

Minutes
GHI Board of Directors
March 17, 2016

In Attendance: Brodd, James, Jones, Marcavitch, McFadden, Ready

Excused Absence: Hess, Novinski, Skolnik

Other Attendees:

Eldon Ralph, General Manager

Sam Waite

Joe Perry, Director of Finance

Kristen Wolford

Joan Krob, Director of Member Services

Molly Lester

Tom Sporney, Director of Homes

Christina Daw

Improvement Program

Anna Socrates

Bijan Khorsand, Director of Technical Services

Kim Kweder

Stephen Holland

Tom Taylor

Phillip Payette

Susan Barnett

Ben Fischler

Chris Shuman

Lauren Cummings

Leeann Irwin, Audit Committee Member

Monica Johnson, Recording Secretary

Vice President Ready called the meeting to order at 7:35 p.m.

1. Approval of Agenda

Ready added Item f to the agenda: Ad-Hoc Bylaws Task Force's Report re: Changes to GHI's Bylaws.

Motion: To approve the agenda, as revised.

Moved: James

Seconded: Jones

Carried: 6-0

2. Report on Executive Session

Ready reported that in Executive Sessions:

- February 29 the Board completed the evaluation for the General Manager.
- March 3 approved minutes, discussed a rental permit request, member complaint and a legal matter.
- March 17 approved minutes, discussed M3 delinquencies, discussed rental request, legal issues and member issues.

3. Visitors and Members (Comment Period)

- Chris Shuman inquired about the serious drainage problem in 2 Court Gardenway, and the asbestos on the boiler doors.
- Molly Lester inquired if there were any asbestos at the Parkway Apartments.
- Kim Kweder expressed her concerns regarding the fees for the crawlspace increasing because of the asbestos removal process.
- Lauren Cummings asked the Board to consider removing the word "private" from the two new parking signs at 65 Court.

4. Approval of Membership Applications

Motion: That the Board of Directors approve the following Mutual Ownership Contract changes.

- Thea Lovell, Paula C. Marinelli, Joint Tenants, is changed to Thea Lovell and Paula C. Dolan, Joint Tenants.
- Daniel R. Hamlin, Sole Owner is changed to Daniel R. Hamlin and Kyla D. Hanington, Tenants by the Entirety.

Moved: James

Seconded: Marcavitch

Carried: 6-0

5. Committee Reports

Legislative and Government Affairs Committee – Marcavitch mentioned that the first meeting was held on March 15, and that all other meetings be held every 3rd Tuesday of the month.

Buildings Committee – Sporney reported that a motion was made during the February 24 Building Committee meeting with a 6-0 vote to request from the Board further clarification of expectation re: Sustainability Task Force.

Homes Improvement Program – Sporney reported that they received 27 confirmations in orders. The deadline for all orders is April 15.

Investment Committee – Ready reported that the Investment Committee has a written report that will be submitted at the next Board meeting.

6. Consent Agenda

No consent agenda for this meeting

7a. Approval of Minutes for February 4, 2016

Motion: I move that the Board of Directors approve the minutes for the February 4, 2016 meeting.

Moved: James

Seconded: Jones

Carried: 6-0

7b. Contract with an Industrial Hygiene Firm for Asbestos Abatement in Crawlspace of Masonry Units, 1st Reading

Ralph recommended that the Board award a contract to the Vertex Companies to provide industrial hygiene services to GHI, for the planning and execution of an asbestos abatement project within the crawlspaces of masonry buildings.

Below is a rough estimate of the costs that GHI would pay either the Vertex Companies or ARC Environmental for the asbestos abatement project. The estimated cost for removing the asbestos is \$29,551 for Vertex and \$32,742 for ARC Environmental. The estimated cost for properly securing the asbestos in the cavities is \$13,326 for Vertex and \$15,952 for ARC Environmental.

The fees charged by the two companies are as follows:

Item	The Vertex Companies	ARC Environmental
Preparation of specification for asbestos removal	\$1,500	\$3,260
Preparation of specification for asbestos containment	\$1,500	\$2,582
Cost for oversight of asbestos remediation per 8-hr shift	\$495 per inspector, \$995 for 2 inspectors	\$465 per inspector
PLM bulk samples	\$12 /sample	\$10 /sample
PCM air samples	\$12 /sample	Included with cost of inspector per 8-hr shift
NIOSH 7402 TEM Air Samples	\$100/sample	\$150/sample
Preparation of an Operations and Management Plan	\$350	\$450

Motion: I move that the Board authorize the Manager, for 1st reading, to enter into a contract with the Vertex Companies to provide industrial hygiene services for the planning and during the execution of an asbestos abatement project within the crawlspaces of masonry buildings based on the following fee breakdown:

Preparation of specification for asbestos removal	\$1,500
Preparation of specification for asbestos containment	\$1,500
Cost for oversight of asbestos abatement per 8-hr shift	\$495 for 1 inspector, \$995 for 2 inspectors
PLM bulk samples	\$12 /sample
PCM air samples	\$12 /sample
NIOSH 7402 TEM Air Samples	\$100/sample
Preparation of an Operations and Management Plan	\$350

Moved: James

Seconded: Marcavitch

Carried: 6-0

7c. Review Waste Recycling Plan Submitted by the HIP Contractor

Sporney updated the Board on the follow up with (HIP) envelope contractor Acadia Buildings, LLC on the waste recycling plan. Sporney stated that staff discussed this desire with Acadia, and the contractor responded to this request below.

From: Wink Mather [mailto:wmather@acadiawindows.com]
Sent: Tuesday, March 08, 2016 4:11 PM
To: tsporney@ghi.coop; dwilliams@ghi.coop
Cc: Sam Spampinato; Brandon Fahl; Mark Simmons; Ann Cypressi
Subject: FW: Greenbelt Waste Stream Revised

Hi Tom/Dave,

Thank-you both for allowing us to continue to analyze our waste stream possibilities (on-site) yesterday.

As discussed (using XRF measuring) we determined that 90% plus of the existing doors contain lead paint and almost 100% of the frames.

Using this full disclosure I visited Community Forklift (Andre Easley) and Second Chance (Chuck Dyjak) and explained the quantity of doors (slabs only). I explained we would remove the door slabs by removing the hinges from the jambs, leave all the hardware in place, cover them in plastic, store them in one of my trailers and then deliver them or have them pick them up. It is my belief that between the 2 sources they feel they can commit to taking the quantity of doors for re-use. This is now revised on the attached waste stream plan. The frames will be removed and disposed of using EPA RRP guidelines.

Related to the windows which are predominately older version vinyl windows neither location had any interest. The only solution at this point for recycle of these windows would be for us to set up a break down location (near our base set-up) and manually remove the glass and any metal parts from the vinyl. The vinyl and glass can then be sorted and recycled by A-A recycling. A-A recycling would ship the separated glass to North Carolina for recycling. I would pass on my labor cost only for this effort The cost for this recycle breakdown is \$28,860 labor..... we will absorb the extra shipping cost (of the glass) to North Carolina.

With the above change this would leave very little material that is not being recycled or re-used..... please let me know you thoughts.

Note: The attached waste stream update does not assume breaking down the windows.....

Thanks again,

Wink

Acadia has revised its plan to reflect the door reuse only. A lengthy discussion followed.

Motion: I move that the Board of Directors accept the revised waste plan for doors during the 2016 phase of the Homes Improvement Program, as submitted March 8, 2016 by Acadia Buildings, LLC.

Moved: Jones

Seconded: Marcavitch

Carried: 6-0

7d. Contract for Managing GHI's Information Technology Services, 1st Reading

Ralph reported to the Board that RFP's were formulated based on current services and sent to six IT management companies; and received three bids.

Many of the services each of the IT management companies provides are comparable. The chart below shows pricing and the differences in service.

	Fedsolutions	Advanced Technical Solutions (ATS)	Intellicomp
Monthly charge	\$2,336 with no annual increase	\$3,000	\$1,850 with an annual increase that will not exceed 8%
Annual cost of regular service	\$28,032	\$36,000	\$22,200 for first year only
After hours support	Included for critical issues	*\$150-\$350/hr	*\$95-\$150/hr (no hours included in annual costs)
Back up of network	Cloud backup-Axcient	Cloud; additional charges for disaster recovery	Cloud + requirement of staff backups
GHI Staff requirements	Any employee can have direct contact for service. No additional work is needed by staff.	Unspecified, but past experience requires similar staff support as Intellicomp.	Requires that GHI have one point of contact who performs backups and opens all service tickets.
Estimated cost of staff time required per year	\$1,710 Based on 15 min/day	\$6,840 Based on 1 hour/day	\$6,840 Based on 1 hour/day
Total Regular Annual Cost	\$29,915	\$42,840 (*plus any after-hours support required)	\$29,730 for 1 st year only (*plus any after-hours support required)
Set up/Onboarding fee	n/a	Unknown	\$2,376
1 st year cost (new provider)	n/a	\$42,840 (plus onboarding)	\$32,106

Ralph recommends that the Board approve a five-year contract with Fedsolutions at a monthly fee of \$2,336 per month (\$28,032 annually) for GHI's IT management services.

Motion: I move that the Board of Directors authorize the Manager for first reading, to enter into a five-year contract with Fedsolutions to manage GHI's Information Technology services as outlined in their proposal dated February 29, 2016, at a monthly cost of \$2,336 plus an allowance of 10% for unanticipated charges, with a termination clause included in the contract, whereby either GHI or Fedsolutions could terminate the contract by serving the other party a 90-day notice of termination.

Moved: Marcavitch

Seconded: Jones

Carried: 6-0

7e. Purchase of a Replacement Vehicle for the Maintenance Department, 1st Reading

Ralph reported to the Board that this request is for the replacement of a vehicle that we purchased in 1995. The 1995 Ford Econoline E-150 has approximately 57,875 miles and has several mechanical issues:

- The floor boards on the driver's side are in need of repair.

- The seats, especially the driver's seat, are badly damaged from long term use.
- The armrests are missing.
- The vehicle body has numerous areas of rust and corrosion.
- The steering column has been bolted on by GHI Maintenance staff and, besides the obvious safety concerns, is prone to failure, requiring the vehicle to be towed for servicing.
- The vehicle has no climate control.
- The vehicle is difficult to start, a condition costly to remedy.
- The front frame assembly has been welded numerous times from corrosion damage.

To reduce costs, staff recommends procuring a used full-sized cargo van that will be used by a carpenter on the structural team.

New vehicle option

Quotations for new vehicles were obtained from the following dealerships:

2016 Chevrolet Full Sized Cargo Vans

Dealer	Type of vehicle	Cost*
Sport Chevrolet	Chevy Express Cargo Van 2500	\$31,563
Criswell Chevrolet	Chevy Express Cargo Van 2500	\$32,444
Ourisman Chevrolet	Chevy Express Cargo Van 2500	\$29,059

* Price includes costs for sales tax, title and tags (price includes tax, title, tags). Prices are subject to change without notice based on dealer inventory.

These vehicles are not equipped with cargo shelving, which will cost on average about \$1,500 - \$2,000.

Used vehicle option

Successful procurement of desirable used vehicles requires acting quickly once they are identified. The lengthy process of having two readings by the Board might jeopardize the purchase. Staff therefore suggests that the Board pre-approve the purchase of used vehicles based on the following criteria:

Cargo Van:

- The vehicle should be either Chevrolet Express 2500, Ford Econoline 150 or similar.
- Vehicle cost should not exceed \$24,700. This amount is approximately 85% of the cost of a new vehicle from Ourisman Chevrolet and includes sales tax, registration and related transfer fees.

Example Used Van Offer:

- Criswell Chevrolet had on offer a used 2015 full sized cargo van with approximately 11,604 miles at an internet price listing of \$24,613 and a list price of \$27,000.

Common elements for Selection of a Used Vehicle:

- The vehicle should not be older than four years.
- The mileage should not exceed 40,000 miles.

- The purchase price of the vehicle should not exceed the Kelly Blue book price for a vehicle of its type, age and mileage.
- The vehicle will be thoroughly inspected and test-driven by GHI's mechanic.
- A Carfax report will be obtained to check out the vehicle's history. (Carfax searches its nationwide databases and provides title, odometer, problem and registration reports).

Motion: I move that the Board of Directors authorize the Manager, for first reading, to purchase one used cargo van at a cost not to exceed \$24,700, or one new cargo van at a cost not to exceed \$29,059 from Ourisman Chevrolet, if unable to obtain a used vehicle by April 30, 2016.

Moved: Marcavitch

Seconded: James

Carried: 6-0

7f. Ad-Hoc Bylaws Task Force's Report re: Changes to GHI's Bylaws

Brodd stated that both the current bylaws and the Ad-Hoc Bylaws Task Force's report offers seven suggested amendments to GHI's bylaws to be presented at the Annual Membership meeting on May 12, 2016. A brief discussion followed.

Motion: I move that the Board receive the Ad-Hoc Bylaws Committee's report dated March 10, 2016 and direct the Manager to submit the suggested amendments 1, 2 and 3 to the bylaws to GHI's attorney for review.

Moved: Jones

Seconded: Brodd

Carried: 6-0

8. Items of Information

- a. Committee Task List
- b. Monthly GHI and City Calendars

9. President

Vice President Ready reminded everyone that there is a seminar with the Greenbelt Federal Credit Union on March 31 at 7pm to go over the HIP loan program.

10. Board Members

Marcavitch reminded everyone that spring break for the schools starts on March 24 until April 4.

11. Manager

Perry mentioned that the National Cooperative Bank will be having its Annual meeting, and would like two members of the Board to participate in a video to discuss living in Greenbelt Homes.

Motion: I move to recess to executive session after the break for discussion of member and legal issues.

Moved: James

Seconded: Marcavitch

Carried:6-0

The meeting adjourned at 9:23 pm.

Ed James
Secretary