

Minutes
GHI Board of Directors
March 22, 2007

Present: Agans, Alpers, Hudson, Lauber, Lewis, McFadden, Moore, Morse, Ready

Others in Attendance:

Gretchen Overdurff, General Manager	Genevieve Courbois, Recording Secretary
Stephen Ruckman, Director of Finance	Beverly Dziduch
Eldon Ralph, Director of Physical Plant Operations	Karen Silborn
Joan Krob, Director of Member Services	Jean Snyder
Tom Sporney, Staff Engineer	Don Comis
Matt Berres, Landscape Specialist	Doug Love
Dianne Wilkerson, Chair, Audit Committee	Linda Levine

President Lewis called the meeting to order at 7:33 p.m.

1. Approval of Agenda

The agenda was approved by consensus.

2. Visitors and Members

Jean Snyder, presented a letter to Landscape Specialist Matt Berres about some of her environmental concerns. She encouraged GHI to consider not fertilizing green areas, as the grass then grows taller and faster thereby necessitating more frequent mowing. Berres offered information about the landscape contract and those areas of the city which receive turf treatment. No turf treatment occurs in GHI, except for fertilizing in a few areas he advised. Matt Berres will take this matter under advisement.

3. Approval of Minutes

The draft minutes of February 22, 2007 were reviewed. Director Ready questioned a statement attributed to General Manager Overdurff about changing an MOC. Overdurff said she issued the statement according to her understanding but would research the issue. Director Ready had extensive changes to Item 6g. *Suggested Bylaws Changes* which she read aloud and submitted in hard copy to Director Lauber.

MOTION: TO ACCEPT THE SUGGESTED WRITTEN CHANGES SUBMITTED BY DIRECTOR READY.

Moved: Ready

Seconded: Lauber

Carried 8-0

Director Agans believed that a statement made by Mayor J. Davis regarding snow removal was omitted. Staff said they would check the tape. Also, staff will determine whether Board may revise the MOC without membership approval.

MOTION: TO RE-WORD THE DRAFT MINUTES OF FEBRUARY 22, 2007 AND BRING BACK FOR REVIEW AT THE NEXT MEETING.

Moved: Ready

Seconded: Agans

Carried 8-0

4. Approval of Membership Applications

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

- MICHAEL T. BURGER
- JOHN F. RISTON
- ANDREW C. TAYLOR
- EMILY D. MORRISON

Moved: Lauber

Seconded: Moore

Carried 8-0

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBER IS ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED HER AT THE TIME OF SETTLEMENT:

- CAROL S. DREES

Moved: Lauber

Seconded: Moore

Carried 8-0

6. Committee Reports

No discussion.

6a. Yard Line Certification: 59 Ridge Road

Director Hudson said that the Yard Line Committee is presenting plats for 59 Court Ridge Road for certification. He reported that Bill Hanbury, provided feedback, and the committee has addressed his questions. There were no other questions from 59 Court members.

Karen Silborn, then inquired about changes made to her yard boundaries. Director Hudson said that there was no change; changes were made in instances where the yard line exceeded 75 feet.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 59 COURT RIDGE ROAD AS PRESENTED.

Moved: Hudson

Seconded: Moore

Carried 8-0

Director Hudson reported that with this action, 84 units have been certified, 8 are awaiting member feedback and the committee is working on 17 units.

6b. 2007 Spring Concrete Contract – 1st Reading

In January, staff solicited bids to replace concrete sidewalks and a number of steps at thirty-three (33) locations throughout GHI. Reasons for the replacements include the disintegration of concrete and heaving of sections of sidewalks. \$50,000 is budgeted in 2007 for spring & fall concrete repairs. The sites are:

56 J Crescent Road	2 F Northway Road	37 E-J Ridge Road
1 A-B Eastway Road	2 K Northway Road	43 E-F Ridge Road
6 M Hillside Road	2 Ct Research Road	47 Ct. Ridge Road
10 D Hillside Road	14 V2-V5 Ridge Road	47 C & E Ridge Road
20 Q-R Hillside Road	16 E Ridge Road	48 A-B Ridge Road
22 A Hillside Road	23 C-D Ridge Road	53 Q-R Ridge Road
1 A-D Laurel Hill Road	25 Ct. Ridge Road	54 K Ridge Road
2 A-B Laurel Hill Road	33 Ct. Ridge Road	62 C-D Ridge Road
2 V Laurel Hill Road	34 L-M Ridge Road	71 E-F Ridge Road
1 Ct. Northway Road	35 C-G Ridge Road	1 A-B Westway Road
1 H Northway Road	36 Ct. Ridge Road	42 A-B Ridge Road

GHI formally solicited bids from eight (8) independent concrete contractors who were all individually contacted to ascertain their interest; five (5) bids were received:

NAME OF COMPANY	BASE BID	ADDITIONAL SIDEWALK (Per Sq. Ft.)	STEP
Hann & Hann, Inc.	\$32,182.00	\$7.00	\$250.00
PCM Construction, Inc.	\$31,486.00	\$7.23	\$208.00
CPE, Inc.	\$22,344.00	\$7.50	\$175.00
Fort Myer Construction	\$33,220.00	\$95.00	\$900.00
American Window & Building	\$44,715.00	\$8.00	\$1,350.00

CPE has installed concrete sidewalks and parking lots at GHI in the past, most recently for the 2004, 2005, and 2006 concrete and parking lot repair programs. Staff recommends that GHI contract with CPE, Inc. to perform the spring concrete sidewalk replacement, for the amount of its bid, with an additional 10 percent to cover contingencies or additional sites found necessary during the performance of the contract.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE SPRING SEASON REPAIRS OF CONCRETE SIDEWALKS FOR A COST NOT TO EXCEED \$24,579.

Moved: Agans

Seconded: Moore

Carried 8-0

6c. 2007 Slate Roof Contract – 1st Reading

This year, twenty-four (24) slate roofs have been budgeted for replacement at a cost of \$282,410. Additionally, \$34,040 is earmarked for replacement of the copper gutters and downspouts on these homes, for a total of \$316,450 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.

An inspection earlier this year identified the twenty-four (24) roofs to be replaced. In February, staff formally solicited bids from eight (8) roofing contractors who indicated that they were interested in the bid package to replace slate roofs and gutters at five (5) buildings at GHI: 6A-H Crescent (8), 1C-F Gardenway (4), 1A-D Eastway (4), 33N-V Ridge (8). Bids were received from four (4) contractors:

NAME OF COMPANY	ROOF REPLACEMENT
HEARN INSULATION & IMPROV.	\$268,166.30
NORTHEAST CONTRACTING CORP.	\$372,400.00
H.T. HARRISON & SONS, INC.	\$312,587.00
RRH ASSOCIATES, LLC	\$358,284.00

Upon evaluation of these bids, staff recommends awarding a contract to Hearn Insulation & Improvement, of Silver Spring, Maryland, the low bidder overall. Hearn Insulation & Improvement Company has performed work in GHI before. It is recommended that a contingency of 10% above the bid price be authorized to allow for correction of any further defects that are brought to GHI's attention before the completion of the project.

Director of Physical Services Ralph began the discussion by stating that the contractor which GHI originally recommended for the second part of this contract, H.T. Harrison and Sons, has been very unresponsive and would not agree to hold the price for GHI. Therefore, staff recommends awarding the second part of the contract to Hearn Insulation and Improvement for \$22,844.

Director Moore inquired about the disposal of copper gutters and emphasized the financial benefit of recycling this guttering; he said that he observed the City of Greenbelt removing gutters from a dumpster into which Hearn had deposited the guttering. Staff Engineer Sporney understood that Hearn did recycle the guttering; he said he would discuss this with Hearn.

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 AS DIRECTED BY GREENBELT HOMES, AT A COST NOT TO EXCEED \$294,983.

Moved: Ready

Seconded: McFadden

Carried 8-0

Director Ready said that she would like to see copper guttering be used on block homes.

GHI began replacing slate roofs in 1997, and copper gutters in 2003. During this time, 53 original roofs were replaced, retaining existing 5" gutters. This practice was changed in 2003 for two reasons:

1. Contractors were damaging the original gutters when reinstalling them
2. 5" gutters were increased in size to 6" to increase flow-handling capacity

Homes where gutters were not replaced during this period have been included in the replacement reserve plan to be replaced at the end of the plan, between 2014 and 2017. Recent experience of maintenance staff with continuing overflow and backing up of gutters, suggests that it would be prudent to replace this group of gutters now. The affected sites are: 37A-D Ridge Road (4), 4E-H Southway Road (4), 2A-B Ridge Road (2), 56 J-K Crescent (2).

NAME OF COMPANY	GUTTER REPLACEMENT
HEARN INSULATION & IMPROV.	\$20,767.00
NORTHEAST CONTRACTING CORP.	\$27,000.00
H.T. HARRISON & SONS, INC.	\$17,352.00
RRH ASSOCIATES, LLC	\$52,044.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH HEARN INSULATION & IMPROVEMENT COMPANY, INC. TO REPLACE COPPER GUTTERS AND DOWNSPOUTS AT 37A-D RIDGE ROAD, 4E-H SOUTHWAY, 2A-B RIDGE ROAD, 56 J-K CRESCENT ROAD AS DIRECTED BY GREENBELT HOMES, AT A COST NOT TO EXCEED \$22,844.

Moved: Ready

Seconded: Alpers

Carried 8-0

6d. 2007 Spring & Fall Gutter Cleaning Contract – 2nd Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH NED STEVENS GUTTERS TO PERFORM SPRING GUTTER CLEANING IN GHI UNITS AS DIRECTED BY GREENBELT HOMES AT A COST NOT TO EXCEED \$15,206.

Moved: Ready

Seconded: Lauber

Carried 8-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH ROYAL GUTTER TO PERFORM FALL GUTTER CLEANING OF GHI FRAME AND TOWNHOUSE UNITS AT A COST NOT TO EXCEED \$17,772.

Moved: Alpers

Seconded: Ready

Carried 8-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH NED STEVENS GUTTERS TO PERFORM FALL GUTTER CLEANING OF GHI BRICK AND BLOCK UNITS AT A COST NOT TO EXCEED \$10,480.

Moved: Lauber

Seconded: Moore

Carried 8-0

6e. 2007 Community Beautification Program

Director Agans suggested that doors of attached garages be added to the inspection list under item 9 as she has observed some with peeling paint. Director of Physical Services Ralph said this would be possible and concurred with Director Moore that the City of Greenbelt does cite units with garages needing repairs or paint. President Lewis said that in a recent meeting, ARC members felt that the standards should be applied evenly.

Director Ready questioned the benefits and successes of this program, and said that GHI could save expenses by not conducting the program. Director Hudson responded that the program focuses on recognizing exceptionally nice yards and citing those units in bad shape. He feels that this two-pronged approach does beautify GHI. He said that aggressive citations did not work well in the past. If the current approach can eradicate some of the worst situations, he said, then the program is a success.

Audit Committee Chair Wilkerson reminded the Board that the membership directed the Board to conduct this program and voted reaffirmation of this program three years ago. Director of Physical Plant Operations Ralph said there have been many successes and some especially difficult yards have seen improvement with staff diligence. Landscape Specialist Berres gave examples, e.g., removal of fences, exterior mold/peeling paint remediation, and said that certain units are brought into a better state of repair each year due to staff pressure. He noted that FFS is a large part of the program. Director Ready corrected Wilkerson's statement by clarifying that members voted to enforce the rules in the handbook, and staff created the beautification program to enforce rules.

Board members discussed hedge height in depth. They discussed the safety hazards created by tall hedges, the importance of neat, well-kempt, and shorter hedges along walkways, tall hedges as visual obstructions and tall hedges as boundaries which is counter to the community aspect. Ralph suggested that inspectors focus on walkway encroachment rather than height. Berres added that dramatic cutting could kill a plant/hedge, and suggested an approach which would focus on interior hedges while overlooking perimeter hedges which have taken on a "tree form." He emphasized that some elderly members may not be physically able to bring hedges into compliance.

Director Moore suggested that inspectors note walkway hedges which are over 36." Berres asked for clarification of "noting" and "citing." Ralph expressed his concern about selective enforcement. He explained that there is the 5' hedge height maximum but there are stands of bamboo as tall as 30.' When GHI does not cite these obvious hedge height violations, this can create conflict. He feels that this is too complex an issue to resolve at this time, and suggests revisiting this at a later time after more research and discussion. While some Board members felt that certain units should be cited for tall hedges/plants based on safety, President Lewis said that the rules dictate that a member will be cited if the hedge is over 5' but not due to a safety issue. Director Ready questioned bamboo as a hedge. Berres defined a hedge as a "plant growing in close proximity along a perimeter boundary for the purpose of defining the yard boundaries."

While Director Morse suggested the need for further discussion, President Lewis said that this program needs to get started in advance of this. She observed that the Board is in favor of measures which address walkway encroachment. Berres said that in 2007, as in 2006, inspectors will cite for walkway encroachment and hedge height at vehicle access points. Director Morse encouraged that information be gathered by inspectors; President Lewis concurred this will help establish the big picture.

Director Ready introduced a motion which would cite all hedges over five feet along inner walkways with the exception of bamboo. Director Hudson felt that the program should focus on encroachment this year and address height in 2008. In response to a question from Berres, Director Ready clarified that her motion would apply to all inner walkways which do not specifically serve a unit. Berres said this would be feasible, but is unsure if members will comply. President Lewis said that if the member does not comply, FFS would apply. Berres confirmed this and added that the work could be done either by GHI staff or a contractor. Director Moore suggested that a meeting take place with the member prior to FFS being enacted. Director Ready stated that she does not want to encourage the destruction of hedges through FFS based on member non-compliance. Berres suggested that those members who have not complied with the hedge height rule after the second inspection could be sent a

letter encouraging them to come to a Board work session – this would take place in advance of FFS. The Board was in support of this, and it was integrated into the motion.

MOTION: TO CITE ALL HEDGES OVER 5' ALONG INNER WALKWAYS WITH THE EXCEPTION OF BAMBOO AND TO INVITE NON-COMPLYING MEMBERS TO A BOARD WORK SESSION AFTER THEIR SECOND INSPECTION AND BEFORE FFS ACTION.

Moved: Ready

Seconded: Agans

Carried 5-3

Opposed: Hudson, Moore, Morse

Director Ready will submit this Board directive in writing for the benefit of staff.

6f. Debrief – Governance Planning

Board members offered suggestions and comments regarding the notes generated by staff from the Board's recent governance planning session. President Lewis said the Board will need to prioritize action items from this session in advance of strategic planning; she requested that this be added to an April/May agenda.

6g. Copy Machine Lease – 1st Reading

Staff recommends a 36-month lease at a rate of \$274.00 per month (total of \$9,864) of a Konica Minolta Bizhub 420 for the Management Office. It will replace the Savin/Ricoh copier which is unrepairable. The copier also has a scanning unit which will be used by the Executive Assistant to digitize older GHI documents, e.g., Board minutes, and make them searchable.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO LEASE A KONICA MINOLTA BIZHUB 420 COPIER FROM COMMONWEALTH DIGITAL OFFICE SOLUTIONS, AT A MONTHLY LEASE RATE OF \$274.00.

Moved: Alpers

Seconded: Moore

Carried 8-0

7. Items of Information

No discussion.

8. President

President Lewis acknowledged the updated committee rosters, noticing some recent additions that will need to be incorporated.

Lewis reported that based on feedback from Director Agans, and further research, neither she nor General Manager Overdurff attended the Senate Bill 288 hearing. She suggested that perhaps a legislative committee should be formed; this could be discussed at a future Board meeting. On April 26, she said that the Board will conduct a self-evaluation. Overdurff said that this has been a useful exercise which addresses what the Board does well and not so well; each Board member will conduct a self-assessment on their own time. Overdurff said that NEHC templates are used. President Lewis said that this exercise is beneficial for the Board's strategic planning.

President Lewis stated that she is often unable to address Board comments on a one-to-one basis as they might be more appropriate to address as a Board. She encouraged Board members with items for discussion to enlist another Board member to add the items to the agenda. She said that while a Board member could bring them up during committee reports or Board member time, however, this would not be a time for in-depth Board discussion.

9. Board Members

Director Ready announced that she is moving to North Carolina and will not be a candidate for the Board in May.

Director Morse issued a reminder about the Woodlands committee Spring Thaw party in the Board room on Saturday March 24th from 12 – 3 pm.

Director Hudson said that he would be resigning from the Board effective May 17th and would not be at the April 12th Board meeting.

Director Lauber announced the Marketing committee's seller's seminar on the evening of Tuesday, March 27th.

Director Agans inquired if the Senate Bill would be followed. Overdurff said she will keep the Board informed of any updates; she added that monitoring legislation would be one of the roles for a legislative committee. Director McFadden appreciated Agans work on the Senate Bill.

Director Moore announced that he would not be a candidate for the Board in May.

President Lewis noted that three new Board members will be needed to fill the remaining year of Director Hudson's term and the two 2-year expiring terms.

10. Manager

General Manager Overdurff asked if liaisons could notify their committees that event/meeting scheduling should be coordinated via e-mail with Dionna Collins. Upon reviewing the Board room calendar, Board members noted that a few meeting dates were missing or incorrect.

Director of Finance Ruckman wished the three outgoing Board members the best and said that he has enjoyed working with them. This was echoed by Director of Physical Plant Operations Ralph who added that all three have done a great job. President Lewis noted that Director Hudson may continue for a few months as a member of the Yard Line Committee.

MOTION: TO RECESS TO EXECUTIVE SESSION FOR MEMBER COMPLAINT ISSUES.

Moved: Moore

Seconded: McFadden

Carried 8-0

The meeting recessed at 9:20 p.m.

Dorothy Lauber
Secretary