

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

- **TINA M. KADERABEK, SOLE OWNER TO TINA M. MCMORLAND, SOLE OWNER**
- **BRANDY R. MCNEIL AND ESTATE OF PJ SIEGEL, JOINT TENANTS TO BRANDY R. MCNEIL, SOLE OWNER**
- **ANNE ZEVALLOS AND ESTATE OF PROSPERO ZEVALLOS, TENANTS BY THE ENTIRETY, TO MICHAEL BOND AND KAREN ZEVALLOS**
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Moved: Lauber

Seconded: Ready

Carried

In response to a question from Vice President Ready regarding estate paperwork, General Manager Overdurff stated that GHI does secure a letter of administration from the court before MOC changes are made in reference to estate settlements.

5. Committee Reports

There were no committee reports.

6a. Resolutions to Change Bank Authorization

The recent board reorganization has necessitated re-execution of the bank signature cards. Director of Finance Ruckman presented paperwork for signature to President Lewis, Treasurer Alpers and Secretary Lauber.

MOTION: THE BOARD OF DIRECTORS ADOPTS THE CORPORATE AUTHORIZATION RESOLUTIONS FOR THE NORTH STATE BANK AND GREENBELT FEDERAL CREDIT UNION, WHEREBY SYLVIA LEWIS, AS PRESIDENT AND SHEILA ALPERS, AS TREASURER ARE IDENTIFIED AS OFFICIAL AGENTS OF THE COOPERATIVE AND ARE AUTHORIZED TO EXERCISE THE POWERS GRANTED IN EACH RESPECTIVE RESOLUTION.

Moved: Ready

Seconded: Agans

Carried

6b. Portable Storage Container request, 36K Ridge Road

At the onset of Board discussion, Mr. Richard Campbell presented a letter to the Board of Directors (which was read aloud by President Lewis) regarding his request to place a portable storage container in his assigned parking space for household items while he fixes up his home. Mr. Campbell estimates that he will need the container for 6-8 weeks and is unsure of its exact dimensions. Staff Engineer Sporney noted that Mr. Campbell originally requested a 2-week time period for the container, however, he is now requesting 6-8 weeks.

Board members expressed concern about access to the areas adjacent to Mr. Campbell's parking space, potential obstruction posed by the container and the container's dimensions. President Lewis said that this request encompasses two exceptions as stated in Rule §XIV.C.4 for Portable Storage Containers: the length of time requested exceeds the duration and the purpose of the request is not in accordance.

In response to a question from Director Morse, Mr. Campbell said that a portable storage container would make furniture relocation easier and provide greater accessibility than an off-site storage unit. Mr. Campbell responded in the affirmative when asked by Director Morse if the proposed work he is doing will take longer due to his physical limitations. Mr. Campbell stated his willingness to be flexible in reference to his request.

The Board postponed making a decision pending the receipt of further information from Mr. Campbell, e.g., container dimensions.

6c. Proposed Gardenside Deck & Sunroom Enclosure, 46G Ridge Road

The member was not in attendance, therefore, this agenda item was not considered at this time.

6d. Proposed Gardenside Addition, 1H Gardenway

The member was not in attendance, therefore, this agenda item was not considered at this time.

6e. Proposed Window & Door Opening Changes, 44R Ridge Road

On 31Jul06, Mr. & Mrs. Shawn O'Neil submitted a permit request to remodel their kitchen and dining room at 44R Ridge Road, including relocating the entry door, relocating and raising the sill of the kitchen window, and adding an additional window in the dining room. Staff identified to the member that this represents an exception to GHI rule §X.N.1.

At its meeting on 13Sep06, the A&E Committee requested that the member rank the changes in order of importance; subsequently, the Committee voted on each change in the member-prioritized order:

1. add new dining room window, 4-0-0
2. shorten kitchen window, 3-1-0, and
3. move door, 2-2-0.

A&E Committee member Elizabeth Shepard explained that this was done based on committee concern that implementing all three elevation changes at once might differentiate the unit too much within its row. In response to a question from Director McFadden about the relocation of the entry door, Mr. O'Neil explained that shifting the door approximately 10" will make the kitchen wider and more functional while at the same time make the main facade more symmetrical and visually appealing. Staff Engineer said that the kitchen and closet walls within the unit are non-load bearing and stated that he would work with the member to ensure that the door header is designed correctly.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF THE PROPOSED DINING ROOM WINDOW, INSTALLATION OF THE PROPOSED SMALLER KITCHEN WINDOW, AND RELOCATION OF THE SERVICESIDE ENTRY DOOR AT 44R RIDGE ROAD IN CONJUNCTION WITH THE INTERIOR RENOVATION.

Moved: Alpers

Seconded: Agans

Carried

6f. Proposed Window Change, 9G Research Road

On 9Aug06, Ms. Cynthia Cutright & Mr. Darryl Munsey submitted a permit request to remodel their kitchen and laundry addition at 9G Research Road, including raising the sill of the kitchen window.

Staff identified to the member that this represents an exception to GHI rule §X.N.I. The members have since requested to split the scope of work to permit the renovation, except for the issue of shortening the building opening. At its meeting of 13Sep06, the A&E Committee recommended 4-0-0 that that the member at 9G Research be allowed to install a smaller window at this location.

During Board discussion, Ms. Cutright explained that this will allow for more counter space.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF THE PROPOSED SMALLER KITCHEN WINDOW AT 9G RESEARCH ROAD IN CONJUNCTION WITH KITCHEN/LAUNDRY RENOVATION.

Moved: Ready

Seconded: Moore

Carried

6g. Proposed Window Change, 7B Crescent Road

On 18Aug06, Mr. & Mrs. Charles Tompkins submitted a permit request to replace their horizontal sliding kitchen window with a casement window, in conjunction with an already-issued permit to remodel their kitchen and basement at 7B Crescent Road. Staff identified that this represented a possible conflict with intent of “compatibility” rules, as exemplified in the rules for additions.

At its meeting of 13Sep06, the A&E Committee recommended 4-0-0 that that the member at 7B Crescent be allowed to replace the kitchen window with a casement window. In addition, it was suggested by Committee members that the Board consider casement windows as suitable replacements in all masonry unit kitchens when the co-op begins its window replacement cycle as this design facilitates the opening and closing of windows.

During Board discussion, Mr. Tompkins explained that he has selected a casement window which has the appearance of a slider window from American Home Center, Inc. He said that a casement window will be much easier for Mrs. Tompkins to open.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF THE PROPOSED CASEMENT KITCHEN WINDOW AT 7B CRESCENT ROAD.

Moved: Moore

Seconded: Hudson

Carried

6h. Yard Line Certification: 2 Court Eastway, 25 Court Ridge

The Board reviewed the twenty (20) yard plats for 2 Court Eastway and 25 Court Ridge submitted by the Yard Line Committee for certification. Director Hudson explained some of the plat updates.

Vice President Ready observed that a common sidewalk has been drawn inside the yard line for 2-B Eastway. Audit Committee Chair Dianne Wilkerson noted that 2-B Eastway also has a shed which obstructs the sidewalk. Staff Engineer Sporney said this shed was permitted but the member was instructed to keep the shed off the sidewalk. Cathy Legendre, suggested that the walkway between A and B is not a common walkway. Board members also discussed the location of the fence between A and B and to whom it belongs. Director Hudson agreed that the common yard line between A and B is inconsistent on the plats. Director Agans inquired if the member adjacent to 2-M Eastway had offered any input into the plat as drawn. Treasurer Alpers wondered why the cinder block and brick wall on the property is not shown, if this wall lies on city property and why city property is not noted on the

plat. Cathy Legendere, said that the member at 41-A Ridge Road has not offered input to her knowledge and the wall will most likely be torn down in the near future.

Director Ready stated her concern that the language on the certified yard plats is not clear enough and stressed adding verbiage such as “the Cooperative reserves the right to redraw yard lines when a membership changes hands or at other times if necessary.” She said that she would be unable to vote on the plats without this language. Elizabeth Shepherd, questioned if this language could be problematic for mortgage companies and suggested eliciting their input. Director Ready stated that the language is very clear in the MOC that the member is entitled to reside in the unit but does not individually own any land.

Staff Engineer Sporney explained the evolution of wording which has been put on recertified yard plats to date. He questioned whether already certified plats would need to have the suggested language added to them. Vice President Ready did not feel that this would be possible but said that the language should be on all subsequently certified plats. Director Hudson said that the rules do state that GHI retains the right to change yard lines; however, he supported adding the language suggested by Vice President Ready to newly certified plats. Wilkerson said that the wording should not be arbitrary but should clearly and accurately reflect GHI’s intent. Director Morse felt that the additional verbiage might be “unduly unsettling” for potential new members. Director Hudson acknowledged that while such language might prove unsettling, these members will be informed – it is better to have “well-informed nervous members than uninformed oblivious members.” Audit Committee member Moore expressed her concern if language were added which said GHI could change the yard lines “for any reason.” Director Morse agreed saying such a reason should not be arbitrary.

CONSENSUS: THE PLATS WILL COME BACK TO THE BOARD FOR CERTIFICATION AFTER LANGUAGE SIMILAR TO THAT SUGGESTED BY VICE PRESIDENT READY HAS BEEN ADDED TO EACH PLAT AND THE YARD LINE COMMITTEE REVIEWS A & B OF 2 COURT EASTWAY.

6i. Auditor Three-Year Engagement Offer

At the last Board meeting, the Board of Directors approved engaging the firm DeLeon and Stang to conduct the consolidated audit of Greenbelt Homes and Greenbelt Development Corporation for the year ending December 31, 2006. Subsequently, it requested that staff obtain prices for a three year commitment. Following are the proposed fees from DeLeon and Stang to perform the audited financial statements for two additional years: 2007 - \$12,600 and 2008 - \$13,200. This represents a 5% increase for each additional year.

MOTION: THE BOARD OF DIRECTORS, IN CONSULTATION WITH THE AUDIT COMMITTEE, ACCEPTS THE PROPOSAL OF DELEON AND STANG TO PREPARE THE AUDITOR’S REPORT AND THE CONSOLIDATED FINANCIAL STATEMENTS OF GHI AND GDC FOR THE FOLLOWING YEARS: FOR THE YEAR ENDING DECEMBER 31, 2007 AT \$12,600 AND FOR THE YEAR ENDING DECEMBER 31, 2008 AT \$13,200. THESE PRICES AND THE AUDITOR’S SERVICES WILL BE REAFFIRMED BY THE BOARD PRIOR TO EACH YEAR’S ENGAGEMENT.

Moved: Lauber

Seconded: Moore

Carried

6j. Wood Stove Liability

General Manager Overdurff said that based on GHI's annual site inspection by Firemen's Insurance Company (Berkley Mid Atlantic), it was strongly recommended that GHI not continue to allow the use of free-standing stoves as they are a liability. She said that a rule could be written reflecting such a prohibition should the Board feel strongly and asked if the Board would like to pursue this issue.

Staff Engineer Sporney said that, from an insurance standpoint it appears a "a wood stove" is considered any stove that is an add-on to a unit regardless of whether it burns wood or pellets or where it is located in the unit. He also explained the GHI inspection process for these appliances. Director Agans noted that member liability regarding fireplaces and wood stoves is unclear in the rule book; Vice President Ready concurred. Director Morse questioned if the determination by the insurance company was a consensus among insurance agencies and requested clarification as to why add-on wood stoves would present more of a danger. Director Alpers said that the burning of corn pellets is considered environmentally friendly and there is a lot of interest among members. Vice President Ready encouraged the tightening of rules to make them read as requirements rather than as suggestions. President Lewis concurred.

CONSENSUS: TO TIGHTEN THE RULES REGARDING FREE STANDING WOOD BURNING STOVES AND BRING BACK TO THE BOARD FOR REVIEW.

6k. Green Ribbon Task Force Charter

The Board reviewed the draft Strategic Planning Task Force document. Revisions were suggested including that only members of the cooperative should be allowed to vote, and clarification that GHI has not yet received the associated grant. Vice President Ready noted that, in the document, the group is referred to as both a "committee" and a "task force." President Lewis suggested that the Board review a revised draft and appoint members to the Task Force at the next Board meeting.

6l. 2006 Fall Concrete Contract – 1st Reading

In August, staff formally solicited bids to replace concrete sidewalks and a number of steps at twenty-four (24) locations throughout GHI from nine (9) independent concrete contractors, who were all individually contacted to ascertain their interest. Bids were received from five (5) contractors:

NAME OF COMPANY	BASE BID	ADD'L SIDEWALK (/sq.ft.)	STEP
CPE, INC.	\$20,655.00	\$7.50	\$175.00
PCM CONSTRUCTION	\$32,658.54	\$7.23	\$208.00
FORT MYER CONSTRUCTION	\$29,905.00	\$6.00	\$1,075.00
AMERICAN WINDOW & BUILDING CLEANING	\$37,060.00	\$9.00	\$1,300.00
HANN & HANN CONSTRUCTION	\$45,806.80	\$5.00	\$350.00

CPE has installed concrete sidewalks and parking lots at GHI in the past, most recently for the 2004, 2005 and 2006 spring concrete and parking lot repair programs. Staff recommends that GHI contract

with CPE, Inc. to perform the fall concrete sidewalk replacement for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE FALL SEASON REPAIRS OF CONCRETE SIDEWALKS FOR A COST NOT TO EXCEED \$22,721.

Moved: Ready

Seconded: Moore

Carried

6m. Purchase of a Vehicle for the Maintenance Department

The maintenance department requires either a Ford F-250 or Chevrolet Silverado 2500 pick-up truck to remove snow during the winter and provide transportation for the building custodian and other employees throughout the year. It will replace a Ford F-250 pick-up truck acquired in 1986 and a Chevrolet S10 pick-up truck acquired in 1987 (both will either be sold or donated to a charitable organization.)

New vehicle option

Quotations for new vehicles were obtained from the following six dealerships:

Dealer	Type of vehicle	Cost	Remarks
Darcars Chevrolet	Chevrolet Silverado 2500	\$32,612.00	Price for vehicle and snow plow includes costs of taxes, tags and registration. Cost of snow plow is \$ 4200.00
Sport Chevrolet	Chevrolet Silverado 2500	\$26,065.75	Price for vehicle and snow plow includes costs of taxes, tags and registration. Cost of snow plow is \$ 3623.00
Academy Ford	Ford F-250	\$30,364.75	Price for vehicle and snow plow includes costs of taxes, tags and registration. Cost of snow plow is \$4657.00
Bob Bell Ford	Ford F-250	\$28,540.46	Price for vehicle and snow plow includes costs of taxes, tags and registration. Cost of snow plow is \$ 4295.00
Koons Ford	Ford F-250	\$31,110.42	Price for vehicle and snow plow includes costs of taxes, tags and registration. Cost of snow plow is \$3880.00
Ron Bortnick	Ford F-250	\$28,893.00	Total price <u>excludes costs of taxes, tags and registration for</u> vehicle and snow plow.

The most economical new vehicle and snow plow can be obtained from Sport Chevrolet at a cost of \$26,065.75.

Used vehicle option

In order to save funds, staff proposes to explore the purchase of a used vehicle from a Used Vehicle Dealership. Staff will purchase a snow plow separately and install it on the used vehicle. Because of the need to purchase a desirable used vehicle as soon as possible after identifying one, the lengthy process of having two readings after it is identified might jeopardize its purchase. Staff therefore suggests that the Board pre-approve the purchase of a used vehicle based on specific criteria outlined in the Manager's Memorandum including that the cost should not exceed \$16,832. If staff is unable to acquire a suitable used vehicle by October 31, 2006, it requests approval from the Board to purchase a new vehicle with snow plow from Sport Chevrolet at a cost of \$26,065.75.

Director Morse inquired if the criteria/restrictions for the purchase of a used vehicle, as outlined in the Manager's Memorandum, are "implicit" in the motion.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO PURCHASE EITHER ONE USED FORD 250 OR CHEVROLET SILVERADO 2500 PICK-UP TRUCK WITHOUT A SNOW PLOW AT A COST NOT TO EXCEED \$16,832.00 (IN ACCORDANCE WITH THE CRITERIA OUTLINED IN THE MANAGER'S MEMORANDUM AND ATTACHED TO THE OFFICIAL MINUTES) OR ONE NEW CHEVROLET SILVERADO 2500 PICK-UP TRUCK WITH SNOW PLOW FROM SPORT CHEVROLET AT A COST NOT TO EXCEED \$ 26,066.00.

Moved: Ready

Seconded: Moore

Carried

6n. Addition Maintenance Reserve Program Recommendations

At its meeting of September 14, 2006, the Finance Committee discussed increasing member contributions annually from 2007 until 2024 in order to keep the addition maintenance reserve plan adequately funded. Following is the recommendation of the Finance Committee for proposed increases in monthly contributions for program components and the rates of inflation and annual yield on the reserve account balances:

- Rate of Inflation = 3 %
- Annual Yield on Reserve Balances = 3 %
- Annual Increase in contributions = 4.17 %

The Board reviewed the proposed fee structure for 2007. President Lewis said that the yield rate has historically been 3% and this increase in members' fees only affects the addition maintenance budget, and the members who participate in the addition maintenance program.

MOTION: THE BOARD OF DIRECTORS APPROVES OF AN INCREASE IN MEMBERS' MONTHLY CONTRIBUTIONS IN 2007 TO THE ADDITION MAINTENANCE RESERVE OF 4.1%, USING AN INFLATION FACTOR OF 3% AND AN ANNUAL YIELD OF 3% ON RESERVE FUND BALANCES. STAFF IS HEREBY DIRECTED TO USE THESE FIGURES WHEN PREPARING THE PROPOSED 2007 ANNUAL OPERATING BUDGET.

Moved: Ready

Seconded: Lauber

Carried

7. Items of Information

No discussion.

8. President

President Lewis said that past president Julia Eichhorst will be attending a reception in her honor on Saturday, October 7, and that Ms. Eichhorst's new email address is jules134@adelphia.com. She reminded everyone about the upcoming picnic on Sunday, October 15, and said that donations for a local food bank will be collected. Director Morse gave an update on the music and food to be provided at the event.

9. Board Members

Treasurer Alpers announced a Finance Committee meeting on Thursday, October 12 at 7 pm with an Investment Committee Meeting that same day at 6 pm.

Director Agans announced a Woodlands Committee meeting on Monday, October 16, and noted that she would not be at the next Board meeting.

Director Moore provided his new email address: gpmoore1@verizon.net.

10. Manager

General Manager Overdurff asked if the Board would again like to make leaf bags available to members. She offered suggestions regarding distribution, as having a large time frame for pick-up and housing ten pallets of bags has proved problematic. She emphasized that while the city is willing to offer and deliver the bags free to GHI headquarters, the city is not interested in being involved further. Board and member suggestions included increasing the number of bags per member, distributing them at the October 15th picnic and enlisting the help of court liaisons. Overdurff explained that while staff was available last year to distribute the 16,000 bags from the warehouse, not many members took advantage of this; therefore, she is recommending narrowing the pick-up times. Secretary Lauber said this is an incredible service offered to members. President Lewis emphasized that staff time should be minimized in terms of this service. By consensus, the Board endorsed a limited time frame for bag pick up by members.

Overdurff offered that Board members may want to attend an upcoming free replacement reserve study on October 12-13 in Fair Oaks, Virginia (some GHI staff members are attending on Friday.)

Director of Human Resources Lewis announced the annual City of Greenbelt Health Fair on Thursday, October 12 from 10 am – 2 pm in the Greenbelt Community Center.

MOTION: TO ADJOURN.

Moved: Moore

Seconded: McFadden

Carried

The meeting adjourned at 9:29 p.m.

Dorothy Lauber
Secretary