

Minutes  
**GHI BOARD OF DIRECTORS**  
March 13, 2014

Board Members Present: DeBernardo, Hess, James, Jones, McFadden, Novinski, and Ready

Excused Absences: Marcavitch and Skolnik

Others in Attendance:

General Manager Eldon Ralph  
Joan Krob, Director of Member Services  
Tom Sporney, Director of Technical Services  
Brenda Lewis, Director of Human Resources  
Matt Berres, Director of Maintenance Operations  
Debbie Cooley, Chair, Audit Committee  
Ben Fischler, Audit Committee

Rachel Channon  
Tim Cohen-Mitchell  
Ronnie Scotkin, Bylaws Committee  
Edward Hickey  
Michelle Kietsch  
Molly Lester  
Gail Phillips  
Isabel Gournay  
Emmett Jordan, Mayor of Greenbelt  
Judith Davis, Greenbelt City Council  
Altoria Ross, Recording Secretary

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

1. Approval of Agenda

**MOTION: TO APPROVE THE AGENDA.**

Moved: Hess

Seconded: James

Carried 7-0

2. Visitors and Members

Gail Phillips of 2J Northway recommended the Community Beautification Project be conducted every other year instead of annually, and that members are given more time to rectify violations. It was pointed out that the program was mandated by membership action.

3. Approval of Membership Applications

**MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED THEM AT THE TIME OF SETTLEMENT:**

- **MICHAEL LEITCH, SOLE OWNER;**
- **KRISTIN STROHECKER, SOLE OWNER;**
- **LINDSEY DODSON, SOLE OWNER;**
- **ARON HEINTZ, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 7-0

*Note: The Board was made aware that final loan approval had not yet been received for the prospective members at 13K Hillside Road and 2K Research Road.*

**MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED THEM AT THE TIME OF SETTLEMENT:**

- COURTNEY SCHUTZ, MATTHEW SCHUTZ, TENANTS BY THE ENTIRETY;
- CATHERINE JANIS, SOLE OWNER.

Moved: James

Seconded: Hess

Carried 7-0

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

- GEORGE STEVENS AND SABINE HENTRICH, TENANTS BY ENTIRETY.

Moved: James

Seconded: Hess

Carried 7-0

4. Committee Reports

The 2013 Investment Committee submitted a report to the Board that will be returned to the committee.

5. Consent Agenda

**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: James

Carried 7-0

6a. Gutter Cleaning Contract, 2<sup>nd</sup> Reading

Specifications for the 2014 gutter cleaning work for GHI homes were sent to twenty-one contractors with six bids being returned. Upon evaluation of the returns, staff recommended awarding contracts as follows: both spring and fall gutter cleaning for frame homes to DGC Cleaning Services, brick homes to Aerotech Gutter, and block homes and detached garages to Gilbert Construction. The Board agreed and first reading approval occurred on February 27, 2014.

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH DGC CLEANING SERVICES TO PERFORM SPRING AND FALL CLEANING OF GUTTERS FOR GHI FRAME HOMES AT ITS BID OF \$26,800.**

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH AEROTECH GUTTER SERVICES TO PERFORM SPRING AND FALL CLEANING OF GUTTERS FOR GHI BRICK HOMES AT ITS BID OF \$12,000.**

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM SPRING AND FALL CLEANING OF GUTTERS FOR GHI BLOCK HOMES AND DETACHED GARAGES AT ITS BID OF \$11,856.**

6b. Exception Request to Allow a Window in Wall A/C Opening, 33D Ridge Road

On February 4, 2014, staff received a written request from the member at 33D Ridge Road to replace a through-wall air conditioner in the 2<sup>nd</sup> floor hall of this unit with a window. Because the proposed installation conflicts with GHI rules §X.N.1. and §X.N.2. it was referred to and reviewed by the Architectural Review Committee on February 12<sup>th</sup>. After discussing the member's proposal in depth, ARC voted 4-0-0 to recommend to the Board of Directors that no exception be granted to allow the addition of a window where the through-wall air conditioning unit is located at 33-D Ridge Road because of architectural incompatibility and visibility. The board entered into discussion after which the following action was taken:

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW AN EXCEPTION TO THE MEMBER AT 33D RIDGE ROAD TO REPLACE THE EXISTING THROUGH-WALL AIR CONDITIONER WITH A CASEMENT WINDOW OF THE SAME HEIGHT AND ALIGNED WITH THE WINDOW CLOSEST TO IT.**

Moved: DeBernardo

Seconded: McFadden

Carried 4-3

Opposed: Hess, Novinski, and Ready

6c. Request for a Contribution to Sponsor a Documentary Film About Food Co-ops

Upon a request by directors James and Hess, this item was deferred to the next meeting.

6d. Member Responses to Bylaws Changes Proposed by the Ad-Hoc Bylaws Committee

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO SUBMIT THE PROPOSED BYLAWS CHANGES TO GHI'S ATTORNEY FOR REVIEW.**

Moved: Hess

Seconded: James

Carried 7-0

6e. Smoke Alarm Recommendations for GHI Homes

Installation costs should be budgeted over a 3-year period from 2015 to 2017. Staff re-evaluated its estimate based on:

- More accurate quantity count (3095 vs. 3068).
- 2014 labor rates (\$38.76/hr) and re-evaluation of labor needed.
- Board-suggested hardwired options.
  - The estimates for the hardwired options were provided by a contractor that GHI hires regularly.
- Expanding the estimate to include installation in bedrooms if desired by the Board.

The following analysis is provided:

Type of Detector	Interconnection	Mfr	Model	Purchase and Installation Costs for Smoke Detectors					Permit costs for 1600 homes @ \$186 per home	Total Cost
				Unit cost	Unit Installation Cost	Unit Patching Cost	Overall Unit Installation cost	Costs for smoke detectors		
Lithium battery	none	BRK	SA340B	\$20	\$19.38		\$39.38	\$121,881		\$101,360 [originally presented, based on 3068]
	add 3500 BR			\$20	\$19.38		\$39.38	\$137,830		\$137,830
Hardwired AC power	wireless	Kidde	RF-SM-AC	\$50	\$120	\$100	\$270	\$835,650	\$297,600	\$1,133,250
Hardwired AC power	wireless	Nest		\$129	\$120	\$100	\$349	\$1,080,155	\$297,600	\$1,377,755
Hardwired AC power	wired	BRK	9120LB	\$25	\$125	\$100	\$250	\$773,750	\$297,600	\$1,071,350

**MOTION: TO ENSURE THAT GHI HOMES COMPLY WITH MARYLAND'S NEW REGULATIONS CONCERNING SMOKE ALARM DEVICES IN RESIDENTIAL PROPERTIES, THE BOARD OF DIRECTORS DIRECTS THE MANAGER TO IMPLEMENT THE INSTALLATION OF SMOKE DETECTORS FROM 2015-2017 USING BATTERY POWERED SMOKE DETECTORS. GHI SHALL REPLACE THE SMOKE DETECTORS IN GHI AT THE END OF THEIR LIFE.**

Moved: Hess

Seconded: McFadden

Carried 7-0

**MOTION: THE BOARD OF DIRECTORS STIPULATES THAT A GHI MEMBER SHALL BE RESPONSIBLE FOR THE COST AND INSTALLATION OF ANY SMOKE DETECTOR UPGRADE REQUIRED BY STATE OR COUNTY CODE/LEGISLATION, AS A CONSEQUENCE OF ANY MODIFICATIONS OR ADDITIONS THAT THE MEMBER MAKES TO HIS/HER UNIT.**

Moved: Hess

Seconded: Novinski

Carried 6-0

DeBernardo was out of the room at the time of the vote.

**MOTION: THE BOARD OF DIRECTORS STIPULATES THAT A GHI MEMBER RENTING HIS/HER UNIT SHALL BE RESPONSIBLE FOR THE COST OF ANY NEW SMOKE DETECTOR INSTALLATIONS TO COMPLY WITH ANY AND ALL APPLICABLE LEGAL RENTAL REQUIREMENTS.**

Moved: Hess

Seconded: Jones

Carried 6-0-1

DeBernardo abstained as he was out of the room for the majority of the discussion.

**MOTION: THE BOARD OF DIRECTORS STIPULATES THAT GHI SHALL SELL COMPLIANT SMOKE DETECTORS TO MEMBERS AT COST.**

Moved: Hess

Seconded: Jones

Carried 6-0-1

DeBernardo abstained.



6j. Electrical Equipment Repair Contract, 2<sup>nd</sup> Reading

An amount of \$50,000 has been budgeted in 2014 to perform repairs to electrical panels within five abandoned boiler rooms. In January, twenty-three electrical contractors were solicited to submit a bid for the work; three contractors responded. At its meeting on February 27, 2014 the Board approved for first reading contracting with Brown Electric Inc. to repair the electric panels at 2 Eastway, 58 Crescent Road, 1 Westway, and 26 Ridge Road. Staff recommended and the Board agreed that the fifth site (13 Laurel Hill Road) would be contracted separately with Prompt Restoration, Inc. since the amount of their bid (\$6,100) is within the authorized amount for the manager to contract without Board approval.

**MOTION: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH BROWN ELECTRIC INC. TO PERFORM ELECTRIC SERVICE REPAIRS AT 2D-G EASTWAY, 58E-H CRESCENT, 1C-H WESTWAY, AND 26A-F RIDGE AT ITS BID OF \$19,066, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$21,926.**

Moved: James

Seconded: Jones

Carried 7-0

7. Items of Information

Items of Information included Schedule of Deadlines for Annual Meeting and the Monthly GHI and City Calendars.

9. President

Ready did not have a report.

10. Board Members

DeBernardo stated he would miss the March 27 Board meeting. He also said Item 4 on the action regarding volunteer recruitment has been completed and the plant swap has been moved to May 3.

Hess offered that the Finance Committee has discussed working capital.

James said Woodlands Committee's report will be included in the next meeting's packet.

11. Manager

GM Ralph discussed Maryland House Bill 1328 noting that Greenbelt City Council voted to oppose it and sent correspondence to delegates about the significant cost burden on co-ops such as GHI. Ralph thanked Davis for council's support. Davis stated that the Greenbelt East Coalition lets city council know which position it wants council to take it and that council would render similar support to GHI if council knew about issues. DeBernardo suggested GHI members write letters to the elected officials about this bill. Ralph said members will be informed about this issue in the next e-News, so they could be a part of this movement and contact Maryland delegates.

12. Staff

Berres said wind storms knocked down a tree that cut power to members at 6 Court Ridge. GHI has arranged to provide temporary power to affected homes.

**MOTION: TO RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF MEMBER ISSUES.**

Moved: Hess

Seconded: Jones

Carried 7-0

The meeting recessed at 9:43 p.m.

Ed James  
Secretary