

Minutes
GHI Board of Directors
March 26, 2009

Present: Hickey, James, Lewis, Mazurksy, Morse, Novinski, Robles

Excused Absence: Agans, McFadden

Others in Attendance:

Gretchen Overdurff, General Manager
Joan Krob, Director of Member Services
Joe Perry, Director of Finance
Eldon Ralph, Director of Physical Plant
Tom Sporney, Manager of Technical Services
Brenda Lewis, Director of Human Resources
Matt Berres, Sustainable Design & Quality Assurance Manager
Dianne Wilkerson, Chair, Audit Committee
Michael Iacangelo, Audit Committee

Dorothy Lauber, Audit Committee
CJ Evans, Recording Secretary
Nicole Hudgins
Bryan Hudgins
Ginny Jones
Jim Conlon, Elysian Energy
CJ Thomas

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

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS REVISED

Moved: James

Seconded: Morse

Carried 6

2. Visitors and Members

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.

- **STEPHEN N. FEENEY, SOLE OWNER**
- **TOKEY R. BOSWELL AND K. EILEEN CANNON BOSWELL, TENANTS BY THE ENTIRETY**
- **KATHERINE A. MOCHO AND JEFFREY J. MOCHO, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: Mazursky

Carried 6

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

- **PHILIP RILEY AND MARILYN RILEY, JOINT TENANTS TO PHILIP RILEY, SOLE OWNER**
- **KAREN SUTHERLAND, SOLE OWNER TO KAREN L.S. DONOVAN, SOLE OWNER**

Moved: James

Seconded: Hickey

Carried 6

4. Committee Reports

5. Consent Agenda

The minutes from the January 22nd Board Meeting were removed from the consent agenda. The second reading of the 2009 Energy Audit contract was also removed from the consent agenda.

CONSENSUS: TO APPROVE THE CONSENT AGENDA AS REVISED.

6a. Minutes Submitted for Approval (CA)

- February 12, 2009, Regular Session
- February 26, 2009, Regular Session

CONSENSUS: TO APPROVE THE MINUTES OF THE MINUTES OF FEBRUARY 12, 2009 AND FEBRUARY 26, 2009 AS SUBMITTED.

6ai. Approval of the Minutes of January 22, 2009.

The minutes of the January 22nd Board Meeting were discussed. An agenda item regarding loans had been omitted from the minutes. An addition has been made to the minutes to include the item (Item 7d).

MOTION: TO APPROVE THE MINUTES OF JANUARY 22, 2009 AS REVISED.

Moved: Hickey

Seconded: Morse

Carried: 6

6b. 2009 Energy Audit Contract – 2nd Reading & Final Passage

In the fourth quarter 2008, the GHI Buildings Committee prepared a request for proposal for an energy audit for GHI homes.

Bids were subsequently received from five consultants who attended the pre-bid meeting. Pricing is summarized in the table below:

NAME OF COMPANY	BID
Elysian Energy, LLC	\$3,500.00
TerraLogos Green Home Services	\$7,995.00
Calvert-Jones Company, Inc.	\$15,000.00
Ardently Green	\$21,000.00
Access Green, LLC	\$31,140.00

After review of the proposals, the Buildings Committee suggested that three consultants (highlighted above) should be invited for interviews. On 24Feb, a taskforce comprised of three GHI staff members, three members of the Buildings Committee and a former member of the Sustainable Design and Practices Committee. The task force unanimously agreed that Ardently Green should be selected to undertake the energy audit. The Buildings Committee approved the task force's recommendation at its meeting on February 25th, and voted unanimously to recommend that the Board of Directors consider awarding a contract to Ardently Green to undertake the energy audit. An amount of \$22,000.00 has been budgeted in 2009 for the energy audit.

Mr. Jim Conlon, the owner of Elysian Energy, appeared before the Board. Mr. Conlon explained that Elysian Energy recently submitted a bid for the 2009 energy audit. He was upset that his business was not selected to do the audit. He explained that the RFP was unclear, so he did not include certain things that he would have included if the RFP had been stated differently. He added that because he wanted to keep the bid low, he did not include everything he planned to do.

Director of Physical Plant Operations explained that a different company was selected based on the Buildings Committee's research. A lot of time was spent before the recommendation was made. Audit Committee member Michael Iacangelo informed the Board that he has certification in International Contract Management and offered to review the proposal with the Audit committee.

Mr. Conlon asked the Board to explain why he wasn't chosen. It was decided that this information should be discussed in Executive session.

CONSENSUS: TO FURTHER DISCUSS MR. CONLON'S ISSUE IN EXECUTIVE SESSION.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH ARDENTLY GREEN TO PERFORM THE ENERGY AUDIT FOR GHI AS DESCRIBED IN ITS REQUEST FOR PROPOSAL AND DIRECTED BY GREENBELT HOMES STAFF, AT ITS BID of \$21,000.00 PLUS 10 % FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$23,100.00.

Moved: Morse

Seconded: Novinski

Carried 6

6c. 2009 Spring & Fall Gutter Cleaning Contract – 2nd Reading & Final Passage

At its last meeting, the Board approved for first reading the awarding of the 2009 spring and Fall Gutter Cleaning Contract to Uncle Skeeter's Roof and Gutters Company.

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH UNCLE SKEETER'S ROOF & GUTTERS TO PERFORM SPRING AND FALL CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS TOTAL COMBINED BID OF \$45,105.28.

6d. 2009 Slate Roof Contract – 2nd Reading & Final Passage

At its last meeting the Board of Directors approved awarding the 2009 Slate Roof Contract to Hearn Insulation and Improvement Company, Inc.

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH HEARN INSULATION & IMPROVEMENT COMPANY, INC. TO PERFORM THE SLATE ROOF REPLACEMENT PROGRAM AT 36 HOMES, AND GUTTERS & DOWNSPOUTS AT 10 ADDITIONAL HOMES AS DESCRIBED ABOVE, AS DIRECTED BY GREENBELT HOMES, AT THE BID, \$405,302.76, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$445,833.00.

6e. Yard Line Certification: 2 Research Road

At its meetings during the first quarter of 2009, the Yard Line Committee discussed and reviewed yard boundaries for 2 Research Road. Over the course of several meetings, the Committee agreed upon boundaries and directed staff to send plats to affected members for feedback; the committee received informational inquiries only.

The members from 2M Research Road, Nicole and Bryan Hudgins, were in attendance. They inquired about the fence they currently have and wondered if they would have to move the fence because of the proposed yard line. President Lewis responded that they would only have to move the fence if it had to be replaced.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 2 RESEARCH AS PRESENTED AND REVISED.

Moved: James

Seconded: Morse

Carried 6

6f. Yard Line Certification: 7 Laurel Hill Road

At its meetings during the first quarter of 2009, the yard Line Committee discussed and reviewed yard boundaries for 7 Laurel Hill Road. Over the course of several meetings, the Committee reached agreement and directed staff to send plats to affected members for feedback; both staff and the committee received informational inquiries, and had individual

4.	What external/internal sources of information were consulted when developing the proposal?	External – none Internal – GHI handbook
5.	Options Considered Are there Less Restrictive Means to Achieve the Same End?	No options considered No less restrictive means to accomplish the same result
6.	Describe both positive and negative impacts to GHI Members (quality of life and financial).	Positive – clear presentation of desired condition Negative – installers prefer rooftop or sidewall installation to achieve signal, members precluded from DISH installation
7.	Describe positive and negative impacts on GHI Operations and Management as appropriate (e.g., financial, staffing and skills, committees, environment, other policies, procedures, etc.).	Positive - clear presentation of desired condition Negative – none
8.	Describe positive and negative impacts external to GHI as appropriate (e.g., legal, taxes, community relations, environment).	Positive – none Negative – none
9.	Is this Consistent with the GHI Mission?	yes
10.	Attachments	no

The rule change, was discussed and agreed by a 3-0 vote by the Committee on 11Feb09. At the Board meeting of 26Feb09, the Board suggested revising verbiage to emphasize & clarify allowable locations, as reflected below:

§XII.D.2.

presently [italics indicate revisions, strikethroughs are removals]

~~PROHIBITED~~ ACCEPTABLE INSTALLATIONS

Satellite dishes may be mounted on the ground, on patios and decks, railings, walls, sheds, and sides of porch roofs with the following exceptions:

- a. *Horizontal or pitched rain-shedding surfaces of slate roofs/flat roofs/asphalt shingle roofs/frame porch roof (Reason: potential for leaks and voiding roof warranty).*
- b. In or near drainage swales (Reason: prevent flooding damage).
- c. Over or near underground utility lines (Reason: prevent access problems to excavate underground pipes).
- d. Trees (reason: not secure and potential damage to tree).

proposed [add]:

- e. *Chimneys and vent pipes (reason: potential for structural damage).*
- f. *Attached to or through vinyl siding [see §III.B.5.] (reason: damage to siding)*

MOTION: THE BOARD OF DIRECTORS DOES APPROVE REVISING GHI REGULATIONS §XII.D.2. AS RECOMMENDED BY THE ARCHITECTURAL REVIEW COMMITTEE AND PRESENTED ABOVE.

Moved: Morse

Seconded: Hickey

Carried 6

6i. 2009 Community Beautification Program

The 2009 Community Beautification Program will commence on Monday, May 18, 2009. The program will follow the format of previous years and Herb Jackson will continue as the program inspector. Several changes have been made to the inspection form to improve the program and reduce member questions. The Board discussed the policy regarding pet feces. Matt Berres explained that the removal through GHI's Fee-For-Service would only be done in excessive cases. The Board voiced concern about the communication to members regarding new policies. Berres explained that information would be sent to each member at least 30 days before inspections begin. An article will also be in the Communicator and on the GHI website. Member CJ Thomas of 1A Plateau asked if there had been an instance where GHI had removed feces from a member's yard. Berres responded that it has not been done through the Community Beautification Program, but has been done for contractors coming to work in a yard littered with waste.

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE CRITERIA FOR THE 2009 COMMUNITY BEAUTIFICATION PROGRAM INSPECTION AND DIRECTS STAFF TO IMPLEMENT THIS PROGRAM AS OUTLINED.

Moved: James

Seconded: Novinski

Carried 6

6j. Annual Meeting Door Prizes

President Lewis announced her plan to present a President's award for outstanding service to the community. She noted that there is an individual in GHI who deserves to be recognized. The recipient will receive a plaque and a gift certificate from the President in the amount of \$250.

The Board discussed different ideas for the Annual Meeting door prizes.

CONSENSUS: THAT THE FOLLOWING DOOR PRIZES WILL BE AWARDED AT THE 2009 ANNUAL MEMBERSHIP MEETING:

- **Certificates toward co-op fees in the amount of \$100 (4)**
- **\$25 gift certificates to the Co-op Supermarket (6)**
- **\$10 gift certificates to the New Deal Café (5)**

7. Items of Information

No comments were forthcoming.

8. President

President Lewis made several announcements:

- The General Manager's annual review date would be changed.
- At the City Council meeting Monday, a second reading was approved for the Accessible Greenbelt Program for seniors. Eighteen applications were received and sixteen were approved. All but one of the seniors were members of GHI
- The city's and county's budget cuts will affect GHI, specifically with regard to trash collection.
- At the Companion Animal committee meeting, the committee discussed writing a letter with questions for the city. It was discovered that the information requested of the city could be found on their website; therefore such letter is not necessary.
- She shared concern about some of the discussion going on over the Greenbelter's list serve. It was requested that the Board discuss the two year rule regarding occupancy before selling for a profit at a future board meeting.
- She also shared concern about the tax implications of having units not occupied by members and requested that it also be put on a future agenda

9. Board Members

Director Mazursky thanked Director Morse for his work in reaching out to the seniors of the community. **Director Hickey** thanked Tom Sporney for the work he does for the Architectural Review committee (ARC). **Director Novinski** reported that the ARC recently sent a notice in the *Communicator* asking members to read the Members' Handbook before making changes to their home or yard to avoid having to go to the Board for an exception. **Director James** reported that the Member and Community Relations committee is moving ahead with the appreciation luncheon scheduled for April 19th.

10. Manager

General Manager Overdurff shared the news that staff recently met with the City regarding the right of way issue. It appears the city may be willing to consider redrawing the boundary lines. A consensus has not been reached as to who will bear costs.

Director of Finance, Joe Perry announced that the results from the year-end audit should be coming any day. **Director of Physical Plant Operations, Eldon Ralph** reported on the Buildings committee work in reviewing the energy survey and that the Committee hopes to send out a small article in the next newsletter. **Manager of Sustainability and Quality Assurance, Matt Berres** reported that the Woodlands committee recently did a community walk through some of the parcels in which it took a preliminary assessment of invasive plants and trash. Volunteer days will be organized to clean them up.

MOTION: TO ADJOURN.

Moved: Hickey

Seconded: Morse

Carried 6

The meeting adjourned at 9:03 p.m.

Ed James
Secretary