

Minutes
GHI Board of Directors
November 15, 2007

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

Others in Attendance:

Gretchen Overdurff, General Manager
Steven Ruckman, Director of Finance
Eldon Ralph, Director of Physical Services
Joan Krob, Director of Member Services
Tom Sporney, Staff Engineer
Dianne Wilkerson, Chair, Audit Committee
Michael Iacangelo, Audit Committee
Genevieve Courbois, Recording Secretary
Ruth Wilson
Dina Sykes
Kevin Hammett
Bob Snyder
Carol Drees
Eunice Barber
Gary Tschabrunn
Annamarie Matovich

President Lewis called the meeting to order at 7:41 p.m. She added *Service Contract for Cleaning Services-1st Reading* as Item 6l.

1. Approval of Agenda

CONSENSUS: TO APPROVE THE AGENDA AS REVISED.

2. Visitors and Members

No discussion.

3. Approval of Minutes

None.

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:

- MICHAEL T. MOORE
- ANNA D. SOCRATES
- DIOR P. RICHARDS
- LEIGH WILSON SMILEY

Moved: Lauber

Seconded: Robles

Carried 8-0

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

- SUSAN F. PETERSON AND DAVID V. PETERSON, TENANTS BY THE ENTIRETY, TO SUSAN F. PETERSON, DAVID V. PETERSON, AND SONJA P. THORNBURG, JOINT TENANTS
- JAIME MARSHALL, SOLE OWNER, TO JAIME L. STALEY, SOLE OWNER

Moved: Lauber

Seconded: Robles

Carried 8-0

5. Committee Reports

An Architectural Review Committee report on Boiler Room Uses appears as Item 6e.

6a. Proposed Wood Picket Fence, 1G Westway

On 31Aug07, member Carol Drees submitted a permit request to install a white vinyl picket fence at the gardenside yard at 1G Westway. The Architectural Review Committee recommends 4-0-0 that an unstained wood picket fence be approved.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF A GARDENSIDE NATURAL WOOD PICKET FENCE AT 1G WESTWAY.

Moved: Morse

Seconded: McFadden

Carried 8-0

6b. Yard Line Certification, 9 Court Ridge

Yard plats for 9 Court Ridge Road were presented to the Board for certification by the Yard Line Committee. Staff Engineer Sporney and Yard Line Committee Acting Chair Wilkerson answered questions from the Board about the yard lines as reflected on the plats. President Lewis expressed her appreciation to the committee for their efforts.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 9 COURT RIDGE ROAD AS PRESENTED, AND DIRECTS THAT COPIES BE PLACED IN MEMBERS' UNIT FILES, INDICATING THEY ARE THE OFFICIAL BOARD CERTIFIED PLATS.

Moved: Alpers

Seconded: Agans

Carried 8-0

6c. Yard Line Certification, 6 Court Ridge

Yard plats for 6 Court Ridge Road were presented to the Board for certification by the Yard Line Committee. Member Kevin Hammett, 6R Ridge Road, questioned the 55' length from the back of his unit to the woodlands as those units opposite his row have a 71' length; he advocated that both rows have a uniform 71' length. Yard Line Committee Acting Chair Wilkerson explained that in determining the 55' length, the committee looked at current usage of the area; she acknowledged that it was difficult to tell how far the yards extended as there are no fences. She explained that the committee was charged with establishing yard lines according to usage, not uniformity. She also added that extending the yard line too far back can compromise emergency access. Director Agans emphasized that the committee used its best judgment in determining the yard lines. Acting Chair Wilkerson was amenable to re-reviewing the yard lines for 6 Court Ridge Road and encouraged Mr. Hammett to come to the meeting and voice his concerns. She said that because no member feedback was received on the yard plats as presented, the committee assumed all members were satisfied; she emphasized that the committee wants members to be satisfied with their plats, if possible.

CONSENSUS: REMAND THE 6 COURT RIDGE ROAD YARD LINES BACK TO THE COMMITTEE FOR RECONSIDERATION.

6d. Member Proposal to Operate a Bed and Breakfast in GHI

Member Dina Sykes, submitted a preliminary proposal to operate a bed and breakfast in two GHI homes. President Lewis questioned if this endeavor would be financially feasible as GHI would be expected to purchase two units for approximately \$400,000 and would lose maintenance fees. Director Alpers suggested that a business plan from the member would provide helpful financial information. Director Morse questioned if this operation would be consistent with the by-laws; if it is conflict with the by-laws, it is not a viable option.

CONSENSUS: REFER THE PROPOSAL TO OPERATE A BED AND BREAKFAST IN GHI TO THE FINANCE COMMITTEE TO ASSESS FINANCIAL FEASIBILITY.

6e. Architectural Review Committee's Report on Boiler Room Uses

Director Hickey, Chair and Board Liaison to the ARC Committee, summarized each option and outlined associated issues; one option is to sell the boiler rooms as is for storage or living space, the other is to use them for rental storage space. Eunice Barber, who lives adjacent to a boiler room, voiced her concern about the option to convert them to rental storage space citing an invasion of privacy; she would like to purchase the boiler room adjacent to her unit. Gary Tschabrunn, questioned if GHI would be responsible for maintenance of the boiler room if purchased by a member. President Lewis affirmed that if the boiler room were deemed part of a unit, GHI would assume responsibility for maintenance. Tschabrunn expressed his concern that the Board has not yet issued a decision and the six-month moratorium has passed. President Lewis apologized for the Board's delay in addressing this issue.

Director Morse suggested selling some boiler rooms while converting others to storage. He emphasized their value as living space as extending a unit can be challenging, the additional living space would enhance the diversity and size of units, and the row's footprint would be retained. Director Agans added that additional storage space could meet existing members' needs. Director Robles said that those members adjacent to boiler rooms should retain the right of refusal in terms of purchase. Director Alpers stressed that GHI should waterproof boiler rooms in advance of offering them to members for purchase.

Director of Physical Services Ralph inquired if leasing the boiler rooms as storage units would be in compliance with existing zoning regulations and the effect this usage would have on insurance premiums. He stated that consideration would need to be given to raising the rates on rental garages used for storage if boiler rooms were converted to storage units.

President Lewis suggested that this issue be remanded to ARC and the committee take the Board's feedback into consideration. She also asked that the committee contact adjacent owners to gauge their interest in purchasing boiler rooms. Audit Committee member Iacangelo voiced his concern that GHI have a business plan in place, should the boiler rooms become a revenue-generating option and recommended researching both liability and feasibility.

6f. Recommendations from Hedge Height Work Session

The Board discussed issues associated with hedge height including security, privacy, and openness. General Manager Overdurff reminded the Board of its fiduciary responsibility for risk management as well as the issue of liability. Ruth Wilson, reported that a member recently fell down some stairs along an inner walkway due to low visibility created by unkempt bushes and scarce illumination from adjacent units.

Director Morse voiced his support of a phased-in plan to mitigate the impact of a 5' maximum height along the inner walkways, provided it would not be administratively burdensome; Director McFadden concurred. She added that while the security issue is compelling, she acknowledged that many other factors merit consideration. Director Mazursky stated that hedge heights should be a matter of personal preference, but stressed the need to keep hedges from obstructing walkways. He emphasized the importance of walkability.

Bob Snyder, suggested that the Board allow a height range, e.g., from 5 to 6 feet. Ruth Wilson, voiced her support for the 5' maximum height. Annamarie Matovich, reported that the limbs of a Bradford Pear adjacent to her hedge hang very low, and requested that they be trimmed. Director Lauber read from a letter written by Audit Committee Member Marat Moore in which she expressed her concern that GHI will be less attractive with a 5' hedge height in effect, and advocated a historic inner walkway be considered. Audit Committee member Iacangelo stated that the model proposed in the motion is a variable one.

MOTION: THE BOARD OF DIRECTORS AFFIRMS A 5' MAXIMUM HEIGHT FOR HEDGES ALONG INNER WALKWAYS AND AT INTERSECTIONS OF THE INNER WALKWAYS DUE TO SAFETY AND SECURITY CONCERNS, WITH A 3-YEAR PHASED-IN PLAN.

Moved: Agans

Seconded: Hickey

Carried 5-3-0

Opposed: Robles, Mazursky, Lauber

6g. 2008 Tree Maintenance Contract – 2nd Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR SECOND READING AND FINAL PASSAGE, 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:

Price Schedule for year 1 – 2008

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: Alpers

Seconded: Morse

Carried 8-0

6h. 2008 Landscape Maintenance Contract – 2nd Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR SECOND READING AND FINAL PASSAGE, 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: Alpers

Seconded: Agans

Carried 8-0

6i. Third Quarter Operating Statement and Balance Sheet

The Board reviewed the third quarter financial statements, comments, and balance sheet dated September 30, 2007. Director of Finance Ruckman summarized that GHI is in good shape operationally which is reflected in its strong balance sheet and income statement. In response to a question from Director Agans, Director of Physical Services Ralph affirmed that the scarcity of plumbers in the marketplace does affect GHI maintenance capabilities.

6j. 2008 Operating Budget – 2nd Reading and Final Passage

Director of Finance Ruckman outlined changes made since the first reading including the decrease of budgeted expenses by 1% which yielded an overall budget increase of 5%. He emphasized that GHI worked hard to minimize increases for members.

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE 2008 OPERATING BUDGET FOR SECOND READING AND FINAL PASSAGE IN THE AMOUNT OF \$7,958,277.00 WITH DEPRECIATION ON MEMBERS' HOMES OF \$503,508.00.

Moved: Agans

Seconded: Morse

Carried 8-0

6k. Member/Staff Anti-Harassment Policy

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE MEMBER/STAFF ANTI-HARASSMENT POLICY AS AMENDED AND DIRECTS STAFF TO PROMULGATE IT TO MEMBERS IN THE COMMUNICATOR AS WELL AS PROVIDE COPIES FOR INCLUSION IN THE MEMBER HANDBOOK.

Moved: Lauber

Seconded: Hickey

Carried 8-0

6l. Service Contract for Cleaning Services- 1st Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO ENTER INTO A THREE-YEAR CONTRACT WITH BOLANA ENTERPRISES TO PROVIDE JANITORIAL CLEANING SERVICES FOR THE ADMINISTRATION BUILDING AT A COST NOT TO EXCEED \$22,350 IN THE FIRST YEAR, \$22,350 IN THE SECOND YEAR AND \$23,370 IN THE THIRD YEAR. THESE COSTS INCLUDE AN ALLOWANCE OF 5% TO COVER ANY CONTINGENCIES THAT MAY ARISE.

Moved: Alpers

Seconded: McFadden

Carried 8-0

7. Items of Information

No discussion.

8. President

President Lewis received a thank you letter from the recipient of a NASCO scholarship (GHI made a contribution to NASCO.) She also received a letter from member Darlene Brengle reiterating her concerns about the use of RoundUp on bamboo. President Lewis talked with the Cooperative Development Foundation about having a marathon team in Greenbelt in conjunction with their annual event and is expecting some further information. She announced a GHI committee-wide workshop on Saturday, December 8 from 9:30 a.m. to 2:30 p.m., at the Youth

Center as well as a presentation by graduate students in historic preservation from the University of Maryland on Tuesday, December 11 at 7:00 p.m. in the Board room. She reported that the Yard Line Committee would like more direction from the Board, and the committee will submit a report to the Board in early January or February. Given the large amount of Board-related paperwork, she encouraged everyone to minimize paper usage when possible.

9. Board Members

Director Mazursky will be unable to attend the meetings on December 6 and 8. Director Agans announced a Finance Committee meeting on November 29 at 7 p.m. Director McFadden expressed her conflicted feeling about her vote on the hedge height.

Suggestions from Board members for future agenda items included: boiler rooms, investment policy, hedges, and guidance for SDP Committee in terms of storm water management.

10. General Manager

General Manager Overdurff announced the holiday party on December 14 from 12 – 4 p.m. at the American Legion. Director McFadden expressed concern that the American Legion is not a smoke-free environment.

Director of Physical Services Ralph said that GHI has received the energy audit, will contact the company for some clarifications, and subsequently bring it to the Board. He does not believe it is economically feasible.

MOTION: TO ADJOURN.

Moved: Alpers

Seconded: Hickey

Carried 8-0

The meeting adjourned at 9:50 p.m.

Dorothy Lauber
Secretary