

**Minutes
GHI Board of Directors
Thursday, November 5, 2015
Open Session**

In Attendance: Hess, James, Jones, Marcavitch, McFadden, Novinski, Ready, Skolnik

Other Attendees:

Eldon Ralph, General Manager	Anna Socrates
Joan Krob, Director of Member Services	Tara Roberts
Joe Perry, Director of Finance	Lola Skolnik
Kandice Wyatt, Audit Committee	Mary Babbitt
Maesha McNeill, Human Resources	Marge Tolchin
Tom Sporney, Director of Homes Improvement Program	Andrew Sommers
Bijan Khorsand, Director of Technical Services	Larry Smith
Kim Kweder	Ron Opperman
Phillip Payette	Patrick Flynn
Stephen Holland	Elizabeth Shepard
Dirk Kingsley	Mary Ernsberger
Glen Charlton, Greenbelt News Review	Mary Rita Babbitt
	Kyrthlyn Rhoda, Recording Secretary

President Skolnik called the meeting to order at 8:00 p.m.

1. Approval of Agenda

Skolnik moved agenda item 7k, “*Task Force Recommendation for a Fee-Deferral Program*” to after item 7c and replaced “Task Force” with “Finance Committee”.

Motion: To approve the agenda, as revised.

Moved: Hess

Seconded: James

Carried: 8-0

2. Report on Executive Session

Skolnik reported that during the Executive Session that was held earlier in the evening the Board approved two sets of executive session minutes, received information on members who are more than 90 days delinquent with coop payments, and discussed complaint issues.

3. Visitors and Members (Comment Period)

Phillip Payette thanked Skolnik and Ready for meeting with him regarding his concerns with the Homes Improvement Program.

4. Approval of Membership Applications

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- Eugenie L. Gray, Sole Owner;
- Garrett W. Kowaluk and Loretta M. Kowaluk, Tenants by the Entirety;
- Phyllis D. Washington-Hill, Sole Owner.

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee Reports

- Marcavitch asked for interest of anyone in working with the Historic Preservation Taskforce.
- Sporney of the Homes Improvement Program reported that 318 of the 326 surveys sent out have been returned.

6. Consent Agenda

None

7a. Approval of Minutes: October 1, 2015 (Attachment #1)

Motion: The Board of Directors does approve the minutes of the regular board meeting of October 1, 2015.

Moved: James

Seconded: Hess

Carried: 8-0

b. Finance Committee Recommendations for Apportioning Costs Relating to the Homes Improvement Program

On October 1, 2015 the Finance Committee was tasked with providing the Board with recommendations pertaining to two specific areas of the Homes Improvement Program (HIP): #1) a recommended formula for apportioning contracted costs to the addition maintenance program for improvements that are done to additions during the HIP; and #2) a formula for apportioning staff costs to the following project areas during the HIP: replacement reserves, addition maintenance, optional improvements, and crawlspace improvements.

The Finance Committee recommends that regarding task #1 that since Requests for Proposals will entail contractors to submit specific bid costs for improvements to additions (replacements of windows, siding, and crawlspace repairs) during the Homes Improvement Program, costs apportioned to the addition maintenance program shall be their actual costs.

Motion: The Board of Directors approves the Finance Committee's recommendation to apportion actual contract costs incurred by additions during the Homes Improvement Program to the addition maintenance program.

Moved: Ready

Seconded: Marcavitch

Carried: 8-0

Regarding task #2, the Finance Committee recommends that since the actual HIP contract costs incurred for optional improvements and addition maintenance will not be known until the final bids are accepted, staff costs apportioned to the optional improvements and the addition maintenance program should be 10% of their respective contract costs. The remaining HIP staff costs shall be allocated to crawlspace improvements (estimated 22.2%) and replacement reserves (estimated 77.8%) in proportion to their annual contract costs.

Motion: The Board of Directors approves the Finance Committee recommendation to apportion HIP staff costs to optional improvements and addition maintenance improvements at 10% of their respective contract costs and the remaining HIP staff costs allocated to crawlspace improvements and replacement reserves in proportion to their annual contract costs.

Moved: Marcavitch

Seconded: Hess

Carried: 8-0

c. 2016 GHI Operating Budget, 1st Reading

Director of Finance Perry presented the proposed 2016 Operating Budget and responded to questions from Board members and members in the audience. Human Resources Manager McNeill provided information regarding salaries that was based on her research of GHI salary history and that of state salary statistics. She announced that there would be no increase during 2016 for GHI employees' health insurance and dental insurance rates.

Motion: The Board of Directors adopts the 2016 Operating Budget, for first reading, in the amount of \$ 11,910,400.00 with depreciation of members' homes in the amount of \$439,000 and a 2 ½% increase for salaries.

Moved: Hess

Seconded: McFadden

Carried: 7-1-0

Opposed: Jones

Jones clarified that he was opposed to the suggested salary increase rate.

7k. Finance Committee Recommendation for a Fee-Deferral Program

The Board discussed the undated Fee Deferral Policy that was provided in the manager's memorandum packet.

Motion: The Board of Directors adopts the Fee Deferral Policy submitted by the Finance Committee as amended on November 5, 2015 with the omission of the last paragraph under the Deferment section.

Moved: Jones

Seconded: Hess

Amended and Carried
by a vote taken later.

Amendment: Move to amend the third sentence of the second paragraph of the Deferment section to read: "There is a \$69 origination fee if the member qualifies for deferral. This fee can be included in the amount deferred at compounded interest or the member can pay it up front."

Moved: Ready

Seconded: Skolnik

Failed 4-4-0

Opposed: Hess, Jones, James, McFadden

Amendment: Move to amend by putting the language back.

Moved: Jones

Seconded: Hess

Carried: 5-2-1

Opposed: Marcavitch, Ready

Abstained: McFadden

Final Motion as Amended: The Board of Directors adopts the Fee Deferral Policy submitted by the Finance Committee as amended on November 5, 2015.

Moved: Jones

Seconded: Hess

Carried: 5-2-1

Opposed: Marcavitch, Ready

Abstained: McFadden

7d. Architectural Review Committee's Recommendation re: Request from the Member of 7M Research to Install a Non-Standard Privacy Screen

Staff referred this item to the Architectural Review Committee (ARC) for review and a recommendation. During the ARC meeting on October 14, 2015 the following points were discussed: a) the fabric material is intended to harmonize with the surroundings; b) the fabric is intended to minimize cigarette smoke entering the neighbor's space; and c) there are no GHI units to the rear of 7L and 7M Research Road. The Architectural Review Committee recommends that the Board of Directors allow the member's request at 7M Research Road to construct a 6' by 12' frame privacy screen with temporary fabric to create a smokescreen for neighbors.

Motion: The Board of Directors does approve exceptions to GHI's rules for privacy screens, thereby allowing the member of 7M Research to construct a 6' high x 12' long privacy screen with a removable outdoor waterproof fabric, to serve as a cigarette smoke barrier between 7M and 7L Research Road. This exception shall expire when the membership at either 7L or 7M is sold or if any further complaints are received from the member at 7L regarding cigarette smoke from 7M entering the yard of 7L.

Moved: Ready

Seconded: Jones

Carried: 7-1

Opposed: Marcavitch

7e. Architectural Review Committee's Recommendation re: Request to Remove a Beech Tree at 56K Crescent Road

At the ARC meeting of October 14, 2015, the following points were discussed: a) the tree is actually within the yard lines of 56K Crescent Road; b) the tree has caused damage to a member's car; and c) the tree is in a location to cause further damage to persons and property. The ARC recommends that GHI should take down the tree since it is a liability issue and a hazard to life and property.

Motion: The Board of Directors does approve the removal of the beech tree in the member's yard at 56K Crescent Road by Greenbelt Homes, Inc.

Moved: Hess

Seconded: Jones

Carried: 8-0

Motion: To extend the meeting for an additional 30 minutes.

Moved: James

Seconded: Marcavitch

Carried: 8-0

7f. Architectural Review Committee's Recommendation re: Request from the Member of 65K Ridge Road to Remove a Breezeway Door and Install Bricks

The Architectural Review Committee (ARC) met and discussed the following points: a) the location of the door is not prominent; b) the plan includes increasing living space and adding an outdoor porch (a separate permit request will be submitted to GHI); and c) efforts are being made to match the existing brick as closely as possible. As a result of their discussion, the ARC

recommends to the Board of Directors that the breezeway door be allowed to be taken out and bricks to match the exterior be put in the space.

Ready and Jones debated whether the result of such action should be considered an addition to the unit. The ARC does not believe there is a change to the square footage of the home and therefore should not be considered an addition.

Motion: The Board of Directors does permit the member at 65K Ridge Road to remove the existing gardenside exterior door at the end of the breezeway in the unit and to seal the opening with bricks that match the existing exterior brick wall as closely as possible.

Moved: James

Seconded: Hess

Carried: 5-2-1

Opposed: Ready and Jones

Abstained: Marcavitch

Motion: To extend the Meeting for an additional 10 minutes

Moved: Hess

Seconded: James

Carries: 8-0

g. Request from Members of 12 Court Hillside to be Excluded from the 2016 Phase of the H.I.P.

Court 12 Hillside Road is one of the courts that were randomly chosen for inclusion in the 2016 phase of the Homes Improvement Program (HIP). Ms. R'Kingsley of 12B Hillside Road sent a petition to Board President Skolnik on behalf of the members of 12Ct. Hillside. The members are requesting that GHI defer their participation in the HIP by at least a year for the following reasons:

1. The members do not want to be among the initial units chosen because some of the types of windows and doors to be installed were not tested during the pilot program.
2. There are still GHI financing questions and concerns that are unanswered.
3. They do not have full knowledge of the crawlspace remediation regarding the chosen contractor, products, length of time of remediation and do not want to undergo the remediation until products and remediation work are further tested and complete answers are offered.
4. They are aware of the displacement of the R'Kingsley family since April 2015 and support their request to complete their personal remediation followed by much needed residency and home enjoyment during 2016.

Motion: The Board of Directors does approve the request of the members of 12 Ct. Hillside for their units to be excluded from the 2016 phase of the Homes Improvement Program.

Moved: Jones

Seconded: Marcavitch

Failed: 4-4

Opposed: Hess, Skolnik, Ready, Novinski

h. Neighbor Consent for HVAC Location, Review of HVAC Lineset Routing, & Recommended Lineset Cover Colors

During the member survey phase for the 2016 Homes Improvement Program (HIP), members questioned the need for neighbor consent for mini-split heat pumps, as they are generally considered to be quiet in their operation. At its 23Sep meeting, the Buildings Committee discussed:

- Current rules require condensers to be located on the serviceside (away from bedroom windows) because they can be noisy.

- Condensers for mini-split system are considered to be significantly quieter than traditional heat pump condensers.
- Should the existing rule apply to all systems? Should the rule be eliminated completely, as more modern condenser units become quieter?
- Option of amending the rule to include a phrase about condenser units with quieter ratings can be located on the gardenside.

The Buildings Committee voted 7-0-0 to recommend to the Board of Directors that a sentence be added to section 10.k.4 of the Member Handbook that “Exterior condensers with a sound rating equal to or quieter than 65 dba are exempt from this requirement.”

Additionally, at its 23Sep meeting, the Buildings Committee discussed:

- Is it possible to include a rule that gives GHI Staff the authority to review exterior piping plans for mini-split systems to avoid ugly piping layouts?
- Can piping be painted to match the exterior wall?
- Request ARC to draft a change to the Member Handbook that gives GHI staff the authority to review exterior piping layouts and require the PVC piping to be painted to match the exterior wall color.

At its 14Oct meeting, ARC discussed:

- That member or contractor proposals should submit routing layouts for HVAC piping for review and approval, and
- That member or contractor proposals should include painting linesets to match the exterior wall color.

ARC voted 4-0-0- to recommend that the heat pump line covers should match the color on the wall or siding to which it is attached. Contrasting colors are not acceptable.

Motion: The Board of Directors does approve the following changes to GHI rules:

§X.K.4. Central Units and Ductless Split Systems

- Installation must be performed by a qualified technician.**
- Electrical plans must be submitted in accordance with section C.2.c.**
- Plans must include a disconnect switch on the outside near the condenser unit.**
- Installations on the service side are required in order to keep noise to a minimum on the gardenside; any alternate location requires written consent from adjacent neighbor(s). *Exterior condensers with a sound rating equal to or quieter than 65 dba are exempt from this requirement.***
- Routing layouts for HVAC piping shall be submitted for review & approval.***
- HVAC refrigerant piping and electric cable shall be concealed from direct view on a building exterior, and covers that conceal shall be finished to match the color of the wall or siding to which it is attached. Contrasting colors are not acceptable.***

Moved: James

Seconded: Hess

Carried: 8-0

Motion: To extend the meeting for an additional 10 minutes.

Moved: Jones

Seconded: Hess

Carried: 8-0

7i. Architectural Review Committee's Recommendation for HIP Trim Color Choices, Revised Trim Color Choices, and Shutter Colors

Early during the member survey phase of the 2016 Homes Improvement Program (HIP), a member inquired about the acceptable trim colors corresponding to the new palette of siding & door colors chosen for the HIP program. Staff directed this matter to the Architectural Review Committee (ARC).

At its 9Sep meeting, ARC discussed:

- The current rule allows for frame homes to use paint colors that match the siding color, black, white or brown.
- Staff stated that members have, in the past, chosen different shades & hues of brown, as it could be applied to light tan, dark reddish-brown and even stained wood. The range of brown has caused confusion and disagreement. Staff suggested that brown be defined more specifically as something like dark brown or similar, to be clearer, depending upon the desire of the committee. Staff further indicated (understanding that the direction of the committee was to remove brown as a trim paint option) that the Member Handbook will need to be updated, as this would impact GHI's current practice of offering to supply brown trim paint.
- There is a desire to re-examine the palette of acceptable colors for painting masonry homes, but not at this time with so much effort being focused on HIP.

ARC recommends to the Board of Directors that the approved trim paint colors for frame units be limited to colors that match the siding, black and white; that the approved trim paint colors for block units covered in vinyl siding be limited to the colors that match the siding, black and white; and that the brown paint color option for trim paint be eliminated from the Members' Handbook.

At its 14Oct meeting, ARC reconsidered its prior discussion. ARC voted 4-0-0 that trim paint be provided in gray, white, dark brown and black.

This issue is before the board for discussion/action.

Motion: The Board of Directors does approve the following changes to GHI rules:

§XLB TRIM PAINT

1. **Choice of trim colors will be from the following approved colors: for masonry homes, there are fifteen (15) approved trim paint colors - the twelve (12) exterior wall colors plus forest green (only on a plain white house), *dark brown and black*; for frame homes, there are nine (9) approved trim paint colors - the seven (7) vinyl siding colors plus *dark brown and black*. *For frame units and block units covered in vinyl siding improved during the Homes Improvement Program, trim paint shall be limited to colors that match the siding, black and white.***
2. **Entry doors are excluded from the approved color restrictions, and can be painted any color; if the desired color is not on the approved color list, written approval of adjoining neighbor(s) is required. Trash closet doors are not included in this exclusion, and must be painted an approved trim color.**

3. Trim paint in gray, white, *dark brown or black* only will be furnished to individual members free of charge by GHI (under conditions specified above).

Moved: James

Seconded: Hess

Carries: 7-1

Opposed: Marcavitch

Further during the member survey phase, a member inquired about the acceptable colors for painting shutters. Staff directed the question to the Architectural Review Committee (ARC).

At its 14Oct meeting, ARC discussed: a) ARC does not consider shutters to be trim; and b) trim colors are not applicable for shutters.

ARC voted 4-0-0 to recommend to the Board of Directors that shutters should conform to the door color palette selected for HIP doors. While doors can be painted any color (on approval from neighbors), shutters cannot.

Motion: The Board of Directors does approve the following changes to GHI rules:

§X.D.12. Exterior Walls

- 1. Exterior walls of GHI additions must conform to the following materials:
~allowable siding table~**
- 2. Any other exterior wall materials shall be only as acceptable to GHI staff and approved by the GHI Board of Directors.**
- 3. Installation of vinyl siding to cover the original walls of block homes must be approved by the Board of Directors.**
- 4. Specialty, non-standard material such as vinyl-covered extruded aluminum, insulated roof panels, etc. (ref. X.D.8.), are not acceptable.**
- 5. *Shutters are not considered to be trim. For the Homes Improvement Program (HIP), shutters shall conform only to the door color palette selected for HIP doors, and are not allowed to be painted any color (with neighbor approval) as doors are.***
- 6. Exterior trim shall be materials not requiring regular maintenance (i.e. painting), such as vinyl-coated aluminum over wood trim.**

Moved: Hess

Seconded: James

Carries: 7-1

Opposed: Marcavitch

7j. Buildings Committee Recommendation that the Board Consider Whether Existing Ceiling Heaters Should be Replaced During the H.I.P.

During its 23Sep meeting, the Buildings Committee discussed the following:

- What to do with existing ceiling mounted heaters in kitchens and baths if members do not select radiant panels or mini-split systems during the HIP?
- The replacement of ceiling mounted heaters was not considered in the HIP scope of work.

The Buildings Committee voted 7-0-0 to recommend that the Board of Directors consider what should be done with the existing ceiling heaters in bathrooms and kitchens during the Homes Improvement Program.

Staff points out that the majority of baseboard heaters in masonry and frame units that were installed during the rehab program in the early 1980's are still in place. There are approximately 7-8 baseboard heaters in each frame and masonry unit. Since the original baseboard heaters have

surpassed their estimated life expectancy of 32 years, the original baseboard heaters could be expected to fail in large numbers in the near future. In GHI's replacement reserve plan, baseboard heaters are budgeted to be replaced during 2016 to 2020. Hence, it is prudent to include their replacement in the HIP. There are 2 ceiling heaters per unit. The estimated life expectancy of ceiling heaters is 25 years. Since 1990, staff has been replacing approximately 120 ceiling heaters annually upon failure, while 126 ceiling heaters are budgeted to be replaced each year in the replacement reserve plan, as they fail. A decision to replace all ceiling heaters during the HIP could adversely impact the replacement reserve fund.

Motion: The Board of Directors does not approve that ceiling heaters in kitchens & baths be replaced during the Homes Improvement Program.

Moved: Hess

Seconded: James

Carried: 8-0

8. Items of Information

President Skolnik commented briefly about the Annual Conference of the National Association of housing Cooperatives, which he attended in October.

9. President- No further report

10. Board Members- no reports

11. Manager - no report

Motion: To adjourn.

Moved: Hess

Seconded: Marcavitch

Carried: 8-0

The meeting adjourned at 10:47 p.m.

Ed James
Secretary