

Minutes
GHI BOARD OF DIRECTORS
November 15, 2012

Present: Boswell, DeBernardo, Hess, James, Jones, McFadden, Morse, Novinski, and Ready

Others in Attendance:

General Manager Eldon Ralph
Brenda Lewis, Human Resources Director
Joe Perry, Finance Director
Dianne Wilkerson, Audit Committee Chair
Ben Fischler, Audit Committee
Debbie Cooley, Audit Committee
Jeanette Grotke Yard Line Committee
Ginny Jones, Yard Line Committee
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:41 p.m.

1. Approval of Agenda

6o. Schedule a work session on Rental Policy and 6p. Schedule a Work Session to Update the Board Action Plan were added to the agenda.

MOTION: TO APPROVE AGENDA AS REVISED.

Moved: Hess

Seconded: James

Carried 8

2. Visitors and Members

Ready welcomed the visitors and members. No member wished to address the Board.

3. Approval of Membership Applications

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

- **MARY R. BABBITT, SOLE OWNER;**
- **KENNETH J. MAUTINO, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8

FOR THE RECORD: THE FOLLOWING MEMBERS WERE ACCEPTED INTO THE COOPERATIVE BY A BOARD POLL AND

MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **KEITH A. BURGHARDT, JOHN M. BURGHARDT, ELAINE M. BYERGO, JOINT TENANTS.**

4. Committee Reports: None

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Boswell

Seconded: James

Carried 8

6a. Contract for Underground Utility Repairs at Additional Sites, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH PATRIOT PLUMBING SERVICES FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT THREE (3) SITES AT ITS BID, \$33,478.61, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$36,826.

6b. Contract for Repairs: 22B Hillside, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR SECOND READING TO SIGN A CONTRACT WITH RICHARD K. GEHRING HOME IMPROVEMENTS, TO REPAIR THE UNIT LOCATED AT 22B HILLSIDE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$9,350 PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$10,285.00.

6c. Contract for Repairs: 7U Research Road, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH RICHARD K. GEHRING HOME IMPROVEMENTS TO REPAIR THE UNIT LOCATED AT 7U RESEARCH ROAD, AS DIRECTED BY GREENBELT HOMES INC., AT A COST NOT TO EXCEED \$8,910.00 WHICH INCLUDES A 10% ALLOWANCE FOR UNFORESEEN CONTINGENCIES.

6d. Contract for Repairs: 53B Ridge Road, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR SECOND READING TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR, TO REPAIR THE UNIT LOCATED AT 53B RIDGE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$10,900 PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$11,990.00.

6e. Review of Annual Membership Meeting Minutes: May 17, 2012

The Board reviewed the minutes from this year's Annual Meeting and made a list of questions to check against the tape for clarification.

6f. Yard Line Certification: 20 Court & 24 Court Ridge Road

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 20 RIDGE ROAD AS PRESENTED.

Moved: Hess

Seconded: James

Carried 8

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 24 RIDGE ROAD AS PRESENTED.

Moved: Hess

Seconded: James

Carried 8

These approvals hit the 1,000 mark of yard line certifications. The exact number is 1,013

6g. 3rd Quarter Financial Statements

Joe Perry reviewed GHI's Financial Statements for the 3rd Quarter of 2012 and answered questions posed by the Board.

6h. Expenditure Authorization for 2013 Operating Budget, 1st Reading

MOTION: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, EXPENDITURE AUTHORIZATION FOR 2013 IN THE AMOUNT OF \$9,823,450.00.

Move: Hess

Seconded: Jones

Carried 8

6i. Consideration of Rules for Skylights on Additions

MOTION: THE BOARD REQUESTS THE AD HOC ADDITION MAINTENANCE TASK FORCE TO PROVIDE IT WITH RECOMMENDATIONS REGARDING THE PERMITTING OF SKYLIGHTS ON ADDITIONS. THE TASK FORCE SHOULD REVIEW THE FOLLOWING MATTERS ON OR BEFORE MARCH 15, 2013.

- a) INSPECTION REQUIREMENTS IF SKYLIGHTS ARE ALLOWED.
- b) IF SKYLIGHTS ARE ALLOWED, WHO SHOULD BE RESPONSIBLE FOR THEIR MAINTENANCE AND REPAIRS AS WELL AS THE REPAIR OF ANY ROOF LEAKS THAT COULD BE ATTRIBUTED TO A DEFECTIVE SKYLIGHT?
- c) IF SKYLIGHTS ARE ALLOWED AND ACCEPTED INTO THE ADDITION MAINTENANCE PROGRAM AS A GHI MAINTENANCE RESPONSIBILITY, WHAT FEES SHOULD GHI CHARGE MEMBERS FOR THEIR MAINTENANCE AND REPLACEMENT?
- d) FOR EXISTING SKYLIGHTS, SHOULD GHI BE RESPONSIBLE FOR FUTURE MAINTENANCE AND REPLACEMENT?

Moved: McFadden

Seconded: Morse

Carried 7-1

Opposed: Jones

6j. GHI 2012 Contributions to Employees' Health Care Plan

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE CONTINUED FUNDING OF EMPLOYEE HSA ACCOUNTS AT 85% OF THE DEDUCTIBLE AND PAYMENT OF 90% OF THE PREMIUM COST FOR HEALTH AND DENTAL COVERAGE FOR THE 2013 BENEFIT YEAR.

Moved: Boswell

Seconded: Hess

Carried 8

6k. Survey for Domestic Solar Hot Water Systems for GHI

The Board of Directors failed to find merit in the proposal.

6l. Contract for Electrical Repairs: 11A-H Ridge Road, 1st Reading

Staff procured bids and issued a contract to Mona Electric for \$6775, based upon the amount that was below the manager's authorization ceiling. After several attempts to commence the repair that met delay because of weather conditions and PEPCO requirements, Mona needed to revise its bid to accommodate county inspection & space requirements:

- Additional grounding required (two [2] ground rods , one [1] ground bar and solid ground connector) - based on the meeting with the Prince George's County Electrical Inspector: +\$475
- Add for enclosed circuit breaker instead of disconnect: +\$325

Staff approached the second contractor to verify that the scope quoted was valid. The analysis follows:

	Aug			Nov		
	bid	PEPCO disconnect	total	revised	PEPCO disconnect	total
Mona Electric	\$6,775	\$506	\$7,281	\$7,575	\$506	\$8,081
Kelley Electric	\$7,940	\$506	\$8,446	\$8,739	\$506	\$9,245
Circle Electric	\$17,850	\$506	\$18,356			

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH MONA ELECTRIC FOR THE REPAIRS TO THE ELECTRICAL SERVICE TO 11A-H RIDGE AT ITS BID, \$7,575 AND THE PEPCO DISCONNECT CHARGE \$506, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$9,293.

Moved: Hess

Seconded: McFadden

Carried 8

6m. Contract for Repairs: 14J Laurel Hill Road, 1st Reading

The bids received were as follows:

Name of Contractor	Bid Price
Maxwell Wallpaper and Painting Contractors	\$7,350.00
Gilbert General Contractor	\$7,200.00
Richard K. Gehring Home Improvements	\$7,450.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR, TO REPAIR THE UNIT LOCATED AT 14J LAUREL HILL RD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$7,200.00 PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$7,920.00.

Moved: Hess

Seconded: Morse

Carried 8

6n. Board Meeting Dates from January-May 2013

APPROVED BY CONSENSUS: THE BOARD WOULD HOLD BOARD MEETINGS ON THE SECOND AND FOURTH THURSDAYS OF THE MONTH DURING JANUARY THROUGH MAY 2013.

6o. Schedule a work session on Rental Policy

Possible dates are January 17, 30 or 31, 2013.

6p. Schedule a Work Session to Update the Board Action Plan

The Board will update the plan on February 7.

7. Items of Information

Ready said to reserve the December 14 for the Employees' Holiday Party scheduled for noon at Sir Walter Raleigh's Inn. The Board and Audit Committee members are invited to participate.

8. President

Ready said Jones has resigned as liaison from the Buildings Committee for the Marketing Committee because he was elected to the board of the Co-op grocery store. In the future, Ready said she would be voting on Board motions. Ready also gave a report about the two-bedroom frames homes she visited that are vacant that GHI would be renovating and reselling.

9. Board Members

- Hess said he is revisiting the GHI policy on the down payment required and a separate policy for equity required upon refinancing.
- McFadden said she is looking forward to working on the additions maintenance taskforce on skylights.
- Novinski said the Yard Line committee has exceeded 1,000 yard line certifications.

- Boswell spoke about community visioning sponsored by the city from 9:30 a.m. to 12:30 p.m. He also said the pre-purchase workshop has greatly improved since the last one colleague first attended given by the prior employee.
- Morse said the Greenbelt Animal Shelter has pets to adopt.
- DeBernardo said he has registered for a financial course.
- James said the Woodlands Committee has looked at the conservation proposal.

10. Manager

Eldon Ralph said city council would be discussing the playground at 2 Laurel Hill and 12 Hillside on November 26 at 8 p.m. He said 10 people attended the new member's orientation held last week that was well attended by some board members and an audit committee member. He said Joan Krob and Christine Gyemfi should be commended for the classy affair. Ralph also said Robert Anderson, the master carpenter, is retiring on December 14. He said George Bachmann experienced a sudden illness and will not be back to work until the beginning of December, and Joan's absence is due to a bout of stomach flu.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: Jones

Carried 8

The meeting adjourned at 9:20 p.m.

Ed James
Secretary