBERS & LETTERS
 Court 6 – Crescent Rd
 Court 2 – Eastway Road
 Court 3 – Eastway Road
 Court 3 – Gardenway
 Court 6 – Plateau Place
 Court 5 – Ridge Road
 Court 24 – Ridge Road
 Court 38 – Ridge Road
 Court 53 – Ridge Road
 Court 9 – Southway Road
 Court 7 – Woodland Way
 Court 8 – Woodland Way
4. MINOR RECONSTRUCTION
 Court 4 – Hillside Rd
 Court 3 – Laurel Hill Rd
 Court 4 – Laurel Hill Rd
 Court 13 – Ridge Rd
 Court 23 – Ridge Rd
 Court 8 – Ridge Rd (unit D)
 Court 43 – Ridge Rd
 Court 53 – Ridge Rd
 Court 19 – Ridge Rd
 Court 21 (LM) – Ridge Rd

MAJOR RECONSTRUCTION

COURT 1 – Eastway Road

COURT 11 – Laurel Hill Road

COURT 10 – Plateau Place

GHI received bids from five (5) contractors as follows:

NAME OF COMPANY	1 STRIPE, NUMBER & LETTERS	2 SEAL, STRIPE, NUMBER & LETTERS	4 MINOR REPAIRS	subtotal	3. MAJOR REPAIRS				subtotal	TOTAL
					1 CT. EASTWAY	11 LAUREL HILL	10 PLATEAU - remove / replace	10 PLATEAU - overlay alternate		
CPE Incorporated	\$375.00	\$9,340.00	\$17,393.00	\$27,108.00	\$9,600.00	\$22,949.00	\$49,875.00	\$20,960.00	\$53,509.00	\$80,617.00
Espina Paving, Inc.	\$2,000.00	\$13,580.00	\$46,575.00	\$62,155.00	\$19,100.00	\$52,400.00	\$55,950.00	\$43,195.00	\$114,695.00	\$176,850.00
GMC Contractors, Inc.	\$869.00	\$6,841.00	\$33,933.00	\$41,643.00	\$17,698.00	\$60,000.00	\$69,260.00	\$25,775.00	\$103,473.00	\$145,116.00
NVM Paving & Concrete	\$1,000.00	\$7,160.00	\$23,311.00	\$31,471.00	\$13,182.00	\$28,450.00	\$38,346.00	\$28,729.00	\$70,361.00	\$101,832.00
Finley Asphalt	\$279.00	\$5,804.00	\$13,078.00	\$19,161.00	\$17,132.00	\$34,858.00	\$40,489.00	\$34,440.00	\$86,430.00	\$105,591.00
budget				\$23,750.00					\$47,075.00	

Last May 9th, the Board authorized the Manager to enter into a contract with Finley Asphalt for sealing, striping, numbering and minor repairs at its bid of \$19,161, plus 10% for contingencies for a total not to exceed \$21,078. The Board also authorized the Manager to enter into a contract with CPE Inc. for the major repair work at its bid of \$53,509, plus 10% for contingencies, for a total not to exceed \$58,860.

After signing a contract with Finley Asphalt, the contractor informed staff that it cannot undertake the work at its bid cost, because it is too low. Based on our interaction with this contractor, staff is concerned that the contractor might not be able to reliably perform the work even with an increase in the amount that is paid. Therefore, staff terminated the contract with Finley Asphalt.

Staff recommends that the Board approve a contract with the next lowest bidder – CPE Inc. to undertake the sealing, striping, numbering and minor repairs at its bid of \$27,108, with an additional 10% to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO ENTER INTO A CONTRACT WITH CPE INC. FOR SEALING, STRIPING, NUMBERING AND MINOR REPAIRS AT ITS BID OF \$27,108, PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$29,818.00

Moved: Marcavitch

Seconded: Jones

Carried 6-0

7. Items of Information

None discussed.

8. President

Ready said she received requests from two board members to discuss funding for the pilot program. She said the agenda was already full for this meeting. She will place this item on a future agenda.

9. Board Members - No comments.

10. Manager - No comments.

11. Staff - No comments.

MOTION: TO RECESS TO EXECUTIVE SESSION FOR MEMBERS ISSUES AFTER THE BREAK.

Moved: Hess

Seconded: Skolnick

Carried 6-0

The meeting recessed at 9:27 p.m.

Ed James
Secretary