

Minutes
GHI Board of Directors
January 24, 2008

Present: Agans, Alpers, Hickey, Lauber, Lewis, McFadden, Morse, Robles

Excused Absence: Mazursky

Others in Attendance:

Gretchen Overdurff, Manager	Marat Moore, Audit Committee
Eldon Ralph, Dir. of Physical Plant Operations	Michael Iacangelo, Audit Committee
Joan Krob, Director of Member Services	Genevieve Courbois, Recording Secretary
Brenda Lewis, Director of Human Resources	Pat Novinski
Tom Sporney, Staff Engineer	Ruth Wilson
Dianne Wilkerson, Chair, Audit Committee	

President Lewis called the meeting to order at 7:33 p.m. She stated that an executive session was held earlier in the evening to discuss member issues and approve minutes. She removed Item 6e: *Scheduling of Exception Meetings* from the agenda and added *Discussion of Greenbelt News Review Letter* as Item 6e at the request of Director Agans.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Alpers

Seconded: Lauber

Carried 7-0

2. Visitors and Members

Member Pat Novinski commended the person who delivers the *Communicator* to her and her neighbors' one-bedroom units, stating that each member unit is currently receiving a copy, which had not always been the case. She appreciated that the person understood how the one-bedroom units are configured.

Director of Physical Plant Operations Ralph said that members of the Greenbelters Yahoo! group observed some unusual discoloration in a stream near Greenbelt Lake and thought it might be caused by pollutants. Mr. Ralph said that GHI employees working near 31 Court Ridge accidentally dropped eight non-toxic dye tablets into the storm drain which may have resulted in this discoloration. He said he would relay this information to City Inspector Davis tomorrow.

3. Approval of Minutes

MOTION: TO APPROVE THE MINUTES OF DECEMBER 6, 2007, AS REVISED.

Moved: Alpers

Seconded: Hickey

Carried 7-0

MOTION: TO APPROVE THE MINUTES OF DECEMBER 20, 2007.

Moved: Agans

Seconded: Hickey

Carried 6-0-1
w/Robles Abstaining

Abstained: Robles

5. Committee Reports

The Architectural Review Committee presented a written report on boiler rooms. Staff Engineer Sporney explained the difference between above-grade and below-grade improvements to the boiler rooms in terms of cost and extent of work. He said that if GHI does not allow members to construct living space below grade; only above-grade improvements would be needed. President Lewis said this report would come before the Board for action at the next Board meeting.

6a. EZ Pay Drawing

The winner of the quarterly EZ Pay plan drawing for a \$200 coop fee credit is Sara Headley, 57S Ridge Road.

6b. Yard Line Certification: 3 Research Road

The Board reviewed the 16 yard plats for 3 Court Research Road. Yard Line Chair Dianne Wilkerson explained that the gardenside yard line for units M through T was standardized to 75 feet. Director Morse asked if it would be burdensome for the Yard Line Committee to provide drawings showing the revised yard line along with the original yard line prior to revision. Ms. Wilkerson said this is often unknown; Director Sporney emphasized that this would be a burdensome task and could create more confusion.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 3 COURT RESEARCH ROAD AS PRESENTED JANUARY 24, 2008.

Moved: Morse

Seconded: Lauber

Carried 7-0

6c. Committee Charters

The Board reviewed committee charters. President Lewis said that Directors Mazursky and Morse submitted draft material for the Green Futures and the Buildings and Land Committees; she suggested that the materials be forwarded to the appropriate committees for review prior to Board consideration.

CONSENSUS: TO FORWARD GREEN FUTURES COMMITTEE DRAFT MATERIALS TO THE APPROPRIATE COMMITTEES FOR REVIEW WITH FEEDBACK PROVIDED TO THE BOARD BY FEBRUARY 21, 2008; THE DRAFT WILL BE CONSIDERED AT THE FEBRUARY 28, 2008, BOARD MEETING.

CONSENSUS: TO ACCEPT THE COMMUNICATIONS COMMITTEE CHARTER AS A DRAFT AND SEND TO THE COMMITTEE FOR REVIEW; COMMITTEE TO PROVIDE FEEDBACK TO THE BOARD BY FEBRUARY 21, 2008.

CONSENSUS: TO ACCEPT THE MEMBER SERVICES, MARKETING, AND COMMUNITY RELATIONS COMMITTEE CHARTER AS A DRAFT AND SEND TO THE COMMITTEE FOR REVIEW; COMMITTEE TO PROVIDE FEEDBACK TO THE BOARD BY FEBRUARY 21, 2008.

CONSENSUS: TO ACCEPT THE FINANCE COMMITTEE CHARTER AS A DRAFT INCLUDING ARTICLE 8 SECTION 5 FROM THE BYLAWS AND SEND TO THE COMMITTEE FOR REVIEW; COMMITTEE TO PROVIDE FEEDBACK TO THE BOARD BY FEBRUARY 21, 2008.

CONSENSUS: TO ACCEPT THE GOVERNANCE COMMITTEE CHARTER AS A DRAFT TO BE PROVIDED TO THE BOARD BY FEBRUARY 21, 2008.

It was noted that the Governance Committee's relationship to the Audit Committee needs to be discussed.

6d. Replacement Reserve Analyses – First Reading

In 1987, GHI's Board of Directors created a Replacement Reserve fund for GHI's three categories of homes, i.e. frame, masonry and larger homes. In 1996, GHI hired Reserve Advisors at a cost of \$17,000.00 to conduct a new study. Since then, GHI staff has revised the Replacement Reserve Plan biennially, and the last revision was completed in October 2007. Staff recommends that an independent reserve consultant be hired to undertake a replacement reserve study for its main units at this time; an amount of \$20,000 has been allocated in the 2008 operations' budget for this purpose. Staff also recommends that an independent reserve consultant be hired to undertake a replacement reserve for additions; this cost will be financed from the addition maintenance reserve fund.

Staff sent an RFP (Request for Proposal) to four reserve consulting companies; the three bids received are as follows:

Company	Cost of RR Studies for Main Units		Cost of RR Studies for Additions	
	Update Current Study	New Independent Study	Update Current Study	New Independent Study
Reserve Advisors Inc.	\$5,900.00	\$20,500.00	\$2,800.00	\$3,800.00
Miller & Dodson Associates	\$7,440.00	\$13,640.00	\$4,530.00	\$7,100.00
Becht Engineering	\$14,800 for updating current studies for main units and additions. Consultant did not submit separate prices for each group as requested and did not submit bids for new studies.			

Staff recommends that the Board approve Reserve Advisors Inc. to undertake the following studies:

- a) Update GHI's current replacement reserve plan at a cost of \$5,900.00 plus \$ 300.00 for reports. The principals of Reserve Advisors have assured staff that the company will be able to update the current plan in accordance with the parameters stated in the RFP.
- b) Prepare a new reserve plan for additions at a cost of \$3,800.00 plus \$300.00 for reports.

Reserve Advisors is a leading provider of reserve studies serving community associations, clubs, apartment building owners and other organizations in the USA and Canada. Reserve Advisors is familiar with GHI, having conducted a reserve study for the coop 11 years ago. Reserve Advisors submitted a very professional proposal and has demonstrated a keen interest in the project.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH RESERVE ADVISORS TO UPDATE GHI'S CURRENT RESERVE PLAN FOR ITS MAIN HOUSING UNITS AT A COST NOT TO EXCEED \$6,200.00.

Moved: Morse

Seconded: Lauber

Carried 7-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH RESERVE ADVISORS TO CONDUCT A NEW INDEPENDENT STUDY FOR ITS ADDITIONS AT A COST NOT TO EXCEED \$4,100.00.

Moved: Morse

Seconded: Lauber

Carried 7-0

6e. Greenbelt News Review Open Letter about Hedges

Director Agans suggested drafting a response to the open letter in the *Greenbelt News Review* regarding hedges. Considerable discussion ensued about the merit of such a letter with pros and cons expressed; no action was taken. President Lewis said that Director Mazursky has requested a motion to appear on the agenda of the next Board meeting; this request has been seconded by Director Robles. The motion abolishes the 5' hedge height rule except where City of Greenbelt regulations dictate otherwise. President Lewis clarified that if passed, this motion would repeal the hedge height affirmed in November 2007.

To clarify parliamentary procedures in accordance with Roberts Rules of Order, Audit Committee chair Wilkerson said that the Board has the authority to make a motion at any time and on any issue (with the exception of contracts). Because an agenda does not specifically state that a vote will be taken on an issue does not imply that a vote cannot be taken on the issue.

7. Items of Information

Legislative Greeting for the Maryland General Assembly - President Lewis and Frank DiBernardo will be attending this event. Any Board member interested in attending was asked to notify Manager Overdurff by Monday, January 28.

Monthly GHI Calendar – Audit Committee member Wilkerson corrected the date of the Ad-hoc Yard Line Committee meeting to Tuesday, January 29 at 8:30 a.m.

8. President

President Lewis thanked Genevieve Courbois for her four years of service as Recording Secretary; former GHI Executive Assistant CJ Evans will take the Board minutes starting Thursday, February 14. The Member and Community Relations Committee will be emailing a questionnaire to all committees. The M & CR committee has scheduled the following events: Yard Sale – May 3; Member Picnic - April 13; House and Garden Tour – June 22; and Committee Appreciation Luncheon – October. On Thursday, January 31, 1:00 p.m. the

Environmental Matters Committee will hold a hearing regarding House Bill 74: *Maryland Housing Rehabilitation Program - Loans to Members of Cooperative Housing Corporations*. President Lewis will speak at the hearing on why this bill is important to GHI.

9. Board Members

Director Alpers announced a Member Complaints Panel on Tuesday, January 29. Director Agans said the Finance Committee would like to give a presentation on reverse mortgages at the March 13th Board meeting. Director McFadden said the Emerging Coop Leaders contacted her about scheduling a bus tour of Greenbelt on May 3; General Manager Overdurff offered to respond to this inquiry. Director Morse announced he will be away in the near future, but is not aware of specific dates at this time.

10. Manager

Manager Overdurff said that staff anticipates receiving member complaints regarding GHI's inability to handle wasp issues inasmuch as GHI does not have a license to do so; however, a pest control company with licensing is available on a weekly basis to handle these situations. Overdurff informed the Board that in a recent meeting with the Community Resource Advocate for the Greenbelt Assistance in Living (GAIL) Program, she learned that the GAIL program will be holding focus groups in February to gather input on the long-term needs of seniors in the community. She suggested putting an article in the *Communicator* to publicize these focus groups. She reported that a full-time case manager will be joining the GAIL Program at the end of January; she would like to refer some cases to the case manager. She distributed the January 2008 GAIL guide.

Director of Human Resources Lewis said that she has received many resumes in response to the Craig's List posting for the Executive Assistant position. She has interviewed a number of candidates and is narrowing the field down to three candidates to meet with the Manager.

MOTION: TO ADJOURN.

Moved: Alpers

Seconded: McFadden

Carried 7-0

The meeting adjourned at 9:40 p.m.

Dorothy Lauber
Secretary