

Minutes
GHI Board of Directors
January 14, 2010

Present: Hickey, James, Lewis, Morse, McFadden, Novinski, Mazursky, Agans, Boswell

Others in Attendance:

Eldon Ralph, Assistant General Manager
Joe Perry, Director of Finance
Brenda Lewis, Director of Human Resources
Henry Haslinger, Audit Committee
James Clouse

Joan Krob, Director of Member Services
Tom Sporney, Staff Engineer
Dianne Wilkerson, Chair, Audit Committee
Patty Muldowney, Recording Secretary

President Agans called the meeting to order at 7:36 p.m.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA.

Moved: James

Seconded: Novinski

Carried 8

2. Visitors and Members

Mr. James Clouse elaborated on maintenance service issues he has had since becoming a member in 2005. Since November 2009 he has been trying to get leaking gutters repaired to no avail. Clouse wanted to know when the gutters would be fixed and when some spackling material left behind in his home after a ceiling repair in 2006 would be cleaned up. Assistant General Manager Ralph suggested that Mr. Clouse meet with him directly to resolve these issues.

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:

- **JAMES RIORDAN, SOLE OWNER**

Moved: James

Seconded: McFadden

Carried 8

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING MUTUAL OWNERSHIP CHANGE ON JANUARY 7, 2010, AND MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **EDWARD & GENIA KENSCHAFT, PATRICIA KENSCHAFT, AND FREDRICK CHICHESTER, TO EDWARD B. FALLON, SOLE OWNER**

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

- **CATHERINE CHASE, SOLE OWNER, TO CATHERINE CHASE AND JENNIFER SPARENBERG, JOINT TENANTS WITH RIGHT OF SURVIVORSHIP,**
- **OSMAN LONGA, SOLE OWNER, TO OSMAN LONGA AND MILTA VELEZ-LONGA, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: Boswell

Carried 8

4. Committee Reports

There were no written committee reports to review. Each Board member shared updates on the committee to which they are Board liaison.

Director Novinski shared that the Yard Line Committee met this week and approved yard plats for 6 and 8 Courts Research Road. She stated that the Architectural Review Committee scheduled an extra meeting next week to accommodate the scheduling needs of someone needing to house her father on an emergency basis.

Director Lewis shared that the Finance Committee will prepare a written report with recommendations on setting a minimum fee for members renting out their units; the committee will not be recommending a change on this policy. She added that the committee will be examining the Mutual Ownership Contract document and other guidelines for the real estate tax distribution.

Director McFadden shared that the Companion Animal Committee's focus was on clarifying boundaries for which the committee could meet. She stated that the committee chair, Kris White, is aware that she will need to prepare a report for the Board. Director Novinski commended the Companion Animal Committee on their *Communicator* article about euthanasia for pets.

Director Morse shared that the joint meeting for the Communications and Marketing Committees scheduled for last month was not able to happen; it has been rescheduled for January 25. President Agans commended the Communications Committee for its recent issues of the *Communicator*.

Director Mazursky shared information from Kathie Linkenhoker. He stated that members whose mortgage loan is sold to another company need to provide GHI with a copy of the letter of sale. He shared that the Marketing Committee will hold its new member social on February 3, and stated that the committee has discussed the possibility of merging the two GHI websites.

Director Boswell shared that the Buildings Committee has divided itself into two groups. The first group is working on the recommendations from Ardently Green; that subgroup has come to some decisions in its work. The second subgroup is discussing ways to monitor changes made to the homes. They hope to collect data to discover the effectiveness of the work the Buildings Committee is doing. Director Boswell stated that the committee is working toward holding a work session with the Board, and that they will have information for the membership at the annual meeting in May.

Director James shared that the Member and Community Relations Committee met last week and set the schedule for the next several months. An appreciation luncheon for committee volunteers will be held on April 18; the yard sale will be held May 15; and the house and garden tour is scheduled for June 13. It was stated that a survey in the *Communicator*, asking if members wanted to continue with an annual community yard sale, brought only two responses. Despite the lack of feedback, the committee decided to hold a yard sale one more time.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Novinski

Seconded: Lewis

Carried 8

Ms. Bonnie Brandt asked if house painting and shed removal are included in the contract for repairs at 2D Northway (item 6d). Mr. Ralph explained that the member will decide whether the house will be

painted. Ms. Brandt stated that the shed does not conform to GHI standards. Staff Engineer Sporney will research the history of the shed at 2D Northway.

6a. Approval of Minutes: October 22, 2009

MOTION APPROVED BY CONSENT AGENDA: TO APPROVE THE MINUTES OF OCTOBER 22, 2009.

6b. Spending Authorization #1 for 2010 – 2nd Reading

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, EXPENDITURE AUTHORIZATION #1 FOR 2010 IN THE AMOUNT OF \$8,415,506.

6c. 2010 Business Owners' Insurance Policy Renewal – 2nd Reading

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, THE EXPENDITURE OF \$423,203, RENEWING THE BUSINESS OWNERS' INSURANCE PACKAGE FOR 2010 WITH THE TRAVELERS, INC.

6d. Contract for Repairs, 2D Northway – 2nd Reading, CA

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GREENBELT BUILDERS TO RENOVATE THE UNIT LOCATED AT 2D NORTHWAY AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID PLUS A 10% CONTINGENCY, NOT TO EXCEED \$18,805.

6e. Tub Reglazing Contract, 2010-13 – 1st Reading

Mr. Ralph gave background of the bids submitted for the project. He stated that the lowest bidder, Porcelain Tub Restoration, is already doing this work, are familiar with GHI, and have done satisfactory work. Some member complaints have been received, but only one tub experienced problems during the warranty period. Mr. Sporney clarified that while Porcelain Tub Restoration told GHI staff that they could provide a three-year warranty on work done, they corrected themselves when submitting their bid and stated that they would not be able to honor a three-year warranty. The warranty period in their bid is one year.

In response to a question from Director James, Mr. Ralph explained that the contracting firm must remove tub drains before re-glazing tubs. GHI then replaces the drains, saving the coop time and money.

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 \$210/TUB, \$50/STRIPPING, \$40/TUB DRAIN REMOVAL, 3% & 5% ESCALATION FOR 2nd & 3rd CONTRACT YEAR, FOR A TOTAL NOT TO EXCEED \$13,000 IN 2010, AND BUDGETED AMOUNTS FOR FUTURE YEARS OF THE CONTRACT.

Moved: Boswell

Seconded: Morse

Carried 8

6f. Waste Disposal Contract, 2010-13 – 1st Reading

Mr. Ralph gave the Board background information on this item. He explained that in the past, trash was collected twice per week; trash will now be collected once per week because of increased recycling efforts. Mr. Ralph stated that there were different low bidders for the 6-cubic-yard bin at the GHI office complex and the 30-cubic-yard bin in the boatyard for construction debris. He shared that the low bidder for the larger bin, Environmental Alternatives, recycles more of their waste than other companies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH ALLIED WASTE FOR WASTE REMOVAL FROM A 6 CU. YD CONTAINER AT GREENBELT HOMES AT ITS BID OF \$110.00 PER MONTH FOR GENERAL WASTE COLLECTION DURING 2010-2011, WITH 3% & 3% ESCALATION FOR THE 2nd & 3rd CONTRACT YEAR.

Moved: Boswell

Seconded: Mazursky

Carried 8

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH ENVIRONMENTAL ALTERNATIVES FOR WASTE REMOVAL FROM A 30 CU. YD CONTAINER AT GREENBELT HOMES, AT ITS BID OF \$371.00 PER 5 TON LOAD WITH AN EXTRA CHARGE OF \$60.00 PER TON FOR EVERY TON EXCEEDING 5 TONS, DURING 2010 -2011 WITH NO INCREASES FOR THE 2nd & 3rd CONTRACT YEAR.

Moved: Boswell

Seconded: Novinski

Carried 8

6g. WSSC Phase 2 Design Plan for Replacing Water Pipes

Mr. Ralph gave the Board background information on the WSSC project for removal and replacement of water supply lines for masonry homes. He explained that WSSC abandoned their original plan to use a trenching method because it would be too disruptive to members; they are now considering using a directional boring method. Mr. Ralph shared that WSSC has not answered questions from GHI staff about the project. He suggested that the Board consider involving the Buildings Committee in this project. He explained that staff would be doing most of the work so that the committee would not be overwhelmed, and that it would be good for a member committee to have some oversight over this project because of the great impact it will have on masonry homes. Mr. Ralph suggested that one or two committee members could spend time with staff occasionally to review WSSC drawings and report back to the committee.

The Board entered into discussion. They discussed the purpose for involving the Buildings Committee in this project, the importance of allowing members to be informed and involved in discussion, and the huge impact that the project will have on affected members. Mr. Ralph explained that a Buildings Committee should have some involvement in projects of this magnitude. Advertising in the News Review was discussed and recommended to inform members of this project and meetings to discuss it. Director Mazursky suggested that this should also be discussed at the annual meeting.

The Board discussed creating an ad-hoc committee to work on the WSSC project and report to the Buildings Committee. Mr. Ralph explained that easements will be another big issue that comes up during this project. For that reason, it was suggested that a lawyer be appointed to the ad-hoc committee. Mr. Ralph will look into all of the issues and determine a timeline, as well as what would be appropriate for the ad-hoc committee. He and Mr. Jim Cohen will work on a description for the ad-hoc committee to present to the Board.

7. Items of Information

The Board discussed hanging GHI banners, as well as using them for other things, like Marketing Committee events. President Agans also briefly shared information about a notice received for historic districts. Mr. Ralph looked at the notice; it seemed that it did not impact GHI.

The Board then discussed calendar changes. The new member coffee social will be held on February 3. The Investment and Finance Committees will meet on February 18 at 6:45. There will be a Marketing Committee meeting with realtors on March 3, and the March Marketing Committee meeting will be held on March 10.

Mr. Ralph shared information about the Board retreat. He shared that the retreat facilitator will be recommending reading materials for them. Mr. Ralph will share the retreat agenda as soon as he can.

8. President

President Agans asked Directors James, McFadden, and Morse about their committee to form a list of sacred cows, goats, and bulls within GHI. The committee will meet to create the list on January 17.

President Agans shared that complaints from members regarding treatment of animals have declined due to the work of the Companion Animal Committee. She urged Board members to attend Companion Animal Committee meetings whenever possible.

President Agans shared a phone call from a member of another cooperative in Chevy Chase regarding a group of coop members looking into the property tax situation. She will attend a meeting of that group next week to see what she can learn. Agans asked if there had been further contact regarding the tax assessment; Mr. Perry has not yet been contacted.

The Board discussed a possible work session held with the police department. They identified February 4 and 8 as possible dates to hold this work session. The work session will be an open meeting and will be advertised for members on the list of GHI events.

President Agans shared that the Communications Committee will need a new chairperson, and that one has not been identified. The Board discussed the possibility of starting an ad-hoc recruitment committee, as well as the possibility of a solution to come from the Communications and Marketing Committees meeting together. The Board discussed the possibility of merging those two committees, as their agendas both address communication (internal and external). Director Boswell stated that the Buildings Committee is functioning well with subcommittees; the Board discussed the possibility of one Communications/Marketing Committee operating with subcommittees, as well as the challenges to that suggestion. It was suggested to involve the Nominations and Elections Committee in the search for a chairperson for the Communications Committee, as well as involving court liaisons in the search.

9. Board Members

Director McFadden shared appreciation for Director Lewis's ability to be Board liaison to two committees. She shared that the members of the Companion Animal Committee are self-directed, strong, and active. Director Novinski will attend that committee's meetings for the next two months, and Director McFadden should be able to attend them more regularly.

Director Novinski expressed appreciation to Mr. Ralph for acknowledging recycling in the discussion about refuse pickup.

Director James asked about an email sent from Mr. Tom White regarding an alternate for tax purposes. Director Lewis shared that the email will be part of the Finance Committee report.

Director Boswell expressed his appreciation for a light agenda.

Director Mazursky asked for clarification about the committee reports due on January 20. President Agans explained that the reports should review the last six months while looking forward to the next six months. Director Mazursky shared that he will be out of town for the January 28 Board meeting.

Mr. Perry reminded the Board that real estate tax letters will be coming out at the end of the month, as well as 1099 forms for the Board members.

Audit Committee Member Haslinger asked about the GHI property business owner's insurance policy. Ms. Brenda Lewis explained that GHI's coverage did not lapse.

Audit Committee Member Lauber shared appreciation for her new garage door.

10. Manager

Mr. Ralph shared that General Manager Overdurff is doing well and should return to work next Tuesday.

MOTION: TO ADJOURN.

Moved: Agans

Seconded: Lewis

Carried 8

The meeting adjourned at 8:59 p.m.

Ed James
Secretary