

MINUTES
GHI Board of Directors
February 9, 2012

Board Members Present: Tokey Boswell, Chuck Hess, Ed James, Bill Jones, Diana McFadden, David Morse, Patricia Novinski

Excused Absences: Wartell

Others in Attendance: Eldon Ralph, General Manager
Joan Krob, Director of Member Services
Joe Perry, Director of Finance
Tom Sporney, Director of Technical Services
Matt Berres, Director of Maintenance
Dianne Wilkerson, Chair Audit Committee
Bill Edwards, Audit Committee
Debbie Cooley, Audit Committee
Paula Clinedinst, Nominations & Elections Committee
Officer Kelly Lawson, Greenbelt Police Department
Jim Hancock
Kris White
Kristi Fletcher
Anna Socrates
Bob Snyder
Chris Shuman
Sue Ready
Johanna & Tom Jones

President Boswell called the meeting to order at 7:36 pm.

1. Approval of Agenda

Two items were added: *Rental Task Force* and *Town Hall Meeting Follow Up*.

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Hess

Seconded: Novinski

Carried 7

2. Visitors and Members

Chris Shuman, said that the City Council would be meeting on Monday to begin the process of renegotiating the 15-year Comcast contract. He encouraged GHI to take this opportunity to address the unsightliness of the Comcast boxes. Shuman said he would draft an article for the *Communicator*. The Board expressed their appreciation to Shuman for his work on behalf of this issue.

Bob Snyder was attending the meeting to learn more about the Rental Task Force and security at the Parkway Apartments. Officer Kelly Lawson, Crime Prevention/Community Relations, Greenbelt Police Department (GDP), offered her services in relation to the Parkway Apartments incident. She is available to talk to GHI and residents about ways to make homes less susceptible to crime. She noted that she compiles the weekly GDP Crime Report which is available on the GPD website or by email.

General Manager Ralph recounted that on December 29, an intruder gained access to the Parkway Apartments and accosted some tenants. At this time, GHI is unsure how the intruder gained entry. Parkway Apartment tenants sent a letter to GHI requesting improvements. GHI responded by letter on January 30 detailing measures which had been taken and future improvements expected. Director of Member Services Krob said no responses had been received from the tenants since the letter was sent.

Director James said that the GHI neighborhood watch program provides training for residents to be more aware of their surroundings and safer. General Manager Ralph will contact Officer Lawson about her recommendations for the Parkway Apartments and help with improving the situation. David Morse thanked Officer Lawson for her service. Director Novinski asked about crime overall in GHI. Officer Lawson responded that Old Greenbelt statistically has the lowest crime in Greenbelt which is due to its established atmosphere, vested interest of residents, their watchfulness, and the GHI neighborhood watch group. Director Hess suggested that GHI committees would benefit from knowing how to make homes safer (while still livable) as part of the pilot and upgrade program. Director Morse said crime prevention is built into many aspects of GHI, and that he looks forward to continued joint efforts between GHI and GPD. Officer Kelly emphasized the importance of being proactive in heading off crime.

3. Approval of Membership Applications

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

- ANDREW RIEG, SOLE OWNER
- JENNIFER WHELAN, SOLE OWNER

Moved: James

Seconded: Hess

Carried 7

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

- NAOMI ANNE LUNDBERG, SOLE OWNER, TO NAOMI ANNE LITTLEFIELD, SOLE OWNER
- DEREK SKAGGS AND JENNIFER HARTWICK, TO DEREK SKAGGS, SOLE OWNER

Moved: James

Seconded: Hess

Carried 7

4. Committee Reports

ByLaws: Director Novinski reported that the last meeting is February 27. She described the by law revision process and timeline.

Woodlands: Director James announced the next meeting is on February 15.

Addition Maintenance Task Force: Director McFadden announced the study group participants meeting in the Community Center from 3:00- 5:00 pm on February 12.

Communications Task Force: Director Morse said the communications task force has been revising its charter towards becoming a committee again.

Companion Animal: Kris White said the committee is planning to survey GHI residents about pet ownership which would also serve as a disaster education piece. Their current focus is on disaster planning.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: James

Seconded: Hess

Carried 7

6. For Action or Discussion

6a. Contract for Underground Utility Repairs, 9 Laurel Hill Road - 2nd Reading

APPROVED BY CONSENT AGENDA.

6b. Yard Line Certification: 7 Court Crescent

Yard Line Chair Wilkerson said that she has not heard from the member at 7K. Director of Technical Services Sporney concurred. Ms. Wilkerson stated that, based on unique circumstances, the Committee is recommending gardenside yards to exceed 75 feet. She explained that the Court abuts the Parcel M property line, and abuts houses on Lakeside on the other side of the property line; the area behind some of the plats has become a dumping ground (particularly C & D) and the committee is concerned about access.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 7 CRESCENT ROAD AS PRESENTED.

Moved: Jones

Seconded: Hess

Carried 7

6c. Formation of a Communications Committee

President Boswell commended the Committee for the charter and communications overview. He said that Kristi Fletcher will serve as Chair.

MOTION: THE BOARD OF DIRECTORS DOES REINSTATE THE COMMUNICATIONS COMMITTEE AS A STANDING GHI COMMITTEE.

Moved: James

Seconded: Morse

Carried 7

6d. Publication of Agenda for Board Meetings on Website

The Board reviewed a sample Board meeting agenda which includes measures taken to preserve confidentiality. Director Morse acknowledged this as a positive step, but felt the format and technical could cause confusion and disinterest by members.

MOTION: THE BOARD OF DIRECTORS APPROVES THE PUBLICATION OF THE AGENDA FOR A BOARD MEETING WITH SUGGESTED MOTIONS FOR EACH AGENDA ITEM AS CONTAINED WITHIN THE MANAGER'S MEMORANDUM, VIA GHI'S COMMUNICATION MEDIA.

Moved: Hess

Seconded: James

Carried 7

6e. Approval of Authorizing Resolution for Grant from Maryland DHCD Grant

President Boswell gave an overview of this grant and the preparation of the application.

MOTION: THE BOARD OF DIRECTORS APPROVES THE SUBMISSION OF A COMPLETED AUTHORIZING RESOLUTION FORM (AS CONTAINED IN ATTACHMENT 12 OF THE MD. DEPT OF HOUSING & COMMUNITY DEVELOPMENT BE SMART REQUEST FOR APPLICATIONS: AGGREGATED ENERGY EFFICIENCY SERVICES) IN SUPPORT OF GHI'S APPLICATION FOR GRANT FUNDS.

Moved: Hess

Seconded: Jones

Carried 7

Director Novinski commended staff who worked on this grant application.

6f. Contract for Addition Maintenance Program Reserves Analysis - 1st Reading

Director of Maintenance Berres gave an overview of the mission of the AMP Task Force which involves retaining the services of a replacement reserve specialist to conduct a reserve study of those additions on the program and how to determine associated costs of future maintenance. He said three bids were received from 20 contractors solicited. Berres gave an overview of the three bidders and details about the bids. General Manager Ralph said the funding for a reserve study would come from the addition maintenance budget. In response to a question from Director Morse, Berres explained that testing for lead, mold, and asbestos is outside of the scope of this project and not a service provided by the bidders.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH KIPCON, INC., FOR THE SURVEY & RESERVE STUDY FOR GHI ADDITIONS AT ITS BID, \$29,000, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$33,350.

Moved: Novinski

Seconded: Hess

Carried 7

6g. Emergency Underground Utility Repair Contract, 20 Hillside Road

Director of Technical Services Sporney summarized the situation which involves a severe blockage in a sewer pipe at 20 Hillside Road which necessitates emergency repair be made. Director Jones indicated he would make the motion and introduced the following motion: GHI staff specified the scope of work required for sewer repair at this site, and received the following bids:

company	main	A-B lateral	S-T lateral	total
Taylor Utilities	\$26,340	\$6,150	\$10,355	\$42,845
B&P Utilities	\$21,980	\$5,775	\$9,475	\$37,230
Mane-Line Utilities				no bid

Due to the unscheduled emergency expenditure, staff has discussed that it might be considered more appropriate to repair only the main from far building to the manhole at the front of the court presently. B&P Utilities has worked with GHI on past projects. Based upon its quotation and past history, staff recommends that the Board of Directors endorse B&P Utilities, Inc. for performing the sewer repairs at 20 Hillside Road for the amount of its bid, with an additional 15 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FINAL READING DUE TO AN EMERGENCY, TO ENTER INTO A CONTRACT WITH B&P UTILITIES, INC., FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE UTILITIES AT 20 HILLSIDE ROAD AT ITS BID, \$21,980, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$25,277.

Moved: Jones

Seconded: Hess

Carried 6-2

Opposed: James, Morse

Prior to the vote, Director James voiced his opposition to motion rewriting when motions are clearly provided in the Manager's Memorandum; Director Morse concurred stating the motions as presented in the Manager's Memorandum makes the approval process clear. Director James suggested that Board members who wish to rewrite motions should notify other Board members of their proposal well in advance of the meeting. Director Jones apologized for the situation created by his misunderstanding.

6h. Rental Task Force

Director Boswell stated the need to establish a Rental Task Force to look at rental policies and fees. The Task Force would consist of a Chair, Board liaison and volunteers.

Director Hess said that rental policies and fees are only one narrow part of a larger discussion, and there will be other task forces to follow. The Board clarified that it is not opposed to renting. One member said that renters lead to more crime. Johanna Jones suggested having a rent-to-own policy. Director James said rent-to-own could apply to situations where GHI owns homes. Director Hess said that rent-to-own is another area a task force could address after focusing narrowly on the rentals. Anna Socrates inquired about available statistics on

renters becoming owners. General Manager Ralph said 22 homes are rented including one GHI home.

Director Morse welcomed input from former Director Sue Ready. Ms. Ready stated she would not favor renting out GHI homes; however, she clarified that despite being opposed to renting, she can look at rental issues objectively.

CONSENSUS: TO ESTABLISH A TASK FORCE CHARTER AND PUBLICIZE THIS OPPORTUNITY TO RESIDENTS; BOARD VICE PRESIDENT WILL SERVE AS THE BOARD LIAISON.

6i. Town Hall Meeting Follow-Up

General Manager Ralph said that responses to questions from the Town Hall Meeting would be provided in the next Board packet. Director Boswell elicited feedback about the meeting. Board members felt the meeting was valuable. Audit Committee member, Bill Edwards stated the meeting held attendees' interest and was more effective than an Annual Meeting; he suggested having this type collaborative forum more frequently. Additional comments were that too frequent town hall meetings could impact attendance at the annual meeting; however, such meetings might be a good forum in seeking member input in conjunction with budget preparations.

7. Items of Information

Community Beautification Program: Director of Maintenance Berres said staff is taking an inventory of Comcast box deficiencies. Director Novinski appreciated the clarification of Fee For Service rates.

Pepco: General Manager Ralph reported on the City Council meeting which several GHI staff attended. At the request of the City Council, GHI voiced a list of concerns with Pepco. He said he would be distributing information on Smart Meters to the community. Director James stated concern about Pepco policy in regard to tree removal; Director of Maintenance Berres has contacted Pepco's forester.

8. President

A card was been received from Altoria Ross, recording secretary, who is recuperating from surgery.

9. Board Members

Director Hess said new signature cards are needed for the bank accounts in light of Director Moore's resignation and newly elected Vice President Jones. Director of Finance Perry is checking with banks to see if a resolution for removal will suffice. Director Jones apologized for his actions regarding submitting new motions; Director James apologized as well for his remarks in this regard. President Boswell remarked that Director Jones is being brought up to speed should he ever need to take over as presiding officer.

10. Manager

No discussion.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: James

Carried 7

The meeting adjourned at 9:03 pm.

Ed James
Secretary