

Minutes
GHI BOARD OF DIRECTORS
December 20, 2012

Board Members Present: Boswell, DeBernardo, Hess, James, Jones, McFadden, Morse, Novinski, and Ready

Others in Attendance:

General Manager Eldon Ralph
Brenda Lewis, Human Resources Director
Joe Perry, Finance Director
Joan Krob, Member Services Director
Tom Sporney, Technical Services Director
Dianne Wilkerson, Audit Committee Chair
Ben Fischler, Audit Committee
Andrea Castrogiovanni
Kathleen Bucco
Chris Shuman
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7: 41p.m.

1. Approval of Agenda

MOTION: TO APPROVE AGENDA.

Moved: James

Seconded: Hess

Carried 8

2. Visitors and Members

Ready welcomed the visitors and members. Chris Shuman of 1E Gardenway distributed pictures of the bags of debris that he found in the common area that he collected and has discarded at Northway field. He also passed around pictures of the unsightliness of an adjacent court because of the amount of leaves blown against the garages and not removed.

3. Approval of Membership Applications

FOR THE RECORD: THE FOLLOWING MEMBER WAS ACCEPTED INTO THE COOPERATIVE BY A BOARD POLL AND MEMBERSHIP WAS AFFORDED HER AT THE TIME OF SETTLEMENT:

- **SHIRL A. PHELPS, SOLE OWNER**

4. Committee Reports

- Woodlands Committee – The Woodlands Committee report would be discussed later in the meeting.
- Building’s Committee – Boswell asked if the Board wanted to approve a survey to be sent to the pilot project members.

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE BUILDING’S COMMITTEE TO DEVELOP A SURVEY FOR APPROVAL FOR PILOT PROJECT PARTICIPANTS.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 8

6a. Business Owners’ Insurance Policy Renewal, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, THE EXPENDITURE OF \$517,815.00 FOR RENEWING THE PROPERTY AND BUSINESS OWNERS’ INSURANCE PACKAGE FOR 2013 AS PROPOSED BY POLKES & GOLDBERG INSURANCE CO.

6b. Contract for Repairs: 8F Plateau Place, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH RICHARD K. GEHRING HOME IMPROVEMENTS, TO REPAIR THE UNIT LOCATED AT 8F PLATEAU PLACE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$16,150.00 PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$17,765.00.

6c. Job Classification and Salary Survey for GHI Employees

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO IMPLEMENT THE 2013 SALARY SCALE AS PRESENTED AT THE DECEMBER 20, 2012 BOARD MEETING, EFFECTIVE JANUARY 1, 2013. THE MINIMUM SALARY RANGES

ARE TO BE APPLIED TO EMPLOYEES' SALARIES AFTER THE 2012 PERFORMANCE EVALUATION PROCESS.

Moved: Boswell

Seconded: Hess

Carried 8

6d. Review Comments from Members Regarding Proposed Rules Revision on Staff Permit Review

At the GHI Board meeting of 1Nov12, the Board passed a motion to present to the community for a 30-day comment period a proposed rules change regarding staff permit review:

[*italics – add*]

§X.C.3. **APPROVAL.** All requests for additions must be accompanied by the written consent of each adjacent neighbor. This is required because the view, sunlight, and air circulation of each neighbor is affected. Screening or enclosure of an original porch requires the permission of GHI and the written consent of adjacent neighbors, except where screening or enclosure consists solely of adding a door to the existing porch.

Approval is granted by GHI for improvements and alterations based upon the information submitted by the member, preliminary inspections made by GHI personnel, and the criteria listed in these rules and regulations. *Staff has the prerogative to refer any issues whether or not explicitly clarified within these rules to the appropriate committee and/or the GHI Board of Directors.*

The request for feedback was distributed to the community through the regular media channels. Nine (9) comments were received.

MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION TO THE GHI RULES §X.C.3. AS INDICATED, TO AUTHORIZE STAFF TO DIRECT ISSUES ARISING DURING PERMIT REVIEW TO THE APPROPRIATE COMMITTEE OR GHI BOARD.

Moved: Hess

Seconded: Boswell

Carried 7-1

Opposed: McFadden, who was concerned about the low member response received.

APPROVED BY CONSENT: TO REFER CATHERINE MCHUGH'S LETTER TO THE ARCHITECTURAL REVIEW COMMITTEE.

6e. Request Access to GHI Woodlands by Ancestral Knowledge

MOTION: THE BOARD OF DIRECTORS DIRECTS THE WOODLANDS COMMITTEE TO REVIEW ANCESTRAL KNOWLEDGE INC.'S REQUEST AND RECOMMEND ON OR BEFORE JANUARY 24, 2013 WHETHER OR NOT IT SHOULD BE

ALLOWED TO UTILIZE GHI'S WOODLANDS, BASED ON THE MERITS OF ITS PROPOSAL AND THE POTENTIAL ENVIRONMENTAL IMPACT ON THE WOODLANDS. THE COMMITTEE SHOULD ALSO IDENTIFY POTENTIAL LIABILITY ISSUES THAT COULD ARISE FROM ANCESTRAL KNOWLEDGE INC.'S USE OF THE WOODLANDS. THE BOARD FURTHER DIRECTS STAFF TO ENGAGE LEGAL COUNSEL AT THE EXPENSE OF ANCESTRAL KNOWLEDGE, INC.

Moved: Boswell

Seconded: Hess

Carried 7-1

Jones opposed due to potential liability issues.

6f. Woodlands' Committee Report on FCMA Renewal

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO PROCEED WITH THE ESTABLISHMENT OF A NEW FOREST STEWARDSHIP PLAN AND RENEWAL OF THE CURRENT FOREST CONSERVATION MANAGEMENT AGREEMENT WITH THE STATE OF MARYLAND DEPARTMENT OF NATURAL RESOURCES FOREST SERVICE FOR A PERIOD OF 15 YEARS.

Moved: Hess

Seconded: Novinski

Carried 8

6g. Request for Contribution to the City Emergency Relief Fund

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO MAKE A DONATION OF \$1,200 TO THE GREENBELT CITY EMERGENCY RELIEF FUND.

Moved: Novinski

Seconded: Morse

Tabled and
later amended.

MOTION: TO TABLE.

Moved: Jones

Seconded: James

Carried 8

MOTION: REMOVE MOTION FROM THE TABLE.

Moved: Jones

Seconded: James

Carried 8

The Board entered into a limited discussion about the use of budgeted funds for contributions and how such funds should be allocated.

AMENDED MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO MAKE A DONATION OF \$1,300 TO THE GREENBELT CITY EMERGENCY RELIEF FUND.

Moved: Jones

Seconded: Hess

Carried 7-1

Opposed Morse

6h. Request for Contribution from the Greenbelt Community Foundation

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO MAKE A DONATION OF \$250.00 TO GREENBELT COMMUNITY FOUNDATION TO SUPPORT ITS ANNUAL TEA AND FUNDRAISER ON FEBRUARY 24, 2013.

Moved: Novinski

Seconded: McFadden

Carried 8

6i. Development of a Policy for Capital Contributions

MOTION: THE BOARD DIRECTS THE FINANCE COMMITTEE TO DEVELOP AND RECOMMEND A POLICY TO THE BOARD FOR CAPITAL CONTRIBUTIONS AS SUGGESTED BY WEGNER CPAS, LLP (GHI'S EXTERNAL AUDITOR).

Moved: Jones

Seconded: Hess

Carried 8

6j. Waste Disposal Contract for 2013-2015

GHI formally solicited bids from nine (9) contractors who do this work, who were individually contacted to ascertain their interest. Bids were received from five (5) contractors for the GHI portion of the work scope:

GHI		bid	qty		2nd yr		total contract
<u>Progressive Waste Svcs</u>			10%	fuel/environmental	4%		
<i>GHI admin bldg</i>							
<i>gen'l waste</i>							
6 cu.yd.	1x/wk	\$130.00	12	\$1,716.00			
		\$130.00	/mo	\$1,716.00		\$1,784.64	\$3,500.64
<u>Goode Trash Removal</u>					3%		
<i>GHI admin bldg</i>							
<i>gen'l waste</i>							
6 cu.yd.	1x/wk	\$89.00	12	\$1,068.00			
		\$89.00	/mo	\$1,068.00		\$1,100.04	\$2,168.04
<u>Bates Trucking</u>					0%		
<i>GHI admin bldg</i>							
<i>gen'l waste</i>							
6 cu.yd.	1x/wk	\$123.00	12	\$1,476.00			
		\$123.00	/mo	\$1,476.00		\$1,476.00	\$2,952.00

Republic Services - Allied Waste					5%		
<i>GHI admin bldg</i>							
<i>gen'l waste</i>							
6 cu.yd.	1x/wk	\$90.00	12	\$1,080.00			
		\$90.00	/mo	\$1,080.00		\$1,134.00	\$2,214.00
Environmental Alternatives	-				0%		
<i>GHI admin bldg</i>							
<i>gen'l waste - recyclable</i>							
30 cu.yd.	as requested	\$371.00	12	\$4,452.00			
expected		\$371.00	/mo	\$4,452.00		\$4,452.00	\$8,904.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH ALLIED WASTE FOR WASTE REMOVAL AT GREENBELT HOMES AT ITS BID OF \$90/MONTH FOR GENERAL WASTE, WITH 5% ESCALATION FOR THE 2nd CONTRACT YEAR.

Moved: Hess

Seconded: McFadden

Carried 8

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 \$371/LOAD FOR 30 CU.YD. CO-MINGLED GENERAL WASTE & RECYCLABLES, FIRM FOR THE 2nd CONTRACT YEAR.

Moved: Hess

Seconded: Jones

Carried 8

7. Items of Information

None discussed.

8. President

Ready announced she would be out of town beginning tomorrow until the New Year.

9. Board Members

- Novinski said the Companion Animal Committee is forwarding a report on pit bulls to the Board.
- DeBernardo announced a Cookie Party at his home on January 1, 2013 from 3 to 6 p.m.
- Hess said he would miss the January 10 Board meeting; that the Finance Committee will meet on January 17 and February 21. Hess mentioned an

overlap in the articles being articles published in the *Communicator* and in the *News in Review*.

- Jones said he will miss the January 10 Board meeting.
- Wilkerson said she didn't receive a water bill and called WSSC. WSSC estimated what she would have used and put in a new meter. She said her water bill is now higher.

10. Manager

Eldon Ralph said he received a copy of the letter from the city to WSSC to resolve the problem with GHI. He will be on leave from December 24 to January 1. Ralph said staff was pleased that several Board members attended the holiday party. He also thanked the Board, staff, and members for their support during his first full year as general manager.

11. Staff

Perry said accounting has encountered challenges with the real estate refunds; 490 were not properly applied. Members have been advised of this problem.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: Jones

Carried 8

The meeting adjourned at 9:15 p.m.

Ed James
Secretary