

Minutes
GHI Board of Directors
November 1, 2007

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

Others in Attendance:

Gretchen Overdurff, General Manager	Marat Moore, Audit Committee
Steven Ruckman, Director of Finance	Michael Iacangelo, Audit Committee
Eldon Ralph, Director of Physical Services	Genevieve Courbois, Recording Secretary
Joan Krob, Director of Member Services	Darlene Brengle
Brenda Lewis, Director of Human Resources	Chris Shuman
Tom Sporney, Staff Engineer	Rodney Roberts
Matt Berres, Landscape Specialist	Steve Holland
Dianne Wilkerson, Chair, Audit Committee	

President Lewis called the meeting to order at 7:33 p.m.

1. Approval of Agenda

CONSENSUS: TO APPROVE THE AGENDA.

2. Visitors and Members

Chris Shuman, suggested enhancing signage along Southway and at Kenilworth Avenue/Crescent Road to highlight GHI. President Lewis asked that a letter Mr. Shuman wrote to the City Manager about this be included in the next Board packet. Mr. Shuman also encouraged the underground relocation of power lines by PEPCO in conjunction with ongoing pipe work.

Michael Iacangelo, said that elementary school announcements broadcast over a new loudspeaker system are disruptive to members living in that area. Members have requested that the school lower the volume, but to no avail. President Lewis said that GHI will address this with the school.

3. Approval of Minutes

MOTION: TO APPROVE THE MINUTES OF OCTOBER 4, 2007, AS REVISED.

Moved: Robles

Seconded: McFadden

Carried 8-0

4. Approval of Membership Applications

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **CHANDRA L. SMITH**
- **CATHERINE A. MCHUGH**
- **JAMES F. MAHER AND ELIZABETH C. MAHER**

Moved: Lauber

Seconded: Hickey

Carried 8-0

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

- **JAMES F. MAHER AND ELIZABETH C. MAHER, TENANTS IN COMMON, TO GREENBELT HOMES, INC., GRETCHEN OVERDURFF, NON-CORPORATE DESIGNEE**

Moved: Lauber

Seconded: McFadden

Carried 8-0

5. Committee Reports

No discussion.

6a. Bamboo and Invasive Species Removal, 52 Court Ridge

Darlene Brengle, expressed her concern about GHI's bamboo eradication methods, specifically the use of RoundUp, and how it may compromise her health. She related her Internet research that identifies RoundUp as cancer-causing and immune system repress-ant and encouraged GHI to consider using repeated cuttings to control bamboo; otherwise, she may have to move from GHI. President Lewis explained that invasive species eradication was studied in-depth by the Woodlands Committee; the Board accepted its recommendations and committed to a 5-year plan to eradicate invasive species in common areas and woodlands; that this initiative was publicized in the November/December 2003 *Communicator*.

Landscape Specialist Berres explained the inert ingredients of Round-Up and how it works on plants, noting that its use is not restricted by the State of Maryland; it is an over-the-counter herbicide with a "caution" designation that can be used by anyone. Mr. Berres, a certified applicator, detailed how the herbicide is applied and emphasized that it is used according to labeling in a safe manner. He stated that there is no risk of it drifting into other areas or being drawn into homes as it is not gaseous, rather, it is applied directly to leaves very low to the ground and dries on the leaves. In terms of invasive species, he said that RoundUp is a single tool that can be used effectively in a targeted manner to minimize use of the herbicide, avoid soil disturbance, and prevent harm to non-target plants. Steven Holland, said that any herbicide is toxic regardless of designation. He voiced his concern that members were not notified of the recent herbicide application. Mr. Berres apologized for this oversight and said that a notice would be issued a week prior to any future applications.

Rodney Roberts, voiced his support of Ms. Brengle's position. Mr. Roberts said that RoundUp poses a threat to soil and animals, and he would rather tolerate invasive species than have them eradicated with chemicals. He said that the REACT advisory committee has made a recommendation to the City Council that the City discontinue the use of chemicals and pesticides, and urges GHI to discontinue its use of same. In response, Mr. Berres stated his support for REACT's recommendations based on a targeted and phased out pest management methodology, and said GHI procedures are consistent with this vision. He stated that RoundUp binds to soil which renders the herbicide inactive and there is no evidence to support spreading of the herbicide by animals. He emphasized the need to look at the solid facts about RoundUp, and said that RoundUp's effects on human health are unfounded.

Director Robles inquired about managing the bamboo by regularly cutting it. Mr. Berres said that GHI has studied repetitive cutting in its managed woodland areas but the bamboo continues to return. He said that regular mowing of bamboo would only be viable in turf areas. Director Alpers described unsuccessful efforts in having volunteer crews regularly cut the bamboo. Mr. Berres related that he spoke with an invasive species management scientist at Beyond Pesticides who said that rooting or digging out the bamboo would be detrimental to vegetation, and that he would support a targeted, low volume application of RoundUp to control the bamboo, as it cannot be controlled through mechanical means. Director of Physical Services Ralph emphasized that members value the woodlands. He said that if invasive species are not controlled now, they will take over the woodlands, and more drastic actions will be needed. He cautioned against forgoing the use of RoundUp in the particular area in question as this will dilute the initiative. Mr. Berres said that Ms. Brengle should also consider herbicide applications by other members; while staff is very careful to use the product consistent with its labeling, others may not be as prudent in application which could be problematic.

President Lewis advised that bamboo cutting will proceed this fall and RoundUp will be applied in the spring.

6b. 2008 Budget – 1st Reading

Director of Finance Ruckman summarized the changes made since the Board's review of the draft version of the 2008 Budget. He said the changes have resulted in an overall budget increase of 6% which translates to an increase of \$1.50 per member per month. In order to achieve a 1% reduction overall, the budget would need to be decreased by \$67,000, said Ruckman. He explained that both the tax appeal attorney fees and Greenhill stabilization figures are in the 2008 budget; if these two expenses are spread over the 2008 and 2009 budgets, the 2008 budget would be reduced by \$42,000. This, as well as the expected decrease in staffing expenses, would reduce the overall budget as presented by 1%. For clarification, he also provided an explanation of contingency reserves and said that reserves generate approximately a 5% return which is allocated to operations.

MOTION: THAT THE BOARD OF DIRECTORS APPROVE, FOR FIRST READING, THE GHI 2008 BUDGET IN THE AMOUNT OF \$8,025,125.00 WITH DEPRECIATION ON MEMBERS' UNITS OF \$503,508.00.

Moved: Alpers

Seconded: McFadden

Carried 8-0

MOTION: TO DIRECT THE STAFF FOR SECOND READING TO DIVIDE THE AMOUNTS FOR THE GREENHILL STABLIZATION PROJECT AND THE ATTORNEY TAX APPEAL FEES BETWEEN THE 2008 AND 2009 BUDGETS.

Moved: Robles

Seconded: Mazursky

Carried 8-0

6c. Companion Animal Committee – Dog Walk

Director McFadden, Board liaison to the Companion Animal Committee, said the Doggie Walkathon has been postponed until April 2008. President Lewis said the Committee would need to file a request with the City for this event before it could be considered by the Board. Director McFadden also said the Committee is interested in having Public Service Announcements (PSAs) on Gate Access TV; President Lewis said GHI is a member of Gate Access TV and requested the Committee forward a copy of draft PSAs to the Board for its review in advance of release.

MOTION: TO RECESS FOR TEN MINUTES.

Moved: Alpers

Seconded: Robles

Carried 8-0

6d. 2008 Tree Maintenance Contract – 1st Reading

At the beginning of January 2005, GHI entered into a 3-year contract with the Brickman Group for tree maintenance services. Since then, that company has provided tree maintenance services to GHI and its overall performance has been very good. The existing contract expires at the end of this year, and tree maintenance specifications were prepared; five (5) contractors submitted bids:

TABLE A

Item	Arbor Care	Bartlett Tree Experts	Brickman Group	Excel Tree Experts	Takoma Tree Experts
Base Bids	\$166,026	\$169,411	\$112,685	\$138,087	\$127,850
Year 2 - % increase over prices bid for 2008	2.5%	2%	2%	2.5%	2%
Year 3 - % increase over prices for 2008	2.5%	2%	2%	2.5%	2%

In order to determine the lowest bidder, the prices quoted by each contractor were applied to the various trunk diameter sizes of the average annual quantity of trees that were trimmed and removed during the period 2005 to 2007. Brickman Group, one of the largest landscape design and horticultural services companies nationwide, was the lowest bidder. Staff recommends that GHI enter into a contract with Brickman Group for tree maintenance services during 2008 to 2010.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO ENTER INTO A TREE MAINTENANCE CONTRACT WITH BRICKMAN GROUP COVERING THE PERIOD JANUARY 1, 2008 TO DECEMBER 31, 2010, IN ACCORDANCE WITH THE PRICE SCHEDULE LISTED BELOW, AND WITHIN BUDGETARY CONSTRAINTS:

Price Schedule for year 1 - 2008 (shown in table below)

Trunk Diameter of Tree	Price for trimming tree	Price for removing branches from roof	Price for removing tree
Up to 6"	\$50.00	\$200.00	\$50.00
>6" to 12"	\$50.00	\$200.00	\$50.00
>12" to 18"	\$180.00	\$200.00	\$375.00
>18" to 24"	\$280.00	\$200.00	\$620.00
>24" to 30"	\$330.00	\$200.00	\$1185.00
>30" to 36"	\$380.00	\$200.00	\$1340.00
>36" to 42"	\$430.00	\$200.00	\$1550.00
>42" to 48"	\$460.00	\$200.00	\$2100.00
>48"	\$500.00	\$200.00	\$2900.00

Price Schedule for year 2 - 2009

2% increase over prices for year 2008

Price Schedule for year 3 - 2010

2% increase over prices for year 2009

Moved: Agans

Seconded: Morse

Carried 8-0

Director of Physical Services Ralph answered questions from the Board and Audit Committee about the specifications, and Brickman's price schedule. Because the exact number of trees to be trimmed and removed is unknown, he emphasized the importance of historical data in determining projected expenses. As a result, the contract will include language that the price schedule is "within our budgetary constraints."

6e. 2008 Landscape Maintenance Contract – 1st Reading

The 3-year contract with TruGreen LandCare to provide landscape maintenance services in GHI common areas ends December 31, 2007. Accordingly, Staff requested new bids for a 3-year period beginning January, 2008. A summary of the scope of work to be performed within GHI's common areas is reflected in Table A:

TABLE A

LANDSCAPE MAINTENANCE ACTIVITY	SITES	
	General Common Areas in GHI (approximately 31.5 acres)	Specific Common Areas (grounds adjoining Admin. Building & Garages at 17 Ct. Ridge)
Mowing & trimming	Yes; required 17 times per year	Yes; required 22 times per year
Edging curbs & sidewalks	Yes; required twice per year	Yes; required every other mowing or 11 times per year
Soil testing	No	Yes; once every other year
Fertilization	No	Yes; in specified landscaped beds
Weed Control	No	Yes; in specified landscaped beds
Shrub care	No	Yes; in specified landscaped beds

Mulching	No	Yes; in specified landscaped beds

Five contractors submitted bids; their bid prices for the year 2008 along with the percentage increases in prices for two successive contract years are shown in Table B:

TABLE B

Name of Company	Bids Amounts			Percentage Increases	
	Total Bid for GHI Common Areas	Bid for GDC Pkwy. Apts.	TOTAL	Yr. 2 increase over 2008 price	Yr. 3 increase over 2009 price
CPE, Inc.	\$39,150	\$4,475	\$43,625	1%	1%
TruGreen LandCare	\$41,561	\$3,387	\$44,948	0%	2%
Brickman Group	\$54,960	\$4,500	\$59,460	3%	2%
Chesapeake Landscape and Design	\$67,212	\$4,136	\$71,348	2%	2%
Ruppert Nurseries	\$85,808	\$13,297	\$99,105	2%	2%

The service provided by TruGreen over the last three years has been highly satisfactory and the company has been responsive to staff needs and requests. Staff recommends that the landscape maintenance contract be awarded to TruGreen LandCare as the company has provided consistent service and value.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO ENTER INTO A THREE-YEAR CONTRACT WITH TRUGREEN LANDCARE, FOR PROVIDING LANDSCAPE MAINTENANCE SERVICES TO GHI'S COMMON AREAS AT A COST NOT TO EXCEED \$43,640.00 IN 2008, \$43,640.00 IN 2009 AND \$44,510.00 IN 2010. THESE COSTS INCLUDE AN ALLOWANCE OF 5% TO COVER CONTINGENCIES THAT MAY ARISE.

Moved: Agans

Seconded: Morse

Carried 8-0

6f. Bids for Van Purchase – 2nd Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO PURCHASE ONE USED FORD E-150 VAN AT A COST NOT TO EXCEED \$15,776.00 OR ONE NEW FORD E-150 VAN FROM ACADEMY FORD AT A COST NOT TO EXCEED \$ 21,246.00.

Moved: Alpers

Seconded: Robles

Carried 8-0

6g. Contract for Sewer Repairs at 37 Court Ridge – 2nd Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH J&M UTILITIES TO REPLACE THE LATERAL SEWER PIPE FOR 37L RIDGE ROAD AT A COST NOT TO EXCEED \$11,457.00 WHICH INCLUDES 10% FOR CONTINGENCIES.

Moved: Alpers

Seconded: Lauber

Carried 8-0

6h. Strategic Plan

The Board reviewed the fourth revision of the Strategic Plan as well as a list of the assigned tasks that were generated during discussion at the last Board meeting.

CONSENSUS: TO RETAIN THE PHRASE “A GREATER EXPECTATION...”

MOTION: TO ADOPT THE STRATEGIC PLAN, AS AMENDED, AND INCLUDE THE TASK LIST AS PART OF THE DOCUMENT.

Moved: Agans

Seconded: Hickey

Carried 8-0

President Lewis requested that the final draft document, as amended, be forwarded to Director Morse for final review prior to release.

CONSENSUS: TO POST THE FINAL VERSION OF THE STRATEGIC PLAN TO THE GHI WEBSITE AND PLACE A NOTICE IN THE COMMUNICATOR.

7. Items of Information

No discussion.

8. President

GHI received a thank you and t-shirt from the Coop Development Foundation in recognition of GHI's support of their run. She suggested organizing a run in Greenbelt/GHI. A work session for committees is scheduled for December 8, 2007. Leaf bag distribution begins on Saturday, November 3, and will take place at garage #6 at 3 Court Eastway (anyone interested in helping with distribution should contact President Lewis). An informational insert will appear in the *Communicator* about the FHA modernization bill and how to write to legislators in support of it; President Lewis will draft a letter to legislators on behalf of GHI as well. In January, Maryland

State Delegate Healey will introduce an amendment to include cooperatives in the Maryland Housing Rehabilitation Program. President Lewis said that any Board member who has an item for Board discussion should convey this during Board Member announcements, and if another Board member is in agreement, the item will be placed on a future agenda, or relegated for staff or committee research. She encouraged Board members to regularly provide committee updates to the Board.

President Lewis wrote a letter on behalf of GHI in support of Director Robles' application for a visa; it was signed by all Board members during the meeting.

9. Board Members

Director Mazursky said he will not be at the December 6 Board meeting. Director Robles thanked the Board for its letter of support. Director Alpers gave an overview of recent discussion between NCB and HUD regarding reverse mortgages. She also said the Finance Committee will present the investment policy for Board approval by December. Director Lauber said twelve members attended the new member coffee social on October 23 and two were interested in serving on committees. Director Agans announced Finance committee meetings on November 29 and December 13 at 7 p.m. She also voiced her concerns about ensuring the Gardenway overpass areas are safe and secure and recommended improving those areas with lighting. Director Hickey said that a report about this was being submitted to the City based on a recent forum. Director McFadden advised that the New Deal Café was unable to secure a loan from the National Cooperative Bank.

Audit committee member Moore announced she would not be at the November 15th Board meeting. She suggested publishing reverse mortgage information in the *News Review*. She also noted the tax advantages available for installing energy efficient appliances and housing materials.

10. General Manager

General Manager Overdurff said she was interviewed for a *Cooperatives Video* coordinated by Cabot Cheese; it can be viewed at www.go.coop.

MOTION: TO ADJOURN.

Moved: Alpers

Seconded: Lauber

Carried 8-0

The meeting adjourned at 10:23 p.m.

Dorothy Lauber
Secretary