

Minutes
GHI Board of Directors
December 17, 2009

Present: Hickey, James, Lewis, Morse, McFadden, Novinski, Agans, Boswell

Excused Absence: Mazursky

Others in Attendance:

Joan Krob, Director of Member Services
Joe Perry, Director of Finance
Eldon Ralph, Assistant General Manager
Tom Sporney, Staff Engineer
Brenda Lewis, Director of Human Resources
Dianne Wilkerson, Chair, Audit Committee
Henry Haslinger, Audit Committee
Dorothy Lauber, Audit Committee

Patty Bergemann, Recording Secretary
Janet Berry
Sonya Gomes, State Attorney's Office
Jeff Mocho
Alex Cooper
Lucia Pugnali
Lora Katz

President Agans called the meeting to order at 7:30 p.m.

1. Approval of Agenda

The following items were removed from the agenda: item 3-Approval of Membership Applications, item 5-Consent Agenda and item g-Right of Way Issue. Item 6a-Review of the annual meeting minutes was moved to become item 6m.

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Agans

Seconded: McFadden

Carried 7

2. Visitors and Members

No one in the audience wished to address the Board at this time.

3. Approval of Membership Applications

This item was removed from the agenda. There were no membership applications to approve.

4. Committee Reports

The Board liaisons to each committee reported at this time.

Director Boswell explained that the Buildings Committee has split into two subcommittees to accomplish their tasks. The first subgroup is reviewing the Ardently Green report; the goal is to have recommendations ready by mid-March. Boswell explained that the other subgroup is working on collecting data on how homes are working now.

Director James stated that the Woodlands Committee is trying to set a schedule of meetings on the third Saturday of the month for bird walks, invasive weed removal, planting, and trail walks. James hopes that participation will increase; the committee has advertised on Greenbelters and the GHI calendar.

President Agans shared her experience of going to a City of Greenbelt Stakeholders meeting with HOAs (Home Owner Associations). She explained the city is looking into putting in a crosswalk in front of Saint Hugh's on Crescent Road, as well as a stoplight at that location. Agans stated that some areas are experiencing a higher rate of foreclosure and some are not. The group discussed police response; many members have experienced problems with police dispatchers.

Director Novinski stated that more than half of the agenda for tonight's meeting is from the Yard Line Committee and the Architectural Review Committee (ARC). Novinski explained that the ARC had four members for a long time, and that they recently added a fifth member, who is an engineer. She stated that the ARC could use another member.

Director Lewis explained that she had attended the HOAs meeting with President Agans. She spoke of foreclosures in Greenbriar: they experienced a 5% foreclosure rate. Lewis shared another item from Woodland Hills, the Greenhill Stream restoration. Lewis explained that GHI put \$35,000 toward that project, and that more money will be needed. Director Lewis made a suggestion that all homeowner associations and the GHI Board should get together once a year to discuss common topics. Lewis explained that such a meeting could afford GHI and other homeowner associations more clout in approaching the city, county, or state.

Director McFadden shared that the Companion Animal Committee's last meeting of the year will be held on December 30.

Director Morse shared that the Communications Committee will be meeting on Monday.

5. Consent Agenda

This item was removed from the agenda.

6a. Review of Minutes: Annual Meeting, May 21, 2009 - CA

This item was moved for discussion as item 6m on the agenda.

6b. State Attorney's Office: Nuisance Abatement Policy

Sonya Gomes of the State Attorney's Office introduced herself and explained the role of her office. Under Maryland law, she explained, property used for drug use and prostitution can be seized civilly. Ms. Gomes explained that if residents see what they believe is suspicious activity, they can call the State Attorney's office and make a complaint; Ms. Gomes could then take the documented history of complaints and problems to a judge. Ms. Gomes responded to questions and offered clarification to several of her responses. Ms. Gomes stated she was unfamiliar with cooperatives and would research exactly how the law applies in this instance. Ms. Gomes stated that while the police should be notified first as they can make arrests, that by also calling her office puts "problem addresses" on the radar and they will start a history on that address. Ms. Gomes

clarified that the police department deals with criminal issues, while the State Attorney's office deals with civil issues. President Agans suggested that possibly a summary of this discussion in the *Communicator* would be beneficial to members. President Agans thanked Ms. Gomes for coming to speak to the Board.

6c. Unpermitted Oversized Shed, 10M Southway

Staff Engineer Sporney shared the history of the unpermitted oversized shed with the Board. He explained that staff worked with Ms. Berry earlier in the year to install a smaller vinyl shed; Ms. Berry was contacted in the summer about the unpermitted oversized shed. Mr. Sporney continued by stating that the ARC recommended 3-0 not to allow the oversized shed.

Ms. Janet Berry stated that Mr. Sporney's summary was accurate, though incomplete. She stated that she has had problems with sheds since 2004, and that she has experienced a great deal of frustration with this issue. Ms. Berry explained that she had needed to tear down a shed and after installing a smaller one she was unable to fit her tools into it. At the time, she could not afford a more appropriate shed, so the oversized shed was a practical, cost-effective solution.

Concern was expressed about the letter Ms. Berry wrote to the Board stating that she had been a victim of favoritism and harassment at the hands of GHI. Ms. Berry stated that she does, in fact, feel like a victim. She explained that she was forced to tear down her original shed in order to get approval for an addition. Meanwhile, she explained, the home next to hers has been vacant for three years and she stated that GHI has not done anything about it. Assistant General Manager Ralph promised to investigate the vacant home at 10L Southway. Ms. Berry continued by stating that the ARC has not made any effort to work with her schedule and her inability to attend Wednesday meetings, and that a member of the committee is a neighbor with whom Ms. Berry has experienced problems. It was confirmed that the neighbor was not present at that meeting. Ms. Berry was asked if she would like to schedule a meeting that better suits her schedule. Ms. Berry responded that she believes the outcome will be the same regardless of her ability to attend a meeting. She expressed her willingness to get a regulation shed but first needs to save the money to do so.

MOTION: THE BOARD OF DIRECTORS ALLOWS THE INSTALLATION OF A 6' VINYL SHED IN THE SIDE YARD AT 10M SOUTHWAY UNTIL JUNE 1, 2010.

Moved: Lewis

Seconded: Boswell

Carried 7

6d. Unpermitted Shed, 20C Ridge Road

Staff Engineer Sporney gave the Board a history of the unpermitted shed at 20C Ridge Road. He explained that staff had been talking with Mr. Cooper about replacing the deck over the course of the summer, and at that time identified the unpermitted second shed. Mr. Sporney stated that at the time Mr. Cooper submitted the permit request for the second shed, he specified that the smaller second shed was needed because the original shed on the hill is difficult to get to during the winter. Mr. Sporney also informed the Board of swale and drainage issues in Mr. Cooper's gardenside yard. Because of the drainage issues, Sporney explained, the member submitted a request to move the smaller second shed to the serviceside yard, where there is already a trash enclosure. Sporney stated that ARC recommended that the member incorporate a storage cabinet or compartment in or under the planned deck. With that in mind, the ARC recommended 3-0 to allow temporarily the second shed, allowing time for GHI to complete the work on the swale.

Mr. Alex Cooper explained to the Board that the second shed serves a practical need in the winter months. He stated that he has discussed the possibility of building steps over the swale and up the hill to allow passage to the larger shed in the winter. However, he explained, the steps could not be installed until the work on the swale and the deck has been completed. Mr. Cooper stated that his goal is to get rid of the shed, but there are some obstacles in the way.

Director Novinski clarified the difference between the ARC recommendations for the unpermitted shed requests at 20C Ridge Road and 10M Southway. At 20C Ridge, she explained, the swale issues and ice in the winter were large factors in the committee's decision.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A SECOND SHED, 3'x5'x4' VINYL, IN THE GARDENSIDE YARD AT 20C RIDGE UNTIL ONE YEAR AFTER GHI HAS COMPLETED THE WORK TO RESOLVE THE STORM DRAIN ISSUES, OR WITHIN ONE MONTH AFTER A LOWER DECK IS CONSTRUCTED WHICH WOULD INCORPORATE STORAGE FOR YARD ITEMS PRESENTLY STORED IN THE SECOND SHED.

Moved: Morse

Seconded: McFadden

Carried 7

6e. Proposed Bay Window, 8B Plateau Place

Staff Engineer Sporney summarized the member request for a bay window at 8B Plateau Place. He explained that the rules state that bay windows in frame homes are unacceptable unless they are installed in a gardenside addition; Mr. Mocho has requested a bay window in the original home structure. Mr. Sporney stated that ARC voted 2-1 to allow the bay window because there is already a bay window in that row of homes (although the existing bay window is in an addition, not the original home), and the member's foster cats would enjoy the window; the reasons against granting the request as discussed by the committee included the existence of rules for a purpose, and the member's rationale not being compelling enough to allow the exception. Mr. Mocho stated that his contractor plans to insulate the seat and top of the window, and will use double-paned glass.

In response to a question, Mr. Sporney explained that the rule on bay windows was enacted after discussions three or four years ago about uniformity of openings in homes. At that point, he explained, the entire X.N section of the Handbook involving doors and windows was created. Mr. Sporney stated that many of the points from the Historic District guidelines were lifted and used in the rules in section X.N. The idea, he explained, was that a great deal of time had been spent defining guidelines for historic districts, so some worthwhile points could be applied to GHI homes as well. Mr. Sporney explained that there had been no rule about bay windows in the past, so they had been allowed. However, when the discussion came to ARC, the committee decided to allow them in additions only in order to preserve the historical appearance of the original homes. In this instance, the bay window would be installed in the current window opening and Mr. Mocho will be required to submit plan drawings if the Board approves this exception request.

Considerable discussion took place about: a) historic district/preservation and how it impacts GHI; b) whether bay windows add or detract to the homes; c) whether there is need to change the rule referencing bay windows or continue to address requests on a case-by-case basis; and d) how additions/modifications enhance the diversity to attract potential members and lends flexibility for members who live here.

Upon inquiry, Mr. Mocho agreed he would be willing to submit drawings and work with Staff Engineer Sporney in the installation of his bay window if his request were approved.

SUGGESTED MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A BAY WINDOW ON THE GARDENSIDE OF THE ORIGINAL HOME AT 8B PLATEAU PLACE, DUE TO THE PRESENCE OF ADDITIONS ON THE COURT WITH BAY WINDOWS ON THE GARDENSIDE AND THE ENHANCEMENT TO THE HOUSE.

Moved: James

Seconded: Novinski

Carried 7

6f. Yard Line Certification: 12 Court Plateau

Audit Committee Member Wilkerson stated that she had no additional comments about the yard plats presented to the Board; there were no members from 12 Court Plateau Place in attendance.

It was noted that the yard plats submitted with the Manager's memo did not reflect the changes recommended by the Yard Line Committee. Wilkerson noted there had been one insignificant change made to the plat at 12C Plateau, which she explained. Another change was at 12L where the gardenside yard was extended out to 74' to correspond with the fence lines of units G through K. Wilkerson further explained that while 12M Plateau's yard is shorter than the others on the row, the yard itself is huge, so the committee decided to leave the boundary as is. A question was posed what the detriment would be in adding extra land to 12M Plateau's yard. Ms. Wilkerson explained that the committee was concerned that the extra land, which is wooded, would be difficult to maintain.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 12 PLATEAU PLACE AS PRESENTED AND REVISED.

Moved: James

Seconded: Boswell

Carried 7

6g. Crescent Road Right-of-Way Cost Proposal

This item was removed from the agenda.

6h. Materials Rules Changes: Member Feedback

Staff Engineer Sporney presented the Board with background information for this item. He explained that ARC has been working on this topic for most of the past year, and their recommendations for changes in allowable building materials were brought to the Board in August of 2009. Sporney explained that there are four separate sections of building materials in the Members' Handbook. The Board approved the changes for exterior painting in August, and the remaining materials (structure, vinyl siding, and roof) were deferred to committees.

Mr. Sporney stated that proposed changes were presented to the membership in the September/October issue of the *Communicator* and member feedback was sought. Three comments were received: one member had a question about three-season additions, a second member asked about existing rules as opposed to revision of the rules, and a third member, Steve Skolnik, asked about vinyl siding on block homes. Mr. Sporney stated that there is no rule about whether vinyl siding for block homes is allowable; he suggested that a rule be added to the revision of the building materials rule.

Discussion covered various issues involved in cladding block homes, one of which was the benefit insulation behind the cladding offers. It was suggested that the Buildings Committee be permitted to complete its discussions of the best insulating option before making a ruling regarding the aesthetics of the homes' exterior. Concern was raised as to what should be done when a member's current vinyl siding needs to be replaced and what to do if the member wishes to replace the existing siding with insulated vinyl siding. The Board was queried if reserve collections should still be taken for vinyl replacements in the 23 masonry homes with slate roofs and vinyl siding. It was decided the Board would first discuss the larger number of affected homes. It was pointed out that there seemed to be a contradiction in the proposed rule, in one area allowing vinyl siding for block homes, and prohibiting it in another area. It was explained that the wording allowing vinyl siding on block homes refers to siding on additions, and not on the original structure.

Director Morse suggested a change in wording of item C. He argued that a casual reader may not be familiar with the verb "to clad" and suggested that the wording be changed to "Installation of vinyl siding in order to **cover** the original walls of block homes is not acceptable."

Director Lewis agreed that part C should be removed completely to avoid future exception requests. President Agans argued that if that part were removed, then there is nothing prohibiting a member from covering his block home in vinyl, T111, or aluminum siding, insulated or non-insulated. Director Boswell pointed out, and Mr. Sporney agreed, that part B would force any members wanting to put siding on their homes to come to the Board for approval. Director Morse suggested adding the word "un-insulated" before "siding" in order to keep part C in the rule. It was pointed out that the addition of "un-insulated" would help for new installations of siding, but would not help in respect to the numerous homes already clad in un-insulated siding.

Director James asked if a required insulation value (R-value) should be specified in the rule. Mr. Skolnik stated that while the Buildings Committee is working on determining an appropriate R-value, he would not be able to specify one tonight. Mr. Skolnik asked if the motion should be tabled for a future meeting; President Agans explained that there is more involved than just siding.

President Agans asked for any changes or additions to section 8. Director Morse expressed a problem with the wording and the use of the word "like"; he asked what degree of similarity constitutes something that is "like" something else. Morse suggested removing the word "like" in the statement about prefabricated three-season additions after the word "components". The Board discussed section 10D, point 8, removing the phrase "or structural materials". Director Boswell asked about a ban on prefabricated additions; Mr. Sporney explained that prefabricated sunrooms would not be allowed under the proposed rule change.

MOTION: THE BOARD OF DIRECTORS APPROVES RULES CHANGES FOR ACCEPTABLE MATERIALS IN §X.D.8., AS PRESENTED AND REVISED.

Moved: Boswell

Seconded: Hickey

Carried 7

The Board moved the discussion to section X.D12. Director Boswell suggested leaving part B and removing part C. The Board discussed the possibility of adding language such as, "Pending ongoing rehabilitation investigation, vinyl siding on block homes is not recommended." Mr. Sporney explained that he would rather have a rule on the books now so that he knows what to tell members, and then review the rules based on committee recommendations later. President Agans expressed appreciation for the proposed explanation as to why siding is not recommended, but she stated that it is not a good idea in principle because embellished explanations of rules can tend to

be forgotten. Director Morse stated that the phrase “is not recommended” should be added in reference to vinyl siding on block homes. He restated his suggestion to replace the word “clad” with the word “cover” so that the statement would read, “Vinyl siding in order to cover the original walls of the block homes is not recommended.” Mr. Sporney expressed that the phrase “is not recommended” will not help him to guide members through what is allowable. Director Hickey pointed out that while something may not be recommended, it is still allowed.

Director Lewis expressed concern for members trying to find ways to insulate their homes who may be prevented from doing so because of this rule. Mr. Ralph suggested that the rule remain as it is because the incidence of requests for vinyl siding on block homes has been so low. Mr. Ralph stated that members wishing to install vinyl siding on their block homes could go before ARC and the Board; keeping the rule as is would allow the Buildings Committee enough time to make a recommendation to the Board on this matter.

Mr. Sporney suggested more specific wording: “Installation of vinyl siding in order to cover the original walls of block homes must be approved by the Board of Directors.”

MOTION: THE BOARD OF DIRECTORS APPROVES RULES CHANGES FOR ACCEPTABLE MATERIALS IN §X.D.12., AS PRESENTED AND REVISED.

Moved: Agans Seconded: McFadden Carried 8

There were no changes to be made to section X.D13.

MOTION: THE BOARD OF DIRECTORS APPROVES RULES CHANGES FOR ACCEPTABLE MATERIALS IN §X.D.13. AS PRESENTED.

Moved: Boswell Seconded: McFadden Carried 7

6i. Proposed Rules Change: Placement of HVAC

There was no discussion before the motion was passed.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE OF THE RULE CHANGE IN §X.K.2. AND §X.K.4. REGARDING THE PLACEMENT OF HVAC.

Moved: James Seconded: Boswell Carried 7

Ms. Lucia Pugnali expressed appreciation for the rule change regarding HVAC placement and shared her experience with a neighbor’s heat pump that disrupted her sleep. A question was posed whether new members moving in could be required to move such units; it was explained that the rule applies only to original installation. It was noted that there are approximately 10-50 HVAC units currently installed on the gardenside of homes and President Agans suggested that ARC investigating the option of putting a rule into place stating that members would have to move HVAC units to the serviceside of the home upon sale of the home.

6j. Spending Authorization #1 for 2010 – 1st Reading

There was no discussion before the motion was presented.

MOTION: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, EXPENDITURE AUTHORIZATION #1 FOR 2010 IN THE AMOUNT OF \$8,415,506.

Moved: Lewis Seconded: James Carried 7

6k. 2010 Business Owner's Insurance Policy Renewal - 1st Reading

MOTION: THE BOARD OF DIRECTORS APPROVES FOR FIRST READING, THE EXPENDITURE OF \$423,203, RENEWING THE BUSINESS OWNERS' INSURANCE PACKAGE FOR 2010 WITH THE TRAVELERS.

Moved: Boswell

Seconded: Hickey

Carried 7

Director Morse asked about a discrepancy in the footnotes and the figures in the table. Director of Human Resources Lewis explained that the premium was changed last year in the middle of the year.

6l. Contract for Repairs, 2D Northway – 1st Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GREENBELT BUILDERS TO RENOVATE THE UNIT LOCATED AT 2D NORTHWAY AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID PLUS A 10% CONTINGENCY, NOT TO EXCEED \$18,805.

Moved: Lewis

Seconded: James

Carried 7

6m. Draft Minutes, Annual Meeting – for review only

Director Lewis pointed out that the first name of the winner of the \$50 gift certificate, Dorothea, was misspelled.

Director Morse directed the Board's attention to page 3. He stated that the paragraph about Bill Jones is terse and does not explain why he offered the amendment; Director Morse could not remember the rationale behind it. Director Lewis shared that an even number of directors would be elected on an even year and an odd number elected on an odd year, allowing for seven members on the Board this year as opposed to eight. The Board discussed the importance of the motion; it was defeated and was therefore not important.

Director McFadden stated that her name is misspelled on page 4.

Director Morse suggested that on page 4, second paragraph starting with "Chuck Hess" the second word, "the", should be removed and replaced with the word "individual", to read, "He said the changes result in less input from members and a greater workload for **individual** members." Director James, as Board Secretary, declined this suggested revision.

7. Items of Information

President Agans noted the GHI staff holiday party and that Board and Audit Committee members will be in attendance.

There were no changes made to the Board task list.

The Board discussed the January 2010 calendar and noted the events and dates of various meetings.

8. President

President Agans shared information about the retreat explaining what would occur at the sessions. She noted that the facilitator would like to include member feedback from the charrette in writing the mission statement. Jim Cohen will be invited to attend the morning session because of his involvement with the charrette.

President Agans shared information about her meeting with Mayor Davis regarding members' relationship with the police; Mr. Ralph will arrange a work session in February with police in February.

President Agans shared information with the Board from a leadership training on transitions for non-profit organizations. She stated that transition of an executive director requires at least four to six months of planning, but a year is ideal. Agans explained that the various roles and responsibilities taken on by the General Manager would need to be identified, and that a great deal of support will be needed once a new person is on board.

President Agans wished everyone happy holidays and passed around Christmas crackers and encouraged all to open theirs and share their jokes.

9. Board Members

Director Lewis gave an update on the 501c3 project noting that the \$175 fee will need to be sent with the incorporation papers. Lewis said that Matt Berres and Jim Cohen will be on the Board of the 501c3 and she hopes that Director Mazursky will continue on that Board as well. Lewis stated she will be removing herself from the 501c3 project to avoid too much overlap between GHI and the Greenbelt Homes 501c3.

Audit Committee Member Wilkerson pointed out in a friendly manner that the Board spent more time discussing the word "cover" versus "clad" than they did in approving an expenditure of \$8 million.

10. Manager

Assistant General Manager Ralph expressed gratitude to the staff and Board members for their support throughout the year.

Director of Finance Perry stated that he is working on coupons to go with monthly payments. He shared feedback from a member in a frame home whose 2010 coop fees were over by approximately \$1. Mr. Perry stated that revised fee letters would go out in the mail to frame homes shortly.

MOTION: TO ADJOURN TO EXECUTIVE SESSION.

Moved: Lewis

Seconded: McFadden

Carried 7

The meeting adjourned at 10:18 p.m.

Ed James
Secretary