

Minutes
GHI Board of Directors
March 10, 2011

Present: Board members James, Novinski, Wartell, McFadden, Agans, Lewis, Morse, Boswell, Moore

Others in Attendance:

Gretchen Overdurff, General Manager
Dianne Wilkerson, Chair, Audit Committee
Eldon Ralph, Assistant General Manager
Johanna Jones
Tom Sporney, Director of Technical Services
Barbara Gremour
Matt Berres, Maintenance Manager
George Bachman, Assistant Maintenance Mgr.
Altoria Ross, Recording Secretary

Joan Krob, Director, Member Services
Brenda Lewis, Director, Human Resources
Tom Jones, 1C
Diane Wilkerson, Audit Committee Chair
Joe Perry, Finance Director
Sue Krofchik, Greenbelt News Review
Debbie Cooley, Audit Committee
Vincent Rutler, Honeywell Representative
Cam MacQueen

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

1. Approval of Agenda a

The following items were added to the agenda: 6l. "75th Anniversary Committee," 6m. "Banner and Table Cloth," 6n. "Transition Task Force and 6o. "Addition Maintenance Task Force."

MOTION: TO APPROVE THE AGENDA AS AMENDED

Moved: Boswell

Seconded: James

Carried 8

2. Visitors and Members

President Agans welcomed visitors and members; no one wished to address the board on items not on the agenda. Near the end of the meeting, Vincent Rutler of Honeywell arrived and talked about the partnership with his employer and Pepco to provide free \$2,500 in winterization services and \$2,500 for replacement of appliances older than 10 years old to low-income homes. The program ends December 31 or sooner if funds are exhausted before that time.

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:

- ELENA P. GILLS
- JUSTINE R. NERO

Moved: James

Seconded: Lewis

Carried 8

FOR THE RECORD: BOARD POLL ON MARCH 8, 2011 ACCEPTED THE FOLLOWING PROSPECTIVE MEMBER INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED HER AT THE TIME OF SETTLEMENT.

- ELIZABETH M. OSBORNE

MOTION: BOARD APPROVES FOR THE BANK TO HAVE THE ORIGINAL MUTUAL OWNERSHIP CONTRACT FOR THEIR RECORDS AT THE TIME THE FOLLOWING MEMBER REFINANCES.

- **MARGIT GEDRA**

Moved: James

Seconded: Lewis

Carried 8

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

- **LUELLA HARTFORD TRANSFERRED TO GREENBELT HOMES, INC. NON-CORPORATE DESIGNEE, GRETCHEN OVERDURFF.**
- **LENORE R. ALGAZE, OWNERSHIP IS TRANSFERRED TO LENORE R. ALGAZE, TRUSTEE UNDER THE TRUST.**

Moved: James

Seconded: Lewis

Carried 8

4. Committee Reports

Board members shared updates on the committee to which they are Board liaison.

- Communicator Task Force: Director Lewis said the *Communicator* would be distributed this weekend. She explained the delay in delivery is due to the beautification program insert that is awaiting board approval. All committee ads for March and April must be turned in tomorrow for the March 24 page in the News Review. The Board decided that only new members' names appear in the welcome column and the new members' social for March 31 should also be included. For the competition to name GHI's page in the News Review, Joan Krob's email and her extension will be listed as the contact. The person who wins this competition will receive a \$50 gift certificate to the Co-op food store.
- Bylaws Task Force: Director Novinski said the group would meet March 23 to finalize recommendations it proposes to the Bylaws. The proposed changes will be presented to the Board at its meeting April 14.
- Architectural Review Committee: Director Novinski said the committee has a new member, Marty Brandon. ARC will be submitting recommendations on smoke detectors and sheds before the June deadline.
- Woodlands Committee: Director James said the committee is still in negotiations with the city about the diamond anniversary and is making progress. He noted their next work session would occur in April; the task might be pulling wisteria at Ridge Road, Parcel E, behind 46 Court.
- Buildings Committee: Director Boswell announced that the first draft of the NAHB report on what should be included in the pilot program has been received. The Finance and Buildings committees will make recommendations on how GHI should move forward. The Town Hall meeting was recorded on VHS and DVD and copies are available for members to check out. Answers to the questions posed during the town hall meeting should be ready March 24 for Board review.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA

Moved: Lewis

Seconded: James

Carried: 8

6a. Review of Minutes: February 10, 2011**APPROVED BY CONSENT AGENDA: MINUTES OF THE GHI BOARD OF DIRECTORS MEETING, FEBRUARY 10, 2011.**6b. 2011 Spring Gutter Cleaning Contract, 2nd Reading**APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GREENBELT BUILDERS TO PERFORM SPRING CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$18,382.**6c. Disaster Planning Assignment to Companion Animal Committee

In conjunction with a disaster plan for animals being put together by the Companion Animal Committee, the board has expressed interest in developing such a plan for GHI members as well. The Board discussed an outline provided to them of suggested components for such a plan to determine whether to move in this direction in conjunction with the work of CAC.

CONSENSUS: THAT THE CAC COMMITTEE BE TASKED WITH INVESTIGATING WHAT WILL BE REQUIRED FOR GHI MEMBERS TO BE SAFE IN A DISASTER AND DEVELOP A DISASTER PLAN. CAC WILL PROVIDE REPORTS TO THE BOARD AT EACH PHASE OF DEVELOPMENT AND AT THE END OF SIX MONTHS.6d. Web Design Update

Tom Jones, Chair of the Web-Site Work Group, passed around color photographs of the website. He said Foresight cleaned up the GHI logo which will allow it to be used for all applications without distortion. The Board agreed to use the new logo. He stated that March 15 is the deadline for committees to submit content for the site.

6e. Hoarding Policy, Revised

The board reviewed the revised hoarding policy and made some editorial comments.

CONSENSUS: TO MAKE THE GHI HOARDING POLICY AVAILABLE TO MEMBERS FOR A THIRTY (30) DAY COMMENT PERIOD BEFORE TAKING ACTION.6f. Finance Committee Motions for Community Wide Upgrade Member Loans**CONSENSUS: TO DEFER THIS ITEM UNTIL THE BOARD RECEIVES A FURTHER REPORT WITH RECOMMENDATIONS FROM THE BUILDINGS COMMITTEE.**6g. 2011 Community Beautification Program

Matt Berres introduced new GHI employee George Bachman, Assistant Maintenance Manager, who will supervise the beautification program. Herb Jackson will continue as the Beautification Inspector. Mr. Berres gave an overview of last year's program and spoke of a new service, Pet Butler that will handle animal waste in yards at the member's expense. The beautification program will begin on May 9. The beautification flyer will be amended to reflect a one-hour minimum for fee-for-services to correct violations.

6h. Engagement of Legal Firm

Because of needing advice of a contract attorney for a matter that was discussed in Executive Session recently, management recommends the Board engage the firm of Lerch, Early and Brewer, Chartered for this purpose. The Board reviewed an attorney-client retainer agreement received from this firm.

CONSENSUS: TO ENTER INTO AN ATTORNEY-CLIENT AGREEMENT WITH THE LAW FIRM OF LERCH, EARLY & BREWER, CHARTERED FOR ASSISTANCE IN ALL MATTERS AS DIRECTED BY THE BOARD OF DIRECTORS AND/OR ITS DESIGNATED MANAGEMENT AGENT.

6i. Purchase of One Replacement Van for the Maintenance Department, 1st Reading

Management is requesting the Board to approve an additional purchase of a cargo van for its fleet in order to maximize the productivity of two carpenters who must share one such vehicle. The 2011 budget has an allocation of \$48,000 for vehicle purchase of which \$30,386 has been expended in the purchase of two used vans in January. The Board was provided with a listing of GHI's current fleet of vehicles and their current assignments.

Quotations for new vehicles were obtained from the following dealerships:

Dealer	Type of vehicle	Cost*
Darcars Chevrolet	One Chevy Express 1500 Cargo Van	\$23,319
Sport Chevrolet	One Chevy Express 1500 Cargo Van	\$22,197
Darcars Ford	One Ford Econoline 150 Cargo Van	\$25,290

- Price includes costs for sales' tax, title and tags (price includes tax, title, tags)

Used vehicle option

Successful procurement of a desirable used vehicle requires acting quickly once identifying it. The lengthy process of having two readings by the Board might jeopardize their purchase. Staff therefore suggests that the Board pre-approve the purchase of a used vehicle based on the following criteria:

- The vehicle should be either a Chevrolet Express 1500, Ford Econoline or similar, 2-wheel drive, 4 cylinder cargo van.
- The cost for each vehicle should not exceed \$15,540. This amount is approximately 70% of the cost of a new vehicle from Sport Chevrolet and includes sales' taxes, registration and related transfer fees.
- The vehicle should not be older than six years.
- The mileage should not exceed 50,000 miles
- The purchase price of each vehicle should not exceed the Kelly Blue book price for a vehicle of its type, age and mileage.

- Each vehicle will be thoroughly inspected and test-driven by GHI's mechanic.
- A Carfax report will be obtained to check out the vehicles' history. (Carfax searches its nationwide databases and provides title, odometer, problem and registration check reports).

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO PURCHASE ONE USED CARGO VAN AT A COST NOT TO EXCEED \$15,540.00 BASED ON THE PURCHASE CRITERIA DESCRIBED ABOVE.

Moved: Novinski

Seconded: Lewis

Carried 8

MOTION: TO SUSPEND THE RULES TO ALLOW FOR A SECOND READING TO EXPEDITE THE PURCHASE OF A VEHICLE.

Moved: Lewis

Seconded: James

Carried 8

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND PASSAGE, TO PURCHASE ONE USED CARGO VAN AT A COST NOT TO EXCEED \$15,540.00 BASED ON THE PURCHASE CRITERIA DESCRIBED ABOVE.

Moved: Novinski

Seconded: Lewis

Carried 8

6j. Contract for Employee Uniforms, 1st Reading

GHI's 3-year contract with Unifirst Corporation to provide uniforms for employees will expire April 14, 2011. Staff prepared and sent specifications for a new 3-year contract to eight vendors. Below are the results of responses.

	Unifi rst Corp	Ace Unifor m	G & K Servic es	Dome stic Unifor m	Aram ark Unifor m	Cint as Cor p
enviro fee/week	5.00	10.00	7.25	10.00	0.00	7.00
expected value / week	\$173.3 6	\$178.4 5	\$158.9 8	\$181.6 0	\$211.9 5	\$212.2 8
expected value / year 1	\$9,014. 72	\$9,279. 40	\$8,266. 96	\$9,443. 20	\$11,02 1.40	\$11,03 8.56
expected value / year 2	0% \$9,014. 72	3% \$9,557. 78	4% \$8,597. 64	7% \$10,10 4.22	5% \$11,57 2.47	3% \$11,36 9.72
expected value / year 3	3% \$9,285. 16	3% \$9,844. 52	4% \$8,941. 54	7% \$10,81 1.52	5% \$12,15 1.09	3% \$11,71 0.81
expected value / contract	\$27,31 4.60	\$28,68 1.70	\$25,80 6.14	\$30,35 8.94	\$34,74 4.96	\$34,11 9.09

Staff interviewed the sales representative of G&K to investigate the particulars of their service. Staff also checked references for this company and found them satisfactory. Based on this, staff recommends that GHI enter into a 3-year contract with G&K Services for the supply of uniforms to physical plant employees.

Note that one emblem with company name and one emblem with the employee name will be attached to each shirt. There is a one-time charge for emblems: \$1.50/employee.

First Year of Contract.

Cost/week per maintenance employee with vendor cleaning	\$5.68 - \$5.88
Cost/week per maintenance employee with employee cleaning	\$5.25 - \$5.45
Cost/week per professional employee with vendor cleaning	\$6.27
Cost/week per professional employee with employee cleaning	\$5.71

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A 1-YEAR CONTRACT WITH G & K SERVICES FOR THE SUPPLY OF RENTAL UNIFORMS TO GHI EMPLOYEES EFFECTIVE APRIL 18, 2011 AT A PRICE COMMITMENT FOR TWO ADDITIONAL YEARS, IN ACCORDANCE WITH ITS PROPOSAL AND THE COSTS INDICATED ABOVE.

Moved: Morse

Seconded: Boswell

Carried 8

6k. 2011 Slate Roof Contract, 1st Reading

This year, forty-three slate roofs have been budgeted for replacement at a cost of \$427,205. Additionally, \$89,440 is earmarked for replacement of the copper gutters and downspouts on 43 homes, for a total of \$516,645 budgeted for both components. The copper gutters are being increased from 5” to 6” half-round to increase flow capacity and reduce overflow problems that have been experienced in the past with 5” gutters. Slate porch roofs are also being resurfaced, as applicable.

As indicated in related item of information, *Slate Roofs – Prevention of Snow-Related Damage*, snow guards are being specified as a cleat style rather than a loop-style. See also attached identification of snow guards.

Previous surveys identified the roofs to be replaced; this group will complete the replacement of slate roofs. In January, staff formally solicited bids from eleven (11) roofing contractors who indicated that they were interested in the bid package to replace slate roofs and gutters at nine (9) buildings, and additionally flash porch roofs & install gutters & downspouts at GHI, at locations identified as:

SCHEDULE A

1. 9 A-F Ridge Road (6 units) – Main roof surface
- 1a. 9 A-F Ridge Road - Gutters & downspouts
2. 9 G-M Ridge Road (6 units) – Main roof surface
- 2a. 9 G-M Ridge Road – Gutters & downspouts
3. 17 A-F Ridge Road (6 units) - main roof surface
- 3a. 17 A-F Ridge Road – Gutter & downspouts
4. 18 A-D Ridge Road (4 units) – main roof surface
- 4a. 18 A-D Ridge Road – Gutters & downspouts
5. 18 S-V Ridge Road (4 units) – main roof surface
- 5a. 18 S-V Ridge Road – Gutters & downspouts

SCHEDULE B

1. 45 H-L Ridge Rd. (4 units) - main roof surface

- 1a. 45 H-L Ridge Rd. - Gutters & downspouts
- 1b. 45 H-L Ridge Rd. – Porch Roofs
- 2. 1 A-D Northway (4 units) - main roof surface
- 2a. 1 A-D Northway - Gutters & downspouts
- 3. 1 E-H Northway (4 units) – main roof surface
- 3a. 1 E-H Northway – Gutters & downspouts
- 4. 2 A-E Northway (5 units) – main roof surface
- 4a. 2 A-E Northway - Gutters & downspouts
- 4b. 2 A-E Northway – Porch Roof

Two (2) contractors attended the pre-bid meeting, and staff followed up with the remaining contractors to confirm that they would still be bidding; of those nine (9) absent from the pre-bid meeting, one (1) indicated their intention to bid.

Bids were subsequently received from two contractors. Pricing is summarized in the table below:

NAME OF COMPANY	SCHEDULE	SCHEDULE	TOTAL
	A (26)	B (17)	
HEARN INSULATION & IMPROVEMENT CO. INC.	\$356,367.90	\$246,282.68	\$602,650.58
NORTHEAST CONTRACTING CORP	\$281,208.00	\$212,927.00	\$494,135.00

Northeast Contracting has bid competitively on this contract in previous years, but has not been sufficiently close to the lowest bidder. Staff reviewed information provided by Northeast, and received satisfactory feedback from this contractor’s job references, and positive financial standing from bank & vendor contacts. Staff additionally interviewed the principal & manager of the company, inquiring of the company’s ability to perform the job to specifications and within schedule. Staff recommends awarding the work to Northeast Contracting. It is recommended that a contingency of 10% above the bid prices be authorized for any unforeseen changes before the completion of the project.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH NORTHEAST CONTRACTING CORPORATION TO PERFORM THE SLATE ROOF REPLACEMENT PROGRAM AT 43 HOMES AS DESCRIBED ABOVE, AS DIRECTED BY GREENBELT HOMES, AT THE BID, \$494,135, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$543,549.

Moved: Boswell

Seconded: Moore

Carried 8

6l. 75th Anniversary Committee

The committee will tour different parts of Greenbelt and would like GHI to be part of the Home and Garden Tour. President Agans appointed Director Wartell to be on the subcommittee since it ties in with marketing.

6m. Banner and Table Cloth.

Director Wartell provided information regarding the banner and cloth for use with tabling events in marketing GHI. The vinyl banner costs \$334 and the cloth (green with white logo) costs \$236. Shipping costs total \$45.29.

CONSENSUS: TO MOVE FORWARD WITH PURCHASING THE BANNER AND TABLE CLOTH AS PRESENTED, WITH THE EQUAL OPPORTUNITY HOUSING LOGO ADDED.

6n. Transition Task Force

The Board appointed Board members Sylvia Lewis and Suzette Agans, Audit Committee Chair Wilkerson, GHI member Jeanette Grotke and Human Resources Director Brenda Lewis to form a transition Task Force. Director Lewis will write an article about the general manager's retirement plans and formation of this task force for GHI's page in the March 24 edition of the *Greenbelt News Review*. President Agans suggested Director Moore attend the Communications Task Force group meeting to observe in anticipation of possibly taking over from Director Lewis.

6o. Addition Maintenance Task Force

President Agans appointed Jackie Kendall, Kate Phelan, Jack Obester, Henry Haslinger, and Erma Tetzloff as members of the Addition Maintenance Task Force. Board liaison will be Director McFadden; Staff Liaison will be Matt Berres. Mr. Berres will arrange the group's organizational meeting at which time they can select a chairperson.

7. Items of Information

- Director Moore is going to the CAI meeting this weekend.
- The New Member Coffee Social will be March 31.

8. President

President Agans appointed Marty Brandon to ARC. The Board received a nice letter from Kris White expressing appreciation for the Board's condolence on the recent death of her mother. President Agans also noted the death of Bob Lauber, husband of former Board and Audit Committee member Dorothy Lauber. A fruit basket has been sent to Dorothy. Director Wartell will have the communications assessment ready by March 15.

9. Board Members

- Director Novinski said she enjoyed the Black History Month article that ran last week written by Altoria Bell Ross and the series also coordinated by Ross.
- Director James pointed out that the member community relations committee doesn't exist any more and suggested taking it off the calendar.
- Director Boswell will be meeting with DOE.
- Director Wartell thanked everyone for the News Review ad, the GHI brochure and banner.
- Director Moore spoke of her trip to India.

- Director Lewis said the 75th anniversary committee is looking to join forces with the Woodlands Committee.
- Audit Committee Member Wilkerson mentioned the end of slate roof replacement project.

10. General Manager

General Manager Overdurff announced that GHI was honored with the Plant Award for the fourth year in a row. She reported that one of the burned out residents was able to return home to 51 Court Ridge Road.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Boswell

Seconded: Morse

Carried

The meeting recessed at 9:57 p.m.

Ed James
Secretary