

Minutes
GHI Board of Directors
Thursday, December 17, 2015

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

Other Attendees:

Eldon Ralph, General Manager	Stephen Holland
Joan Krob, Director of Member Services	Anna Socrates
Joe Perry, Director of Finance	Phillip Payette
Paul Kapfer, Audit Committee	Sabrina Baron
Maesha McNeill, Human Resource Manager	James Wisniewski
Tom Sporney, Director of Homes Improvement Program	Lauren Wisniewski
Bijan Khorsand, Director of Technical Services	Emmett V. Jordan, Mayor of Greenbelt
Steven Gilbert, Friends of Greenbelt Museum	Ellen Holder
Lee Shields	Megan Searing Young, Greenbelt
Kris White	Bonnie Shields
Lauren Silberman	Jennifer Sparenberg
Lisa Nichols	Jen Butler
	Kimberly Kweder
	CeCe Richardson, Recording Secretary

President Skolnik called the meeting to order at 7:34 p.m.

1. Approval of Agenda.

Skolnik added 2 items to the agenda:

7g. To Direct the Buildings Committee to Create a Task Force on Sustainability Issues.

7h. 2015 Emergency Sewer Line Replacement Contract 8N-T Plateau Place

Motion: To Approve the agenda, as revised.

Moved: Hess

Seconded: James

Carried: 9-0

2. Report on Executive Session

Skolnik deferred reporting on the Executive Session since the session is in recess.

3. Visitors and Members (Comment Period)

James Wisniewski expressed several concerns he has with GHI staff not providing him services in a timely and satisfactory manner.

Phillip Payette stated that he would be disputing the charge for the crawl spaces on his next year's co-op fee.

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.

- **Susmita Pendurthi and James V. Murphy, Tenants by the Entirety;**
- **Nancy E. Bagwell, , Sole Owner;**
- **Yuanjie Li, Sole Owner;**
- **Debra E. Brady, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Reports

Ad Hoc Historic Preservation Task Force - Marcavitch mentioned that the next task force meeting is scheduled for January 19, 2016.

Marketing Committee - Jones reported that the Marketing Committee has completed all tasks.

Homes Improvement Program Update – Sporney reported that staff has been working on getting the RFP's out; had the first of two pre-bid meetings for the general contractors envelope portion of the packet.

6. Consent Agenda

Items on the Consent Agenda:

6a. 2016 GHI Budget Expenditure Authorization, 2nd Reading.

6b. Contract for Employee Life and Disability Insurance Benefits, 2nd Reading

Motion: Move approval of the consent agenda.

Moved: Hess

Seconded: James

Carried: 9-0

Approval by consent.

7a. City of Greenbelt's Interest in Acquiring 10A Crescent Road

Ralph gave an overview to the Board to consider the following:

- 1) Should the Board or GHI's membership (via a membership meeting) decide whether to allow the City of Greenbelt to purchase a second GHI unit to expand the Greenbelt museum space;
- 2) Whether the Board should solicit comments from the membership during a 30-day period, if the Board decides that it should make the decision instead of the membership;
- 3) What changes to the current physical features of 10A Crescent Road would the Board encourage the City to make, if GHI allows it to become expanded museum space or
- 4) Whether there should be any modification to the language of the standard Mutual Ownership Contract of 10A Crescent Road, if the City is allowed to purchase the membership.
- 5) The Board and representatives of the Greenbelt Museum discussed the issues.

Motion: The Board directs the Manager to inform the GHI membership of the City of Greenbelt's interest in acquiring 10A Crescent Rd for the purpose of expanding the

museum space and to submit the members' comments to the Board after a 30-day comment period.

Moved: Marcavitch

Seconded: James

Carried: 9-0

7b. Request for Member of 4K Gardenway to Purchase an Adjacent Boiler Room

The question before the Board is whether to allow the member of 4K Gardenway to purchase the adjacent boiler room, or if it should be converted into a storage unit within the near future. If the Board decides to allow the member to purchase the boiler room, it should also decide the terms of purchase.

Motion: The Board of Directors does allow the member of 4K Gardenway to purchase the boiler room that is adjacent to her unit within 45 days at a \$7,000 purchase price (no deposit) in accordance with a contract. It shall be stated in that sales contract that the member should complete renovations within 2 years and that the drainage improvements for the boiler room have to be completed by a licensed firm that is approved by GHI. The cost of the drainage improvements shall be the member's responsibility. If the renovation is not finished within 2 years, ownership of the boiler room will revert to GHI and \$3,000 of the purchase price will be retained by GHI.

Motion: Hess

Seconded: McFadden

Carried: 8-1

Opposed: Jones

7c. Request from the Member of 6G Research Road to Retain an Existing Serviceside Entry Door

The Ad Hoc Task Force for Existing Windows and Doors was presented with the request of Mr. Scott Burton, 6G Research Road, to retain his existing serviceside entry door. The Task Force voted 5-0-0 not to grant permission to Mr. Burton to keep the current serviceside door with the half-moon glass. The reasons given in favor of this motion were: (1) It was installed without permission from GHI and (2) it has non-conforming glazing. Mr. Burton addressed the Board giving reasons for his desire to keep the door.

Motion: The Board of Directors does permit the current serviceside door with the half-moon glass at 6G Research Road to remain.

Moved: James

Seconded: McFadden

Failed: 2-6-1

Opposed: Brodd, Hess, Jones Novinski, Ready, Skolnik

Abstained: Marcavitch

7d. 2016 Property and Business Owners' Insurance Policy Renewal, 1st Reading

Ralph discussed with the Board the three brokers that submitted bids for the Business Owners' Insurance. Diversified Insurance, USI Insurance Services, Polkes, & Goldberg Insurance. Ralph submitted an extensive spreadsheet outlining the premiums from each broker.

Motion: The Board of Directors approves the expenditure of \$521,820.00, with an extra 2% to cover any unforeseen contingencies for a total not exceeding \$532,256, to renew GHI's Property and Business Owners' Insurance Package for 2016 through USI Insurance Services, as GHI's insurance broker.

Moved: Hess

Seconded: Jones

Carried: 9-0

By Consensus: The Board preferred coverage other than Liberty Mutual.7e. Contract for Basement Waterproofing at 7C Crescent Road and 5G Laurel Hill Road

Director of Technical Services Khorsand gave an overview of the need to install drainage systems at 7C Crescent Road and 5G Laurel Hill Road.

The unit at 7C Crescent Rd has a 20'x18' end addition with a full basement. Construction of the addition occurred in 1980. The foundation of the addition is fully below grade on the serviceside but the depth of the foundation below grade decreases, to the extent that there is a walk-out sliding door on the gardenside. The maintenance department began receiving complaints in 2011 about excessive moisture in the basement and sealed the cracks that were noted on the foundation wall above grade. The water intrusion problem has continued especially during and after heavy rain.

The unit at 5G Laurel Hill Rd is a larger townhome with a basement that was built in 1970-71. Since construction, GHI has hired contractors to install drainage systems in the basements of the larger townhomes to control water intrusion through the foundation walls. Several years ago, staff excavated around the gardenside foundation wall of the basement and installed a rubber membrane to control water from penetrating the foundation walls. This year, complaints of continuing water intrusion were received by the maintenance department.

Motion: The Board of Directors authorizes the Manager for first reading to sign a contract with AquaGuard waterproofing corporation to install Drainage Systems at 7C Crescent and 5G Laurel Hill as directed by Greenbelt Homes Inc., at its bid of \$13,180 plus 10% for contingencies, for a total not to exceed \$14,498.00.

Moved: Hess

Seconded: Marcavitch

Carried: 9-0

The Board moved ahead to item 7h:

7h. 2015 Emergency Sewer Line Replacement Contract 8N-T Plateau Place, 1st & 2nd Reading.

On Monday 12/14/2015, the unit of 8T Plateau Place suffered a sewer backup. Maintenance employees discovered that a portion of the lateral sewer line was clogged with tree roots and had collapsed.

Immediately thereafter, the Technical Services Department requested bids from two of GHI's reliable contractors to replace approximately 54' of lateral underground sewer piping at a depth of 5 to 7 feet on an emergency basis. B&P Utilities, Inc. \$14,990.00 and Mainline Utilities \$11,127.00

Mainline Utilities has satisfactorily performed work of a similar nature in GHI units. Because of the emergency situation that existed, the Manager informed President Skolnik of this emergency and signed a contract with Mainline Utilities to undertake the repair work. Mainline Utilities has scheduled the repair work to begin on Friday, December 18, 2015.

Motion: The Board of Directors approves for first and only reading, the action taken by the Manager because of an emergency, to enter into a contract with Mainline Utilities on 12-17-2015 to replace defective underground sewer piping connected to 8 N-T Plateau Place, at the contractor's bid of \$11,127.00 plus 10% for contingencies, for a total not to exceed \$12,239.70.

Moved: Hess

Seconded: McFadden

Amended

Amendment: To delete the phrase "the action taken by the Manager".

Moved: Jones

Seconded: Marcavitch

Carried:5-1-3

Opposed: James

Abstained: Hess, McFadden, Ready

Motion as Amended: The Board of Directors approves for first and only reading, because of an emergency, to enter into a contract with Mainline Utilities on 12-17-2015 to replace defective underground sewer piping connected to 8 N-T Plateau Place, at the contractor's bid of \$11,127.00 plus 10% for contingencies, for a total not to exceed \$12,239.70.

Moved: Hess

Seconded: McFadden

Carried: 9-0

Motion: To extend the meeting by 25 minutes

Moved: James

Seconded: Marcavitch

Carried: 8-1

Opposed: Novinski

The Board moved (back) to item 7f:

7f. Review Draft Agreements between GHI and Members re: Fee Deferrals and Financing of Optional Improvements

Director of Finance Perry submitted and gave an overview of the Fee Deferral Agreement and the Financing of Optional Improvement Agreement for the Board's consideration and approval.

Jones suggested that a paragraph E. be added to the agreements "The annual interest rates shall be 4.5% through December 2020, it shall change to market rates in January 2021 and every 5 years thereafter".

Hess suggested that to the wording re: Item D (a) be removed: *i.e.: removing a member*

Motion: The Board of Directors accepts the Fee Deferral Agreements as amended on December 17, 2015, and directs the Manager to submit them to GHI's Attorney for review.

Moved: Hess

Seconded: Jones

Carried: 9-0

Motion: The Board of Directors accepts the Financing Agreement for Optional Improvements as amended on December 17, 2015, and directs the Manager to submit it to GHI's Attorney for review.

Moved: Hess

Seconded: Jones

Carried: 9-0

7g. To Direct the Buildings Committee to Create a Task Force on Sustainability Issues.

Skolnik reminded the Board that this was one of the items in the Strategic Plan #22. Skolnik stated that rather than create a new committee on Sustainability issues the Board would ask the Buildings Committee to create a sub-committee to handle this task.

Motion: The Board of Directors directs the Buildings Committee to create a Sub-committee on Sustainability Issues.

Moved: Skolnik

Seconded: McFadden

Carried: 9-0

8. Items of Information

Holiday Inn Accommodations Available to Members
Board Action Plan Status & Committee Task List
Monthly GHI and City Calendars

9. President

Skolnik wished everyone the best for the Holiday season, and reminded the Board of the Special meeting on December 21 at 6:30 p.m.

10. Board Members

Ready reminded the Board about their Executive report material.

Hess wished everyone a Very Merry Christmas and to remember the reason for this season.

Novinski mentioned that she spoke with a member of 65 Court Ridge Road about parking issues caused by parents who block the court waiting to pick up their children when school lets out.

Marcavitch reminded everyone that students are out of school on December 23 until after the New Year.

10. Manager

No Comments.

Motion: To recess to Executive Session, after the break.

Moved: Hess

Seconded: McFadden

Carried: 9-0

The meeting recessed at 10:37 p.m.

Ed James
Secretary