

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:

- **MAUREEN E. THOMAS & MICHAEL G. THOMAS**

Moved: Lauber

Seconded: Abell

Carried

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

- **FROM KRISTINE WHITE AND SUSAN MADISON TO KRISTINE WHITE, SOLE OWNER.**

Moved: Lauber

Seconded: Abell

Carried

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

- **FROM JAMES F. MAHER AND ELIZABETH MAHER, JOINT TENANTS TO JAMES F. MAHER AND ELIZABETH MAHER, TENANTS IN COMMON.**

Moved: Lauber

Seconded: Alexanderwicz

Carried

5. Committee Reports

None

6a. Proposed 2nd Story Balcony Deck & Conversion of Gardenside Window to Sliding Glass Exit Door, 9Q Research Road – Ms. Renata Atkinson

Ms. Atkinson wishes to build a 2nd story balcony deck and convert a gardenside window to a sliding glass door at 9Q Research Road. Upon review of the permit request, staff identified that the visual appearance of the proposed work may bring up issues of compatibility, as defined in the GHI rules handbook, §X.D.1. Placement...”Any exterior addition should maintain the architectural style of the building.” Subsequently, the Architecture and Environment Committee considered this case for exception based upon compatibility and by a vote of 6-0-0 recommended that the Board of Directors approve the request with the proviso that no permanent enclosure of the area under the deck be permitted.

MOTION: THE BOARD OF DIRECTORS APPROVES THE PROPOSAL FOR A SECOND FLOOR GARDENSIDE BALCONY DECK AND SLIDING GLASS DOOR AT THE GARDENSIDE OF 9Q RESEARCH ROAD, WITH THE PROVISION THAT NO PERMANENT ENCLOSURE OF THE AREA UNDER THE DECK BE PERMITTED. THIS BOARD APPROVAL SHALL EXPIRE ONE (1) YEAR AFTER THE DATE OF BOARD ACTION.

Moved: Lewis

Seconded: Abell

Carried

6b. Existing Vinyl Shed, 10B Southway Road – Mr. Louis Layton

In August staff noted a large vinyl shed has been erected in the gardenside yard at 10B Southway

Road. There is no record of this shed being permitted. Staff notified the member of the issues involved with the shed, as well as the procedure for requesting an exception.

In October, Mr. Layton's request for an exception to the rules was submitted to the Architecture and Environment Committee. The Committee considered the request and by a vote of 3-2-1, recommended that the Board approve an exception provided: a) the shed be removed before resale, b) no other shed be permitted in the gardenside yard while the existing shed remains, and c) the shed be screened from view along Southway Road by plantings.

The Board of Directors questioned why the Committee was recommending approval when it had, most recently, recommend denial for an exception of a similar unpermitted shed. The Acting Chair of the Committee responded that the decision was based partly on the Committee's judgment of differing conditions. The A&E Committee was questioned about making its decision in this manner and was cautioned to utilize more objectivity in the future. Additionally, it was disclosed that Mr. Layton is currently not residing in the home and, in fact, has never resided in the home. Management will be addressing the occupancy issue with Mr. Layton. Several directors stated that they would not vote in favor of the Committee's recommendation.

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE AN EXCEPTION FOR THE INSTALLATION OF A 6' TALL VINYL SHED IN THE GARDENSIDE YARD AT 10B SOUTHWAY ROAD; THE SHED IS TO BE REMOVED BY THE END OF FEBRUARY 2006.

Moved: Lewis

Seconded: Hudson

Carried

6c. Proposed Conversion of Gardenside Window to Door, 2B Westway – Mr. And Mrs. Walter Gielen

The Gielen's submitted a request for the purpose of enclosing a gardenside porch and converting a window to a door at 2B Westway. Upon review of their request, staff identified that the visual appearance of the proposed work may bring up issues of compatibility, as defined in GHI rules §X.D.1. Placement.. "Any exterior addition should maintain the architectural style of the building."

The A&E Committee considered the request for an exception and discussed various points involving this conversion, especially that of compatibility. The Committee felt that the asymmetrical design of the proposed door with one sidelight was not appropriate in GHI. The Committee suggested that French doors could be substituted, however, with the masonry opening only 55" wide; each leaf of the door would measure approximately 27" and may not meet egress requirements. Another alternative discussed by the Committee was the use of a full 36" wide door with narrow sidelights on both sides to create a symmetrical arrangement.

The Board considered the recommendation of the Committee and discussed at length the door style issue. The Gielen's responded to questions posed and stated their preferential choice was to have a door with one sidelight in order to gain as much light as possible. Ms. Gielen pointed out that the size of the opening is such that a door with sidelights on either side would require a lot of filler to enclose it.

MOTION: I MOVE THAT THE BOARD OF DIRECTORS APPROVE THE CONVERSION OF A GARDENSIDE WINDOW TO A DOOR AT 2B WESTWAY AS PROPOSED BY THE MEMBER.

Moved: Hudson
Abstained: Moore

Seconded: Abell

Carried 7-0-1

6d. 2006 Expenditure Authorization #1 - 2nd Reading

Expenditure Authorization #1 for the 2006 budget was submitted for 2nd reading and final passage. Approval of this authorization allows the year 2006 budget to be implemented.

MOTION: THE BOARD OF DIRECTORS OF GHI APPROVES FOR SECOND READING AND FINAL PASSAGE, EXPENDITURE AUTHORIZATION #1 FOR 2006 IN THE AMOUNT OF \$6,885,580.

Moved: Lewis

Seconded: Abell

Carried

6e. Allocation of Surplus Funds – 2005

It has been GHI policy since 1953 to return any surplus funds to members in the form of reduced monthly charges. In past years, GHI has allocated any surplus to contingency and replacement reserves as needed and/or reduced monthly operating charges to members. In addition, any surplus resulting from the National Cooperative Bank dividends has been allocated to reserves. Management recommends continuing this practice. Upon completion of the year 2005 audit, staff will present recommendations for allocations to the various reserves, in the event of a surplus.

MOTION: IN THE EVENT SURPLUS FUNDS ARE RECEIVED FROM YEAR 2005 OPERATIONS, THE BOARD OF DIRECTORS APPROVES OF THEIR ALLOCATION TO RESERVES AND/OR REDUCTION OF MONTHLY OPERATING CHARGES TO MEMBERS.

Moved: Lewis

Seconded: Abell

Carried

6f. Proposal to Purchase Computer Software

Staff has been working diligently to come to a decision on the best option for the purchase of new software. After reviewing a number of different products, staff recommends that two different systems be utilized that will interface so as to meet the criteria set at the start of this project. It is recommended that the Jenark System be purchased for financial and membership needs, and that the MicroMain System be purchased for use in our maintenance operations. Board members were provided with an itemized description of services with pricing for the Jenark Property Management and Micromain Maintenance Management systems, with anticipated costs.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES, FOR FIRST READING, THE SOFTWARE AND HARDWARE ACQUISITION OF JENARK PROPERTY MANAGEMENT AND MICROMAIN MAINTENANCE MANAGEMENT SYSTEMS, OUTLINED ON ATTACHMENT LABELED “COMPUTER SYSTEM 2005” (INCLUDED AS PART OF THIS MOTION) WITH A 10% CONTINGENCY FOR UNKNOWN BUT RELATED ITEMS FOR IMPLEMENTATION OF THE SOFTWARE SYSTEMS, FOR AN AMOUNT NOT TO EXCEED \$99,231.

Greenbelt Homes, Inc
 Schedule of Software Acquisition and Related Costs
 Jenark Property Management
 Micromain Work Order System

Description of Services	Per Proposal	Jenark	Micromain	Totals
I. Installation				
a) XMLabor module-3 users	35,000		2,985	2,985
b) 1-12 users		39,040	6,995	46,035
c) 6 additional users			2,970	2,970
Customized Maintenance Specs	21,000	3,275	600	3,875
Consulting, Implementation	15,000	15,000	1,583	16,583
Database Server	6,500	5,417		5,417
Lone Star Back-up & Recovery		395		395
Subtotals Installation	77,500	63,127	15,133	78,260
II. Optional Software Items				
Font cartridge-check printing		450		450
Logo scanning-F/S & A/P cks		500		500
Data Conversion		1,100	900	2,000
Subtotals Optional Items	77,500	2,050	900	2,950
III. Hardware Requirements				
a) Computers		4,500	1,500	6,000
b) Printers		3,000		3,000
c) Other				-
Subtotals Hardware		7,500	1,500	9,000
Subtotals		72,677	17,533	90,210
V. Contingency				
a) 10%-for unknown items		7,268	1,753	9,021
Grand Totals		79,945	19,286	99,231

Support (Per Annum)-From Operations Expense

Access Software	6,300	5,992		5,992
Micromain			1,943	1,943
Progress Software	1,386	1,188		1,188
	7,180		1,943	9,123

Additional Users/Per unit

a) 11-15	1,200	1,220		
b) 16-20	1,100	1,200		
c) 21-25		1,100		
d) Individual			495	

Moved: Lewis

Seconded: Hudson

Carried

6g. Proposed Rule for Construction in Right-of-Way

On October 13, 2005, the A&E Committee presented the Board of Directors with its CLEAR proposal for changes to addition rules. Part of that proposal was a clarification in the handbook rules §X.C.3. for the approval process for major improvements, specifically citing the requirement for a City of Greenbelt permit in cases where a Prince George's County permit is required. Previously, this requirement for City permitting has been included in the instructions in the GHI permit application packet and enforced by staff and the City, but it has not been documented specifically in GHI rules.

In addition, at the Board meeting on October 27, 2005, the proposed Memorandum of Understanding regarding GHI use of property in the City right-of-way was discussed and voted upon. Staff has advised the City of the Board's decision not to act on the proposed MOU, nor to offer amended language. To inform members of the regular process applicable to these areas, staff will annotate the affected yard plats at resale, and recommend changes to GHI rules in this same §X.C.3. to formally document the process that is necessary in these cases.

{add: *italics*}

§X.C. MAJOR IMPROVEMENTS

{2nd paragraph}

Approval is granted by GHI for improvements and alterations based upon the information submitted by the member, preliminary inspections made by GHI personnel, and the criteria listed in these rules and regulations. All additions must also meet the requirements of Prince George's County *and City of Greenbelt* codes as amended. *Any work that requires a County permit also requires a City permit.* Electrical work and plumbing work must also meet the requirements of Prince George's County *and the City of Greenbelt* or W.S.S.C. respectively. Approval is granted by GHI in writing by a GHI Building Permit. After GHI approval is obtained, building permits and electrical permits from Prince George's County *and the City of Greenbelt*, and plumbing permits from W.S.S.C. may then be obtained. Practically all work proposed will require a County, City, or W.S.S.C. permit. (The County *and the City* will not issue a permit without first having GHI approval.) MEMBERS, NOT CONTRACTORS, MUST MAKE CERTAIN THAT PROPER PERMITS HAVE BEEN OBTAINED AND THAT COPIES HAVE BEEN SUBMITTED TO GHI BEFORE WORK MAY BEGIN.

{3rd paragraph}

Any improvement within "traditional" yard boundaries but beyond GHI property boundaries into a City right-of-way requires a GHI building permit and a City of Greenbelt permit for construction in the right-of-way.

Considerable discussion ensued regarding whether it is desirable to formalize the "traditional" yard lines and right-of-way in the handbook without an appropriate Memorandum of Understanding (MOU) between GHI and the City. During discussion the following points were made: a) the City wants to leave well enough alone and therefore GHI should follow suit until there is a mutually acceptable MOC; b) members need clarification and possibly GHI could handle the MOU regarding the right-of-way issue differently; c) the proposed language is basically to make people aware of conditions governing the unit they are buying; d) it provides additional protection of both members and staff as to what is to occur at resale; e) members need to know what is expected of them and the guidelines they must follow.

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE REVISION TO SECTION X.C.3, MAJOR IMPROVEMENTS, WHICH REQUIRES MEMBERS TO OBTAIN A GHI PERMIT AND A CITY PERMIT FOR CONSTRUCTION IN THE RIGHT-OF-WAY WHEN WISHING TO ADD ANY IMPROVEMENT THAT ENCROACHES ON CITY PROPERTY.

Moved: Lewis

Seconded: Alpers

Carried as
Amended

Comments from the floor included: a) staff needed to solidify their process and have it validated in the handbook, b) take out the words “right-of-way” from Paragraph 3 and add the word “major” before the word “improvement”, and c) that the words “where applicable” be inserted after the words “city of Greenbelt permit”.

AMENDMENT TO THE MOTION: TO OMIT THE PROPOSED 3RD PARAGRAPH OF §X.C. MAJOR IMPROVEMENTS OF THE HANDBOOK AS PRESENTED AT THE NOVEMBER 17, 2005 BOARD MEETING.

Moved: Lewis

Seconded: Alpers

Carried

6h. Proposed Policy for Use of PODS

Recently, staff noted a number of portable on demand storage units (PODS) in use on the cooperative’s property. The City of Greenbelt allows such storage containers for no more than one week on City Streets. A right-of-way permit through the Office of Planning and Community Development is required with a requisite application fee.

Staff has developed a recommended policy for GHI on the use of PODS that dovetails with the City’s policy. If the Board approves, it would allow members to use PODS within GHI courts, providing they do not create a safety hazard or inconvenience to neighbors.

a. A member may be allowed to use his/her reserved parking space in a GHI court to place a portable storage container for one (1) week maximum in conjunction with a move-in/out or temporary loading situation. A form (obtainable from the Reception desk at the Administration Building) providing information on the parking space identification and court, the reason for storage container use, and dates of placement in the parking space is required to be submitted to and authorized by the General Manager prior to placement of the container. Consideration will be given to safety factors and inconvenience to neighbors. Longer-term use of a parking space for a portable container is not allowed, unless reviewed by the GHI Board of Directors.

b. Placement of portable storage containers on City of Greenbelt streets requires that a right-of-way permit be obtained from the City prior to placement of the container. Written application for such must provide exact placement location, reason for storage container use, and reason for location in the right-of-way. Permits will be required to be authorized by the City's office of Planning and Community Development.

If the Board approves the recommended policy draft, it will allow for its inclusion in the member handbook as §XIV.C.4.

MOTION: THE BOARD OF DIRECTORS APPROVES OF A POLICY ON THE USE OF PORTABLE STORAGE CONTAINERS AS PRESENTED NOVEMBER 17TH, 2005, AND REVISED, TO BE ADDED TO THE MEMBER HANDBOOK AS SECTION XIV.C.4.

Moved: Hudson

Seconded: Abell

Carried

During discussion it was suggested that a sentence be inserted after the third sentence in paragraph “a” to read: “In no case shall it be placed in a visitor’s spot.” It was further suggested that after the words, “Longer-term use of” that the word “a” be removed and the words “the reserved” be inserted. Vote was taken on the motion and it carried.

6i. Repairs to 69M Ridge Road to Eliminate “Ghosting” Problem

In 2004 the member at 69M Ridge Road brought to staff’s attention that there were dark stains on the interior surfaces of the exterior walls of his unit. The member has lived in the unit since 2001. He stated that the stains began appearing shortly after he moved in. Prior to 2004, he cleaned and repainted the walls, but the stains reappeared. The current stains are more pronounced around electrical receptacles, the lines of the studs behind the wall surfaces and in the upper surfaces of the walls near the ceiling. Staff concluded that the stains were due to a phenomenon called “ghosting” in the building industry. Stains, not as severe as those in 69M Ridge Road, were also observed in the unit above at 69L.

The Building industry is still learning about the interactions among the various forces and pollutants inside a home that are involved in ghosting. However, it has been established that two of the following factors can combine to create a ghosting problem in a home: 1) pollutants such as dirt, dust, cigarette smoke, soot from candles or fireplaces; and 2) driving forces like gravity, electric attraction, temperature differentials or air currents to push the pollutants against a surface.

Subsequently, the member hired Brook Environmental and Engineering Corporation (BEEC) to perform an evaluation of the cause of the problem. The engineering company concluded: 1) the most likely source of the soot is from air pollution, deteriorated cellulose insulation in the wall cavities and clay particulate, and 2) air leakage around doors and windows and from the crawlspace that may have allowed air pollution particles to enter the unit.

Staff concurred with the following recommendations that were made by BEEC to eliminate the ghosting problem:

1. Repair of fiberglass batt insulation between floor joists in the crawlspace
2. Sealing of all wall cavities open to the crawlspace.
3. Removal of deteriorated cellulose insulation in the walls and its replacement. *(Note that staining can occur as a result of thermal bypasses due to poor insulation. Air moves around the insulation and cools the surface of the sheetrock. On the inside of the house, the cooler surface becomes a more attractive environment for airborne dirt and dust).*
4. Removal of interior window and door trim and sealing of all gaps. Replacement of rear entrance door with an insulated door.
5. Clean and repaint all walls and ceilings.
6. Installation of interior low-sone bathroom and kitchen exhaust fans.

In-house staff undertook items 1 and 2. Staff recommends that GHI hire a contractor to undertake the work described in items 3- 6. The member will reimburse GHI for the cost associated with item 6. The specifications for the proposed work are contained in attachment no. 6. Bids for the work were obtained from 3 contractors. They are as follows:

Contractor	Base Price
Gehring Construction	\$12,100
Warring Builders	\$11,900
Holbert’s Home Improvements	\$12,400

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR 1ST READING TO ENTER INTO A CONTRACT WITH WARRING BUILDERS TO UNDERTAKE REPAIRS AT 69M RIDGE ROAD AS DESCRIBED IN THE SCOPE OF WORK DATED OCTOBER 24, 2005 FOR A COST NOT TO EXCEED \$12,495.

Moved: Abell

Seconded: Lauber

Carried

6j. Member Survey

President Eichhorst stated that staff has asked for additional input as guidance in perfecting a membership survey; specifically, what is the survey to accomplish? It was mentioned that the issue was raised from the floor during a discussion about additions. At the time, an opinion was raised that families with children are moving out and the newcomers are single, couples without children, or seniors. It was also suggested that a survey could determine how many people wanted to build an addition, the size of additions, demographics of the community in terms of who lives here, salary ranges, ages, e-mail capability and provide a baseline of who is in GHI at this time.

During discussion, the following ideas/purposes for the survey were considered: a) remove salary range; b) do members know the benefits of GHI membership; c) could be a way to determine what members like best, what they like least, what they would like to see; d) methods of conducting it while maintaining anonymity; and e) what is the benefit to the community at its conclusion.

CONSENSUS: THE BOARD IS NOT READY TO MAKE A DECISION REGARDING THE MEMBER SURVEY; BRING BACK AT A FUTURE MEETING.

6k. Contract for Repairs of 8K Southway

In October of this year, the members of 8K Southway entered into an agreement with GHI for the assignment of their mutual ownership contract and the sale of the right of perpetual use of their unit. The members have been unable to meet their financial obligations to GHI for some time and finally decided that their best option was to sell the membership and relocate.

There is enough equity in the home to cover all financial obligations to GHI. GHI proposes to repair the unit to bring it to resale standards. GHI will recover the debts owed to the co-op and the remaining funds will be provided to the former members.

Because of the work involved to bring the unit into compliance with GHI resale standards, this project was bid to contractors. Bids were received as follows:

Gehring Construction Company,	\$16,685.
Holbert's Home Improvement	\$14,800.
Warring Builders	\$16,225.

Upon evaluation of the bids, staff recommends awarding a contract to the low bidder, Holbert's Home Improvement Company, with an extra 10% to cover any unforeseen contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH HOLBERT'S HOME IMPROVEMENT COMPANY TO RENOVATE 8K SOUTHWAY AS DIRECTED BY GREENBELT HOMES, INC., AT A COST NOT TO EXCEED \$16,280.

Moved: Moore

Seconded: Abell

Carried

MOTION: TO SUSPEND THE RULES TO ALLOW A SECOND READING THIS EVENING FOR THE REPAIRS OF 69M RIDGE ROAD AND 8K SOUTHWAY.

Moved: Moore

Seconded: Abell

Carried

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR 2nd READING AND FINAL PASSAGE TO ENTER INTO A CONTRACT WITH WARRING BUILDERS TO UNDERTAKE REPAIRS AT 69M RIDGE ROAD AS DESCRIBED IN THE SCOPE OF WORK DATED OCTOBER 24, 2005 FOR A COST NOT TO EXCEED \$12,495.

Moved: Abell

Seconded: Lauber

Carried

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR SECOND READING AND FINAL APPROVAL TO SIGN A CONTRACT WITH HOLBERT'S HOME IMPROVEMENT COMPANY TO RENOVATE 8K SOUTHWAY AS DIRECTED BY GREENBELT HOMES, INC., AT A COST NOT TO EXCEED \$16,280.

Moved: Moore

Seconded: Abell

Carried

7. President

Sue Ready has been appointed to both the Finance Committee and the A&E Committee.

President Eichhorst reported that last weekend she attended the board meeting and session at PAHC in the District of Columbia and that it was well attended and worthwhile.

8. Items of Information

GHI offices will be closed on November 24th and 25th in observance of Thanksgiving. It was noted that several years ago the employees agreed to give up the Columbus Day Holiday to have off the day after Thanksgiving.

9. Board Members

Director Hudson stated that the insert in the latest issue of the Communicator for the Members' Handbook was confusing as it relates to page numbering.

Director Lauber stated that the electrical inspection in her court has been completed and that she had received favorable comments from several neighbors about the program.

Treasurer Lewis suggested that the entire Members' Handbook be placed on line and was assured that this was the goal. She commented that the leaves in her parking court had been raked, and then the winds came.

Director Moore will be unable to attend the next Board meeting.

10. Manager

Director of Finance Ruckman stated that there are still 6-1/2 pallets of leaf collection bags in the warehouse and Maintenance is desperate for members to claim them. Director of Human Resources Lewis announced and congratulated Director of Physical Plant Operations Ralph for attaining his PCAM designation.

11. Adjournment

MOTION: TO ADJOURN.

Moved: Abell

Seconded: Moore

Carried

The meeting adjourned at 9:30 p.m.

Dorothy Lauber
Secretary