

Minutes  
**GHI BOARD OF DIRECTORS**  
**December 18, 2014**

Board Members Present: DeBernardo, Hess, James, Jones, Marcavitch, McFadden, Novinski, Ready, and Skolnik

Others in Attendance:

General Manager Eldon Ralph	Judith Davis, Mayor Pro Tem of Greenbelt
Joan Krob, Director, Member Services	Claudia Jones
Tom Sporney, Director of Technical Services	Susan Barnett
Bruce Mangum, Contracts Manager	Lauren Cummings
Ben Fischler, Audit Committee	Kenneth Chandler
Anna Bedford, Audit Committee	Marge Tolchin
	Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:48 p.m.

1. Approval of Agenda

The Board added 7j. Discussion of a Proposed Town Hall Meeting on January 25.

**MOTION: TO APPROVE THE AGENDA, AS REVISED.**

Moved: Hess

Seconded: James

Carried 9-0

2. Report on Executive Session

Skolnik said that during executive session, the Board had a detailed discussion of financial matters for several members. He said the Board also took action on one commercial property in Greenbelt that is not apartments.

3. Visitors and Members

Claudia Jones inquired about who is responsible for damaged foundation due to standing water. Skolnik replied that the co-op would make repairs and fund it out of the maintenance and operating budget. Jones also asked if she could make the attic repair herself under HIP. Skolnik said any improvements members make that meet or exceed what GHI is proposing will not have to be redone. Jones stated she was not in favor with the proposal of drilling a hole in the roof to install a bathroom vent. Skolnik said the method of installation has not been decided. She also asked why Director DeBernardo's abstained from voting on approving the GDC minutes. DeBernardo responded he abstained because he was not in attendance at the meeting.

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:**

- **SUSAN M. CAHILL, SOLE OWNER**

- **ANNE M. GARRITY, KATHLEEN MCFARLAND, JOINT TENANTS.**

Moved: James

Seconded: Hess

Carried 9-0

**MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT RECREATION:**

- **CAROLYN E. LEAMOND, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 9-0

5. Committee Reports

Communications: Lauren Cummings, chair of the Communications Committee, reported that the committee comprises of four committee members and they are working to the best of their ability. She said she would like to continue as chair and thanked Director Ready for being the board liaison and Sheri Swain as the staff liaison. Ready thanked the committee and praised it for the submittal of a timely report. Skolnik said the communications committee work will become more intense as HIP progresses. Davis requested hard copies of the Communicator for city council.

Woodlands: James reported that ARC sent the Woodland Committee suggested changes regarding the invasive plants policy. He said Woodlands approved the changes and a written report is forthcoming.

Buildings: Skolnik reported that at this week's Building Committee meeting it discussed a report from the crawlspace taskforce. He said the report would be submitted for the next regular Board meeting.

6. Consent Agenda

The Board removed 6c. 2015 GHI Budget Expenditure Authorization, 2<sup>nd</sup> Reading from the consent agenda. It became 7a<sup>1</sup>.

**MOTION: TO APPROVE THE CONSENT AGENDA, AS REVISED.**

Moved: Hess

Seconded: Jones

Carried 9-0

6a. Approval of Minutes: November 20, 2014

**APPROVED BY CONSENT: TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 20, 2014.**

6b. 2015 Property & Business Owner's Insurance Policy Renewal, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS APPROVES FOR SECOND READING AND FINAL PASSAGE, THE EXPENDITURE OF \$603,600 FOR RENEWING GHI'S PROPERTY**

**AND BUSINESS OWNERS' INSURANCE PACKAGE FOR 2015 AS PROPOSED BY POLKES & GOLDBERG INSURANCE CO.**

7a<sup>1</sup>. 2015 GHI Budget Expenditure Authorization, 2<sup>nd</sup> Reading

**MOTION: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, EXPENDITURE AUTHORIZATION FOR THE 2015 OPERATING BUDGET IN THE AMOUNT OF \$10,253,626.00.**

Moved: Hess

Seconded: Jones

Carried 9-0

7a. ARC's Recommendation for Changes to Rules Re: Door Colors

At the GHI Board meeting of 18Sep14, the Board assigned ARC the task of reviewing the current rules regarding entry door colors. The deadline for ARC's task was 31Jan15.

ARC proposes the following revision to GHI rules regarding entry door colors:

delete: ~~strikethrough~~

italics: *add*

§XI. Exterior Painting

A. GENERAL

GHI painting policy encompasses both trim paint and wall paint. Trim includes all exterior items which will deteriorate without protection - primarily wood and metal surfaces. *This includes exterior doors.* All trim surfaces must be protected from weathering. GHI will paint the trim of the original unit on a regular basis. GHI will paint the siding of additions on the [addition maintenance program](#) if the siding is an [acceptable material \(X.D.12.\)](#) for exterior walls and maintenance painting is needed. If members decide to do their own trim painting at the scheduled time or desire to paint more often, GHI will supply gray, white, or brown trim paint at no charge, provided that the painting is completed satisfactorily in a timely manner. Painting of trim on additions is the member's responsibility (unless the addition is under the addition maintenance program).

Members may paint their brick, block, or mineral sided home at any time provided that they use paint of a color approved and specified in these regulations. The twenty nine larger homes may not be painted. Vinyl or aluminum siding on any GHI home must not be painted. Once brick, block, and mineral sided homes have been painted, it is the responsibility of the member to ensure that the wall paint is kept in good repair. Flaking and peeling paint is not an acceptable condition and the corporation will enforce this standard.

The approved paint colors (listed below) have been selected so that all colors harmonize with each other. Members should choose a wall and trim color which will be compatible.

**B. 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), brown and black; for frame homes, there are nine (9) approved trim paint colors - the seven (7) vinyl siding colors plus brown and black.
2. *Service Side and Garden Side entry doors are excluded from the approved color restrictions, and can be painted any color, with the written approval of adjoining neighbors. Trash closet doors are not included in this exclusion, and must be painted an approved trim color.*
3. Trim paint in gray, white, or brown only will be furnished to individual members free of charge by GHI (under conditions specified above).

ARC voted 5-0 that the rule in §XI be revised as proposed.

The Board revised #2 as below:

*~~Service Side and Garden Side e~~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, with the written approval of adjoining neighbor(s) is required.*

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE RULES REVISIONS PROPOSED BY ARC FOR COLORS FOR ENTRY DOORS AS REVISED.**

Moved: Hess

Seconded: Jones

Carried 5-4

Opposed: Ready, McFadden, DeBernardo, and Novinski.

7b. ARC's Recommendation for Changes to Rules Re: Tree Removals by Members

At the GHI Board meeting of 4Sep14, the Board discussed a request by a member to remove several trees for his convenience. The Board assigned ARC the task of reviewing the current rules regarding member tree removal. The deadline for ARC's task was 30Nov14.

ARC proposes the following revision to GHI rules regarding member removal of trees:

delete: ~~strikethrough~~  
italics: *add*

§V.E.5. TREES

- b. Removal of Trees by Members

1. Members may remove or alter any tree within their yard that is less than eight (8) feet tall without permission or the need to replace it.
2. Any tree in a member's yard eight (8) feet or taller may be removed at the member's expense with the ~~consent of the Director of Physical Plant Operations~~ *approval of the Board of Directors*. Trees over eight (8) feet tall will not be removed solely for the convenience of the member or GHI. Permission to remove the tree may be conditional upon planting, at the member's expense, one tree of specified size and type in any locations so directed.

ARC voted 5-0 that the rule in §V.E.5.B be revised to require approval by the Board of Directors for the removal of trees over 8'-0" tall. ARC expects that these exception requests will be reviewed by the ARC before being reviewed by the Board of Directors.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE RULES REVISIONS PROPOSED BY ARC REGARDING TREES THAT MEMBERS WISH TO REMOVE AT THEIR EXPENSE.**

Moved: Marcavitch

Seconded: Novinski

Carried 9-0

7c. ARC's Recommendation for Changes to Rules Re: Privacy Screens

In Quarter 2 through Quarter 4, 2014, ARC has been discussing revisions to rules for privacy screens.

ARC proposes the following revision to GHI rules regarding privacy screens:

delete: ~~strikethrough~~  
 italics: *add*

§VIII. Privacy Screens

Our historic town of Greenbelt was designed to be a garden community. It is more in keeping with the original concept of a garden community to use living plants as privacy screens rather than to construct screens. However, this cannot always be done, and other materials must be used. The following guidelines outline the policy to be followed.

A. GUIDELINES

- a. All privacy screens require written GHI approval prior to construction. A county building permit must be obtained for any *privacy screen over four (4) feet in height and/or four (4) feet in length.*
- ~~b. All screens are taxable by the county and city as improvements to the property involved.~~
- ~~c. All screens should be set in three (3) inches from the yard line in order to avoid future unforeseen disputes over rights and responsibilities.~~

- d. Screens may be located anywhere in the yard; they are not limited to directly next to the unit or addition, or on yard lines.
- e. A maximum of two (2) privacy screens are permitted per unit, with a minimum space of four (4) feet between privacy screens, including privacy screens in adjacent yards.
- f. The height of a privacy screen will be between four (4) feet and six (6) feet tall, with a maximum area of forty eight (48) square feet. Screens less than four (4) feet tall are considered fences and must meet the rules in the Member Handbook applying to fences.
- g. Written permission from the adjoining neighbors shall accompany any request to GHI for an installation of a privacy screen, ~~whose maximum length shall be eight (8) feet, and whose maximum height shall be six (6) feet.~~ If an adjoining neighbor should refuse permission, the request shall be referred to the Board of Directors.
- h. The applicant will install a terminal post, if a *metal* fence exists, at the end of the *privacy* screen, to maintain tension on the existing *metal* fence. The *privacy* screen is not to act as a terminal post for a metal fence.
- ~~i. Screens cannot be longer than eight (8) feet unless specific permission is granted by the Board of Directors.~~
- ~~j. Privacy Screens shall not be used to hide areas whose upkeep may be in violation of GHI regulations.~~

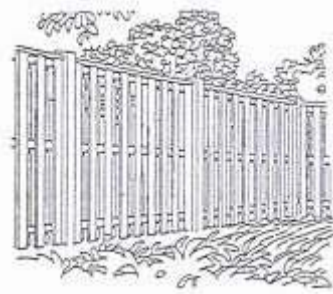
## B. WOODEN TYPES

1. Materials - ~~Three choices are allowed:~~
  - a. The posts used to erect the screen shall be ~~CCA treated to a retention of 40 pounds~~ pressure treated wood *or redwood*.
  - ~~b. The posts shall be CCA treated to a retention of 40 pounds, and lumber shall be white wood (spruce, pine, etc.).~~ b. *The lumber not in contact with the ground may be pressure treated, redwood or other woods.*
  - ~~e. The posts and lumber shall be redwood.~~
2. Erection
  - a. Posts shall be a minimum of 3 ½ inches square, placed perfectly upright and set a minimum of eighteen (18) inches deep in concrete *below grade*.
  - ~~b. On frame buildings the center line of the first post shall be set 6" from the face of the building. Screens shall not be attached to the building.~~
  - ~~c. Screen construction shall be accomplished in a neat, workmanlike manner.~~
  - ~~d. Hot dipped galvanized or other approved nails for exterior application shall be used.~~
3. Finishing
  - ~~a. Pressure treated material shall be stained or painted.~~

- b. ~~White wood~~ Woods not naturally rot resistant shall be treated with a wood preservative before being stained or painted. Use of a preservative-treated stain shall satisfy this requirement.
- e. ~~Redwood shall be sealed with a clear finish. Finishes may be gloss or semi-gloss.~~
- d. ~~No creosote shall be used.~~
- e. ~~The finished screen must present a neat appearance on all four sides.~~
- f. ~~First coating each board or post prior to construction will assure no exposed ends or bare spots between boards.~~

#### 4. Styles

The *privacy* screen used shall present an equally attractive face on either side. Screens shall have an open pattern to allow for both air and light penetration, such as:



a) Alternate Board  
Lattice Panel



b) Basket Weave



c)

Minimum openness for screens of single-plane construction shall be 15%. Minimum openness of one side for screens of double-plane construction shall be 40%; for example, a 3½" board space Alternate Board screen is 46% open, and a 3 board/3 space Basketweave screen is 50% open.

#### C. MASONRY TYPE

1. In some cases, especially for the brick and block homes, a masonry privacy screen may be desirable.
2. Masonry screen material and *color shall* be the same as or complimentary to the house.
3. Screens shall have an open pattern to allow for both air and light penetration. Minimum openness shall be 15%.
4. ~~Due to the many variations possible, all masonry screen plans shall include construction details, all elevations and location in relation to the house. These shall be filed with Technical Services department of GHI for approval.~~
5. ~~If construction is approved, it must be done in neat workmanlike, professional manner.~~

#### D. VINYL TYPE

*Vinyl privacy screens that conform to the styles approved for wood fences and to all other applicable requirements are allowed. All vinyl privacy screens must be installed according to manufacturer's instructions.*

ARC voted 5-0 that the rule in §VIII be revised as proposed.

Sporney said the example for the minimum openness for screens of single-plane construction contained two errors. He said a 3½" board space Alternate Board screen is 46% open, and a 3½ board/3½ space Basketweave screen is 50% open.

**MOTION: THE BOARD OF DIRECTORS DIRECTS STAFF TO DISTRIBUTE ARC'S PROPOSED RULES REVISIONS FOR PRIVACY SCREENS TO THE GHI COMMUNITY FOR 30-DAY REVIEW & FEEDBACK, AND RETURN THE RESULTS TO THE BOARD.**

Moved: Marcavitch

Seconded: Hess

Carried 8-1

Opposed: Ready

7d. Review Final MOU for Installation of an Electric Charging Station in City Right-of-Way By Member of 62H Ridge Road

On November 20<sup>th</sup>, the Board accepted a proposed Memorandum of Understanding that the City of Greenbelt submitted to GHI regarding the installation of an electric charging station in the City-right- of- way by the member of 62-H Ridge Rd.

On December 8<sup>th</sup>, The City Council approved the MOU but directed the City solicitor to draft a hold harmless clause to be added to the MOU as follows:

*GHI and the Chandlers agree that they shall indemnify, defend, and hold harmless The City, it's officers, employees, and agents, from and against any and all liabilities, claims, losses, costs or expenses to the person or property of another, lawsuits, judgments, and/or expenses including attorney's fees, arising either directly or indirectly from any act or failure to act by GHI or the Chandler's or any of their officers, employees, or agents which may occur during or which may arise out of the performance of this Memorandum of Understanding.*

Once all parties have signed, the next step would be to obtain the required permits (i.e., GHI, City right-of-way permit and County and City electrical permits).

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE FINAL MEMORANDUM OF UNDERSTANDING THAT HAS BEEN APPROVED BY THE GREENBELT CITY COUNCIL REGARDING THE INSTALLATION OF AN ELECTRIC CHARGING STATION IN THE CITY RIGHT-OF-WAY BY THE MEMBER OF 62H RIDGE RD**



**AND AUTHORIZES THE MANAGER TO SIGN IT ON GHI'S BEHALF.**

Moved: Hess

Seconded: Ready

Carried 9-0

7e. Buildings Committee Recommendation Re: Policy for Solar Domestic Hot Water Panel Installations

Last November 6<sup>th</sup>, the Board reviewed a report from the Buildings committee that recommended policy guidelines for allowing individual members to install solar domestic water heating systems. The Board requested that the Buildings Committee should revise its policy recommendations based on some of the comments from participants who attended the meeting. The Committee has revised the report by adding paragraphs 2, 5, 8 and 9 to the policy recommendations.

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE SOLAR HOT WATER HEATER REPORT AS PRESENTED BY THE BUILDINGS COMMITTEE AND ADOPTS THE FOLLOWING POLICY GUIDELINES FOR ALLOWING INDIVIDUAL MEMBERS TO INSTALL SOLAR DOMESTIC WATER HEATING SYSTEMS:**

***THE BOARD OF DIRECTORS WILL APPROVE INSTALLATION OF SOLAR DOMESTIC WATER HEATING (SDWH) SYSTEMS BY INDIVIDUAL MEMBERS FOR THEIR UNITS, WHERE APPROPRIATE, SUBJECT TO THE FOLLOWING REQUIREMENTS:***

- 1. APPLICATION, REVIEW, PERMIT ISSUANCE, AND FINAL INSPECTION BY GHI TECHNICAL SERVICES DEPT.;***
- 2. INSTALLATION TO BE ALLOWED ONLY IF THERE ARE AT LEAST (10) YEARS' LIFE REMAINING ON EXISTING ROOF;***
- 3. COUNTY AND CITY OF GREENBELT PERMIT ISSUANCE, AND INSPECTIONS AS REQUIRED THEREBY;***
- 4. INSTALLATION TO BE PERFORMED BY LICENSED CONTRACTOR ACCEPTABLE TO GHI;***
- 5. APPROVAL OF APPLICATION BY BOARD OF DIRECTORS;***
- 6. COST OF INSTALLATION TO BE BORNE BY MEMBER;***
- 7. RESPONSIBILITY FOR MAINTENANCE OF SDWH SYSTEM TO BE BORNE BY MEMBER, INCLUDING REPAIR OF ANY DAMAGE TO GHI STRUCTURE(S) THAT RESULTS FROM INSTALLATION OR OPERATION OF SDWH EQUIPMENT.***

**8. COST OF REMOVING/REINSTALLING SOLAR COLLECTOR TO BE BORNE BY MEMBER, SHOULD ROOF NEED TO BE REPLACED OR REPAIRED BY GHI.**

**9. PURCHASE AND MAINTENANCE IN FORCE BY MEMBER OF AN HO-6 INSURANCE POLICY THAT INCLUDES COVERAGE FOR THE SDWH EQUIPMENT.**

Moved: James

Seconded: Hess

Carried 9-0

7f. Review Minutes for 2014 Annual Membership Meeting

Item 7f Attachment 6 was seconded by Chuck Hess not Churk Hess for the motion concerning Article VIII, Section 11: Expenditure of Funds and Contracts, subsection e.

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE DRAFT MINUTES FOR THE 2014 ANNUAL MEMBERSHIP MEETING AS REVISED.**

Moved: Ready

Seconded: Hess

Carried 9-0

7g. 2015-17 Waste Disposal Contract, 1<sup>st</sup> Reading

In the 4<sup>th</sup> quarter of 2014, staff solicited bids to for the ongoing service of waste disposal for GDC & GHI. The current contract expires on 1Feb15. For the Greenbelt Homes, one 6 cu.yd. container, and one 30 cu.yd. container are provided. \$10,600 is budgeted in 2015. Staff prepared a bid package to cover a 2-year period, to include services for GDC also. The RFP indicated that favorable consideration would be given to proposals submitted which include additional downstream segregation of recyclables from waste materials in general solid waste containers.

Bids were received from four (4) contractors for the GHI portion of the work scope:

GHI Admin Bldg, Disposal of General Waste							
Contractor		Cost per mth	# mths	1st yr cost	Cost increase for 2nd yr	2nd yr cost	Total cost for 2yr
<b>Progressive Waste Svcs</b>							
6 cu.yd.	1x/wk	\$85.00	12	\$1,020.00	3%	\$1,050.60	\$2,070.60
<b>Goode Trash Removal</b>							
6 cu.yd.	1x/wk	\$105.52	12	\$1,266.24	3%	\$1,304.23	\$2,570.47
<b>Republic Services - Allied Waste</b>							
6 cu.yd.	1x/wk	\$94.50	12	\$1,134.00	4%	\$1,179.36	\$2,313.36

<b>GHI Admin Bldg, Disposal of General Waste - Recyclable (30 cu yd container)</b>				
<b>Contractor and Expected qty to be disposed</b>	<b>Unit cost</b>	<b>Cost for 1st yr</b>	<b>Cost for 2nd yr</b>	<b>Total cost for 2 yrs</b>
<b>Environmental Alternatives</b>				
13 pulls/yr	\$380.00	\$4,940.00		
20.4 tons over 5 tons per pull	\$65.00	\$1,326.00		
Envr cost for 13 pulls	\$15.50	\$201.50		
Total Cost		\$6,467.50	\$6,467.50	\$12,935.00
<b>Republic Services</b>				
13 pulls/yr	\$165.00	\$2,145.00		
85.4 tons /yr	\$62.00	\$5,294.80		
Total Cost		\$7,439.80	\$7,439.80	\$14,879.60
<b>Bay Area Disposal</b>				
13 pulls/yr	\$375.00	\$4,875.00		
33.4 tons over 4 tons per pull	\$65.00	\$2,171.00		
Total Cost		\$7,046.00	\$7,046.00	\$14,092.00

GHI is presently contracted to Allied Waste and Environmental Alternatives, and has been satisfied with its service for the past 5 years. Environmental Alternatives provided a quotation that includes additional downstream segregation of recyclables from waste materials in co-mingled 30 cu.yd. solid waste containers. Staff recommends that GHI contract with Republic Services - Allied Waste to perform general waste removal of a 6 cu.yd. container, and with Environmental Alternatives to perform general waste removal of a 30 cu.yd. container of co-mingled waste & recyclables.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH REPUBLIC SERVICES-ALLIED WASTE FOR WASTE REMOVAL AT GREENBELT HOMES AT ITS BID OF \$94.50/MONTH FOR GENERAL WASTE, WITH 4% ESCALATION FOR THE 2<sup>nd</sup> CONTRACT YEAR.**

Moved: Hess

Seconded: McFadden

Carried 9-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH ENVIRONMENTAL ALTERNATIVES FOR WASTE REMOVAL AT GREENBELT HOMES AT ITS BID OF \$380/LOAD FOR 30 CU.YD. PLUS \$65/TON OVER 5 TONS, CO-MINGLED GENERAL WASTE & RECYCLABLES, FIRM FOR THE 2<sup>nd</sup> CONTRACT YEAR.**

Moved: Hess

Seconded: Marcavitch

Carried 9-0

7h. 2015-17 Tub Re-glazing Contract, 1<sup>st</sup> Reading

In the 4<sup>th</sup> quarter of 2014, staff solicited bids for the ongoing service of tub reglazing throughout GHI, where needed as significant damage or rust occurs to the tub surface. Typically, 40-45 tubs are reglazed annually, with approximately half requiring stripping of a previous coating, 90% requesting non-skid surface and 1/3 requiring removal of the tub drain; \$15,000 is budgeted in 2015. For this size & frequency of contract, staff prepared a bid package to cover a 2-year period.

GHI formally solicited bids from ten (10) contractors who do this work, who were individually contacted to ascertain their interest. Two (2) attended the prebid meeting, and bids were received from two (2) contractors as follows:

	<u>bid</u>	<u>qty</u>		<u>2nd</u> <u>yr</u>		<u>expected</u> <u>total</u> <u>expenditure</u>
<u>Porcelite Enterprises</u>				0%		
reglaze	\$275.00	45	\$12,375.00			
strip	\$50.00	22	\$1,100.00			
nonskid	\$50.00	40	\$2,000.00			
remove tub drain	incl	15	\$0.00			
			\$15,475.00		\$15,475.00	\$30,950.00
<u>Porcelain Tub Restoration</u>				7%		
reglaze	\$230.00	45	\$10,350.00			
strip	\$60.00	22	\$1,320.00			
nonskid	incl	40	\$0.00			
remove tub drain	\$50.00	15	\$750.00			
			\$12,420.00		\$13,289.40	<b>\$25,709.40</b>

Porcelain Tub Restoration is the contractor presently reglazing GHI tubs, and is performing satisfactorily. Staff recommends that GHI contract with Porcelain Tub Restoration to perform tub reglazing for the amount of its bid, with an additional allowance to the budgeted amount to cover contingencies or additional sites necessary during the performance of the contract.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH PORCELAIN TUB RESTORATION FOR THE REGLAZING OF GHI TUBS AT ITS BID OF \$230/TUB, \$60/STRIPPING, \$50/TUB DRAIN REMOVAL, WITH 7%**

**ESCALATION FOR THE 2<sup>nd</sup> CONTRACT YEAR, FOR A TOTAL NOT TO EXCEED \$15,000 IN 2015, AND BUDGETED AMOUNTS FOR THE FUTURE YEAR OF THE CONTRACT.**

Moved: Hess

Seconded: Marcavitch

Carried 9-0

7i. Proposed Purchase of a Tractor for the Maintenance Department, 1<sup>st</sup> Reading

The Maintenance Department does not currently have a vehicle to effectively remove snow from inner sidewalks whenever there is heavy snowfall. Consequently, members have often complained about snow that remains on sidewalks for several days after a heavy snowfall incident. Following an inquiry, Precision Small Engines loaned a Kubota BX25DLB tractor to the maintenance department that was used to remove snow from the inner sidewalks after 8" of snowfall in March of this year. All of the sidewalks were cleared within 24 hours.

Staff therefore proposes to purchase one Kubota BX25DLB tractor with a hydraulic snow blade to be used for removing snow from GHI sidewalks. The tractor is also equipped with a small front-end loader and a backhoe and can be used by the maintenance department throughout the year. The loader will be used for ferrying materials such as stone, soil and mulch to jobsites. The backhoe will be used for excavating small trenches for in-house underground utility repairs, extracting fence posts and small tree stumps etc. The acquisition of a tractor is included in the GHI 2015 budget, and it will be depreciated over a period of 10 years.

The following bids for one Kubota BX25D-1 Tractor Loader Backhoe with a quick hitch hydraulic snow blade were obtained from four vendors. The prices include all set-up and delivery charges and taxes:

Vendor	Cost bid
Precision Small Engines	\$20,564.00
Gateway Tractor	\$19,426.00
Winchester Equipment	\$19,244.00
Gaithersburg Equipment	\$21,624.00

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO PURCHASE ONE KUBOTA BX25DLB TRACTOR WITH LOADER, BACKHOE AND A QUICK HITCH 60" HYDRAULIC ANGLE FRONT PLOW BLADE FROM WINCHESTER EQUIPMENT CO. FOR A COST NOT TO EXCEED \$19,244.00.**

Moved: Hess

Seconded: Marcavitch

Carried 9-0

7j. Proposed Membership Town Hall Meeting on January 25<sup>th</sup>

President Skolnik proposes that the Board should hold a town hall meeting with GHI's membership towards the end of January 2015. Some of the topics to be discussed are as follows:

- a) Status of Phase 3 of the Pilot Program (installation and testing of heating/cooling systems in pilot homes); Board recommendations regarding building envelope work that should be installed during the Homes Improvement Program; reminder that Board recommendations are subject to approval by vote of GHI membership; discussion of 'all units' vs. 'member option' work in the H.I.P., and reiteration of what H.I.P. work items are funded through the Replacement Reserves;
- b) Crawlspace improvements that are being considered for GHI units; status of sump pump inspections/repairs; status of steam tunnel closure work;
- c) Major planning activities for the HIP during 2015; invitation for members to participate;
- d) Proposed dates for membership meetings to vote on improvements to be installed during the H.I.P.; and
- e) Questions and comments from the members.

**MOTION: THE BOARD OF DIRECTORS RESOLVES TO HOLD A TOWN HALL MEETING WITH GHI'S MEMBERSHIP ON JANUARY 25, 2015 FROM 1:00 – 4:15 P.M. TO DISCUSS ITEMS PERTAINING TO THE UPCOMING HOMES IMPROVEMENT PROGRAM.**

Moved: Hess

Seconded: Ready

Carried 9-0

Items of Information

Skolnik asked general manager Ralph to discuss the DCHD launch of the \$100 million initiative for Homebuyers in P.G. County. Ralph said GHI cannot benefit from the program because it does not include cooperative share loans; he and Skolnik would draft a letter to legislators and find out the reason co-ops are not included.

Skolnik said the GHI office will be closed Friday, December 19, on Christmas Day, the Friday after Christmas, the Friday following, and New Year's Day. He also said the Board Action Plan Status and Committee Task List and Monthly GHI and city calendars were attached to the Board packets.

8. President

Skolnik said he wished members the best for the holiday season and that he underestimated the workload of the president.

9. Board Members

- Ready said she will miss Brenda and will attend her reception.
- Hess said he will miss Brenda's farewell party on January 15. He said he will not be able to attend the January 6<sup>th</sup> Board meeting.
- Novinski received unsolicited advertisement for Quicken Loans that knew her balance. She said Quicken Loans does not include co-ops.
- Marcavitch said he would help draft letters to legislators. He also distributed 2015 calendars.
- McFadden said she would also miss Brenda.

10. Manager

GM Ralph said that on Monday, GHI welcomed three new employees:

- Maesha McNeill, human resources manager. GM Ralph said GHI received 339 applications, and 13 candidates were interviewed for this position;
- Clay Otley, fee for service coordinator; and
- Marcus Moultrie, journeyman plumber. GM Ralph said that plumber John Beall is on extended sick leave.

Ralph commented that it has been a very challenging year but he felt GHI came through it with flying colors.

**MOTION: TO ADJOURN.**

Moved: Hess

Seconded: Marcavitch

Carried 9-0

The meeting adjourned at 9:42 p.m.

Ed James  
Secretary