

6a. Minutes Submitted for Approval (CA)

- November 6, 2008, Regular Session

APPROVED AS PRESENTED6b. Verizon Premises Access License Agreement

Following the presentation by Verizon's representatives at the last Board meeting, a revised *Premises Access License Agreement* was subsequently approved by Verizon. Donald O'Connor, Verizon's representative was present at the meeting and clarified that signing the License Agreement would allow for a premises walk-through to do the design for the upgrade to FIOS. A project plan will then be created and final drawings presented to GHI within forty-five days. The project plan will need approval of GHI before a work order is created to begin the construction phase. Verizon is currently working on final clearances with WSSC.

An inquiry was raised as to what happens if a member does not want FIOS installed in his/her unit. O'Connor clarified that Verizon would simply be laying the framework for the service; no one would be entering members homes until the service was requested. Regarding the 10-year commitment, O'Connor was asked what would happen if the site plan is not agreed upon. O'Connor assured the Board that Verizon would not move forward with the 10-year commitment if the design is not approved. He stated that Verizon wants to work with GHI to come up with a design that works for the community.

MOTION: THE BOARD OF DIRECTORS APPROVES THE FTTP PREMISES ACCESS LICENSE AGREEMENT BETWEEN VERIZON AND GHI, THEREBY ALLOWING VERIZON ACCESS TO THE GHI PROPERTY FOR THE PURPOSES DESCRIBED IN THE AGREEMENT DATED 12/18/08.

Moved: Novinski

Seconded: Morse

Carried 8-0

6c. Nonconforming, Unpermitted, Red Serviceside Entry Door

Mr. Trevor Wysong submitted a permit request to replace a serviceside entry door. GHI staff responded via email that the appearance of the proposed fan-light, lead glass door was contrary to GHI rules, and prompted the member to respond for further discussion. No further contact occurred until staff noted in October 2008 that the newly installed door at this address had recently been painted red. GHI staff identified this issue to Mr. Wysong, and discussed this installation with Mr. Wysong, and advised him of the issues contrary to GHI rules. Mr. Wysong was present at the meeting and communicated to the Board that he exercised poor judgment. The door had already been ordered when he learned it was contrary to GHI rules. He made a mistake by installing it without approval. He added that he would like to keep the door, and would be willing to paint it black.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF THE EXISTING NONCONFORMING SERVICESIDE DOOR AT 10V SOUTHWAY ROAD, PROVIDED THAT THE MEMBER PAINTS THE DOOR BLACK BY MARCH 1, 2009.

Moved: Mazursky

Seconded: McFadden

Carried 7-0-1

Director Hickey Opposed

6d. Strategic Plan Review

The updated Strategic Plan was given to the Board for review. It was noted that the Board might want to schedule a work session to discuss the plan in depth. A few items were discussed briefly:

- A smoother process for communication with members
- Results from the RFP
- Finance committee's requested feedback

A half day work session was scheduled for Saturday, January 24th from 2:00-5:30 for Strategic Plan review. It was requested that invitation be extended to committee chairs and that the Strategic Plan be provided to them in advance

6e. Boiler Room Conversion to Storage Units – Cost Projection

Recently, the Marketing Committee presented a report to the Board with its opinion regarding future use of the GHI-owned boiler rooms. The Committee recommended that options for storage, efficiency apartments, and an additional guest house should be considered. Further research has been done regarding conversion to storage, including sketches of possible storage units. The Board discussed various matters related to this type conversion:

- Comparison of fees for storage units with that of garage storage.
- Concern about pricing the storage units properly; pricing too low could cause long waiting lists and a longer pay-back period and pricing too high could result in the units not being rented.
- The results of the survey of members and their interest in renting storage space.
- Who would pay for routine maintenance and costs such as lighting.
- Whose responsibility to relocate sheds and fences that abut the boiler rooms.
- The viability of the project before moving forward.
- Current waiting list for garage storage.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO CONDUCT A SURVEY OF MEMBERS AT 7, 9, 11 COURTS ON SOUTHWAY AND 18 COURT RIDGE RD TO ASCERTAIN THE NUMBER OF MEMBERS WHO ARE INTERESTED IN RENTING A STORAGE UNIT IN 9 COURT SOUTHWAY AT A FEE OF \$150 PER MONTH FOR A 4-UNIT LAYOUT OR \$100 PER MONTH FOR A 7-UNIT LAYOUT.

Moved: Agans

Seconded: McFadden

Carried

7-0-1 abstention

MOTION: TO RECESS.

Moved: McFadden

Seconded: Hickey

Carried 8-0

The Board recessed at 8:45 p.m. and reconvened at 9:05 p.m.

6f. Auditing Firm Bids for 2008

Proposals were requested to prepare GHI's and GDC's year end audits and tax returns. The following proposals were received.

Company Name		12/31/08	12/31/09	12/31/10
King, King & Associates, PA		\$37,500	--	--
Larson Allen		\$16,250	\$16,250	--
Murphy & Murphy	Audit	\$12,400	\$13,300	\$14,000
	Tax Returns	\$2,500	\$2,700	\$3,000
	Total	\$14,900	\$16,000	\$17,000

MOTION: THE BOARD OF DIRECTORS ACCEPTS THE PROPOSAL OF MURPHY & MURPHY, CPA, LLC, TO PERFORM THE GHI/GDC CONSOLIDATED AUDITS FOR

THE YEARS ENDING DECEMBER 31, 2008, 2009, AND 2010, PLUS TAX RETURN PREPARATIONS FOR MARYLAND AND FEDERAL TAX RETURNS FOR BOTH. SUBSEQUENT YEAR'S ENGAGEMENTS ARE TO BE BROUGHT BACK TO THE BOARD FOR REAFFIRMATION ANNUALLY, PENDING SATISFACTORY PERFORMANCE OF SERVICES.

Moved: Novinski

Seconded: Hickey

Carried 8-0

6g. Spending Authorization #1 for 2009

The following motion is made each year to allow the implementation of the New Operating Budget.

MOTION: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, EXPENDITURE AUTHORIZATION #1 FOR 2009 IN THE AMOUNT OF \$6,930,020.

Moved: Agans

Seconded: James

Carried 8-0

6h. Compressed Work Week Proposal

Director of Human Resources, Brenda Lewis presented information to the Board regarding the proposed compressed work week. Members of the Board had several concerns including:

- The number of calls received on an average Friday.
- Sick leave and the amount of hours used for a 9 hour day.
- Monday Holidays and closing the Administrative offices for four consecutive days.
- Lockout fees charged every other Friday.
- Overtime pay for the maintenance employee on call every other Friday.
- Maintaining a high quality of service/staff availability for members.
- The long work day for employees.

The Board also discussed the positive aspects of the proposal:

- Possible savings associated with closing the building every other Friday.
- Staff accessibility with longer hours during the week.
- Work/Life balance for employees.

MOTION: THE BOARD OF DIRECTORS DOES ENDORSE THE GHI COMPRESSED WORKWEEK POLICY, AS PRESENTED AT THE DECEMBER 18TH BOARD MEETING, AND DIRECTS THE MANAGER TO ADOPT IT EFFECTIVE FEBRUARY 1, 2009. THIS WILL BE EVALUATED AT THE END OF THE FIRST QUARTER FOR OVERALL SATISFACTION AND TO EVALUATE BUDGET IMPACTS.

Moved: Mazursky

Seconded: Novinski

Carried 7-0-1

Director Morse opposed because he believed the schedule would be confusing to members.

The need for communication with the membership to inform them of the new office hours was emphasized. Staff noted that, if approved, a flyer would be delivered to each member to let them know of the changes in office hours. The possibility of requesting input from the membership before making the decision was discussed. Vote was taken and the motion carried. It was requested that a special message be recorded on Fridays to reassure members of emergency service availability.

6i. Comment Period for Member Handbook Change

Director Agans presented the idea of a comment period provided for the members to offer feedback before the Board makes decisions on major issues. The Board responded positively to the idea and communicated support for the comment period. Members would be given the opportunity to send comments by mail, voicemail, or email to the Board during this period. Director Agans and Director Morse were requested to refine the proposal and bring it back to the Board for the second meeting in January.

6j. Business Owners' Insurance Policy

GHI's current Property and Business Owners' Insurance Policy will expire on December 31, 2008. Staff met with Brent Polkes of Polkes and Goldberg Agency on December 11th to receive a renewal quote of a 3.9% increase, which is under the budgeted 5% increase.

MOTION: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, OF THE EXPENDITURE OF \$411,761.00 FOR THE RENEWAL OF THE BUSINESS OWNERS' INSURANCE PACKAGE FOR 2009 WITH THE TRAVELERS.

Moved: Novinski

Seconded: Agans

Carried 8-0

6k. Letter to City of Greenbelt Regarding Public Transportation Cuts

The Board reviewed the draft letter to City Council expressing the Board's concern about the County's proposed transportation cuts. Director Morse requested to make grammar and punctuation refinements before sending the letter. The Board reached consensus that GHI should have a representative present at the meeting.

CONSENSUS: SOMEONE WILL REPRESENT THE GHI BOARD AT THE PUBLIC TRANSPORTATION HEARING AND SPEAK TO THE ISSUES ADDRESSED IN THE LETTER.

6l. Subleasing Policy

The Board discussed the current subleasing policy. General Manager Overdurff commented that the policy was modified in the early 1990's when members were having a difficult time selling their units.

CONSENSUS: TO SEND THIS ITEM TO THE MARKETING COMMITTEE TO REVIEW THE SUBLEASING POLICY/CRITERIA TO DETERMINE IF IT IS STILL REALISTIC.

6m. Disposition of 8A Laurel Hill

8A Laurel Hill, a one bedroom unit, is now owned by GHI. It is quite dated and, without improvements, might sit on the real estate market for several months. The possibility of renting the unit was discussed.

MOTION: THE BOARD OF DIRECTORS DIRECTS STAFF TO RENT 8A LAUREL HILL ROAD.

Moved: Mazursky

Seconded: McFadden

Carried 8-0

7. Items of Information

No discussion.

8. President

- Announced the appointment of Anna Socrates to the Marketing committee
- Stated that the book *Greenbelt, the Cooperative Community*, written by member George Warner when it became a cooperative in 1954, will be added to the GHI library.
- Thanked Matt Berres for the recent board tour of the wooded area to view invasive species and effects.
- Announced that Cynthia Newcomer is the new Chair of the Marketing committee and currently working on educating selling members on how to more effectively market their home.
- Wished everyone Happy Holidays!

9. Board Members

Director Mazursky announced that his company just selected its first class of fellows and one, a planner for Loudoun County, is interested in setting up a meeting and tour of GHI. He also announced that he and his wife are expecting in 10 days. **Director Agans** reported that she recently attended training about transforming conflict into action and added that the information would be useful for the Board. **Director McFadden** wished President Lewis a happy birthday and congratulated Director Mazursky. **Director James** reported that the Woodlands committee is finalizing the herbicide report. **Director Novinski** reported that the Yard Line committee continues to have increased communication with members, which is a good thing. **Director Hickey** commented that he really enjoyed the presentation about the flexible work week. **Audit committee chair Wilkerson** wished everyone happy holidays and **Audit committee member Lauber** noted that there was an interesting article in the Washington Post about the Great Depression.

10. Manager

General Manager Overdurff made several announcements:

- The tax appeal research is almost finished. A date will be set for the hearing sometime in March; a lot of justification will be based on depreciation and infrastructure problems.
- She will talk to the tax attorney before the marketing committee about renting
- She attended the Governors Housing Conference and it painted a grim picture of the current housing situation. She would like to arrange a workshop here for members to work one-on-one with counselors to learn about foreclosure
- Matt Berres and his team have put together a recycling program here at GHI.
- Advised she would be on leave until January 5 and wished everyone Happy Holidays.

MOTION: TO ADJOURN.

Moved: Mazursky

Seconded: Agans

Carried 8-0

The meeting adjourned at 10:34 p.m.

Ed James
Secretary