

Minutes
GHI Board of Directors
February 26, 2009

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

Excused Absence: Mazursky, Morse

Others in Attendance:

Gretchen Overdurff, Manager

Eldon Ralph, Assistant General Manager

Joe Perry, Director of Finance

Joan Krob, Director of Member Services

Brenda Lewis, Director of Human Resources

Dianne Wilkerson, Chair, Audit Committee

Dorothy Lauber, Audit Committee

Genevieve Courbois, Recording Secretary

Councilmember Leta Mach, City of Greenbelt

President Lewis called the meeting to order at 7:33 p.m.

1. Approval of Agenda

President Lewis removed *Approval of Minutes: January 22, 2009*, from the Consent Agenda; the minutes will be on a future agenda.

MOTION: TO APPROVE THE AGENDA AS AMENDED.

Moved: Hickey

Seconded: James

Carried 6

2. Visitors

Councilmember Mach reported on two bills in Annapolis affecting homeowner associations and cooperatives. One of the bills provides fidelity insurance; another requires independent studies of reserves every five years with an internal review every year. She said that Greenbelt City Council supports these initiatives. She added that the council is endorsing Earth Hour at 8 pm on March 8; everyone is encouraged to turn off non-essential lights for an hour in recognition of the impact of climate change.

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:

- **ALISHA N. PEREZ AND ALAN PEREZ**

Moved: James

Seconded: Hickey

Carried 6

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

- **DIANA L. PERSON, SOLE OWNER, TO DIANA L. SCHWARZMANN, SOLE OWNER**
- **DAVID C. DOWNS, JR. AND IZABELLA LOPEZ, JOINT TENANTS, TO DAVID C. DOWNS, JR. AND IZABELLA LOPEZ, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: McFadden

Carried 6

4. Committee Reports

There were no reports to review.

5. Consent Agenda**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: Agans

Seconded: Hickey

Carried 6

6a. Minutes Submitted for Approval (CA)

- January 8, 2009

APPROVED BY CONSENT AGENDA: MINUTES OF JANUARY 8, 2009.6b. Underground Storm Drain Repair, 14 A-B Ridge Road – 2nd Reading & Final Passage (CA)

APPROVED BY CONSENT AGENDA: SECOND READING AND FINAL PASSAGE OF A CONTRACT WITH LYTTLE UTILITIES FOR UNDERGROUND STORM DRAIN REPAIR AT 14A&B RIDGE ROAD IN THE AMOUNT OF \$7,530, PLUS 15% FOR CONTIGENCIES, FOR A TOTAL NOT TO EXCEED \$8,660.

6c. Contract for Repairs at 8A Laurel Hill, 2nd Reading & Final Passage (CA)

APPROVED BY CONSENT AGENDA: SECOND READING AND FINAL PASSAGE OF A CONTRACT WITH GOTT CUSTOM CONTRACTING FOR INTERIOR REPAIRS AT 8A LAUREL HILL ROAD AT A COST NOT TO EXCEED \$16,656.

6d. Proposed Rules for Satellite Dish Installation

Director Hickey reported that The Architectural Review Committee (ARC) reviewed the language in the members' handbook on prohibited locations for satellite dishes. ARC agreed that specific language needed to be added to the list of prohibited locations as outlined in the proposed rule changes for §XII.D.2. President Lewis emphasized that this action will only clarify rules, not change them.

Audit Committee Chair Wilkerson inquired about installation directly on a brick or block wall. It was determined that this is allowed. The Board suggested changes to §XII.D.2; President Lewis requested that proposed rules for satellite dish installation be placed on the next Board agenda.

6e. Comment Period for Member Handbook Changes

Director Agans gave an overview of the proposed policy to provide a feedback/discussion period for members when a significant rule or policy change is under consideration by the Board. In terms of length of the comment period, she recommends Option #1 which provides an open comment period for 30 days.

MOTION: THE BOARD OF DIRECTORS ADOPTS THE POLICY ON OPEN FEEDBACK/ DISCUSSION PERIOD FOR USE IN THE CREATION OF NEW OR REVISED RULES OR POLICIES AS PRESENTED TO THE BOARD FEBRUARY 26, 2009, UTILIZING OPTION #1 (30 DAYS) FOR THE LENGTH OF THE COMMENT PERIOD.

Moved: Novinski

Seconded: Agans

Carried 6

It was suggested that this be added to a policy manual and the member handbook. President Lewis said that with the passage of the motion, this policy is now in effect.

6f. Revised Strategic Plan

The Board continued to review and make suggested changes to the revised strategic plan, focusing on KRA #4. Audit Committee Chair Wilkerson provided a status update on the August N&E Committee meeting. General Manager Overdurff said she has identified a trainer on the topic of civic capacity building; this will be on the next Board agenda. Director Robles suggested TechSoup as a potential resource for survey software.

6g. Year End Financial Statements

Director of Finance Perry clarified that the year end financials are not audited statements; he does not anticipate any significant changes to the statements post-audit. He explained the new format which makes the notes more concise, provides quality information, and makes things as clear as possible. Perry explained that one of the largest changes was maintenance payroll, and that he separated interest from reserves into a separate schedule.

President Lewis offered a suggestion regarding the notes on administrative salary. Director James inquired about the statement from the auditor vs. the financial officer. Perry confirmed the statement comes from the auditor.

7. Items of Information

Director Novinski noted that the Yard Line Committee is meeting on March 24 at 8:30 a.m. (not on March 10th) and ARC is meeting on March 25 at 7:30 pm (not on March 11th).

8. President

President Lewis announced:

- People Loving and Nurturing Trees (PLANT) sent GHI a notice announcing that its Maryland Community Plant application has been approved; a presentation will take place in April/May 2009.
- The Greenbelt Baptist Church sent note of thanks for the monetary donation for use of their building during five Saturday workshops.
- She applauded Director Robles for a recent “fabulous” talk and demonstration as the City City Recycling Coordinator and suggested she have a table at the annual meeting and few minutes on the agenda.
- The Communications committee met. Volunteer opportunities are now available on the website. The committee is reviewing the website for out-of-date material, gaps, and errors.
- The Marketing committee had successful new member social on Tuesday, February 24.

9. Board Members

Reporting for the Finance Committee, **Director Agans** said that the committee shelved Bill Jones’ proposal regarding heat pumps and discussed the attached garage addition fee. President Lewis said the latter needs to come before the Board. **Director McFadden** said the Companion

Animal Committee meeting has been rescheduled to Wednesday, March 4. She noted that she is unable to attend new member socials as they are always on Tuesday evenings. **Director Hickey** gave an update on the formation of the ad hoc committee for skylights. Director Agans said that Chuck Hess from the Finance committee will serve. **Director Novinski** said the Yard Line committee is continuing its work and an interested party in California inquired about the documents being generated by the committee. President Lewis suggested including this in the *Communicator*. **Director Novinski** commended Manager of Technical Services Sporney for his work with committees. **Director Robles** is giving a talk at the New Deal on Saturday, March 28 about the City of Greenbelt's Public Works department. She said that Leslie Riddle is giving a talk on March 14 about preventing pesticides from going into runoff. **Director James** announced that the Woodlands committee is presenting its pesticide report to the Board on March 12. He said that the Buildings committee has made a decision regarding the energy audit consultant which will be announced by Assistant General Manager Eldon Ralph. Director James presented President Lewis with some drinking glasses in recognition of her 50th wedding anniversary.

10. Manager

Director of Human Resources Lewis said the *Communicator* will be delivered this weekend and the next deadline is March 23. **Director of Member Services Krob** reported that she received a call from a woman in College Park who offered to remove invasive species in GHI. **Assistant General Manager Ralph** said that bid specifications were developed for the energy audit; five bids were received and of those, three were short-listed. A task force met with the bidders and one consultant was chosen unanimously which will be presented to the Board on March 12. He said that a report of the 674 responses to the energy survey will be shared with the Board and membership. He reported that the WSSC had to replace the main sewer pipe in 12 Court Ridge and they are currently working in the 5 Court Eastway. He will be attending a meeting on Tuesday, March 3, about the WSSC water line project.

General Manager Overdurff announced that former Administrative Assistant CJ Evans gave birth to a boy on Wednesday, February 23 and that the family is moving to Georgia in June. Overdurff reported that the auditor was pleased in working with staff on the audit.

Human Resources Director Lewis noted that GHI is fully staffed.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Agans

Seconded: McFadden

Carried 6

The meeting recessed at 8:45 p.m.

Ed James
Secretary