

Minutes
GHI Board of Directors
February 25, 2010

Present: James, Lewis, Morse, McFadden, Agans, Boswell, Novinski

Excused Absence: Hickey, Mazursky

Others in Attendance:

Gretchen Overdurff, General Manager	Joan Krob, Director of Member Services
Joe Perry, Director of Finance	Tom Sporney, Staff Engineer
Eldon Ralph, Assistant General Manager	Dorothy Lauber, Audit Committee
Dianne Wilkerson, Chair, Audit Committee	Henry Haslinger, Audit Committee
Patty Muldowney, Recording Secretary	Dolores Petry
Elizabeth Bianchi	Hopi Auerbach
Bob Auerbach	Terri Hruby, City of Greenbelt
Chris Shuman	Penny Koines
Nathan Hughes	

President Agans called the meeting to order at 7:36 p.m.

1. Approval of Agenda

Item 6j, “Legislative Item”, was added to the agenda. The approval of minutes was removed from the consent agenda so that corrections could be made. A second request from the Buildings Committee was added to item 6d. Director Lewis requested that the Board suspend the rules and allow for to readings for item 6f, as the first reading was supposed to be held at the last meeting, which was cancelled due to snow. Finally, General Manager Overdurff suggested moving item 6c, the discussion about the Crescent Road right of way, to the beginning of the meeting because Terri Hruby was in attendance.

MOTION: TO APPROVE THE AGENDA AS AMENDED.

Moved: James

Seconded: Novinski

Carried 6

2. Visitors and Members

Mr. Chris Schuman explained that he was in attendance because he had heard about upgraded service from Comcast. Mr. Schuman urged the Board to force Comcast to remove old utility boxes that are no longer being used before allowing them to install their upgrades. Assistant General Manager Ralph will contact Comcast about their planned upgrades.

Secondly, Mr. Schuman expressed that he would like to see the Board and GHI staff enact a snow removal plan that would allow members to know what to expect from GHI and when to expect it; he would like to see more preparation from both GHI itself and its members. Mr. Schuman explained that in his court, he and one other member began shoveling the court, as they were the only ones home and in physical condition allowing them to shovel. His neighbor ended up in the hospital after shoveling, leaving Mr. Schuman to shovel out his entire court by himself. He suggested shoveling sidewalks and uncovering fire hydrants whenever possible, and urged GHI staff to take advantage of the volunteers they would have at their disposal. President Agans shared that staff is still debriefing from the epic snow and will be preparing a presentation for the Board as to how they can improve in the future. The Board discussed responsibility for

sidewalks; some are the City's responsibility to clear, while some are the responsibility of GHI. Assistant General Manager Ralph stated that GHI has 8.1 miles of sidewalks for which they are responsible. A work session was held approximately six years ago to discuss snow clearing from sidewalks. At that time, it was decided that sidewalks providing ingress and egress to the units would be the first priority, with inner sidewalks taking a backseat. Mr. Ralph explained that there is not enough staff to clear all 8.1 miles, and a contractor would be cost prohibitive. Mr. Schuman again stressed the possibility of using volunteers to help clear both main sidewalks and inner sidewalks. Mr. Ralph shared that GHI does have a map of the community that is color-coded based on which roads and sidewalks will be cleared first. Finally, Mr. Schuman suggested inspecting hedges in the fall to ensure that they are trimmed back so that sidewalks are passable, and suggested widening sidewalks to ADA specifications wherever possible.

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:

- **RICHARD B. PAYNE, SOLE OWNER**
- **DEREK L. HUDSON AND MARDELLE S. HUDSON, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: Novinsky

Carried 6

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING PROSPECTIVE MEMBERS INTO THE COOPERATIVE ON FEBRUARY 11, 2010 AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **MICHAEL DANIEL SHORT, SOLE OWNER**
- **MICHAEL VANDERHEIJDEN AND PAMELA VANDERHEIJDEN, TENANTS BY THE ENTIRETY**

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

- **RENATA ATKINSON AND MARGARET ATKINSON TO RENATA ATKINSON, SOLE OWNER**
- **BAGHER ROUDSARI AND LAURIE OLIVER-YAMINI TO FEDERAL NATIONAL MORTGAGE ASSOCIATION, 1C NORTHWAY**

Moved: James

Seconded: Lewis

Carried 6

4. Committee Reports

- Communications Committee: Director Morse shared that the committee will be contacting the NCBA regarding free surveys offered on member interest. He also shared that the Web Team has been meeting separately as a subgroup. Director Lewis shared that this week's issue of the *News Review* features two items from the Communications Committee: a piece about Peace Corps volunteers and a spring poetry contest.
- Companion Animal Committee: Director McFadden shared that the committee has been working on the issue of roaming cats in the community. They would like to work with the Woodlands Committee to begin an education campaign connected to roaming cats. The committee may develop a survey to assess the problem in various areas of GHI. McFadden

shared that a resident of Belle Point joined the committee for its meeting last night; residents of Belle Point may be interested in partnering with the Companion Animal Committee on this issue. Finally, the committee is interested in obtaining the status of a City-recognized group, but would not pursue it without Board approval.

- Finance Committee: Director Lewis shared that the committee looked further into fees paid by members who have received approval to rent out their homes. Based on their research, the committee does not see a need to establish a minimum fee to be paid by these members. Lewis also stated that the Finance Committee has not yet begun work on the tax assessment member education because they have not yet received information from the county or the state on the tax assessment.
- Yard Line Committee: Director Novinski shared that the recent committee meeting was cancelled due to snow.
- Architectural Review Committee: Director Novinski stated that the meeting was postponed to the third Wednesday of February. During that meeting, two requests for exceptions were heard, and will be brought to the Board at the next meeting.
- Woodlands Committee: President Agans stated that she attended the meeting which the Companion Animal Committee also attended. Agans expressed surprise at the impact of roaming cats living outdoors. Director James explained that the two committees will work as a coalition group on the roaming cat issues. The committee is also working on putting up birdhouses around the area. The committee is currently fully staffed.
- Member and Community Relations Committee: Director James shared that the committee will hold its appreciation luncheon on April 18 from 12:00 to 2:30. The committee is still short-handed and looking for new members. James shared that he, Mr. Ralph, Mr. Sporney, and another MCR member met about the WSSC work and made a list of questions to ask the WSSC representatives.
- Buildings Committee: Director Boswell stated that an article about the timeline for the pilot project and the full GHI rehab will be ready for the next issue of the *Communicator*.

5. Consent Agenda

The approval of minutes was removed from the consent agenda to allow for corrections. The consent agenda was removed from the agenda.

6a. Crescent Road Right of Way Update

Ms. Terri Hruby, City Planner, stated that she and Mr. Sporney met with a representative from Pepco and walked the right of way with him. As they anticipated, the Pepco representative confirmed that the utility poles are required to be in the right of way with one foot offset to the rear of the pole. Ms. Hruby and Mr. Sporney staked the option directed by Pepco representatives, and Mr. Sporney was able to revise affected yard plats; there will still be a few yards with encroachment issues (five feet maximum). Ms. Hruby stated that a major concern is anchor guide wires, which are either required to be part of the right of way or conveyed to Pepco in the form of an easement. It is recommended that the anchor guides continue to be part of the right of way so that the City of Greenbelt can monitor the

wires to their standards. Ms. Hruby explained that because the price discussed previously did not include anchor guides, more survey work would be required, which would raise the cost of the project. She stated that the estimated cost for staking the right of way, including the anchor guides and miscellaneous charges (paperwork costs, legal fees), is approximately \$5000.

Mr. Sporney stated that positive feedback was received from four of the eight members affected by the right of way issue. Ms. Penny Koines expressed appreciation for the phone call and explanation she received from Mr. Sporney. She stated that she was impressed with the amount of information she has received from GHI by phone and by mail. Ms. Koines asked if and when her fence would need to be moved to properly delineate the yard line; Ms. Hruby explained that she believes that the fence would only need to be moved when it is being replaced. She encouraged Ms. Koines to voice her concerns about moving her fence to City Council during a work session. Director Boswell asked about the possibility of Pepco moving the guide wires underground; Mr. Hruby stated that this option has not been mentioned by Pepco.

6b. Yard Line Certification: 6 & 8 Courts Research Road

There were no members present from 6 or 8 court Research Road. Yard Line Committee Chair Wilkerson shared that there was no notable feedback received from members. Further, there were no unusual issues during the surveying of these yards. Many yards backed up to Greenbelt Elementary School, and there was land left behind the yards to get into school property.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 6 RESEARCH ROAD AS PRESENTED.

Moved: Lewis

Seconded: McFadden

Carried 6

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 8 RESEARCH ROAD AS PRESENTED.

Moved: Novinski

Seconded: Lewis

Carried 6

6c. Proposed Gardenside Addition, 14X Ridge Road

Staff Engineer Sporney gave background information on this request for exception for the Board. During the process, three major issues were identified: the proposed addition roof, storm drainage, and installation of a permanent A/C unit on the gardenside. Mr. Sporney explained that the rules regarding A/C units were changed in December, so that was no longer an issue requiring an exception. However, the member proposed siding that was not in compliance with the rules. Mr. Sporney began discussion by explaining the issue with the proposed roof, the slope of which would not match that of the neighbor's addition. He explained that ARC prepared alternate proposals allowing the addition's roof pitch to match that of the neighbor's addition. The member proposed a new roof with the same slope; the new proposal included a flat cut-out section for a window which the committee feared would catch leaves and cause maintenance problems in the future. Because the member did submit a proposal in which the roof slope would match the neighbor's, this issue does not require an exception. However, because of possible maintenance issues in the future, ARC would prefer the proposal they submitted to the member over the member's proposed flat cutout in the roof. Mr. Sporney then explained the storm drainage issue to the Board, stating that staff recommends that the uphill downspout be disconnected and those that are downhill be reconnected in order to save an oak tree in

the member's yard. Finally, Mr. Sporney explained that the rules state that siding is to be 4" or 8", but that the neighboring addition's siding is 5". ARC suggested that 5" siding on the addition at 14X Ridge Road would be appropriate if it matched the neighboring addition's siding in color, shape, texture, and profile.

Ms. Hopi Auerbach stated that it is her understanding that the cutout section of the proposed roof would be sloped and not completely flat, and would be made of a special material designed for that particular purpose. Mr. Sporney explained that based on the contractor's specifications, the slope on that portion of the roof is so slight that it is basically flat. He stressed that it would be the member's responsibility to clear any snow or leaves that would collect in that spot.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE DISCONNECTION OF EXISTING DOWNSPOUT ONLY AT 14Y&Z RIDGE TO THE UNDERGROUND STORM DRAIN LINE TO ACCOMMODATE THE CONSTRUCTION OF THE GARDENSIDE ADDITION AT 14X RIDGE ROAD.

Moved: Morse

Seconded: Lewis

Carried 6

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF 5" SIDING ON THE GARDENSIDE ADDITION AT 14X RIDGE ROAD, PROVIDED THAT THE SIDING MATCHES THE COLOR, SIZE, PROFILE AND TEXTURE OF THE NEIGHBORING ADDITION.

Moved: Boswell

Seconded: McFadden

Carried 6

After making the motions regarding the storm drainage and the proposed siding on the addition, the Board entered into lengthy discussion with Ms. Auerbach about the proposed addition roof. The Board discussed the fact that the member does not need an exception to install the roof according to her proposal. The benefits of a shallow section of the roof were discussed, including the fact that it would prevent large clumps of snow and ice from falling off the roof onto whatever may be below. The Board also discussed the implication that the flat section of roof would have on maintenance and the Addition Maintenance Program. The Board urged the member to take good care of the window and flat section of roof to prevent water from pooling there, freezing, and breaking the window. Ms. Auerbach plans to maintain the window and roof, but future members living in that unit may not be willing or able to maintain it properly, posing possible problems in the future. Mr. Ralph suggested that he and Mr. Sporney meet with Ms. Auerbach's contractor to discuss options further for the roof. Ms. Auerbach stated that she would prefer not to use the roof proposed by ARC members because it would make the addition seem smaller. Director Boswell suggested that Ms. Auerbach consider a sloped entrance into the addition, with a ramp to get down to the lower floor surface. This would allow the roof to be lowered, and would help to match the slope of the neighbor's roof without losing any size in the addition. Ms. Auerbach stated that she would like to obtain the permit now, as she has all of the necessary permissions. Mr. Sporney explained that a permit could not be issued until Ms. Auerbach knew how her addition would be built; the permit allows for construction of a specific structure, so they would need to know what exactly is being built. At this point, the Board discussed the merit of making a motion allowing the member to construct her addition as proposed by the member's contractor. Some members of the Board felt that making a motion to allow construction would not preclude the member having discussions with the staff, while other members of the Board stated that there is no need for discussion with staff if the necessary permits have been issued.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE PROPOSED PLAN & ROOF DESIGN SUBMITTED BY THE MEMBER, INSTEAD OF PREFERENCES INDICATED BY THE ARCHITECTURAL REVIEW COMMITTEE.

Moved: McFadden

Seconded: Morse

Carried 4-3

Audit Committee Member Wilkerson pointed out that the member did not need the motion from the Board to begin construction, as this specific item did not require an exception to the rules. Ms. Auerbach stated that if the plans are to change, she would rather wait to obtain a permit until the plans are finalized. Mr. Ralph explained that because of the urgency of the matter, he and Mr. Sporney would be available at any time to meet with the contractor, as early as tomorrow. Ms. Auerbach then asked about the matching of siding, stating that a perfect match would be difficult at first because of weathering of the neighbor's siding. Mr. Sporney stated that he would be able to make a decision on whether or not the siding matched.

6d. Request for \$3000 by Buildings Committee to Purchase Measuring Instruments

Director Boswell gave the Board an update from the Buildings Committee. The committee is focused on making recommendations for keeping homes properly and efficiently heated and cooled, and is getting close to making decisions on the right approach to this project. Director Boswell explained that the committee is requesting \$3000 to purchase data collection instruments to use in pilot homes for three cycles of data collection. Boswell explained that this request was not in the Building Committee's budget at the beginning of the year, and that there will be more requests like this from the committee as the year goes on.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE OF EXPENDITURES UP TO \$3000.00 BY THE BUILDINGS COMMITTEE FOR MEASURING INSTRUMENTS TO RECORD ENVIRONMENTAL AND ENERGY CONSUMPTION DATA IN GHI UNITS.

Moved: James

Seconded: Lewis

Carried 6

Director Boswell then shared a second request from the Buildings Committee. The committee is close to anticipating what they will need for their pilot energy project, but will need help determining what the costs will be and how to cover the necessary expenses. The Buildings Committee would like to collaborate with the Finance Committee to determine the answers to these questions. Director Lewis stated that she would be in favor of forming a subcommittee from members of the Buildings and Finance Committees. Director Lewis will inform Director Boswell of what the Finance Committee will need to begin work on this at their next meeting.

6e. Discussion of Community Assets

This item was held until the next meeting.

6f. Engagement of Auditor for 2009 Audit

Director Lewis explained that this motion is for renewal of GHI's current auditor in regards to the regular annual audit. She requested that the Board suspend the rules to allow for two readings on this item at this meeting.

MOTION FOR FIRST READING: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, THE PROPOSAL OF MURPHY & MURPHY, CPA, LLC, TO PERFORM THE GHI/GDC CONSOLIDATED AUDITS FOR THE YEAR ENDING DECEMBER 31, 2009, PLUS THE PREPARATION OF TAX RETURNS FOR MARYLAND AND FEDERAL TAXES FOR BOTH GHI AND GDC.

Moved: Lewis

Seconded: Morse

Carried 6

MOTION: TO SUSPEND THE RULES TO ALLOW FOR SECOND READING TO TAKE PLACE THIS EVENING.

Moved: Lewis

Seconded: Morse

Carried 6

MOTION FOR SECOND READING: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING, THE PROPOSAL OF MURPHY & MURPHY, CPA, LLC, TO PERFORM THE GHI/GDC CONSOLIDATED AUDITS FOR THE YEAR ENDING DECEMBER 31, 2009, PLUS THE PREPARATION OF TAX RETURNS FOR MARYLAND AND FEDERAL TAXES FOR BOTH GHI AND GDC.

Moved: Lewis

Seconded: Novinski

Carried 6

6g. 2010 Spring & Fall Gutter Cleaning Contract – 1st Reading

The Board briefly discussed the various bids received from contractors for the spring and fall gutter cleaning contract.

MOTION: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH HEARN INSULATION TO PERFORM SPRING CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$21,000.

Moved: Boswell

Seconded: Lewis

Carried 6

MOTION: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH HEARN INSULATION TO PERFORM FALL CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$21,240.

Moved: Boswell

Seconded: Novinski

Carried 6

6h. Repairs to 71F Ridge Road

There was no discussion before motions were made on this item.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GOTT CUSTOM CONTRACTING, TO REPAIR THE UNIT LOCATED AT 71F RIDGE ROAD AS DIRECTED BY GREENBELT HOMES INC., AT A COST NOT TO EXCEED \$21,390.00

Moved: Novinski

Seconded: Lewis

Carried 6

MOTION: TO SUSPEND THE RULES TO ALLOW FOR SECOND READING THIS EVENING.

Moved: Morse

Seconded: James

Carried 6

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING, TO SIGN A CONTRACT WITH GOTT CUSTOM

CONTRACTING, TO REPAIR THE UNIT LOCATED AT 71F RIDGE ROAD AS DIRECTED BY GREENBELT HOMES INC., AT A COST NOT TO EXCEED \$21,390.00

Moved: Boswell

Seconded: Lewis

Carried 6

6i. Approval of Minutes: 11-19-09, 12-3-09, 12-17-09

One change was made to the November 19 minutes: page 9, number 8, “Steve Skolnik” was changed to “Benjamin Skolnik”.

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES OF NOVEMBER 19, 2009, AS REVISED.

Moved: Boswell

Seconded: McFadden

Carried 6

One change was made to the December 3 minutes: page 6, number 8, Windsor Green “Board meeting” was changed to “holiday party”.

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES OF DECEMBER 3, 2009, AS REVISED.

Moved: Boswell

Seconded: Lewis

Carried 6

One change was made to the December 17 minutes: page 2, second paragraph, “HOYAS” was changed to “HOAs”.

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES OF DECEMBER 17, 2009, AS REVISED.

Moved: Lewis

Seconded: Boswell

Carried 6

6j. Legislative Matters

President Agans explained that she was contacted by members of another cooperative regarding a legislative process to change one of the laws causing coops to become demutualized. While the bill will not go through the legislature this year, it will be proposed next year. Agans explained that there is talk of organizing a meeting in Greenbelt in March; other cooperatives will need to get involved in order to have a good bill to go through the process. The meeting will kick off a study of what GHI can do and how to involve other coops. A possible date of March 8 was set for a meeting with other coops, the GHI Board of Directors, and GHI’s legislative group, with a backup date of March 23 identified.

A second legislative item was then discussed: The Residential Association Sustainability Act. President Agans explained that members of residential cooperatives were asked to send a letter of support for this act, although GHI is not directly impacted.

CONSENSUS: TO SEND A LETTER OF SUPPORT ON THE ABOVE MENTIONED LEGISLATIVE ITEM.

Director Lewis then explained a third legislative item to the Board. There are two bills that could impact GHI by changing definitions that apply to GHI which would potentially make grants available to GHI members to upgrade homes. These bills will be studied by the legislative group, with a report to the Board prepared for the next meeting.

7. Items of Information

The Board discussed the GHI calendar. The Finance Committee will meet on the Thursday in between the Board meetings. Director Boswell explained that the Buildings Committee subgroups will not appear on the GHI calendar, but that all meetings will be made known whenever possible.

President Agans shared that the NCBA conference is coming up and that she will be able to attend through her work. While the annual meeting is free, workshops require payment. In addition, there will be more cooperative association meetings next week.

8. President

President Agans shared that the court liaison from 69 court Ridge Road has resigned; Jenny Cocherhan will replace her. Agans stated that Michael Chesnes has been appointed to the Woodlands Committee.

President Agans then shared information on sustainable communities, explaining that the term is becoming more relevant at the federal level. Agans shared information from work in Wisconsin on sustainable communities and cooperative education.

9. Board Members

Director Boswell shared that he will be out of town from March 14-18 and March 21-26; he will miss a Board meeting and a Buildings Committee meeting.

Director Lewis stated that she and Director Morse will be writing an article for the *Communicator* on the annual meeting, and that they will need to know the agenda before writing the article. Director Lewis shared that GHI did not receive all of the materials requested from the census, but that they did receive window decals for the maintenance trucks and flyers for the lobby. Finally, Director Lewis gave each Board member a copy of the draft list of clubs and community groups in Greenbelt and asked each director to add to the list.

Director Morse expressed appreciation for the GHI crews and their hard work during the snow removal process.

Nathan Hughes of 73G Ridge Road shared that he is refinancing his home; his lawyer encouraged him to attend a Board meeting. Director Lewis thanked Mr. Hughes for coming and staying through the entire meeting.

Audit Committee Member Lauber shared that the Marketing Committee held its annual sellers' seminar. Approximately 15 people were in attendance; it went well.

Director Novinski asked about sending a condolence card to the family of Michael Jones. General Manager Overdurff will take care of it.

On behalf of the maintenance staff, Mr. Sporney shared appreciation for the Board and community members who donated food to keep the keep the staff going during the snow

removal process. Mr. Sporney shared that some maintenance staff members stayed overnight in the GHI office building for four days without going home. Ms. Overdurff stated that staff is now looking at provisions for the future that can be kept in the warehouse in case GHI saw snow of this magnitude again. Assistant General Manager Ralph shared that staff received four times as many compliments as complaints, and that the food donated by members lifted the spirits of the staff.

10. Manager

General Manager Overdurff shared that the meeting of the realtors and lenders will take place in March. Representatives from the NCB will be there; other lenders and realtors have not yet confirmed their attendance. The meeting is open to any Board member who wishes to attend.

MOTION: TO ADJOURN.

Moved: Morse

Seconded: Lewis

Carried 6

The meeting adjourned at 9:35 p.m.

Ed James
Secretary