

Minutes
GHI BOARD OF DIRECTORS
October 20, 2011

Present: Boswell, Hess, James, Jones, McFadden, Morse

Excused Absences: Moore, Novinski, and Wartell

Others in Attendance:

General Manager Gretchen Overdurff
Eldon Ralph, Assistant General Manager
Joan Krob, Director of Member Services
Joe Perry, Finance Director
Tom Sporney, Mgr. of Technical Services
Lawrence Suid
Sylvia Lewis, Finance Committee

Margaret Lundregan
Dan Obester
Linda Levine
Dianne Wilkerson, Audit Committee Chair
Bill Edwards, Audit Committee
Debbie Cooley, Audit Committee
Altoria Ross, Recording Secretary

President Boswell called the meeting to order at 7:32 p.m. He announced the death of Dorothy Lauber, a former long-time Board member.

1. Approval of Agenda.

An error was made in the agenda. Item b. *Energy Upgrade Insulation Pilot Project Contract, 2nd* should have read, *Fall Gutter Cleaning, 2nd Reading*. Item h. *Finance Committee Recommendation* and Item i. *Verizon Discussion* were added to the agenda.

MOTION: TO APPROVE AGENDA AS AMENDED.

Moved: Hess

Seconded: Jones

Carried 6

2. Visitors and Members

President Boswell welcomed visitors and members. Mr. Suid expressed his desire to purchase an oversized vinyl shed and wanted to know the procedure. Ms. Levine talked about wanting to volunteer on a GHI committee, task group, or for an activity.

3. Approval of Membership Applications

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

- **PATRICK MOORE, THERESA MOORE (DECEASED), EDWARD MOORE, SR. (DECEASED), JOINT TENANTS WITH THE RIGHTS OF SURVIVORSHIP TO PATRICK LEE MOORE, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 6

4. Committee Reports

- Additions Maintenance Task Force – Director McFadden reported that the task force will have an article in the upcoming *Communicator* about the Additions Maintenance Program and is planning to host a pre bid meeting in November before Thanksgiving. In January, the task group will provide a written report to the Board.
- Bylaws Committee – Director Jones said the committee discussed possible bylaw modifications.
- Communications – President Boswell stated the taskforce is piloting the email list serve and is meeting on Monday.
- Finance Meeting – Director Hess said the Finance Committee concurs with the change of policy that the Investment Committee recommends. If there is an upgrade and a need for financing, he added the Finance Committee would want to secure the financing first and then use internal funds before drawing down on the financed monies.
- Woodlands Committee – Director James said the committee met and talked about the Tremendous Purchase Program. Fifty trees will be available for residents to buy to plant around GHI. There will be a cleanup near Woodland Way in November. On Saturday, from 10 a.m. to 2 p.m. near the Northway ball fields, a seminar will be given on edible foods and survival skills.

5. Consent Agenda**MOTION: APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: James

Carried 6

6a. Approval of Minutes: Sept. 8, 2011 and Sept. 22, 2011**APPROVED BY CONSENT AGENDA: GHI BOARD MEETING MINUTES OF SEPTEMBER 8, 2011 AND SEPTEMBER 22, 2011.**6b. Fall Gutter Cleaning Contract, 2nd Reading

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH ROYAL GUTTER SERVICE TO PERFORM FALL CLEANING OF GUTTERS FOR FRAME, TOWNHOME, AND BRICK GHI HOMES AT ITS BID OF \$23,230.

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH PETRIA, INC. TO PERFORM FALL CLEANING OF GUTTERS FOR BLOCK AND DETACHED GHI HOMES AT ITS BID OF \$3,900.

6c. Crawlspace Insulation Contract on 28 Units on Pilot Project, 2nd Reading

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS DOES AUTHORIZE THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH FOAM INSEALATORS IN AN AMOUNT NOT EXCEEDING \$85,391 TO INSTALL CRAWLSPACE IMPROVEMENTS TO 28 UNITS THAT ARE PARTICIPATING IN A PILOT PROJECT. THE WORK WILL CONSIST OF:

- INSTALLATION/REPAIR OF CRAWLSPACE INSULATION;
- INSULATION OF INTERIOR BASEMENT WALLS AT 3C CRESCENT RD.
- INSTALLATION/REPAIR OF VAPOR BARRIER MATERIALS;
- INSULATION AND SEALING OF BULKHEAD DOORS;
- ENSURING THAT VENTS ARE SEALED IN MASONRY UNITS;
- INSTALLATION/RE-ACTIVATION OF VENTS IN FRAME UNITS.

6d. Yard Line Certification: 35B-E & 13 Ridge Road

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 35B-E RIDGE AS PRESENTED.

Moved: James

Seconded: Jones

Carried: 5

Director Morse abstained

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 13 RIDGE AS PRESENTED.

Moved: Hess

Seconded: James

Carried 6

6e. Request for Unpermitted Incompatible Entry Door, 14H Laurel Hill

ARC voted 5-0-0 that the request for an exception be granted for the installed entry door at 14H Laurel Hill Road. ARC's rationale to allow the exception is that the unit has been sold and the original owners have moved. This item had been deferred at the October 6 meeting to allow the new members a second opportunity to attend and enter into discussion and to respond to questions posed by the Board. The members were not in attendance.

MOTION: THE BOARD OF DIRECTORS DOES NOT ALLOW THE INSTALLATION OF THE ENTRY DOORS WITH MUNTINS AT THE GLAZING AT 14H LAUREL HILL AND DIRECTS THE MEMBER TO REMEDIATE IT IN 90 DAYS.

Moved: Jones

Seconded: Hess

Carried 6

6f. 2011 Fall Concrete Sidewalk Contract, 1st Reading

Staff solicited bids to replace concrete sidewalks and a number of steps at thirty-two locations throughout GHI. Reasons for the replacements include the disintegration of concrete and heaving of sections of sidewalks. \$15,532 remains in the current budget for concrete repairs. GHI formally solicited bids from twelve independent concrete contractors; two responded: JAC Construction submitted a bid of \$18,530 and Alcoa Concrete & Masonry bid \$23,575.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH JAC CONSTRUCTION, INC., FOR THE FALL REPAIRS OF CONCRETE SIDEWALKS AT THIRTY (30) GHI SITES AT ITS BID, \$16,230.00, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$17,853.

Moved: Hess

Seconded: Jones

Carried 6

6g. 2012 Proposed Operating Budget, 1st Reading

The Board reviewed the 2012 proposed operating budget. After asking questions of Finance Director Joe Perry and making recommendations, the Board passed the following motion:

MOTION: THE BOARD OF DIRECTORS ADOPTS THE 2012 OPERATING BUDGET, FOR FIRST READING, IN THE AMOUNT OF \$9,364,349, WITH DEPRECIATION OF MEMBERS' HOMES OF \$617,659.

Moved: Hess

Seconded Jones

Carried 6

6h. Finance Committee Recommendation (Investment Policy Additions)

The Board reviewed the recommendation of the Finance Committee to modify GHI's investment policy that has been in effect since December 20, 2007 and took the following action:

MOTION: THE BOARD OF DIRECTORS DIRECTS THAT THE INVESTMENT POLICY BE MODIFIED BY ADDING THE FOLLOWING PERMISSABLE INVESTMENTS AFTER ITEM 2.A.i:

g.) MUTUAL BOND HAVING AN AVERAGE RATING OF AT LEAST A

h.) INTERNAL LOANS TO GHI.

Moved: Hess

Seconded: Jones

Carried 6

6i. Verizon Discussion

Staff will place an announcement on Facebook and on the GNR page that GHI is collecting members' problems with Verizon. Director Jones will compile the responses after which they will be forwarded to the Public Utilities Commission.

7. Items of Information:

The Annual Health Fair will be held on Thursday, October 27, 10 a.m. - 2 p.m. at the Community Center Gymnasium in rooms 103 and 114.

8. President

President Boswell said the Board would be meeting with Transition Guides on December 8 from 7:00 -9:00 p.m. He also said the Board received a thank you from the Greenbelt Fire Department for the Board's recent donation.

9. Board Members

- Director James announced the GHI leaf bag giveaway and the city's electronic recycling collection; both will occur on Saturday. Additionally, he said the Greenbelt Community Development Corporation's Annual Meeting would take place on Saturday from 2:00-4:00 p.m.
- Director McFadden stated the Additions Maintenance Task Force would meet on Monday, November 7.
- Director Morse spoke of his recent bout with Shingles.
- Former Director Sylvia Lewis suggested a bench or a tree be dedicated to Dorothy Lauber's memory by way of private donations.

10. General Manager

General Manager Overdurff said progress has been made on the complaints lodged by Chris Shuman at the October 6 meeting concerning slate damage in his row and vermin infestation at 1D Gardenway.

Assistant General Manager Eldon Ralph conveyed that the Solar Photovoltaic Electric System for the Administration Building is being reevaluated due to a new quote with higher costs posed by the contractor and factors regarding the renewable energy credits.

Finance Director Joe Perry said rather than distributing checks to directors their monthly allotments will be directly deposited into their bank accounts that evening or the next day.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Hess

Seconded: McFadden

Carried 6

The meeting recessed at 9:30 p.m.

Ed James
Secretary