

Minutes
GHI Board of Directors
March 11, 2010

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

Excused Absence: Agans, Hickey

Others in Attendance:

Gretchen Overdurff, General Manager	Eldon Ralph, Assistant General Manager
Joan Krob, Director of Member Services	Tom Sporney, Staff Engineer
Joe Perry, Director of Finance	Dianne Wilkerson, Chair, Audit Committee
Dorothy Lauber, Audit Committee	Henry Haslinger, Audit Committee
Patty Muldowney, Recording Secretary	Judith Davis, Mayor, City Council
Brenda Lewis, Director of Human Resources	Cary Coppock
Cecilia Hunter	Peggy Compton
Jessie Meltzer	Barbara Cook
Jennifer Patterson	

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

1. Approval of Agenda

Item 6g, Discussion of Community Assets, was removed from the agenda due to the absence of President Agans. Discussion and scheduling of a work session between the Board of Directors and the Buildings Committee was added as item 6j.

MOTION: TO APPROVE THE AGENDA AS AMENDED.

Moved: James

Seconded: Lewis

Carried 7

2. Visitors and Members

Mr. Cary Coppock asked the Board for an update on the status of gutter repair following the February snow storm. It was explained that an inventory of gutter repairs damage has been taken and assurance given that staff is moving forward to resolve this problem.

Mayor of Greenbelt, J Davis asked the Board if a reminder about the census would be published in the GHI newsletter. She shared important details that should be passed on to the membership, including how the information will be collected and what the census employees will *not* ask for. Mayor Davis informed the Board and staff that the Public Works Department is very far behind in completing requests for chipping downed trees and brush. Mayor Davis also shared information regarding the City of Greenbelt's budget, which will be flat.

Director Lewis stated that the GHI newsletter will be delivered this weekend; there is an article about the census in the newsletter. The Board then discussed a problem with the census regarding absence of individual unit numbers in the address block of letters sent out to raise awareness about the census. The Board then discussed some items on the City's budget, including highway improvement funds, curbs for Westway homes, and money used for snow removal.

Ms. Peggy Compton of 7M Laurel Hill Road stood and introduced herself.

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 J. DELABRER, SOLE OWNER**
- **CLARK S. RUSHING AND ANYA K. RUSHING, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: Boswell

Carried 7

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

- **NATHAN HUGHES, III AND SHEILA HUGHES, TENANTS BY THE ENTIRETY, TO NATHAN HUGHES, III, SOLE OWNER**

Moved: James

Seconded: Boswell

Carried 7

4. Committee Reports

There were no written committee reports to review. Each Board member shared updates on the committee to which they are Board liaison.

- a. Communications Committee: The deadline for articles for the next *Communicator* is March 20. Directors Morse and Lewis will write an article about the annual meeting for that issue. There will also be a brief piece about the homestead tax credit. Finally, the haiku contest is receiving some responses.
- b. Companion Animal Committee: There was nothing new to share.
- c. Finance Committee: The committee has not met since the last Board meeting. At their next meeting, they will look into funding the Buildings Committee's pilot program.
- d. Yard Line Committee: The committee continues to inspect yards; they are currently inspecting 2 Court Westway, and 8 and 10 Courts Crescent Road.
- e. Architectural Review Committee: Director Novinski shared that the committee has been very busy recently.
- f. Member and Community Relations Committee: The committee continues to work on the appreciation luncheon; New Deal Café will supply the food.
- g. Woodlands Committee: Two additional sites for bluebird houses have been located.
- h. Buildings Committee: The committee has been designing recommendations for the upgrade and will present recommendations for the pilot program to the Board in April. They will have enough information to share at the annual meeting, although their deadline will be tight. Director Boswell shared that the work on the addition maintenance program listed on the committee task list will not be addressed until the summer or fall.
- i. Marketing Committee: Cynthia Newcomer will be resigning as chair of the committee. A community-wide open house will be held on April 11, in part due to the expiring tax credit for first-time homebuyers. The Website Team has met several times and will prepare a survey for members asking what is desirable in a website. The team's goal is to have one streamlined website launched by Labor Day. The team will request funds to hire a professional web designer in June.

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

Moved: James

Seconded: Lewis

Carried 6

6a. 2010 Spring and Fall Gutter Cleaning Contract - 2010

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH HEARN INSULATION TO PERFORM SPRING CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$21,000.

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH HEARN INSULATION TO PERFORM FALL CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$21,240.

6b. Proposed Gardenside Addition, 2C Northway

Ms. Jennifer Patterson and Ms. Barbara Cook were present for the Board's discussion. Staff Engineer Sporney summarized the history of the request for the Board, outlining two remaining issues in the members' proposed addition: removal of a tree and the roof line of the proposed addition. Ms. Patterson explained that the tree drops acorns on their neighbor's addition; the neighbor would support removal of the tree.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE REMOVAL OF THE LARGE TREE IN THE GARDENSIDE YARD AT 2C NORTHWAY TO ACCOMMODATE THE CONSTRUCTION OF THE GARDENSIDE ADDITION.

Moved: James

Seconded: Boswell

Carried 7

General Manager Overdurff asked for clarification on the members' intent to sell their home. Ms. Patterson and Ms. Cook explained that they placed their home on the market because the exception process was taking such a long time; they wanted to explore all options in case the exception was not granted. The members need more space in order to foster a child. They explained that if their proposed addition were approved at tonight's meeting they would go out for bids from contractors and then make a decision as to whether they would build the addition or sell their home.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE PROPOSED PLAN & ROOF WITH 6:12 ROOF SLOPE FOR THE GARDENSIDE ADDITION AT 2C NORTHWAY.

Moved: Lewis

Seconded: Morse

Carried 7

The Board explained that the members still needed applicable permits from the city, county, and GHI. Mr. Sporney will be able to help the members to navigate the permitting process.

6c. Unnotified, Improper Placement of Satellite DISH, 8A Crescent Road

Cecilia Hunter explained that she was representing her daughter, Elizabeth, who was not able to attend tonight's meeting. Mr. Sporney summarized the issues related to the satellite dish on the roof of the home: notification of the installation of the satellite dish was not received, and the dish was installed in an unacceptable location of the roof. ARC recommended 3-2 that the satellite

dish be allowed to remain until October of 2010 or whenever FIOS becomes available, whichever happens first. Ms. Hunter expressed appreciation to ARC for taking this matter under consideration. She explained that she would like to take responsibility for installation in the improper location. She explained that she trusted Direct TV to install the dish correctly, and she did not realize that there was a problem until it was noticed by staff. The member is willing to incur financial responsibility for any repairs that need to be made after the satellite dish is uninstalled.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF THE SATELLITE DISH AT 8A CRESCENT UNTIL OCTOBER 2010 OR FIOS IS AVAILABLE, WHICHEVER IS EARLIER.

Moved: James

Seconded: Morse

Carried 6

The Board discussed writing a letter to Direct TV regarding the issue of installation on GHI roofs. They then discussed anticipated repairs to the roof upon removal of the satellite dish. Mr. Sporney explained that if the dish tipped over, it could poke into the membrane of the roof; there may be a problem resulting from the bolts used as well. There appeared to be no damage to the roof resulting from the snowfall in February.

6d. Yard Line Certification: 1 Northway

Yard Line Committee chair Wilkerson discussed the certification process of this court with the Board. The discussion included the line of exterior paint separating 1F from 1G Northway; the exterior paint and fence do not accurately represent the yard line. This will be corrected the next time these homes are painted. Ms. Jessie Meltzer stated that she and her neighbor at 1F have a good relationship, and that this has not been a problem to date.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 1 NORTHWAY AS PRESENTED.

Moved: James

Seconded: Lewis

Carried 6

6e. Proposed Rules Regarding Security Equipment on GHI Homes

Mr. Sporney gave a brief history of this item for the Board. He shared that ARC recommended that security bars on doors and windows should be prohibited, as they may give the wrong impression of the community. The committee was also concerned about safety issues related to bars on windows. Secondly, ARC recommended that a rule prohibiting the installation of security cameras not be adopted because such a rule would be difficult to enforce. Finally, Mr. Sporney shared ARC's discussion of motion-sensor and photo-sensor controlled flood lights. The committee suggested that the maximum wattage for exterior flood lights be set at 60 watts and that installation of motion-sensor and photo-sensor lights require a permit and permission from neighbors.

The Board entered into discussion on the proposed rule prohibiting security bars. They discussed that the safety concerns held by ARC members may not be valid, as the bars on doors can be opened. However, the Board supports the reasoning related to security bars sending the wrong message about GHI homes. The Board also discussed the need to inform members of rule changes before the rules take effect. It was decided that the rules regarding security bars on doors and windows did not need to be brought before the membership because these rules did not result in a major change to the rules.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE PROPOSED RULES CHANGES FOR SECURITY BARS ON WINDOWS ON GHI HOMES IN §X.N.2. AS PRESENTED.

Moved: James

Seconded: Boswell

Carried 6

MOTION: THE BOARD OF DIRECTORS DOES APPROVE PROPOSED RULES CHANGES FOR SECURITY BARS ON ENTRY DOORS ON GHI HOMES IN §X.N.3. AS PRESENTED.

Moved: Lewis

Seconded: James

Carried 6

The Board and staff discussed the need to create a rule regarding security cameras. Mr. Sporney explained that the Board of Directors directed staff to draft a rule regarding surveillance cameras in 2000; however, such a rule was never adopted. Mr. Sporney explained that without a rule allowing or disallowing cameras, staff has no direction on this matter. The Board then discussed whether the presence of security cameras would fall under the member complaints process, or if a formal rule needed to be adopted. It was mentioned that due to the smaller size of modern security cameras, as well as possible use of cameras from inside a member's home, a rule prohibiting cameras would be very difficult to enforce.

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE PROPOSED RULES CHANGES FOR INSTALLATION OF SURVEILLANCE CAMERAS ON GHI HOMES IN §X.N.4. AS PRESENTED.

Moved: James

Seconded: Morse

Carried 6

Alternate wording for this rule was suggested: "Surveillance cameras require permission from the Board for installation." The Board discussed that this motion could potentially give staff the ability to explain that these cameras are permitted when encountering complaints from neighbors, as long as the owner of the camera has received a permit from the Board. Mr. Sporney explained that this rule would mean that any such permit request would be referred to ARC and the Board for decision making on an individual basis. Mr. Ralph explained ARC's recommendation that staff oversee the installation of cameras. The rule prohibiting installation of anything that punctures the siding would prevent installation of security cameras on siding. The Board also discussed referring this issue back to ARC for further work on the wording, as well as potentially dropping the discussion altogether.

MOTION: THAT THE BOARD OF DIRECTORS ADOPTS A PROPOSED RULE FOR INSTALLATION OF SURVEILLANCE CAMERAS AS REVISED FOR §X.N.4.: "EXTERNAL INSTALLATION OF SURVEILLANCE CAMERAS REQUIRES A PERMIT FROM GHI."

Moved: Boswell

Seconded: McFadden

Failed 1-5

The Board moved on to discussion of exterior flood lights activated by motion sensors. It was suggested that the maximum wattage be set at 60 watts, as recommended by ARC. The merit of requiring neighbor consent for installation of a motion-sensor light was examined, with some Board members in favor and some against that part of the suggested rule. The Board also discussed whether existing sensor lights would be grandfathered, whether the rule should include porch lights, and whether the rule would be enforceable. Mr. Sporney explained that even if the rule were difficult to enforce, there would at least be a rule on the books in the case a member complaint about motion sensor lights were received.

Audit Committee Member Lauber left the meeting at 8:50 p.m.

The Board decided that the first sentence of the proposed rule was acceptable, and that the second sentence regarding neighbor consent should be omitted.

MOTION: THE BOARD OF DIRECTORS APPROVES THE FIRST SENTENCE OF THE PROPOSED RULES CHANGES FOR EXTERIOR LIGHTING ON GHI HOMES IN §X.N.4. AS PRESENTED AND REVISED.

Moved: Lewis

Seconded: No second

Withdrawn

After further discussion it was suggested that ARC should consider the matter further. Director Lewis withdrew her motion.

6f. 2010 Slate Roof Contract – 1st Reading

Mr. Sporney gave the Board background information on the contractor recommended to complete work on 34 slate roofs. While Uncle Skeeter was the lowest bidder, staff had questions about the contractor's ability to perform the work. Staff recommends that Hearn Insulation and Improvement be awarded this contract.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH HEARN INSULATION & IMPROVEMENT COMPANY, INC. TO PERFORM THE SLATE ROOF REPLACEMENT PROGRAM AT 34 HOMES AS DESCRIBED ABOVE, AS DIRECTED BY GREENBELT HOMES, AT THE BID, \$415,898.42, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$457,488.

Moved: Morse

Seconded: Lewis

Carried 6

6g. Discussion of Community Assets

This item was removed from tonight's agenda.

6h. Annual Meeting Agenda

The Board discussed door prizes to be awarded at the annual meeting and decided on the following:

- Five \$20 gift certificates to the New Deal Café
- Four \$25 gift certificates to the Coop Grocery Store
- Three \$100 credits toward member coop fees

These door prizes total \$500. It was decided that Board members would not enter the drawing for door prizes.

Presentations for the annual meeting were then discussed, including the following:

- The Buildings Committee will give a presentation on the community upgrade and pilot project, including timelines of each.
- An announcement regarding property taxes. If staff receives information on the property taxes before the meeting, a formal presentation could be considered.
- A short presentation on the number of houses on the market and the number of houses sold in recent months given by either Director of Finance Perry or General Manager Overdurff.
- President Agans will give an update on the strategic plan, focusing on the major goals.
- A possible announcement about the WSSC project.

- Committee tables:
 - Woodlands Committee: Director James will look into the possibility of the committee giving away plants at the meeting
 - Buildings Committee
 - Companion Animal Committee

Directors Lewis and Morse will write an article for the *Communicator* about the annual meeting. Mayor Davis asked if someone from GHI could write a short summary for City Council about the property tax issue. Ms. Overdurff will send a paragraph to the City about the tax issue, along with whatever information she has.

6i. Proposed Expansion of U.S. Courthouse in Greenbelt

General Manager Overdurff asked the Board members if President Agans, representing GHI's Board of Directors, should write a letter regarding the proposed expansion of the courthouse in Greenbelt. She explained that while she did not have information about what the proposed expansion would look like, there are some environmental concerns regarding increased automobile traffic in the area. Mayor Davis explained that City Council will be making comments on this issue, and that GHI may wish to wait until after the City has weighed in on the issue. Mayor Davis explained that the existing courthouse has reached capacity and needs to expand. The Board discussed writing a letter asking to be informed of any construction issues and any other significant changes to the area. It was suggested that the letter also contain a request that the new structure be held to high environmental standards.

CONSENSUS: THAT GENERAL MANAGER OVERDURFF WILL WRITE A LETTER SUMMARIZING THE CONCERNS DISCUSSED BY THE BOARD OF DIRECTORS ABOUT THE EXPANSION OF THE FEDERAL COURTHOUSE IN GREENBELT.

6j. Buildings Committee

The Board discussed possible dates for a work session with the Buildings Committee in April. April 12, 13, and 20 were suggested as possible dates; Mr. Ralph will poll Buildings Committee members. The session will be scheduled at the next Board meeting.

7. Items of Information

Director Lewis shared information about Peace Month in June. She suggested that liaisons to committees encourage committees to plan activities in June surrounding the theme of peace and justice. Mayor Davis stated that any activities for Peace Month should be reported to Marjory Dunn, who will add them to the official activity list. The Board then briefly discussed the Prince George's Peace and Justice Coalition.

The Board then remarked on attachment number 6, the reasons behind people moving into and out of GHI. In particular, the housing ratio and income statements were interesting to several of the Directors.

8. President

There were no messages from President Agans.

9. Board Members

Director Mazursky stated that he will be out of town from March 21-31. He also shared that he will not be able to run for reelection in 2010 due to his hectic work schedule, though he plans to remain active with the Website Team through Labor Day.

Director Boswell shared that he will be out of town for the next two weeks.

Director James pointed out that Director Mazursky may find himself on the Board in the future, as there were more than 25 years between his own first and second terms of service on the Board.

Director Lewis shared that the City of Greenbelt is working on a brochure including community organizations and points of contact for each. For now, the Marketing Committee, as well as both websites, will be listed as points of contact for GHI. Director Lewis then shared that she received a phone call from Mike Kennedy of the Maryland Energy and Sustainability Coop. Mr. Kennedy suggested that GHI become a member of the coop in order to make GHI eligible for discounts; the Buildings Committee will look into it with staff. Finally, Director Lewis shared an update on the surveying project. The survey is only available through email; GHI does not have email addresses for members.

Director McFadden shared her hope that Director Mazursky will return to serve on the Board in the future.

Director Morse thanked Director Mazursky for his service to the Board.

10. Manager

General Manager Overdurff stated that she has a letter for President Agans regarding House Bill 842; the Board will be kept informed on this matter.

MOTION: TO ADJOURN.

Moved: Boswell

Seconded: Lewis

Carried 6

The meeting adjourned at 9:47 p.m.

Ed James
Secretary