

Minutes
GHI Board of Directors
February 12, 2009

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

Excused Absence: Mazursky, Novinski

Others in Attendance:

Gretchen Overdurff, General Manager
Eldon Ralph, Assistant General Manager
Joe Perry, Director of Finance
Joan Krob, Director of Member Services
Tom Sporney, Manager of Technical Services
Dianne Wilkerson, Chair, Audit Committee
Dorothy Lauber, Audit Committee
Michael Iacangelo, Audit Committee
Genevieve Courbois, Recording Secretary
Yoni Siegel
Lora Katz
Karl Gary
Alison Gary

President Lewis called the meeting to order at 7:43 p.m.

1. Approval of Agenda

President Lewis removed 7f. *2008 Year End Income Statements* and added 7g. *Comment Period for Member Handbook Changes* and 7h. *Contract for Repairs at 8A Laurel Hill Road*. She moved Living Trust after the Consent Agenda.

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Hickey

Seconded: Agans

Carried 6

2. Visitors

No discussion.

3. Approval of Membership Applications

There were no membership applications to consider.

4. Committee Reports

The Board reviewed a report submitted by the Companion Animal Committee. It was suggested that the committee, which mentioned conducting an online survey, may want to work with the Sustainable Design and Practices committee which wants to do a survey as well.

5. Consent Agenda

CONSENSUS: TO LEAVE THE LIVING TRUST ON THE CONSENT AGENDA; TO REMOVE THE MINUTES OF JANUARY 8, 2009, FROM THE CONSENT AGENDA.

MOTION: TO APPROVE THE CONSENT AGENDA AS REVISED.

Moved: Agans

Seconded: Robles

Carried 6

6. Approval of Addendum for Trust Ownership and Trustee's Affidavit (CA)

APPROVED BY CONSENT AGENDA: ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT OF DANIEL J. OBESTER AND VIRGINIA N. OBESTER, THEREBY ALLOWING THEM TO PLACE THEIR MEMBERSHIP AND EQUITY INTEREST INTO A LIVING TRUST DATED NOVEMBER 24, 2008.

APPROVED BY CONSENT AGENDA: ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT OF HERBERT C. WADE AND CARY P. WADE, THEREBY ALLOWING THEM TO PLACE THEIR MEMBERSHIP AND EQUITY INTEREST INTO A LIVING TRUST DATED JULY 2, 1996.

APPROVED BY CONSENT AGENDA: ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT – DANIEL J. OBESTER AND VIRGINIA N. OBESTER; HERBERT C. WADE AND CARY P. WADE.

7a. Approval of Minutes

Director Agans had changes to the minutes of January 8, 2009. It was noted that the vote tally on the motions appeared to include President Lewis. Director James said that the chair's vote should be recorded as an abstention. A discussion ensued about how to categorize the chair's vote and how to record votes in the minutes. The minutes of January 8, 2009 were tabled until a ruling is received from a parliamentarian.

7b. Unpermitted Skylights in Gardenside Addition, 46H Ridge Road

Members Karl and Alison Gary came before the Board to request an exception for two skylights installed in their gardenside addition. Director Hickey outlined ARC's deliberations of January 14, 2009 on the request, and why the committee recommended against granting the exception.

Mr. Gary said that the skylights help introduce light effectively within the addition and are slightly tinted for heat conservation. He acknowledged that he decided to install the skylights after his original permit request was approved. He said he accepts full responsibility for his actions as well as any leakages that would occur. Director Agans opined that Mr. Gary has put the Board in a difficult situation of deciding whether the

skylights can remain or if they must be removed. She said that if the skylights fail or leak, this will incur costs for members [as the addition is under the maintenance program.] She suggested an additional assessment based on the skylights' potential to fail/leak.

MOTION: TO STUDY HOW TO INCORPORATE SKYLIGHTS INTO THE ADDITION REPLACEMENT RESERVE PROGRAM AND TO POSTPONE CONSIDERATION OF THIS EXCEPTION REQUEST.

Moved: Agans

Seconded: Robles

Carried 6

Assistant General Manager Ralph said that exceptions to the addition maintenance program can pose challenges for staff in administrating aspects of the program, especially over a period of time. He said that addition fees are calculated based on square footage and not on an addition's features (plumbing fixtures are considered.)

It was suggested that an ad hoc committee of three persons (comprised of one member from each of the following committees: Buildings, ARC, and Finance) be formed to address the issue of how to incorporate skylights into the addition replacement reserve program with a recommendation returned by July 1, 2009.

7c. Installation of Large Windows in 3-Season Porch, 10M Plateau

Member Yoni Siegel came before the Board to request an exception to install vinyl, vertically-sliding, floor-to-ceiling, 4-track window panels in her proposed 3-season porch. Staff identified that these window assemblies differ from those on the list of acceptable window types and the member needed to request an exception from the Board. ARC considered this issue at its meeting of January 14, 2009, and recommended that an exception be granted. President Lewis said that when ARC recommends granting an exception, it should provide a specific reason for the exception and a defined course of action if the exception is granted by the Board.

Director of Technical Services Sporney explained that the exterior sheathing originally proposed was exposed gypsum, T-1-11, but ARC recommended a vinyl exterior sheathing for weather protection and aesthetics. Ms. Siegel said that, due to her sensitivity, she could be affected by the odor from the vinyl. Director McFadden raised concern about the impact of the vinyl smell within a closed space. Director Agans felt that airing the porch would help alleviate the initial out-gassing of the vinyl.

Director Morse inquired about an alternate to vinyl sheathing, such as cement /fiber siding, and if it would provide as much protection. Sporney said it would; however, it would be a non-matching material, and noted that he cannot speak for the ARC in terms of the acceptability of a different material. Director Hickey said that ARC's recommendation to grant an exception was based on the use of vinyl exterior sheathing. Ms. Siegel said that her exception request is for the window assemblies, and not the interior sheathing which will not be visible to passersby.

CONSENSUS: THE BOARD REMANDS CONSIDERATION OF MS. SIEGEL'S EXCEPTION REQUEST TO INSTALL LARGE WINDOWS IN A 3-SEASON PORCH AT 10-M PLATEAU PLACE TO ARC FOR RE-REVIEW TOWARDS REACHING AN ACCOMMODATION.

7d. Underground Storm Drain Repair, 14 A-B Ridge Road – first reading

In January 2009, GHI approached three contractors who specialize in underground pipe relining work, to reline the length of the existing underground storm drain from 14A-B Ridge. Bids were received from the following contractors: Lyttle Utilities - \$7,530.00; NuFlow of Hampton Roads - \$15,400.00; and Ace Envirotech - \$9,965.00. Staff has performed reference, financial, and credit checks on Lyttle Utilities, and reports positively in all areas, with no significant negative findings.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER ON FIRST READING TO SIGN A CONTRACT WITH LYTTLE UTILITIES TO PERFORM THE STORM DRAIN RELINING AT THE GARDENSIDE OF 14 A&B RIDGE ROAD AS DIRECTED BY GREENBELT HOMES STAFF, AT ITS BID, \$7,530, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$8,660.

Moved: Morse

Seconded: Hickey

Carried 6

7e. Revised Strategic Plan

The Board reviewed the revised strategic plan through Key Results #2. It was suggested that status statements and possibly objectives be removed once the document is finalized. Regarding conducting an annual, professional quality survey of members, President Lewis suggested that perhaps GHI could share survey software with the City of Greenbelt. General Manager Overdurff mentioned she recently learned about someone who helps design surveys for \$12,000 – \$15,000. David Morse added that he would be meeting with Alice Mitchell and Director Novinski to talk about surveys. President Lewis requested that updates be provided on these scenarios in September.

7f. Schedule General Manager's Performance Review

The General Manager's review was scheduled for Thursday, April 16, 2009, at 7:00 pm.

7g. Comment Period for Member Handbook Changes

Director Agans suggested having a comment period when a significant rule or policy change is under consideration by the Board to provide an opportunity for members to voice feedback. Director Morse emphasized the value of having "greater participation" governance, and that currently, there does not appear to be sufficient member participation. President Lewis said this item would be on the next Board agenda for discussion/action.

7h. Contract for Repairs at 8A Laurel Hill Road

As a result of a Membership Termination, GHI owns 8A Laurel Hill Road. The unit had been empty for ten years and needs considerable work to bring it into compliance with GHI resale standards. GHI received bids from three contractors: Gehring Construction - \$21,675.00; Gott Custom Contracting - \$15,142.00; and Cameron Brothers - \$24,245.00. Staff recommends awarding the contract to Gott Custom Contracting,

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GOTT CUSTOM CONTRACTING TO RENOVATE THE UNIT LOCATED AT 8A LAUREL HILL ROAD AS DIRECTED BY GREENBELT HOMES, INC. AT A COST NOT TO EXCEED \$16,656.00.

Moved: Agans

Seconded: Hickey

Carried 6

7. Items of Information

No discussion.

8. President

President Lewis encouraged everyone to read the discussions on the Yahoo! Greenbelters group. She said a recent discussion involved satellite dish installation. Director of Technical Services Sporney said that rule clarification for satellite dishes will be on the next Board agenda based on a member's request to attach a dish to a vent stack. Assistant General Manager Ralph said he would write an article for the May/June newsletter clarifying accepted dish attachment locations. Director Robles suggested posting the article to the Yahoo! group.

President Lewis said that committee chairs should review the material on GHI volunteer opportunities which she emailed to ensure it is inclusive; these opportunities will be posted to the website in March. She said the next new member social is on Tuesday, February 24, at 7 pm. She said there was a great turnout on Saturday, February 7, at the Energy Open House.

9. Board Members

Director Morse will be out of town from February 17 to March 4; Board members should email him with input on the proposed comment period. **Director McFadden** said that the Transit Rider United of Greenbelt will meet on Saturday, February 28, 10 am, at the Greenbelt Community Congregational Church. **Director Agans** suggested publishing an Energy Open House wrap-up in the *Communicator*; President Lewis suggested distributing energy tips through court liaisons. Director Agans said that the Finance committee is reviewing a proposal from Bill Jones on heat pumps and fees on garages that have become additions. Director McFadden inquired about the apartment purchase; Agans responded that there were mixed feelings about how to move forward. **Director James** said the Member and

Community Relations committee is organizing the annual appreciation luncheon for committee members for Sunday, April 19.

Audit committee Chair Wilkerson recognized the 200th birthdays of Darwin and Lincoln. Lauber noted that the Marketing committee did not meet this week. Iacangelo provided information to General Manager Overdurff on backing up data.

10. Manager

General Manager Overdurff said that a capacity training brochure will be in the next Board packet and this will be scheduled after the annual meeting. She announced an information session for members at the Community Center on March 3, at 7:30 p.m. about an electric buying cooperative to save money on electric bills.

Director of Finance Perry said the audit is underway and will be completed next week. He said this accounted for the delay in providing the 2008 Year End Income Statements to the Board.

President Lewis thanked Assistant General Manager Ralph for his work at the Energy Open House. Ralph said a task force will be interviewing consultants for the energy audit proposal and will bring their recommendation to the Board on March 12.

Human Resources Director Lewis noted that a master plumber has been hired and GHI is now fully staffed.

MOTION: RECESS TO EXECUTIVE SESSION.

Moved: McFadden

Seconded: Morse

Carried 6

The meeting recessed at 10:05 p.m.

Ed James
Secretary