

Minutes
GHI Board of Directors
January 13, 2011

Present: James, Novinski, Boswell, Wartell, McFadden, Agans, Lewis, Moore, Morse

Others in Attendance:

Gretchen Overdurff, General Manager
Dianne Wilkerson, Chair, Audit Committee
Altoria Ross, Recording Secretary
Eldon Ralph, Assistant General Manager
Tom Jones,
Eileen Boswell
Marty Branch,
Johanna Jones,
Jim Cohen,
Robin Everly,

Joan Krob, Dir. of Member Services
Chuck Hess, Audit Committee
Annie Shaw,
Caroline Nevins,
Steve Skolnik,
Diane Wilkerson, Audit Committee Chair
Emmett Jordan, Member of City Council
Richard Menis,
Bill Jones,
Ginny Jones,

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

Approval of Agenda

The following items were added to the agenda: 6j. WSSC Update, 6k. Town Hall Prizes and 6l. Volunteer Committees.

MOTION: TO APPROVE THE AGENDA AS AMENDED.

Moved: James

Seconded: Boswell

Carried 8

Visitors and Members

President Agans welcomed visitors and members. No one wished to address the board on items not already on the agenda.

3. Approval of Membership Applications

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

- **CYNDI L. SMITH OF**

Moved: James

Seconded: Lewis

Carried 8

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

- **MALCA SELA**

Moved: James

Seconded: Lewis

Carried 8

MOTION: APPROVE FOR THE BANK TO HAVE THE ORIGINAL MUTUAL OWNERSHIP CONTRACT FOR THEIR RECORDS AT THE TIME THE FOLLOWING MEMBER REFINANCES:

- **RHONDIE L, VOORHEES**

Moved: James

Seconded: Boswell

Carried 8

FOR THE RECORD: BOARD POLL ON DECEMBER 27, 2010 ACCEPTED THE FOLLOWING PROSPECTIVE MEMBERS INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT.

- HENRY W. MULKEY AND ALISHA S. MULKEY,
- STUART C. WILLIAMS,

4. Committee Reports

Board members shared updates on the committee to which they are Board liaison.

- Buildings Committee: Director Boswell said the committee is focusing on the January 23 town hall meeting. Along with the presentation members will be able to ask questions and receive answers. Weatherization materials will also be on hand. The committee will also hold a practice session on Saturday, January 15 at 1 p.m. to anticipate questions that might come up at the January 23 meeting.
- Communications Task Force: Director Lewis said the task force will be reviewing a social media policy and she would share results at the January 27 board meeting.
- Finance Committee: Director Lewis said the Finance Committee would meet Thursday.
- ARC Committee: Director Novinski said the ARC committee is discussing vinyl sheds.
- Ad-hoc Yard Line Committee: Director Novinski noted the committee would concentrate its efforts on 3 Laurel Hill this month.
- Ad-hoc Bylaws Task Force: This group will present recommended changes to the bylaws no later than the last board meeting in March.
- Companion Animal Committee: Director James reported the committee is still working on disaster manual (Director McFadden was unable to attend the meeting.)

5. Consent Agenda

Approval of the minutes of October 21, 2010 was removed from the consent agenda to allow staff to fact check.

MOTION: TO APPROVE THE CONSENT AGENDA AS AMENDED.

Moved: Boswell

Seconded: James

Carried 8

6a. Minutes of November 4, 2010, December 2, 2010, and December 16, 2010

MOTION APPROVED BY CONSENT AGENDA: TO APPROVE THE MINUTES OF NOVEMBER 4, 2010, DECEMBER 2, 2010 AND DECEMBER 16, 2010.

Moved: Boswell

Seconded: James

Carried 8

6b. Crescent Road Right of Way Approval

At its meeting on May 27, 2010 the Board approved an expenditure of \$5,300 for work by Oyster, Imus & Petzold (OIP) to survey and prepare a legal description for City abandonment of the right-of-way along Crescent Road. In July, GHI and City staff staked the approximate

layout and notified affected GHI members, after which OIP surveyed the proposed abandonment precisely and re-staked. GHI and City staff concur that the survey represents a layout that would be acceptable to GHI residents, the GHI Board and the City Council. Staff Engineer Tom Sporney stated that the approach was to keep it as simple as possible and that placement for guide wires and other necessary cutouts for the utility poles have been made. After the utility company approves, it will go to city council for ratification.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE SURVEY & LEGAL DESCRIPTION FOR THE PROPOSED PETITION TO VACATE THE CITY RIGHT-OF-WAY FOR CRESCENT ROAD.

Moved: Boswell

Seconded: James

Carried 8

6c. Exception Request for Oversized Shed – 4M Laurel Hill

Marty Brandon of 4M Laurel Hill Road seeks to install an 8 x 8' wood-framed shed although the size conflicts with GHI rules for 1-bedroom apartment units. The Architectural Review Committee (ARC) approved the shed size at their December meeting by reasoning that the yard area is much larger than yards for typical 1-bedroom units, 60 square feet prefabricated sheds are difficult to find, and ARC appreciated Mr. Brandon coming to the Committee before installing the shed without a permit.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF THE OVERSIZE 8'x8' WOOD-FRAMED SHED IN THE YARD AT 4M LAUREL HILL ROAD.

Moved:Lewis

Seconded: Boswell

Carried 8

6d. Contract for GHI Website Redesign – 1st Reading

In 2010, the Marketing and Communications Committees discussed the need for combining and redesigning the current two GHI websites and a website work group was created. This workgroup and staff created a detailed RFP including those requirements which was made available in November, distributed to ten known qualified contractors; posted on the popular Greenbelters, Greenbelt Community, and other local online lists; and distributed and posted publicly on the current website. A pre-bid meeting was held, with bidders participating both in person and over the phone. Four bids were received by the December deadline:

NAME OF COMPANY	BASE BID	OPTION #1 Migrate Additional Content	OPTION #2 Develop Website Accessibility for Key Sites	OPTION #3 Develop full Website Accessibility as specified in Addendum #2 to RFP	DAYS TO COMPLETE
Hodgson Consulting	\$26,260.00	\$130/page	\$3,380.00	\$6,240.00	120
Modern Signal	\$27,782.00	\$1,400.00	\$28,268.00 (cumulative)	\$28,268.00 (cumulative)	120
4Site Interactive Studios Inc	\$11,400.00	\$13,600.00	Included	We will make every reasonable effort to do this, but unable to warrant this	90
Simple Updates. Com.Inc	\$24,000.00	\$28,000.00	\$28,000.00	\$28,000.00	120

Option #1 includes the contractor migrating the vast majority of the current site content to the new site; if this option is not selected, GHI volunteers and/or staff will need to do the work. Under any option, some new content will be created by GHI volunteers and/or staff.

Option #2 would make key areas of the site more usable for all visitors and accessible to those with disabilities and ensure the page content meets technical standards which will reduce the likelihood of display errors or future problems.

Option #3 would apply the Option #2 web accessibility standards to the entire site content as delivered.

The lowest bidder including options is 4Site Interactive Studios. In addition, the 4Site proposal uses the standard, free, open source Drupal content management system (CMS) platform, and has the shortest time to completion. Using a standardized CMS will significantly

reduce the long-term maintenance and support cost, staff effort, and provide extensibility and security updates for coming years. At this point, committee chair Tom Jones has contacted 2 of the 3 references and found them to be exemplary. The Website Workgroup recommends that the website redesign contract should be awarded to 4Site Studios, and include \$25,000 for fulfillment of the base bid as well as Option #1 and Option #2, and a best effort on Option #3. Tom Jones, Chair of the Website Work Group disclosed that he once worked at the same company as the founder of 4Site Interactive Studio, Inc. in the early 2000's.

MOTION: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, 4SITE INTERACTIVE STUDIO, INC. TO COMPLETE THE WEBSITE REDESIGN, INCLUDING MIGRATION OF ADDITIONAL CONTENT (OPTION #1), TO DEVELOP WEBSITE ACCESSIBILITY FOR KEY SITES (OPTION #2), AND WILL ATTEMPT FULL WEBSITE ACCESSIBILITY (OPTION #3) FOR A PRICE NOT TO EXCEED \$25,000.

Moved: Wartell

Seconded: Moore

Carried 8

6e. RFP for Specification Design Writer for Phase 2 of the Pilot Program

The Buildings Committee recommends that GHI hire an architectural/engineering company to prepare a Technical Design Document that specifies the scope of work and requirements for the installation of the energy efficiency and other upgrades for phase 2 of the Pilot Program. The Committee requests the board to review the RFP, suggest any amendments and request staff to submit it to architectural engineering companies for bids. The board inquired of Eldon Ralph the reason GHI could not complete the work in-house. Ralph explained that there were limitations of staff time and in expertise.

MOTION: THE BOARD OF DIRECTORS APPROVES THE RFP FOR A TECHNICAL DESIGN WRITER AND DIRECTS STAFF TO SOLICIT BIDS FROM ARCHITECTURAL ENGINEERING FIRMS.

Moved: James

Seconded: Wartell

Carried 8

6f. Purchase of Two Vans for Maintenance Department, 1st Reading

The maintenance department seeks to purchase cargo vans to replace two vehicles which are the oldest in the GHI fleet; both vans were acquired in 1989. Ralph said due to wear and tear it is necessary to replace the vehicles. Audit committee member Chuck Hess noted little difference in the costs between purchasing used and new vans. Ralph said in the long run he believed for GHI's purposes used vehicles were better suited for the designated tasks. Quotes for new replacement vehicles were obtained as follows:

New vehicle option

Quotations for new vehicles were obtained from the following dealerships:

Dealer	Type of vehicle	Cost*
Darcars Chevrolet	One Chevy Express 1500 Cargo Van	\$23,319
Sport Chevrolet	One Chevy Express 1500 Cargo Van	\$22,197
Darcars Ford	One Ford Econoline 150 Cargo Van	\$25,290

* Price includes costs for sales tax, title and tags

Used vehicle option Successful procurement of desirable used vehicles requires acting quickly once identifying them. The lengthy process of having two readings by the Board might jeopardize their purchase. Staff therefore suggests that the Board pre-approve the purchase of used vehicles based on the following criteria:

- The vehicles should be either Chevrolet Express 1500, Ford Econoline or similar, 2-wheel drive, 4 cylinder cargo vans.
- The cost for each vehicle should not exceed \$15,540.00. This amount is approximately 70% of the cost of a new vehicle from Sport Chevrolet and includes sales taxes, registration and related transfer fees.
- The vehicle should not be older than six years.
- The mileage should not exceed 50,000 miles
- The purchase price of each vehicle should not exceed the Kelly Blue book price for a vehicle of its type, age and mileage.
- Each vehicle will be thoroughly inspected and test-driven by GHI's mechanic.
- A Carfax report will be obtained to check out the vehicles' history. (Carfax searches its nationwide databases and provides title, odometer, problem and registration check reports).

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO PURCHASE TWO USED CARGO VANS AT A COST NOT TO EXCEED \$15,540.00 EACH OR TWO NEW CHEVY EXPRESS COLORADO VANS FROM SPORT CHEVROLET AT A COST NOT TO EXCEED \$22,197 EACH IF UNABLE TO OBTAIN USED VEHICLES BY MARCH 31, 2011.

Moved: Novinski

Seconded: Lewis

Carried 8

6g. Recommendation on Communicator in the News Review

The Communications Task Force was charged with reviewing the possibility of communicating with members through a full-page ad in the Greenbelt News Review, rather than continuing with the current *Communicator* newsletter. The Board was provided a report from the task force dated January 13, 2011 that speaks to the feasibility, impact, pros and cons and budget considerations of changing the method of communicating with the membership. Director Lewis, acting chair of the task force, recommended using a combination of the *News Review* and the current *Communicator*. She said having articles in the News Review would allow GHI to disseminate information more timely to members; however, color photos and the Who's Who for Members column works better in the newsletter than in the newspaper. Director Moore wanted to know which venue would cost more. Director Lewis said printing costs are increasing, so no matter which combination the prices would be more than they are presently. After considerable discussion, the board tasked Director Lewis with returning to the board with more details about what materials would go into which publication, along with corresponding costs.

h. Hoarding Policy

General Manager Gretchen Overdurff introduced a draft policy on hoarding for Board review and adoption. The policy guidelines accompanied a Clutter Image Rating Assessment. Director Moore wants to advertise the proposed policy to the membership in order to be transparent. Director Boswell offered to rewrite the policy and take suggestions. He also recommended a three-level rating system with level 1, resulting in no action; level 2, incurring health and safety violations; and level 3, requiring extreme action. Audit Committee Chair Wilkerson said that hoarders do damage to the structure of the building. Director McFadden agreed and said that hoarding can be hidden for years.

Since hoarding can present health and safety dangers, Caroline Nevins of 6A Plateau Place said hoarding should be mentioned in the GHI Handbook. President Agans suggested staff to see if hoarding is cited.

6i. GHI Volunteer Weatherization Program

At a recent Board meeting, the subject of a volunteer weatherization program for GHI members was discussed. Because it will be some time before the Community Upgrade improvements will be made, it was suggested that perhaps members could benefit now through simple activities, such as caulking, sealing windows with plastic, installing curtains, removing air conditioners, etc. The item is on the agenda to determine if the Board is desirous of setting up a volunteer core of members who are willing to help weatherize the homes of other GHI members and, if so, how to organize the outreach and coordinate such a program. During a brief discussion, the following concerns were raised: a) could GHI be sued if injuries were sustained during a member weatherization project; b) would training be provided to volunteers; and c) is there in existence a “Help Your Old Neighbor Month” or “Love Your Neighbor Month.” Director Wartell reminded the body of a theme he suggested a few months ago called “Love Thy Neighbor” that could entice members to get involved.

6j. WSSC Update

Director Lewis, General Manager Overdurff, Assistant Manager Ralph, Tom Sporney and Peter Joseph met earlier in the day with representatives of the City of Greenbelt regarding WSSC’s desire in replacing water lines in GHI to move the meters to curbside. Director Lewis said by doing so WSSC would be changing the original contract. GHI’s lawyer is sending a letter to the WSSC general manager, along with contacting individual politicians about the matter.

6k. Town Hall Prizes

Director Boswell suggested holding a drawing for some cash prizes for members who attend the town hall meeting that they could apply towards their heating bill.

MOTION: THE BOARD APPROVES GIVING FOUR \$50 CASH DOOR PRIZES AT THE TOWNHALL MEETING ON JANUARY 23, 2011 AND ADVERTISING THE PRIZES.

Move: Morse

Second: Boswell

Carried: 7 - 1

6l Vounteer Committees

President Agans said new people applied for the committees. She said of those several new and current members may be appropriate for communications or social media.

7. Items of Information

- Board Retreat – Sunday, January 16th, from noon to 5:30 p.m.
- Martin Luther King, Jr. Holiday – President Agans noted the holiday and that GHI offices would be closed on Monday, January 17th. Emergency Services will be available, as usual.
- Monthly GHI and City Calendars- Director Boswell observed that the January 15 practice meeting is not noted.

8. President

President Agans said a press release should be sent about the NAHB award to the elected officials, while mentioning the town hall meeting. Directors Boswell and Moore volunteered to work on a cover letter to be sent out before the town hall meeting. Director McFadden said she going to write an article about being 100 percent wind power for the Communicator. President Agans and Director Lewis plan to attend Annapolis Night on Martin Luther King's birthday. It is a kickoff to the congressional session.

9. Board Members

Director Novinski stated she heard people comment in a positive way about the yellow insert on parking sent with the *Communicator*. She said members feel like they were being heard. Director Lewis mentioned an article in *The Washington Post* metro section about sun versus shade and that GHI might have that very problem in the future.

Director Boswell said the Board moved well through the agenda.

Director Wartell announced that Greenbelt had its 13th murder of the year. The incident took place today in Franklin Park.

Director Moore wanted to know if anyone could call a tow truck when people park in other members' reserved space. She was advised that only management had such authority.

Audit Committee member Hess stated he looked at health and safety rules (pages 35 and 36 of the Members' Handbook) and noted that no examples of hoarding were listed.

Audit committee member Wilkerson thanked Director of Member Services Krob for helping resolve the vulture problem in her neighborhood.

MOTION: TO ADJOURN.

Moved: Boswell

Seconded: Wartell

Carried 8

The meeting adjourned at 9:55 p.m.

Ed James
Secretary

