

Minutes  
**GHI BOARD OF DIRECTORS**  
March 14, 2013

Board Members Present: Novinski, James, Jones, McFadden, Morse, and Ready

Excused Absence: Boswell, DeBernardo, Hess,

Others in Attendance:

General Manager Eldon Ralph  
Joe Perry, Finance Director  
Joan Krob, Member Services Director  
Tom Sporney, Technical Services Director  
Dianne Wilkerson, Audit Committee Chair  
Ben Fischler, Audit Committee  
Debbie Cooley, Audit Committee  
Chris Shuman  
Velma Kahn  
Rachel Channing  
Marat Moore  
Elizabeth Jay  
Tom Payne  
Linda Curtis  
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:40 p.m.

1. Approval of Agenda

**MOTION: TO APPROVE AGENDA**

Moved: James

Seconded: Novinski

Carried 6-0

2. Visitors and Members

Ready welcomed the visitors and members. Chris Shuman, asked the Board to write the city to ask it not to raise the tax rates regarding economic viability. James suggested Shuman write a petition and solicit members to sign it.

3. Approval of Membership Applications

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

- **SAMANTHA VILLANUEVA, SOLE OWNER;**
- **ROSEANNE DOUGLAS, SEAN DOUGLAS, TENANTS BY THE ENTIRETY;**

- **ROBERT ARMSTRONG, ELIZABETH ARMSTRONG, TENANTS BY THE ENTIRETY;**
- **NATHAN CLARK, JENELLE CLARK, TENANTS BY THE ENTIRETY;**
- **ERIKO KOBAYASHI, SOLE OWNER.**

Moved: James

Seconded: McFadden

Carried 6-0

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

- **TRUDI J. RENWICK, SOLE OWNER;**
- **BRIAN G. HUDGINS, NICOLE HUDGINS, TENANTS BY THE ENTIRETY.**
- **REID A. ROTTACH, SOLE OWNER.**

Moved: James

Seconded: Morse

Carried 5-1

Jones objected.

The final loan approval is pending for the units mentioned in the motion below.

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

- **BENJAMIN SKOLNIK, SUSAN SKOLNIK, TENANTS BY THE ENTIRETY;**
- **MATTHEW WOLFE, SOLE OWNER.**

Moved: James

Seconded: McFadden

Carried 6-0

4. Committee Reports

None

5. Consent Agenda

**MOTION: APPROVE THE CONSENT AGENDA.**

Moved: James

Seconded: McFadden

Carried 6-0

6a. Approval of Minutes: February 14 and February 28, 2013 Meetings

**APPROVED BY CONSENT: APPROVAL OF MINUTES FROM FEBRUARY 14, 2013 AND FEBRUARY 28, 2013 MEETINGS.**

6b. Yard Line Recommendations: 10 Court Laurel Hill and 8 Court Ridge Road

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 10 LAUREL HILL ROAD AS PRESENTED.**

Moved: Novinski                      Seconded: Morse                      Carried 6-0

Ready noted that the soffit on the service side porch roof needs attention at 10N Laurel Hill.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 8 RIDGE ROAD AS PRESENTED.**

Moved: Jones                      Seconded: Novinski                      Carried 6-0

6c. 2013 Community Beautification Program

This item was postponed since George Bachman, supervisor for the program, was absent.

6d. Smoke Free Buildings Task Force Recommendations

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE THREE RECOMMENDATIONS OF THE SPECIAL COMMITTEE ON SMOKE-FREE BUILDINGS AS PRESENTED AT THE MARCH 14, 2013 BOARD MEETING AND DIRECTS THAT ITEM 2 BE INCLUDED IN THE ANNUAL MEETING NOTICE MAILING TO ALL MEMBERS, AND PRESENTED AT THE 2013 ANNUAL MEETING.**

Moved: Jones                      Seconded: Novinski                      Withdrawn

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE THREE RECOMMENDATIONS OF THE SPECIAL COMMITTEE ON SMOKE-FREE BUILDINGS AS PRESENTED AT THE MARCH 14, 2013 BOARD MEETING AND DIRECTS THAT ITEM 2A BE INCLUDED IN THE ANNUAL MEETING NOTICE MAILING TO ALL MEMBERS, AND PRESENTED AT THE 2013 ANNUAL MEETING.**

Moved: Jones                      Seconded: Novinski                      Withdrawn

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE THREE RECOMMENDATIONS OF THE SPECIAL COMMITTEE ON SMOKE-FREE BUILDINGS AS PRESENTED AT THE MARCH 14, 2013 BOARD MEETING AND DIRECTS THAT IT BE INCLUDED**

**IN THE ANNUAL MEETING NOTICE MAILING TO ALL MEMBERS, AND PRESENTED AT THE 2013 ANNUAL MEETING.**

Moved: Jones

Seconded: Novinski

Carried 6-0

- 6e. Requests from Members to be Reimbursed for Items Installed Prior to the Community Upgrade

**MOTION: THE BOARD OF DIRECTORS REQUESTS THE FINANCE COMMITTEE TO DELIBERATE AND PROVIDE IT WITH RECOMMENDATIONS (INCLUDING PROS AND CONS) ON THE FOLLOWING BEFORE JUNE 30, 2013:**

1. **SHOULD A MEMBER BE REIMBURSED FOR UPGRADES MADE BY THE MEMBER PRIOR TO THE COMMUNITY UPGRADE PROGRAM?**
2. **IF SO, WHAT UPGRADES SHOULD BE ELIGIBLE FOR REIMBURSEMENT?**
3. **IF SO, WHEN SHOULD THE REIMBURSEMENT BE MADE?**
4. **IF SO, WHAT METHOD SHOULD BE USED FOR DETERMINING THE AMOUNT OF THE REIMBURSEMENT?**
5. **IF SO, SHOULD COMPONENTS BE REIMBURSED REGARDLESS OF WHEN THEY WERE INSTALLED OR SHOULD THERE BE A SPECIFIC CUT-OFF INSTALLATION DATE IF APPLYING FOR A REIMBURSEMENT?**

Moved: Jones

Seconded: James

Carried 6-0

- 6f. Review of 4<sup>th</sup> Quarter 2012 Financial Statements

Director of Finance Joe Perry reviewed the 4<sup>th</sup> quarter Financial Statements for 2012 and responded to questions from the Board.

- 6g. Finance Committee Recommendation on Capital Contributions Policy

**MOTION: THE BOARD OF DIRECTORS ADOPTS THE POLICY TO ACCOUNT FOR MEMBER PAYMENTS DESIGNATED AS REPLACEMENT RESERVE AND ADDITION MAINTENANCE RESERVE CONTRIBUTIONS AS CONTRIBUTIONS DIRECTLY TO REPLACEMENT RESERVE AND ADDITION MAINTENANCE RESERVE EQUITY ACCOUNTS. REPLACEMENT RESERVE AND ADDITION MAINTENANCE RESERVE EXPENDITURES WILL BE**

**ACCOUNTED FOR AS REDUCTIONS OF THEIR  
CORRESPONDING RESERVE ACCOUNTS.**

Moved: Jones

Seconded: Morse

Carried 6-0

6h. Finance Committee Recommendation on Equity Requirements for Refinancing

The Finance Committee discussed the recent economic downturn and the increased pending foreclosure activity involving several GHI member homes. The Committee looked at a common factor in such situations; i.e., members refinancing and taking out cash. Since GHI has no equity requirement for members who wish to refinance, the Finance Committee discussed pros and cons and recommends a policy requiring a minimum 20% equity of the unit's appraised value on loans where member is taking out money.

The Board took no action on this item.

6i. Review Responses to Member Town Hall Questions

Board members reviewed the questions submitted during the Co-op Town Hall meeting on February 23<sup>rd</sup> and the proposed responses to those questions. The Board suggested some changes to the responses for clarification purposes. The final version will be placed on GHI's website.

At 10:00 p.m., the motion below was made.

**MOTION: EXTEND MEETING BY TEN MINUTES.**

Moved: Jones

Seconded: McFadden

Carried: 3-2

Novinski and James objected.

6j. Contract for Replacement of Roof for 135A Northway, 1<sup>st</sup> Reading

The flat roof for the second of four freestanding homes is scheduled to be replaced in 2013. In Q4 2011, GHI staff contracted with Atlantic & Caribbean Roof Consulting to prepare specifications for this roof replacement. The consultant provided a design for the installation of insulated bitumen roofs for the freestanding homes.

GHI received bids from five (5) contractors: Ruff Roofers, Inc - \$17,000; RRH Associates - \$16,000; Global Roofing - \$18,350; Hearn Insulation Co. - \$13,500; and Northeast Contracting - \$19,800. Hearn Insulation, Inc. has done roofing work for GHI in the past. Upon evaluation of these bids, staff recommends the award of the flat roof replacement at 135A Northway to Hearn Insulation.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH HEARN INSULATION TO REPLACE THE FLAT ROOF AT 135A NORTHWAY AT ITS BID OF \$13,500, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$14,850.**

Moved: Novinski

Seconded: James

Carried 6-0

6k. Review of Proposed Revisions to Sublease Policy

**MOTION: THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO SUBMIT THE REVISED SUBLEASE POLICY TO THE GHI MEMBERSHIP FOR COMMENT OVER A 30 DAY PERIOD.**

Moved: James

Seconded: Novinski

Carried 6-0

7. Items of Information

None discussed

8. President

Ready said she signed letters appointing the following persons to the Member Outreach Committee: Lauren Cummings, Susan Harris, Barbara Havekost, Marat Moore, Alice Mitchell, Michelle Kretsch, Kandis Wyatt, and Jane Menis. She also asked Ralph to request that the city keep the two toddler swings on the playground adjacent to the renovated playground.

9. Board Members

- James said he wants to resolve a conflict in the language concerning the occupancy criteria in the handbook for people who run a business out of their homes to be concerned for a future agenda.
- Jones said the Member Outreach Committee met Monday and reviewed all points the Board asked them to consider.
- Wilkerson asked when the Strathcona task force would meet. Ralph suggested 2 p.m. on Tuesday.
- Fischler said the city should examine storm water issue as it relates to GHI.

10. Manager

Ralph did not have a report.

11. Staff

Sporney said the roof went on 2 Laurel Hill last week.

**MOTION: TO ADJOURN.**

Moved: Novinski

Seconded: McFadden

Carried 6-0

The meeting adjourned at 10:09 p.m.

Ed James  
Secretary