

Minutes
GHI Board of Directors
March 24, 2011

Present: James, Novinski, Wartell, McFadden, Agans, Lewis, Morse, Boswell, Moore

Others in Attendance:

| | |
|--|--|
| Gretchen Overdurff, General Manager | Joan Krob, Director of Member Services |
| Dianne Wilkerson, Chair, Audit Committee | Chuck Hess, Audit Committee |
| Eldon Ralph, Assistant General Manager | Tom Jones, 1C Woodland Way |
| Richard Menis and Jane Menis | Debbie Cooley, Audit Committee |
| Tom Sporney Director of Technical Services | Joe Perry, Finance Director |
| Leta Mach, City Councilwoman | Altoria Ross, Recording Secretary |

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

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS AMENDED

Item 6m "Honoring Women's Month proposal" was added to the agenda.

Moved: James

Seconded: Lewis

Carried 8

2. Visitors and Members

President Agans welcomed visitors and members. Visitors included a couple visiting from Tokyo and City Councilwoman Leta Mach. Director Lewis expressed her sympathy concerning the earthquake and tsunami in Japan.

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:

- LAUREN B. CUMMINGS
- PAUL D. SWENSON
- THOMAS J. BAKER, III AND MARILYN M. BAKER,

Moved: James

Seconded: Lewis

Carried 8

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

- FROM BENJAMIN SKOLNIK AND STEPHEN SKOLNIK TO BENJAMIN SKOLNIK AND SUSAN E. SKOLNIK
- FROM THOMAS BAKER, III, AND MARILYN BAKER TO THOMAS BAKER, III, MARILYN BAKER AND JOHANNA MOORE

, Moved: James

Seconded: Boswell

Carried 8

4. Committee Reports

Board members shared updates on the committee to which they are Board liaison.

- a. Communicator Taskforce: Director Lewis said the next GHI page would be published in April 28 and the taskforce is hopeful a name for the page will be chosen by then. She said the taskforce would select the top three or four entries and then pass them on to the Board who will pick the winner. It is projected that the Board will receive the entries by April 18 and have until April 20 to respond.
- b. Finance Committee: Director Lewis said the Finance Committee would be sending letters to all members about the real estate tax. She elaborated on the calculation and talked about using a PowerPoint presentation to educate members about the tax.
- c. Bylaws: Director Novinski said the Bylaws Taskforce has completed its work and would like to be included on the next Board agenda.
- d. Woodlands Committee: Director James said Peter Blank has been the Woodland's Committee co-chair and is stepping down but will remain a committee member. The committee will meet Saturday at 2 p.m. at Northway and Ridge to walk some trails. Negotiations are still underway with the city in regards to the diamond anniversary memorial park.
- e. Buildings Committee: Director Boswell attended the Department of Energy conference in Atlanta last week. He said NAHB is well regarded and that Assistant General Manager Ralph gave a great presentation.
- f. Companion Animal Committee: Director Wartell said animal waste in the community is becoming more problematic and the CAC committee plans to explore with the city the possibility of installing baggie stands for dog walkers to pick up after their animals. He also wondered if GHI could consider placing covers on rain gutters to eliminate the problem with birds and other animals getting trapped in downspouts.
- g. Weatherization: President Agans said volunteer teams have weatherized some homes. Some members who asked for this service have asked that it be deferred until the fall season.
- h. Transition Taskforce: President Agans said a meeting was held today and the taskforce will meet again on Sunday at 3 p.m. to assemble questions to ask prospective consultants. On Thursday at 5 p.m., the taskforce group will meet with consultants and interview them. It is recommended that a company be hired by April 14. President Agans reminded the Board that a replacement general manager needs to be in place by December 1.

5. Consent Agenda

Director Lewis asked that the draft minutes of February 24, 2011 be removed from the consent agenda.

MOTION: TO APPROVE THE CONSENT AGENDA, AS REVISED

Moved: Boswell

Seconded: McFadden

Carried 8

6a. Approval of Minutes: February 24, 2011.

The minutes of February 24, 2011 were reviewed and discussed; specifically, section 7h dealing with the Finance Committee's resolutions for financing the community upgrade.

MOTION: MOVE APPROVAL OF THE GHI REGULAR SESSION MINUTES OF FEBRUARY 24, 2011 AS SUBMITTED.

Moved: Lewis

Seconded: Novinski

Carried 8

Note: Items 6b and 6c are consent items.

6d. Contract for Employee Uniforms, 2nd Reading

GHI's contract with Unifirst Corporation to provide employee uniforms expires April 14, 2011. Recently, staff sent specifications for a new 3-year contract to eight vendors; six vendors submitted bids. Based upon the expected mix of uniforms indicated in a survey of employees, the expected value of the proposals are:

| | Unifirst Corp | | Ace Uniform | | G & K Services | | Domestic Uniform | | Aramark Uniform | | Cintas Corp | |
|---------------------------|---------------|-------------|-------------|-------------|----------------|-------------|------------------|-------------|-----------------|-------------|-------------|-------------|
| enviro fee/week | | 5.00 | | 10.00 | | 7.25 | | 10.00 | | 0.00 | | 7.00 |
| expected value / week | | \$173.36 | | \$178.45 | | \$158.98 | | \$181.60 | | \$211.95 | | \$212.28 |
| expected value / year 1 | | \$9,014.72 | | \$9,279.40 | | \$8,266.96 | | \$9,443.20 | | \$11,021.40 | | \$11,038.56 |
| expected value / year 2 | 0% | \$9,014.72 | 3% | \$9,557.78 | 4% | \$8,597.64 | 7% | \$10,104.22 | 5% | \$11,572.47 | 3% | \$11,369.72 |
| expected value / year 3 | 3% | \$9,285.16 | 3% | \$9,844.52 | 4% | \$8,941.54 | 7% | \$10,811.52 | 5% | \$12,151.09 | 3% | \$11,710.81 |
| expected value / contract | | \$27,314.60 | | \$28,681.70 | | \$25,806.14 | | \$30,358.94 | | \$34,744.96 | | \$34,119.09 |

Staff interviewed the sales representative of G&K to investigate the particulars of their service. Staff also checked references for this company and found them satisfactory. Based on this, staff recommends that GHI enter into a 3-year contract with G&K Services for the supply of uniforms to physical plant employees.

Note that one emblem with company name and one emblem with the employee name will be attached to each shirt. There is a one-time charge for emblems: \$1.50/employee.

First Year of Contract.

| | |
|--|-----------------|
| Cost/week per maintenance employee with vendor cleaning | \$5.68 - \$5.88 |
| Cost/week per maintenance employee with employee cleaning | \$5.25 - \$5.45 |
| Cost/week per professional employee with vendor cleaning | \$6.27 |
| Cost/week per professional employee with employee cleaning | \$5.71 |

Subsequently, staff has reviewed the GHI bylaws, specifically §VIII.11. Expenditure of Funds and Contracts, as applicable to multiyear contracts. Since this contract is less than \$20,000/year and duration less than 5 years, it does not appear to be in conflict with the bylaws in this regard.

MOTION: THE BOARD OF DIRECTORS RESCINDS ITS PREVIOUS MOTION OF 10 MAR WHEREIN IT AUTHORIZED THE MANAGER, FOR FIRST READING, TO ENTER INTO A 1-YEAR CONTRACT AND A 3-YEAR PRICE COMMITMENT FOR

SUBSEQUENT ANNUAL CONTRACTS WITH G&K SERVICES FOR THE SUPPLY OF RENTAL UNIFORM AS TO GHI EMPLOYEES EFFECTIVE FOR APRIL 18, 2011.

Moved: Lewis

Seconded: James

Carried 7

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A 3-YEAR CONTRACT WITH G&K SERVICES FOR THE SUPPLY OF RENTAL UNIFORMS TO GHI EMPLOYEES EFFECTIVE APRIL 18, 2011, IN ACCORDANCE WITH ITS PROPOSAL AND THE COSTS INDICATED ABOVE.

Moved: Boswell

Seconded: Lewis

Carried 7

MOTION: THE BOARD OF DIRECTORS SUSPENDS THE RULES TO ALLOW FOR A SECOND READING THIS EVENING.

Moved: Lewis

Seconded: Morse

Carried: 8

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A 3-YEAR CONTRACT WITH G&K SERVICES TO SUPPLY RENTAL UNIFORMS TO GHI EMPLOYEES EFFECTIVE FROM APRIL 18, 2011, IN ACCORDANCE WITH ITS PROPOSAL AND THE COSTS INDICATED ABOVE.

Moved: Boswell

Seconded: Lewis

Carried 8

6e. Request for Use of Boiler Room Space,

Members Richard and Jane Menis live in a GHI block home having a basement. They would like to use some of the space to add a bathroom in that area.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE MEMBERS TO PURCHASE A PORTION OF THE BOILER ROOM SPACE ADJACENT TO THEIR BASEMENT. THIS SPACE BECOMES AN ADDITION NOT REQUIRING NEIGHBOR CONSENT. THIS SPACE WILL BECOME PART OF THE MAIN UNIT TO BE CONVEYED WITH THE MAIN HOME AT RESALE.

Moved: Lewis

Seconded: Wartell

Carried 8

6f. Web Design “Mock Up”

Tom Jones circulated updated copies of the GHI website under construction. He talked about the visual design including color scheme, professional quality photographs, and the interactive calendar. Mr. Jones said the new website should be ready by the Annual Meeting in May.

6g. Contract for Specification Writing Consultant for Energy Upgrade Pilot, 1st Reading

In January 2011, the Buildings Committee, NAHB-RC, & staff prepared a request for proposal to identify consultants who could provide to GHI the service of preparing technical design document(s) to specify the scope of work and quality control requirements for implementation of building envelope and other upgrades in a pilot program of 28 townhomes.

Representatives from nine companies attended the 2Feb pre-bid meeting, and staff followed up with the remaining consultants to confirm that they would still be bidding. Proposals were subsequently received from six consultants. An evaluation group of two GHI members and two GHI staff met to review the proposals, choosing to further interview four of the six. In order to quantify the individual rankings, the evaluators were asked to assign 0-20 points for each of 5 categories: (1) experience & qualifications; (2) project understanding; (3) cost; (4) reference feedback and (5) ability to undertake construction management phase. Evaluations were complete on 8Mar, and withheld pending receipt of further report from NAHB-RC. The analysis is summarized in the table below:

| NAME OF COMPANY | BID | RATES | eval |
|--|--------------------|-------------------------------|--------------|
| Stovall Smith Neyman & Assoc. | \$54,075.00 | Principal 1 | \$125 |
| | | Intern 1 | \$75 |
| | | Principal 2 | \$110 |
| | | Admin. | \$45 |
| | | Architect | \$80 |
| | | | n/a |
| Architectural Concepts Group, Inc | \$26,750.00 | Principal Architect | \$125 |
| | | Specifications | \$75 |
| | | Lead Architect | \$90 |
| | | Admin. | \$40 |
| | | CAD Drafting | \$65 |
| | | | 272 |
| CMW Group, Inc. | \$45,000.00 | Owner | \$110 |
| | | Project Manager | \$65 |
| | | Owner | \$110 |
| | | Project Manager | \$65 |
| | | | n/a |
| Edifice Studio | \$49,600.00 | Program Manager | \$110 |
| | | Quality Control Mgr. | \$110 |
| | | Dir. of Architecture | \$110 |
| | | Production Staff | \$60 |
| | | Dir. of Energy Efficiency | \$110 |
| | | | 203 |
| Falcon Engineering, Architecture & Energy Consultants | \$12,995.00 | Supervising Principal | \$235 |
| | | Sr. Project Mgr. | \$165 |
| | | Supervising Architect | \$185 |
| | | Sr. Computer - | |
| | | Energy Mgmt Specialist | \$225 |
| | | Drafting Operator | \$105 |
| | | | 294 |
| A & E Collective PC | \$36,750.00 | Principal | \$110 |
| | | Admin. | \$45 |
| | | Project Mgr. | \$100 |
| | | MEP Consultant | \$85 |
| | | CAD Draftsman | \$65 |
| | | | 220 |

The evaluators provided the Board with negative and positive feedback that came out of their deliberations and their recommendation to go with The Falcon Group. Prior to voting on the motion, the Board discussed the issue at length.

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH THE FALCON GROUP TO PROVIDE SERVICES IDENTIFIED IN THE RFP FOR THE PILOT PROJECT FOR THE ENERGY UPGRADE AT 28 HOMES AS DESCRIBED ABOVE, AS DIRECTED

BY GREENBELT HOMES, AT ITS BID, \$12,995, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$14,944.

Moved: Lewis

Seconded: Wartell

Carried 8

6h. FAQs from Town Hall Discussion

The Finance Committee has completed its review of the FAQs from the town hall meeting. President Agans assigned Directors Morse and Moore to examine the FAQs for style and tone.

6i. Marketing Plan

President Agans said that GHI did not have a marketing plan at present. She inquired of the Board what such a plan should contain. Director Morse thought the plan should identify and strengthen weaknesses; Director Moore suggested a need to increase communication. President Agans instructed the Board to read the Marketing Plan dated March 24, 2011 and send comments to the writers of the document - Directors McFadden, Wartell, and Moore.

6j. ARC Recommendation on Smoke Detectors

ARC presented a written report dated March 2011 on its review of rules regarding smoke detectors.

CONSENSUS: TO DEFER RECOMMENDATIONS OF THE ARC COMMITTEE ON RULES CONCERNING SMOKE DETECTORS TO A LATER MEETING.

6k. Contribution Request

The Cooperative Development Foundation has requested financial support to further their work in the development of cooperatives that will provide seniors in rural areas with affordable options for daily living, as well as fund-raising for cooperative recovery in the wake of massive natural disasters. The Cooperative Development Foundation responded to the Haitian earthquake with \$73,000 in contributions. Every time there is a major disaster, CDF has stepped in to help with the challenge of rebuilding. Board members discussed the request, reviewed GHI's contribution policy and came to the following consensus:

CONSENSUS: THE BOARD OF DIRECTORS APPROVES OF A CONTRIBUTION TO THE JAPANESE RECOVERY EFFORT FOR JAPANESE COOPERATIVES OF \$250. OTHER REQUESTS FOR CONTRIBUTION WILL BE CONSIDERED LATER IN THE YEAR.

6l. Peace Month – Invitation to Participate with City of Greenbelt

President Agans appointed Director Wartell to rally court liaisons social gatherings in honor of Peace Month.

6m. Request for In-Kind Donation in honor of Women's Contributions to GHI History for the city's 75th Anniversary

Director Wartell will meet with Angela Foster in reference to a letter written to President Agans. The letter requested an in-kind contribution from GHI for a women's presentation in honor of the city's 75th anniversary.

7. Items of Information

- a. Action Plan: The Board has planned a mini-retreat for April 3 from 1:00 to 3:00 p.m. President Agans said she needs Board members' to bring their reports to the retreat. She also she will be out of town, April 7-10.
- b. Calendar: President Agans added March 27 and 31 for Transition meetings. The Investment Committee will meet on the 21.

8. President

President Agans said communications would be a good topic for the Board's mini-retreat. She signed letters appointing the following persons to the Transition Taskforce: Brenda Lewis, Dianne Wilkerson, Sylvia Lewis, Jeanette Grotke. She noted that she too would be a member of that taskforce.

9. Board Members

- **Director James** reminded members of Earth Hour on Saturday and to turn out their lights from 8:30-9:30.
- **Director Wartell** received an invoice for the logo cloth and banner stand.
- **Director Moore** attended WMCCAI. She noted that GHI is so far ahead of other organizations. She announced she recently took a job with a green business in Beltsville.
- **Director Lewis** will be on vacation from April 7-18.
- **Director Novinski** made positive comments about Joe Perry's outfit.
- **Director McFadden** said she was comforted by the number of Board members on the transition team.

10. Staff

- **Tom Sporney** discussed the fire at 6A Plateau. He said that GHI would not be able to assess damage until the member removes some personal belongings. He believes the kitchen and drywall were damaged and that the source of the fire was electrical.
- **Eldon Ralph** said the member at 51L Ridge Road has moved back in and that the repairs to 51M will be completed by April 30. Ralph noted vandalism to the outside lighting fixtures at 14/16 Ridge Road continues. President Agans asked that the topic be placed on a future agenda.
- **Joe Perry** distributed compensation checks to Board and Audit Committee members.

11. General Manager

General Manager Overdurff said more people who are subletting want to renew their leases. She will bring a list of renters and reasons they want extensions to the next Board meeting.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: McFadden

Seconded: Moore

Carried 8

The meeting recessed at 10:25 p.m.

Ed James
Secretary