

Minutes
GHI Board of Directors
December 4, 2008

Present: Hickey, James, Lewis, Morse, McFadden, Novinski, Robles

Excused Absence: Agans, Mazurksy

Others in Attendance:

Gretchen Overdurff, General Manager
Eldon Ralph, Assistant General Manager
Joan Krob, Director of Member Services
Joe Perry, Director of Finance
Tom Sporney, Manager of Technical
Services
Matt Berres, Sustainable Design & Quality
Assurance Manager
Dianne Wilkerson, Chair, Audit Committee
Michael Iacangelo, Audit Committee
Dorothy Lauber, Audit Committee

CJ Evans, Recording Secretary
Linda Levine
Bob Snyder
Mira Cockburn
Yoni Siegel
Amy Painter
A. Landry Lombardi
Ann Geister
Cam MacQueen

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

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS REVISED

Moved: Morse

Seconded: Novinski

Carried 5-0

2. Visitors and Members

3. Approval of Membership Applications

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT.

- **JENNIFER M. FRANKLIN**

Moved: James

Seconded: Morse

Carried 5-0

(Hickey arrives 7:32 p.m.)

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

- **FROM GERALD HARSHMAN, SOLE OWNER TO GREENBELT HOMES, INC., NON-CORPORATE DESIGNEE**
- **FROM ROYA BAUMAN, GEORGE BRANYAN, RICHARD BAUMAN, PARI BAUMAN, JOINT TENANTS TO ROYA BAUMAN AND GEORGE BRANYAN, TENANTS BY THE ENTIRETY.**

- **FROM THEA LOVELL, SOLE OWNER TO THEA LOVELL AND PAULA C. MARINELLI, JOINT TENANTS.**

Moved: James

Seconded: Hickey

Carried 6-0

4. Committee Reports
5. Consent Agenda
- 6a. Verizon FIOS Installation

Recently, GHI was approached by Verizon, requesting the opportunity to install fiber optics within our cooperative community. Fiber optics has been installed in other parts of Old Greenbelt, including areas adjacent to Woodland Way and some courts of Hillside. The City of Greenbelt has a master agreement with Verizon; however, each community association must enter into its own agreement individually with Verizon. Donald O'Connor, Godfrey Dudley and Pete Tredick were in attendance to answer questions from the Board.

Mr. O'Connor presented the proposal to the Board. He explained that Verizon would like to make fiber optic service available to members of GHI by setting up the cabling in the crawl space of each home. When and if a member chooses the service, it would be available to them immediately. He described the process Verizon would like to proceed with. Once the license agreement is signed, an engineering team would meet with GHI staff to walk the premises and design a plan. The plan would have to be approved by GHI before the order is placed to install the cabling. Most likely, if approved, the project would take place some time next year. He assured the Board that the community would be restored to the way it looked before the project started.

The Board had several questions and concerns about the licensing agreement including:

- Granting the right to dig before a plan is established
- WSSC easement requirements
- The use of members' electricity
- The interference with equipment already in place, particularly equipment that belongs to another company

Mr. O'Connor explained that the licensing agreement includes a general description of possibilities. He encouraged the Board to make changes to the agreement, which could be brought back to Verizon's legal team for approval.

The Board also discussed future plans for replacing insulation under the homes and the possibility of the need for relocation of the cables. Mr. O'Connor said Verizon would not cover the cost to move the cables. Assistant General Manager, Eldon Ralph opined that when staff meets with the planning engineer, future planned projects would have to be considered. Audit committee member Iacangelo asked what Verizon would do if the installation caused interference or conflicting signals with Comcast. Mr. O'Connor responded that this would be treated as a typical maintenance concern and a technician would be sent out to solve the problem.

The marketing program was also presented. It offers a ten year agreement between GHI and Verizon in which a one-time marketing assistance fee of \$120 per unit would be paid within sixty days of the date that GHI fulfills a service order for all living units on the property or the effective date, whichever is the later. The payment is contingent upon GHI providing the addresses of all units to Verizon. Mr. Godfrey

is the Account Manager for Verizon and would be the point of contact for the marketing side of the agreement.

President Lewis explained that contact information for all of the members could not be sold. Mr. Godfrey explained that the contact list would only need to include the list of addresses. Names would not need to be included. General Manager Overdurff explained that the cooperative does not endorse any product or service and shared her concern with a 10 year agreement. Mr. Godfrey explained that nothing would be expected from staff in return (no door hangers, etc.). A packet could be given to new members with information about the service. GHI's conflict of interest policy was also discussed, explaining that GHI staff could not participate in an incentive program. The Board agreed to look over the licensing agreement first and hold off on making a decision about the marketing agreement.

6b. Nonconforming, Unpermitted, Red Serviceside Entry Door, 10V Southway

Mr. Wysong was not present at the meeting. President Lewis announced that this item would be discussed later in the meeting if Mr. Wysong arrived before the Board adjourned.

6c. Yard Line Certification: 10 Court Plateau

Yard Line committee chair Dianne Wilkerson noted that the committee worked with the three people in 10 court of Plateau who had concerns about proposed yard plats. Member, Amy Painter addressed the Board. She noted that she was late in addressing this issue, but had a question about the yard plat she was given. It seemed that her fence was off by about 2 inches, according to the measurements. Manager of Technical Services, Tom Sporney noted that 2 inches are not worth quibbling over. Her fence will not need to be moved. The member from Ann Gerster, was also in attendance and noted with concern a discrepancy in the measurements. Wilkerson explained that different techniques are used that provide different measurements, but the difference is only an inch or two. She also explained that the yard plat, in this case, follows the fence. Both members were satisfied with the explanations of their yard plats.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 10 COURT PLATEAU AS PRESENTED.

Moved: James

Seconded: Hickey

Carried 6-0

6e. Companion Animal Committee Request

At the last Board meeting, the Companion Animal Committee (CAC) requested permission to place flyers of its Grief Support Group Program throughout greater Greenbelt. The purpose of the flyer is to bring greater awareness of the monthly support meetings to those who are bereaving the loss of or illness of their pet. Cam MacQueen from the CAC was in attendance at the meeting to request the further outreach and to answer questions from the Board.

President Lewis reminded Ms. MacQueen that the committees of the Board are intended to help the Board focus on its priority issues. It would be inappropriate for the committee to use GHI to provide services to the City of Greenbelt. She also noted that Leoney Penny from the City started a bereavement group and recommended that the same thing could be done with this grief support group; it just should not be done through GHI. Concern was addressed regarding liability.

Members of the Board acknowledged that this is a valuable service, but added that the Board has to focus these next several years to accomplish the tasks on its strategic plan. Director James suggested that a city level recognition group could work very well and could reach more people. There could be collaboration with the city and the CARES program.

Ms. MacQueen also requested permission to collect blankets for the Prince George's county shelter in a box in the administrative offices from now until the end of December. President Lewis noted that an offer of donations should also be made to the Greenbelt animal shelter.

CONSENSUS: TO COLLECT BLANKETS FOR THE LOCAL ANIMAL SHELTERS IN THE GHI RECEPTION LOBBY.

6d. 2008 Community Beautification Program

Matt Berres, Sustainable Design & Quality Assurance Manager, was in attendance to answer questions from the Board. The issue of bare spots was addressed and Berres explained that the Woodlands committee is available to consult with members to help them deal with bare spots. Berres noted that in general, there were fewer violations this year than in previous years. Several items were addressed:

- Featuring plans for the 2009 program in the March/April Communicator.
- Growing vegetable or fruit trees and the maintenance requirements of doing so.
- Fines associated with the program and the need for a Bylaws change to do so.
- The problem of a few members not complying after numerous inspections.

The Board requested an Executive session after the meeting to discuss further the consistent problem yards and the possible bylaws change. The Board discussed exploring the legality of imposing fines. Director James noted that GHI is occasionally cited and fined for city violations. He opined that if it were proposed to the membership to impose fines to individual members in order to avoid fines to the entire membership, it would be easier to get approval for a bylaws change.

6e. Nonconforming, Unpermitted, Red Serviceside Entry Door, 10V Southway

The Board discussed the out of compliance door and the ARC recommendation. Director Hickey noted that if the door were painted a more neutral color, the committee could "live with it". He added that the door should be replaced at resale. The window in the door was also discussed and it was noted that it is in a position that is not seen by many people.

The Board decided to postpone further discussion until the member could be present. It was requested that this item be put on the next agenda.

6f. Staff Issue

Director James noted that this year, Christmas falls on a Thursday. He suggested that the GHI offices should be closed the Friday after Christmas to give GHI staff the day off.

CONSENSUS: THE GHI STAFF SHOULD HAVE THE DAY AFTER CHRISTMAS OFF.

7. Items of Information

A reminder was requested for the Saturday, the 13th meeting at 10:00 a.m. for a tour of the Woodlands. The Board was also reminded of the GHI Holiday Party.

8. President

President Lewis made a couple of announcements:

- The appointment of Sara Headley to the Member and Community Relations Committee.
- The fifth workshop planned by the Green Ribbon Task Force will be the last Saturday in January.

9. Board Members

Director Robles inquired about the maintenance of the Girl Scout Trail. Staff responded that no work has been done by GHI staff or the Woodlands committee on the trail. She also noted that Ruth Kastner would like to address the Board at the January 8th meeting regarding this issue. Director James announced that the Buildings committee is still working on a survey for heating preferences. Director Morse further discussed the fifth workshop planned by the Green Ribbon Task Force.

10. Manager

General Manager Overdurff announced that the City of Greenbelt has been awarded a grant to help facilitate senior citizens to upgrade or install safety devices. No one has applied for the money and the deadline is at the end of December. Members interested in applying could be eligible for a motorized stair lift, the widening of door ways, a shower chair, bed rails, grab bars, etc. Director of Finance, Joe Perry announced that the fee letters will go out tomorrow. Manager of Technical Services, Tom Sporney thanked the Board for giving staff Boxing Day off.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Novinski

Seconded: McFadden

Carried 6-0

The meeting recessed at 9:30 p.m.

Ed James
Secretary