

Minutes
GHI BOARD OF DIRECTORS
September 17, 2015

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

Excused Absence: DeBernardo

Others in Attendance:

Eldon Ralph, General Manager	Bill Edwards
Tom Sporney, Director of Homes Improvement Program	Ellen Weiss
Bijan Khorsand, Director of Technical Services	Richard Menis
Joe Perry, Director of Finance	Patrick Flynn
Joan Krob, Director of Member Services	Kelly Green
Bruce Mangum, Contract Processing Specialist	Marge Tolchin
Leeann Irwin, Audit Committee	Alice & Joe Murray
Jim Cohen	Elizabeth Shephard
Elizabeth Shepard	Tom Taylor
Ben Fischler	David Peterson
Kyle McAbee	Kris White
Monica McAbee	Gretchen Schock
Diane Wilkerson	Lauren Cummings
Chris Schuman	Phillip Payette
	Kyrthlyn Rhoda, Recording Secretary

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

1. Approval of Agenda

President Skolnik rearranged the order of the agenda by moving item 7h above item 7g.

Motion: To approve the agenda as revised

Moved: Hess

Seconded: James

Carried: 8-0

2. Report on Executive Session

President Skolnik reported that during executive session earlier in the evening, the Board approved minutes for the August 20, 2015 Executive Session meeting, reviewed the delinquency report, received updates on two member issues and discussed a rental permit extension.

3. Visitors and Members (Comment Period)

Phillip Payette reported there was no mention of an onsite inspection in the DMA and KIP CON Report. He requested some dialogue with the Board regarding this.

Kelly Green stated her unit is for sale and has had two potential buyers back out due to the high coop fees. She would like the Board to consider reducing these fees. Ms. Green was provided information about the October 8, (2016) budget preparation meeting and encouraged to attend. Afterwards members can give comments. Director McFadden reminded member Kelly Green that a significant portion of coop fees include real estate taxes and advised that this be emphasized to potential buyers.

Richard Menis stated there should be more information in the GHI Information Booklet on coop fees. He was informed that the Marketing Committee is working to include more of this information.

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:

- **Kathryn Chiyo Laughlin, Sole Owner,**
- **Kerry J. Loring, Sole Owner,**
- **Lystra Alleyne, Sole Owner.**

Moved: James

Seconded: Hess

Carried 8-0

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

- **Kathrine Mocho and Jeffrey Mocho, is changed to Katherine Mocho, Sole Owner.**

Moved: James

Seconded: Marcavitch

Carried 8-0

5. Committee Reports

Companion Animal Committee Semi-Annual Report: Kris White reported on ongoing projects of the Committee. The plastic bag dispensers were working well except for two areas in which members were putting bags of animal feces directly in the dispensers. They were removed and there is now discussion by the Committee to place cardboard/laminated signs on the dispensers stating proper use. Pet Expo was successful and prompted good input from attendees. Very few animal complaints have been received and none have been received in the past two months. However, outdoor cats are still an issue and the Committee will be considering deliberations with the Animal Control authority.

HIP Program Survey Report:

Tom Sporney, HIP Director reported that of the 326 surveys sent only 191 have been returned, 134 of the 191 have had heaters inventoried. The two most popular door choices include 6-panel with glazed rectangular panel and 2-panel with half-light, 80% want door color to be white. The surveys also revealed that the Program's initial estimate of 20% of members wanting storm doors has increased to 40%.

6. Consent Agenda

Motion: Approve the consent agenda.

Moved: Hess

Seconded: Marcavitch

Carried 8-0

6a. 2015 Fall Concrete Repair Contract, 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 Prata Construction, for the fall season repairs of concrete sidewalks for the amount of its bids, plus 10% for contingencies, not to exceed \$14,815.90.

7a. Approval of Minutes: August 20, 2015

Motion: The Board of Directors does approve the minutes for August 20, 2015 meeting as revised

Moved: James

Seconded: Ready

Carried 7-0-1

Abstained: Skolnik

7b. Contract for Repairs to 59F Ridge Road

Motion: The Board of Directors authorizes the Manager for first reading to sign a contract with Gilbert Construction, Inc. to repair 59-F Ridge Rd. as directed by Greenbelt Homes, Inc. at its bid of \$11,500 plus 10% for contingencies for a total not to exceed 12,650.00.

Moved: Hess

Seconded: Ready

Carried 8-0

Jones stated GHI will collect from sale of this unit any delinquent payments and coop fees, the amount due to the share loan bank and the remainder will go to the member.

7c. Yard Line Certification: 50A-F Ridge and 69A-M Ridge

Motion: The Board of Directors does certify yard plats for 50A-F and 69A-M Ridge Road, as presented.

Moved: Hess

Seconded: James

Carried 8-0

To date 1,356 yards have been reviewed. Wilkerson from the Ad-Hoc Yard Line Committee stated the Committee would be on hiatus for the next six months.

7d. Review the New Marketing and Pre-Purchase Orientation Videos Developed by the Marketing Committee

Co-Chairs of the Marketing Committee, Bill Edwards and Lauren Cummings presented the upgraded marketing videos. The 12 minute video will be used for orientations and the 2-minute video will be placed on the GHI website. Board members critiqued the videos and individuals provided comments, opinions and suggestions. The Board was made aware that GHI owns the videos and the videographer is aware of the need to change images from time to time. The video will premiere on October 25th at the Greenbelt Theater and close captioning will be added at the end, once video is completed.

Motion: The Board of Directors accepts the pre-purchase orientation videos that have been created by the Marketing Committee and authorizes the committee to finalize the videos by incorporating the revisions suggested by the Board.

Moved: Marcavitch

Seconded: Hess

Carried 8-0

7e. Criteria for a Fee Deferral Program Recommended by the Finance Committee

Treasurer Hess stated that the Finance Committee considered a Fee Deferral Plan for use during the H.I.P. Program similar to the one used during the 1980's Rehabilitation Program. The Committee's recommendation is stated below in the form of a suggested motion.

Suggested Motion: The Board of Directors adopts the following recommendations from the Finance Committee regarding the establishment of a fee Deferral Program:

1. **Members may apply by November 30, 2015, for deferral of \$20 or more of their monthly coop fee for many years, commencing from January, 2016**
2. **Members qualify to participate in the fee deferral program, if they fulfill one of the following conditions:**
 - a. **One sole person on a Mutual Ownership Contract (MOC) had a 2014 income less than \$18,000;**
 - b. **Two or more persons on a MOC had a combined 2014 income less than \$24,000**
 - c. **The 2014 income is reduced to less than \$18,000 for one person and less than \$24,000 for two or more persons on a MOC, after deducting the amount that is 12 times their monthly share loan payment. The member (s') share loan must expire by December 31, 2030**
3. **Deferred fees shall accumulate with compound interest at a rate of 6% beginning January 1, 2016 continuing through December 31, 2022. The interest rate shall then reset to the current market rate for home equity loans until the deferred fee amount is paid in full.**
4. **The accumulated deferred amount including compound interest shall be paid in full if the unit is refinanced with a recorded loan; if the membership is sold, or if the MOC is replaced by one that has no original fee deferral participant as a member.**
5. **The deferral period shall end in the month when the accumulated deferred amount reaches two-thirds of that year's assessed value of the unit. From that time until the total deferred amount is paid off in full, the participant(s) shall make monthly interest payments on the total accumulated amount. In the case of 2.c. above, the deferral period shall end in the month when the share loan expires. From that time until the accumulated deferred amount is paid off in full, the participant (s) shall be required to make minimum monthly payments equal to either one-third of the expired share loan's monthly payment or the monthly deferral interest amount, whichever amount is larger.**
6. **The deferral amount shall be set at \$20 per month for each unit.**
 - a. **This deferral amount will be raised to \$50 per month if there are fewer than 50 qualified applicants;**

This deferral amount will be raised to \$35 per month if there are 50 to 70 qualified applicants.

The Board discussed the proposal for establishing a fee deferral program at length and voiced considerable concern about the recommended criteria being proposed.

Consensus: To not take action on establishing a Fee Deferral Program during HIP until the program's criteria is clarified. Board members are to put their comments, suggestions and objections in writing to President Skolnik within 72 hours.

7f. Architectural Review Committee Recommendation for Replacement of Current 1/4 -1/2-1/4 Fixed, Double-hung, Fixed Windows During the HIP

The Board had asked staff to provide comparison pricing before deciding on the type window replacement for current fixed/double-hung/fixed windows during the homes improvement program. During discussion, the board considered price comparisons submitted by the Architectural Review Committee and results of a survey provided of existing fixed/double-hung/fixed windows in the community south of 20 Ridge Road. Director Marcavitch reiterated the historic significance of casement windows and his preference to maintain them, but stated he recognized the need to follow the route of cost effectiveness. Jones stated that even though the windows have been in place for a long time the reserve is set up for the replacement of the windows, and there would not be any extra charge to the member even though there is about a \$60-80 difference between the fixed/double-hung/fixed and the double-double hung

Motion: The Board of Directors directs that replacement windows for frame homes during the Homes Improvement Program, where presently configured as 1/4-1/2-1/4 fixed/double-hung/fixed windows, shall be specified as fixed/double-hung/ fixed windows.

Moved: Marcavitch

Seconded: Jones

Carried 8-0

7h. Request from Member of 2B Hillside to Retain Existing Gardenside Door, Serviceside Door and Heaters During 2016 HIP

The Board reviewed the request for an exception by Patrick Flynn at 2B Hillside to retain his current entry doors rather than receive new ones during the Homes Improvement Program (HIP.) Discussion centered on the following concerns: 1.) if the exception is given, the member would become responsible for the doors' upkeep and/or replacement until the next community-wide replacement would occur; 2.) if/when replaced, the doors would have to meet the then current GHI rules/standards; 3.) the impact the approval would create for staff and the Architectural Review Committee with other members seeking exceptions; 4.) how the life span of doors contribute in the exception process, since some doors in the community are historic 70+ years old and still in good condition; and 5.) whether the rule for exceptions should be modified.

Motion: The Board of Directors does allow any member to retain any existing windows and doors previously allowed by GHI on his unit in lieu of replacement during the Homes Improvement Program, with the understanding that future maintenance and replacement will be the member's responsibility until the next community-wide replacement of this reserve item.

Moved: McFadden

Seconded: Jones

Tabled later
in the meeting

Ready stated she would not vote for the motion because those members who had installed doors and windows not approved by GHI were informed those components would be replaced during the next community-wide replacement program. Skolnik opined that any type door is just not ok and GHI has responsibility to take care of doors; the motion opens Pandora's Box.

Motion: Table the motion.

Moved: Jones

Seconded: Marcavitch

Carried 7-1-0

Opposed: McFadden

Motion: The Board of Directors does allow the member at 2B Hillside to retain his existing gardenside entry door in lieu of replacement during the Homes Improvement Program, with the understanding that future maintenance and replacement will be the member's responsibility until the next community-wide replacement of this reserve item.

Moved: McFadden

Seconded: James

Failed: 4-4-0

Opposed: Jones, Hess, Skolnik, Ready

Discussion continued as to what is included in the RFP regarding replacement items during the Homes Improvement Program in terms of appearance and energy specifications. Sporney said that on July 9th motions were approved for four of the specifications for windows and doors. With regard to 2B Hillside, Sporney said the gardenside door did not meet appearance standards and the serviceside door did not meet the energy characteristics.

7g. Buildings Committee Recommendations re: Criteria for Members Who Wish to Retain Existing Doors, Windows, Siding & Heaters During the HIP

The Buildings Committee offered the following recommendation for the Board's consideration and action:

Recommendation: Members selected to participate in Year 1 of the Homes Improvement Program shall be allowed to defer their participation to Year 2 if they have significant, unanswered concerns that cannot be addressed by the deadline for returning the survey forms. Members choosing to delay for a year shall inform those members that their request for a delay will cause their entire row to be deferred to Year 2.

The Board discussed the recommendation at length and were in agreement that allowing such to occur for one or two units would delay entire rows from being serviced.

Consensus: Not to consider the recommendation from the Buildings Committee to allow members in Year 1 of HIP to defer participation to Year 2 because of unanswered concerns they have that cannot be addressed by the deadline for returning the survey forms.

Motion: Extend the meeting for 30 minutes

Moved: James

Seconded: Hess

Carried: 8-0

The Buildings Committee reviewed the Board's directive to staff that all baseboard heaters are to be replaced during the Homes Improvement Program and discussed whether there should be a policy to allow members to opt out of receiving new baseboard heaters if their current heaters are working well. The Committee offers the Board the recommendation:

Recommendation: Allow members to defer replacements of baseboard heaters until failure.

Motion: The Board of Directors does approve the Buildings Committee's recommendation, to allow members to defer replacements of baseboard heaters in their units during the

Homes Improvement Program, until the baseboard heaters fail in service.

Moved: Hess

Seconded: James

Carried: 7-0-1

Opposed: Ready

Ready stated she is opposed to this motion because the issue of those members who have installed an equal or superior heater has not been addressed, as it relates to the replacement reserves schedule.

7i. Establish Deadlines for Returning Survey Forms and Submitting Requests for Exceptions re: 2016 Phase of the HIP

a. Deadline for Returning Survey Forms: Concern has been raised that the original deadline of September 4th to return survey forms needs to be extended. This came to staff's awareness after the Buildings Committee held sessions on September 5th and 13th to assist members to complete their forms and many forms remain outstanding. Staff suggests a new deadline of October 1st be considered.

Motion: The Board of Directors establishes a deadline of Thursday, October 15th for members to return survey forms pertaining to the 2016 phase of the Homes Improvement Program. Further, the Board stipulates that the following specifications be applied to doors and vinyl siding for those units whose members do not return survey forms on or before the deadline:

Doors: 4-panel / 2-lite, white

Vinyl siding: off-white

Moved: Hess

Seconded: James

Amended and carried later in the meeting by a vote 8-0

Ready expressed that the default colors need further thought. Elizabeth Shepard of the Architectural Review Committee (ARC) responded that if members do not choose a color on the survey then ARC could decide.

Amendment: That vinyl siding be as chosen by ARC

Moved: Hess

Seconded: Ready

Carried: 8-0

Motion as Amended: The Board of Directors establishes a deadline of Thursday, October 15th for members to return survey forms pertaining to the 2016 phase of the Homes Improvement Program. Further, the Board stipulates that the following specifications be applied to doors and vinyl siding for those units whose members do not return survey forms on or before the deadline:

Doors: 4-panel / 2-lite, white

Vinyl siding: as chosen by ARC

Moved: Hess

Seconded: James

Carried: 8-0

b. Deadline for Submitting Requests for Exceptions re: 2016 Phase of the HIP: In order to ensure greater efficiency during the planning and construction phase of the 2016 HIP, staff suggests that a deadline be established for members to submit request for exceptions pertaining to reserve-type components (windows, doors, siding, baseboard heaters), that are not compliant with the directives that have been established by the Board. Staff suggests the Board consider October 31st as a deadline for members to submit such requests.

Motion: The Board of Directors establishes a deadline of Thursday, October 31st for members participating in the 2016 phase of the Homes Improvement Program to submit their requests for exceptions pertaining to windows, doors, siding and baseboard heaters that GHI proposes to install in their units. Further, the Board stipulates that it will not consider such requests for exceptions if they are submitted by members after October 31st 2015.

Moved: Hess

Seconded: McFadden

Amended and carried later in the meeting

Amendment: To change the dates to read October 29, 2015.

Moved: Hess

Seconded: McFadden

Carried: 8-0

Motion as Amended: The Board of Directors establishes a deadline of October 29, 2015 for members participating in the 2016 phase of the Homes improvement Program to submit their requests for exceptions pertaining to windows, doors, siding and baseboard heaters that GHI proposes to install in their units. Further the Board stipulates that it will not consider such requests for exceptions if they are submitted by members after October 29, 2015.

Moved: Hess

Seconded: McFadden

Carried: 8-0

7j. Review Revised Board 's Strategic Plan

- Marcavitch put the plan into spreadsheet format in order to show actionable goals for the Board.
- McFadden noted that "Established smoke-free rows option" had been lumped in with an unrelated topic on the same bullet. She advised that: The Smoke-free rows item should be under a separate (or "its own") bullet, as it has been.

Consensus: To approve the Board's Revised Strategic Plan.

7k. Buildings Committee Recommendation re: Implementing a Pilot Program to Test Gutter Leaf Control Systems

Motion: The Board of Directors directs staff to implement the gutter guard pilot program as proposed by the Gutter Subcommittee of the Buildings Committee.

Moved: Hess

Seconded: James

Carried: 7-1-0

Opposed: Marcavitch

7l. Review Minutes 2015 Annual Membership Meeting

A correction was made to the drafted 2015 annual membership meeting minutes: page 5,

paragraph beginning with the word “Discussion”, fourth line, substitute the word “itself” with “GHI”.

Motion: The Board of Directors accepts the draft minutes for the 2015 Annual Membership Meeting, as revised.

Moved: Skolnik

Seconded: McFadden

Carried: 7-0-1

Abstained: Ready

8. Items of Information

Skolnik mentioned a pilot test program being conducted by Pepco in four GHI homes which could result in potential savings up to 50% being realized.

9. President

Skolnik stated he would be attending the National Association of Housing Cooperatives Conference and would not be in attendance at the October 15th Board meeting; a local PR station WAMU approached him for an interview about GHI neighborhoods; and he announced two Members Information Meetings to occur at the Greenbelt Fire Station on September 24th – 7 p.m. and September 27th – 2 p.m. for the purpose of explaining the plan for financing the Homes Improvement Program.

10. Board Members

- Hess – Thanked everyone for the comments on the loss of his mother.
- Marcavitch- Announced that the next Historic Preservation meeting will be at 5:00 p.m. instead of 7:30 p.m.
- Novinski – Welcomed the new recording secretary, Kyrthlyn Rhoda.

11. Manager

Ralph inquired if the presenters for the information meetings had been notified and he received an affirmative response.

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried 8-0

The meeting adjourned at 10:32 p.m.

Ed James
Secretary