

Minutes  
GHI Board of Directors  
January 11, 2007

Present: Alpers (7:37), Hudson, Lauber, Lewis, McFadden, Moore, Morse, Ready (7:50)

Excused Absence: Agans

Others in Attendance:

|  |   |
|--|---|
| Gretchen Overdurff, General Manager        | Marat Moore, Audit Committee            |
| Eldon Ralph, Director of Physical Services | Genevieve Courbois, Recording Secretary |
| Joan Krob, Director of Member Services     | Beverly Dziduch                         |
| Tom Sporney, Staff Engineer                | Mary Ernsberger                         |
| Dianne Wilkerson, Chair, Audit Committee   | Sylvia Miller                           |
| Michael Iacangelo, Audit Committee         | Mayor Davis, City of Greenbelt          |

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

1. Approval of Agenda

By consensus, the Board approved the agenda.

2. Visitors and Members

There were no visitors or members who wished to address the Board at this time.

3. Approval of Minutes

**MOTION: MOVE APPROVAL OF THE MINUTES OF DECEMBER 7, 2006 AS REVISED.**

Moved: McFadden

Seconded: Morse

Carried

4. Approval of Membership Applications

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

- **JANET PANNEBECKER, SOLE OWNER, TO JANET PANNEBECKER, SOLE OWNER**
- **PHILLIP M. FEHLER, SOLE OWNER, TO PHILLIP FEHLER MARTIN, SOLE OWNER**
- **ERIC DAHLEN AND ASHLEY ECKLUND, JOINT TENANTS, TO ERIC J. DAHLEN AND ASHLEY A. DAHLEN, TENANTS BY THE ENTIRETY**
- **STEPHEN POWERS, SOLE OWNER, TO GREENBELT HOMES, INC., GRETCHEN OVERDURFF, NON-CORPORATE DESIGNEE**
- **MARGARET HOGENSEN, SOLE OWNER, TO GREENBELT HOMES, INC., GRETCHEN OVERDURFF, NON-CORPORATE DESIGNEE**
- **SHERRY GARTEN, SOLE OWNER, TO GREENBELT HOMES, INC., GRETCHEN OVERDURFF, NON-CORPORATE DESIGNEE**

Moved: Lauber

Seconded: Moore

Carried

General Manager Overdurff said an MOC contract change had to be executed on behalf of member Janet Pannebecker as NCB lost the original MOC. She said that the member agreed to execute a new contract; however, such a situation could be problematic if a member was unwilling to do so.

## 5. Committee Reports

Written reports were submitted by the Companion Animal and the Member and Community Relations Committees.

Director Hudson provided an update from the Ad Hoc Yard Line Committee. He reported that yard lines for 62 units have been certified by the Board and 12 more will be presented for certification at the next Board meeting, as well as a “matrix of encroachment resolution.” He said that the Committee will meet twice monthly to finish at least one court each month.

### 6a. Member and Community Relations Request for Expenditure of Funds

The Member and Community Relations Committee is planning an event to honor committee volunteers with a projected cost of \$1,775.00 as follows: \$800 for the reception, \$875 for gifts to each of the volunteers, and \$200 for special awards to honor two individuals to be named the 2006 Committee Person of the Year and 2006 Volunteer of the year. Discussion covered the amount of funds in the budget to cover all committees’ needs and the amount projected for the event. General Manager Overdurff said that some funding could potentially come from the Marketing Committee which has a separate budget and that the reception could probably be held for less than \$800. Director of Member Services Krob stated that the Marketing Committee has been generous in the past in offsetting the cost for the Committees Reception. She emphasized the importance of having a separate volunteer’s recognition event.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES FUNDING NOT TO EXCEED \$1,000 TO THE MEMBER AND COMMUNITY RELATIONS COMMITTEE TO BE USED TO HONOR ALL COMMITTEE VOLUNTEERS AND THE 2006 COMMITTEE PERSON OF THE YEAR.**

Moved: Moore

Seconded: Hudson

Carried 6-0 with 1  
abstention.

Director Lewis said the Marketing Committee will be approached in terms of funding the cost of the proposed gifts for the volunteers.

### 6b. Unpermitted Oversize Vinyl Shed, 15H Laurel Hill

Staff Engineer Sporney said that an unpermitted 6’ vinyl shed which exceeds the maximum height allowable by 2’ is located in the gardenside yard at 15H Laurel Hill Road. Director Ready said that the A&E Committee is recommending its removal which is consistent with precedent.

Ms. Ernsberger addressed the board. She stated that she purchased the structure in 2002 thinking it was a cabinet rather than a shed. She said that it blends in with the woods, is unobtrusive, is situated on a concrete pad and was installed prior to 2004 when the maximum size rule went into effect. Discussion covered: a) size rule and the fact that vinyl sheds were prohibited prior to 1998; b) whether the shed’s location is obtrusive or unobtrusive; c) is an exception warranted since the member did not obtain a

permit; d) the basis on which Board decisions for exceptions are made; e) rule enforcement. Director Morse suggested remanding the case back to Committee for further review of factors such as the shed's condition, foundation and visibility. President Lewis said that the Board does not require a committee to justify not recommending an exception. From the audience, member Silvia Miller voiced concern with the process of a member violating a rule and then asking the Board for an exception. Director Ready responded that "people make mistakes" and does not feel that violations committed by members are necessarily intentional.

**MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE AN EXCEPTION TO ALLOW THE UNPERMITTED OVERHEIGHT VINYL SHED AT 15H LAUREL HILL ROAD, AND DIRECTS THE MEMBER TO MAKE ARRANGEMENTS TO REMOVE IT WITHIN 60 DAYS.**

Moved: Moore

Seconded: Hudson

Carried 5-2-0

6c. Unpermitted Satellite Dish on Flat Roof, 41A Ridge Road

The member was not present; therefore, the Board chose not to consider this item. Director Hudson noted that the satellite dish appears to have been removed. Director Ready commented that GHI must allow satellite dishes per FCC regulations but GHI can dictate their placement.

6d. Proposed Changes to Rules for Building Openings & Screened Porches

Staff Engineer Sporney explained that these proposed changes are based on A&E Committee and staff discussion over the past two years regarding compatibility as well as the draft historic district guidelines for Greenbelt. Sporney said that the changes will give clear direction to staff in terms of permit processing for building openings and screened porches. He explained that currently porch screening does not require approval; however, improper screening installation can damage a porch.

Director Ready advocated replacing the proposed language for §X.N.2 and §X.N.3 which reads "...*shall be reviewed and permitted by the Technical Services office*" to "...must be reviewed by the Technical Services office. A GHI permit is required." Director Morse concurred; he said that the word "permitted" can have multiple meanings. Audit Committee member Iacangelo offered that in making changes the Board should ensure the language is parallel in the rules. Director Morse's suggestion that members be offered an opportunity to publicly comment on these proposed changes brought forth considerable discussion of such a process held in conjunction with the draft historic district guidelines. The Board further discussed the need to preserve existing architecture, how policy has moved from architectural preservation over the years, and the difficulty in having to maintain such a variety of windows.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULES §X.N.2. REGARDING WINDOWS AS PRESENTED IN THE MANAGER'S MEMORANDUM OF JANUARY 5, 2007 AND REVISED JANUARY 11, 2007.**

Moved: Moore

Seconded: Ready

5-2-0

**MOTION: THE BOARD OF DIRECTORS APPROVES THE PROPOSED CHANGE TO §X.N.3 REGARDING DOORS AS PRESENTED IN THE MANAGER’S MEMORANDUM OF JANUARY 5, 2007 AND REVISED JANUARY 11, 2007.**

Moved: Moore

Seconded: Lauber

Failed 3-4-0  
by vote taken later  
in the meeting.

Director Hudson suggested that sliding glass doors should not be deemed incompatible as many are in existence; he favored exempting them from §X.N.3. Director Morse reiterated his desire to hold a public meeting on the issue which he voiced earlier during discussion of windows. Several Board and Audit Committee members concurred in such an approach. Director Hudson stated that public forums are important mechanisms; however, the question before the Board is to formalize a process which is already in place. From the audience, GHI member Silvia Lewis suggested that a decision should be made as to whether GHI is dedicated to preserving its historic architecture or not, in advance of considering these changes.

**MOTION: CALL THE QUESTION.**

Moved: Moore

Seconded: Lauber

Failed 3-4-0

Vote on the question failed.

**AMENDMENT: EXCLUDE SLIDING GLASS DOORS FROM THE LIST OF INCOMPATIBLE DOORS.**

Moved: Hudson

Seconded: Moore

Failed 4-4  
with President  
Lewis voting  
to create a tie.

Director Morse inquired under what authority the Board disallows a change. President Lewis said the Board is empowered to take any action allowed in the by-laws; she clarified that member input is specifically required for appeals and by-law changes.

Vote was taken on the amendment which failed.

Vote on the main motion failed.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULES §X.G.10. §X.H.10., add §X.F.5. REGARDING REFERENCES IN EXISTING RULES ABOUT WINDOWS AS PRESENTED IN THE MANAGER’S MEMORANDUM OF JANUARY 5, 2007 AND REVISED JANUARY 11, 2007.**

Moved: Alpers

Seconded: Ready

Carried 7-0

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULES §X.N.1. REGARDING REVISIONS TO WINDOWS AS PRESENTED IN THE MANAGER'S MEMORANDUM OF JANUARY 5, 2007.**

Moved: Moore

Seconded: Morse

Carried 7-0

At the onset of discussion regarding consideration of requiring permits to screen porches, Director Ready explained that original porches are being damaged by improper screen installation. She pointed out that in addition to staff oversight, adjacent neighbor consent is being proposed as part of this process. She noted that porch shades can make screened porches more "solid" by obscuring visibility. In response to an inquiry by President Lewis, the Board agreed by consensus that original porch screening should require staff oversight. Director Morse requested that language be introduced into the neighbor consent part of the rule which would specifically exclude original porches with enclosed brick sides. President Lewis suggested determining the consensus of the Board in terms of neighbor consent in advance of pursuing exclusions.

The neighbor consent issue was explored. Several Board members voiced their trust in the process; others stated opposing views, that requiring consent causes dissention between neighbors. Director Ready suggested that staff possibly bring §X.C.3. back with a minimum original porch square footage for which neighbor consent would be required.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULE §X.B. REGARDING SCREENED PORCHES AS PRESENTED IN THE MANAGER'S MEMORANDUM OF JANUARY 5, 2007.**

Moved: Alpers

Seconded: Ready

Carried 7-0

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULE §X.C.3. REGARDING SCREENED PORCHES AS PRESENTED IN THE MANAGER'S MEMORANDUM OF JANUARY 5, 2007 AND AMENDED JANUARY 11, 2007.**

Moved: Alpers

Seconded: Ready

Carried 4-3-0  
as amended

**AMENDMENT: TO AMEND THE LANGUAGE OF §X.C.3. BY ADDING THE FOLLOWING AT THE END: "..., EXCEPT WHEN THE SCREENING OR ENCLOSURE CONSISTS SOLELY OF ADDING A DOOR TO PRE-EXISTING WALLS OF THE ORIGINAL SERVICESIDE PORCH ON THE BRICK UNITS."**

Moved: Morse

Seconded: Ready

Carried 7-0

Vote on the amendment carried.

Vote on the motion as amended carried.

6e. Schedule Strategic Planning**CONSENSUS: TO HOLD A ONE-DAY STRATEGIC PLANNING SESSION ON SATURDAY, FEBRUARY 24 FROM 9 A.M. TO 4 P.M.**

General Manager Overdurff said that GHI member Bill Duncan who works with the Enterprise Institute will mediate the session. She stressed the importance of having an external party act as mediator.

6f. 2007 Waste Removal Contract – 1<sup>st</sup> Reading

GHI currently has a two-year contract with Waste Management Inc. to remove trash from the maintenance compound. This contract expires at the end of January 2007. Bids for a 3-year contract period were sought from six reputable trash collection companies that serve commercial customers in Prince George's County. Staff recommends that GHI enter into an agreement with Goode Trash Services for trash disposal services over a 3-year period commencing from February 1, 2007. This company is the lowest overall bidder and has performed well in providing trash removal services to GHI in the past.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO ENTER INTO A CONTRACT WITH GOODE TRASH SERVICE FOR TRASH DISPOSAL SERVICES OVER A 3-YEAR PERIOD COMMENCING FEBRUARY 1, 2007 BASED ON THE FOLLOWING CHARGES:**

**YEAR 1**

**DISPOSAL OF TRASH FROM ONE 6-CU YD CONTAINER TWICE PER WEEK - \$215.00 PER MONTH**

**DISPOSAL OF TRASH FROM ONE 30-CU YD CONTAINER - \$450.00 PER PICK-UP, UP TO 6 TONS AND \$60.00 PER TON FOR EVERY TON ABOVE 6 TONS**

**YEAR 2**

**DISPOSAL OF TRASH FROM ONE 6-CU YD CONTAINER TWICE PER WEEK - \$221.45 PER MONTH**

**DISPOSAL OF TRASH FROM ONE 30-CU YD CONTAINER - \$463.50 PER PICK-UP, UP TO 6 TONS AND \$61.80 PER TON FOR EVERY TON ABOVE 6 TONS**

**YEAR 3**

**DISPOSAL OF TRASH FROM ONE 6-CU YD CONTAINER TWICE PER WEEK - \$228.10 PER MONTH**

**DISPOSAL OF TRASH FROM ONE 30-CU YD CONTAINER - \$477.41 PER PICK-UP UP TO 6 TONS AND \$63.66 PER TON FOR EVERY TON ABOVE 6 TONS**

Moved: Ready

Seconded: Alpers

Carried 7-0

6g. Contract for Repairs of 61G Ridge Road

The unit at 61G Ridge Road requires substantial repairs to bring it up 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. Because of the considerable work needed, GHI sought bids from four contractors, two of which submitted bids: Gehring Construction Company for a base price of \$28,785.00 and Warring Builders for a base price of \$22,133.00. Staff recommends awarding the contract to Warring Builders with an extra 15% to cover any unforeseen contingencies.

Director Ready understood that a mutual agreement was reached wherein the member gave up the unit to GHI rather than GHI having to terminate the Mutual Ownership Contract for cause. This was affirmed by General Manager Overdurff. Questions concerning insulation and equipment upgrades were answered by Director of Physical Services Ralph. President Lewis responded in the affirmative to a question posed as to whether costs expended would be recouped.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH WARRING BUILDERS TO RENOVATE 61G RIDGE AS DIRECTED BY GREENBELT HOMES INC., AT A COST NOT TO EXCEED \$25,452.95.**

Moved: Ready

Seconded: Morse

Carried 7-0

General Manager Overdurff requested the Board consider suspending the rules to enable a second reading, in order to get the unit on the market as soon as possible..

**MOTION: TO SUSPEND THE RULES TO ALLOW A SECOND READING.**

Moved: Ready

Seconded: Lauber

Carried 7-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR SECOND READING AND FINAL PASSAGE TO SIGN A CONTRACT WITH WARRING BUILDERS TO RENOVATE 61G RIDGE AS DIRECTED BY GREENBELT HOMES INC., AT A COST NOT TO EXCEED \$25,452.95.**

Moved: Lauber

Seconded: Moore

Carried 7-0

7. Items of Information

No discussion.

8. President

President Lewis said that she received a thank you from the Greenbelt Arts Center along with two performance tickets which she will designate as a door prize at either the committees' reception or annual meeting. To date, she has received few responses from committee members about their preference for continuing to serve on committee. She encouraged Board liaisons to remind their respective committee members to submit this paperwork as she will be announcing committee

appointments at the next Board meeting. She said that the Board Task List will be reviewed to see how it can be used as a more effective tool.

#### 9. Board Members

Director Morse commended A&E Committee members for their work.

Director McFadden reported on the successful town meeting by the Greenbelt Climate Action Network on January 9 – there was a turnout of 250 and a strong contingent of GHI members.

Audit Committee Chair Wilkerson said that Green Ribbon Task Force members would like confirmation on the date of the GHI meeting with the Potomac Valley Chapter of the AIA. General Manager Overdurff confirmed that it is on Tuesday, January 23, 2007, at 7:00 p.m.

#### 10. Manager

General Manager Overdurff announced that on Wednesday, January 17 from 8:15 – 10:00 a.m., a seminar on determining tax savings will be held at the Greenbelt Marriott. She noted that the GHI office would be closed on Monday, January 15, in observance of Martin Luther King Jr.'s Birthday. She said that callers to GHI's main telephone number will soon be able to be connected directly with the maintenance, technical service and finance departments by pressing a number on their telephone's keypad. She said that callers will always be able to speak with the front desk by pressing "0".

#### **MOTION: TO RECESS TO EXECUTIVE SESSION.**

Moved: Moore

Seconded: Lauber

Carried 7-0

The meeting recessed at 10:07 p.m.

Dorothy Lauber  
Secretary