

Minutes
GHI BOARD OF DIRECTORS
January 10, 2013

Board Members Present: Boswell, Novinski, DeBernardo, James, Morse, and Ready

Excused Absence: Hess, Jones, McFadden

Others in Attendance:

General Manager Eldon Ralph
Brenda Lewis, Human Resources Director
Joe Perry, Finance Director
Joan Krob, Member Services Director
Tom Sporney, Technical Services Director
Dianne Wilkerson, Audit Committee Chair
Ben Fischler, Audit Committee
Molly Lester
Stephen Holland
Alishe Mulkey
Kris White
Midge Cruz
Jeanette Holman
Judith Davis, Mayor, City of Greenbelt
Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Item E. Comments from 30-Day Member Review of Proposed Revision of GHI Rules for Landscaping was removed from the agenda. The item will reappear on the next agenda for discussion.

MOTION: TO APPROVE AGENDA, AS REVISED

Moved: Boswell

Seconded: James

Carried 5

2. Visitors and Members

Ready welcomed the visitors and members. Molly Lester, asked for clarification about irrevocable living trusts and the procedure GHI uses to purchase buildings. Lester thanked Joe Perry for explaining tax issues to her.

3. Approval of Membership Applications

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

- **JOHN M. MCBRIDE, JACQUELINE S. LILLY, JOINT TENANTS.**

Moved: James

Seconded: Boswell

Carried 5

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

- **CORITA K. JONES, ANDREA S. NEUENDORFFER IS CHANGED TO CORITA K. JONES WATERS, ANDREA S. WATERS, TENANTS BY THE ENTIRETY;**
- **KATHERINE M. COLLIN, STEFAN C. COMAN, JOHN COLLIN, EDITH COLLIN, IS CHANGED TO KATHERINE M. COLLIN, JOHN COLLIN, EDITH COLLIN, JOINT TENANTS;**
- **ANNE A. POWELL, IS CHANGED TO ANNE A. WROBLEWSKI, SOLE OWNER.**

Moved: James

Seconded: Boswell

Carried 5

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

- **DALE N. WILDING, SOLE OWNER;**
- **VELMA KAHN, SOLE OWNER;**
- **NUCLEO V.R. VEGA, APRIL L.S. VEGA, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Boswell

Carried 5

4. Committee Reports

A report from the Companion Animal Committee appears as item 6d on the agenda.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: James

Seconded: DeBernardo

Carried 5

Replace existing regulation paragraph XV. B.12 on page 72a-05 of the member handbook:

12. All pit bulls must be registered with the County Animal Management Division (301)780-7200. A copy of the certificate must be filed with GHI. Pit bulls born in Prince George's County after 2/3/94 are illegal.

With the following regulation:

12. Pit bulls are defined as Staffordshire Bull Terrier Breed, American Staffordshire Terrier Breed, and American Bull Terrier Breed. Pit Bulls are illegal in Prince George's County. No person residing in GHI shall own, harbor, or keep any pit bulls.

MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION TO THE GHI RULES PARAGRAPH XV.B.12 AS RECOMMENDED BY THE COMPANION ANIMAL COMMITTEE TO PROHIBIT PIT BULLS IN GHI.

Moved: Boswell

Seconded: DeBernardo

Carried 5

6e. Clarifications to GHI's Insurance Policy

Presently, GHI's policy for insurance coverage, set by the Board, reads as follows:

In accordance with each member's Mutual Ownership Contract, GHI provides insurance on the structure of member's homes, but not on personal property or improvements and betterments made by the current member. The following is a statement of conditions and components covered for loss by GHI's insurer.

- Main structure, all additions, porches, decks, porch roofs, permanent awnings are covered.
- Settlement will be at replacement value, except if replacement will violate GHI rules. The member is responsible for the difference in value for upgrade or change. Examples: original windows, illegal wiring or plumbing installed by current member, structural code violation, or improper appliance installation.
- GHI is responsible for the cost of meeting new code requirements as specified by the Code Official.
- All permanent parts of a structure are covered up to limits of the policy. Finishes and appliances which were present when member purchased the unit are covered in full, including wall to wall carpeting; paneling; wall and floor tile; kitchen cabinets; appliances, including thru-wall air conditioners, built-in dishwasher, range, oven, refrigerator, garbage disposal, range hood, exhaust fan, clothes washer, clothes dryer; light fixtures; ceiling fans; plumbing fixtures. If any of these items were upgraded by the current member, settlement will reflect the value of the original item or the item which was replaced. The member will be

responsible for the difference in value between the original and the upgrade or improvement.

- Salvageable appliances will be repaired and cleaned if possible. Specifically excluded are wall coverings; window treatments [vinyl mini-blinds are not excluded in Greenbelt Development Corp. apartments]; window mounted air conditioners; all microwave ovens; electrical appliances, except as listed above; area rugs; landscaping; fences; sheds.
- GHI reserves the right to determine whether or not a claim shall be submitted to its insurer.
- If a member has been denied use of the entire residence due to a covered loss, the GHI operating charges only are waived for a period from the date of the loss to the date the residence is restored to member's use. Real estate taxes, debt service, and all other charges must be paid on time by the member as usual.
- If damage is caused by the negligence of the member or by persons living in or visiting the member's residence, the member is responsible for the cost of repairs up to the amount of GHI's Master Policy Deductible for an insured loss, and for the full cost of repairs for an uninsured loss.

The actual property coverage, based on the wording of the present GHI master policy prior to modifications made by the GHI policy for insurance coverage above, is

COVERAGE A -- BUILDINGS

This means buildings and structures for which a "limit" is shown on the "declarations". This includes:

1. completed additions;
2. machinery and equipment which are a permanent part of the described building or structure;
3. fixtures, including outdoor fixtures;
4. personal property owned by "you" and used to maintain or service the described premises, including air-conditioning equipment; fire extinguishing apparatus; outdoor furniture; floor coverings; and appliances for refrigerating, ventilating, cooking, dish washing, and laundering;
5. if not covered by other insurance
 - a. additions under construction, alterations, and repairs to the building or structure; and
 - b. materials, equipment, supplies, and temporary structures, on or within 100 feet of the described premises, used for making additions, alterations, or repairs to the building or structure;
6. personal property owned by "you" as a landlord and located in common areas, rooms, or apartments; and
7. building glass.

For the purposes of clarification, based on recent discussion with GHI's insurance broker, and as evidenced above, staff understands that, if any builder-grade materials are added to become a permanent part of the building (e.g. an addition), in that it cannot be removed without damaging the building, it will be defined as building, and covered by the Master Policy. Also, it is not possible to track specific details of all changes above builder grade attributable to the current member or the previous member, so no distinction should be made for only the current member. To clarify this coverage specified by this Board policy, staff proposes that the introductory paragraph and bullets 4 & 5 be revised to read: (*italics* – add, ~~strike through~~ – delete)

In accordance with each member's Mutual Ownership Contract, GHI provides insurance on the structure of member's homes, *both original unit and addition(s), including any new addition constructed by the current member*, but not on personal property or ~~upgrades to builder-grade* materials-improvements and betterments made by the current member~~. The following is a statement of conditions and components covered for loss by GHI's insurer.

- All permanent parts of a structure are covered up to limits of the policy. Finishes and appliances which were present when member purchased the unit are covered in full, including wall to wall carpeting; paneling; wall and floor tile; kitchen cabinets; appliances, including thru-wall air conditioners, built-in dishwasher, range, oven, refrigerator, garbage disposal, range hood, exhaust fan, clothes washer, clothes dryer; light fixtures; ceiling fans; plumbing fixtures. If any of these items were upgraded *to quality or value above that of builder-grade* materials by the current member*, settlement will reflect the value of the original item or the item which was replaced. The member will be responsible for the difference in value between the *builder-grade* materials original* and the upgrade ~~or improvement~~.
- Salvageable appliances will be repaired and cleaned if possible. Specifically excluded are wall coverings; window treatments [vinyl mini-blinds are not excluded in Greenbelt Development Corp. apartments]; window mounted air conditioners; all *nonattached* microwave ovens; electrical appliances, except as listed above; area rugs; landscaping; fences; sheds.

** builder-grade: average quality materials often used in production*

MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION TO THE GHI'S INSURANCE COVERAGE POLICY FOR GHI STRUCTURES AND RESPONSIBILITY FOR PAYMENT OF DEDUCTIBLE AS INDICATED.

Moved: Boswell

Seconded: Novinski

Carried 5

6g. Proposed Town Hall Meeting with Membership

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO PROCEED WITH THE

PLANNING OF A TOWN HALL MEETING WITH THE MEMBERSHIP.

6h. Tub Re-glazing Contract for 2013-2015, 1st Reading

In the 4th quarter of 2012, staff solicited bids to for the ongoing service of tub reglazing throughout GHI, where needed as significant damage or rust occurs to the tub surface. Typically, 40-45 tubs are reglazed annually, with approximately half requiring stripping of a previous coating, 90% requesting non-skid surface and 1/3 requiring removal of the tub drain; \$13,650 is budgeted in 2013. For this size & frequency of contract, staff prepared a bid package to cover a 2-year period.

GHI formally solicited bids from nine (9) contractors who do this work, who were individually contacted to ascertain their interest. Two (2) attended the prebid meeting, and bids were received from four (4) contractors as follows:

	bid	qty		2nd yr		total contract
<u>Renew It</u>				0%		
reglaze	\$275.00	45	\$12,375.00	\$275.00	\$12,375.00	
strip	\$300.00	22	\$6,600.00	\$300.00	\$6,600.00	
nonskid	\$25.00	40	\$1,000.00	\$25.00	\$1,000.00	
remove tub drain	\$35.00	15	\$525.00	\$35.00	\$525.00	
			\$20,500.00		\$20,500.00	\$41,000.00
<u>Porcelite Enterprises</u>				0%		
reglaze	\$235.00	45	\$10,575.00	\$235.00	\$10,575.00	
strip	\$50.00	22	\$1,100.00	\$50.00	\$1,100.00	
nonskid	\$50.00	40	\$2,000.00	\$50.00	\$2,000.00	
remove tub drain	\$15.00	15	\$225.00	\$15.00	\$225.00	
			\$13,900.00		\$13,900.00	\$27,800.00
<u>Porcelain Tub Restoration</u>				5%		
reglaze	\$215.00	45	\$9,675.00	\$225.75	\$10,158.75	
strip	\$55.00	22	\$1,210.00	\$57.75	\$1,270.50	
nonskid	included	40	n/a	included	n/a	
remove tub drain	\$45.00	15	\$675.00	\$47.25	\$708.75	
			\$11,560.00		\$12,138.00	\$23,698.00
<u>Renewed Surfaces</u>				0%		
reglaze	\$350.00	45	\$15,750.00	\$350.00	\$15,750.00	
strip	included	22	n/a	included	n/a	
nonskid	included	40	n/a	included	n/a	

remove tub drain	included	15	n/a	included	n/a	
			\$15,750.00		\$15,750.00	\$31,500.00

Porcelain Tub Restoration is the contractor presently reglazing GHI tubs, and is performing satisfactorily. Staff recommends that GHI contract with Porcelain Tub Restoration to perform tub reglazing for the amount of its bid, with an additional allowance to the budgeted amount to cover contingencies or additional sites necessary during the performance of the contract.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH PORCELAIN TUB RESTORATION FOR THE REGLAZING OF GHI TUBS AT ITS BID OF \$215/TUB, \$55/STRIPPING, \$45/TUB DRAIN REMOVAL, WITH 5% ESCALATION FOR THE 2nd CONTRACT YEAR, FOR A TOTAL NOT TO EXCEED \$13,650 IN 2013, AND BUDGETED AMOUNTS FOR THE FUTURE YEAR OF THE CONTRACT.

Move: Novinski

Seconded: Morse

Carried 5

- 6i. Authorization of Additional Expenditure for Job Classification/Salary Survey Contract, 1st Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ACCEPT THE TERMS OF THE ENGAGEMENT LETTER FROM FIVEL COMPANY, DATED JANUARY 2, 2013, WHICH INCREASES THE COST OF CONTRACT NO. 1504-12 FOR THE JOB CLASSIFICATION AND SALARY SURVEY FOR GHI EMPLOYEES TO A TOTAL OF \$8,430.

Moved: Novinski

Seconded: Boswell

Carried 5

7. Items of Information

Novinski said she appreciated the letter from the Mayor of Greenbelt to the General Manager of WSSC, requesting a re-start of meetings on the proposed replacement of water lines within the GHI community.

8. President

Ready said she signed the paperwork appointing Mary Denise Smith chair of the Woodlands Committee. She also said the Greenbelt Community Solar group has decided not to proceed with any projects due to the lack of economic feasibility.

9. Board Members

- James said the Woodlands Committee is still working on the Forest Management Agreement.
- DeBernardo said the new Member Outreach Committee would meet either the end of January or the beginning of February.
- Boswell said that due to travel he would miss the Board's work session on February 7 Board and Board Meeting on February 14.

10. Manager

Eldon Ralph said Thursday, January 17 the Board would be holding a GDC meeting before the Finance Committee meets at 7 p.m. He said Lesley Riddle, the City's Director of Public Works, has advised that the work on the playground reconstruction at Hillside and Laurel Hill Road will begin the end of January, weather permitting. It is projected that the work would take about ten days to complete.

11. Staff

Brenda Lewis noted that a membership application approved this evening was for a GHI employee who is a journeyman plumber, John McBride.

12. Guest

Mayor Davis mentioned the over clearing at the gardens revealed an old well and the foundation of Hamilton Cemetery.

MOTION: TO ADJOURN.

Moved: Boswell

Seconded: Morse

Carried 5

The meeting adjourned at 8:25 p.m.

Ed James
Secretary