

Minutes
GHI Board of Directors
March 27, 2008

Present: Agans, Alpers, Hickey, Lauber, Lewis, Mazursky, McFadden, Robles

Excused Absence: Morse

Others in Attendance:

Gretchen Overdurff, General Manager
Eldon Ralph, Director of Physical Plant
Operations
Joan Krob, Director of Member Services
Brenda Lewis, Director of H.R.
Tom Sporney, Staff Engineer
Dianne Wilkerson, Chair, Audit Committee
CJ Evans, Recording Secretary
Pat Novinski
Kris White
Cam McQueen

Helen Meleney
Ellen Carter
Jessica & Frank Skretch
Dirk & Misha Kingsly
Ken & Kathie Jarva
Midge Cruz
Lora Katz

President Lewis called the meeting to order at 7:36 p.m.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA.

Moved: Alpers

Seconded: Lauber

Carried 7-0

2. Visitors and Members

No discussion

3. Approval of Minutes

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.**

- JUDE MAUL AND JULIE MAUL
- CELESTE C. C. HALL
- ANNE MILLS KING

Moved: Lauber

Seconded: Hickey

Carried 7-0

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

- **SUSAN BARNETT AND DANIEL RUDOLPH, JOINT TENANTS TO SUSAN BARNETT, SOLE OWNER.**

Moved: Lauber

Seconded: McFadden

Carried 7-0

5. Committee Reports

The Investment committee report will be discussed as item 6i.

6a. Request for Exception: Allow Existing Over-height Vinyl Shed

Mr. & Ms. Skretch submitted a permit request for an already-installed 7'x3½'x8' tall vinyl shed in the end yard of their home at 4D Laurel Hill. The shed does not comply with GHI rules. The Architectural Review Committee recommended 4-0 that the exception to the rule should not be allowed.

Ms. Skretch explained to the Board that the shed was installed as a temporary structure while the couple completed a project. The project is projected to be finished by June 1st. She also noted that the neighbors were consulted before the shed was installed.

The footprint of the shed, which is less than the previously allowed 10%, was also mentioned.

MOTION: THE BOARD OF DIRECTORS DOES NOT ALLOW THE EXISTING UNPERMITTED VINYL SHED IN THE END YARD AT 4D LAUREL HILL. THE MEMBER IS DIRECTED TO REMOVE THE SHED BY JUNE 1, 2008.

Moved: Alpers

Seconded: Hickey

Carried 5-0-2

2 Abstentions

6b. Yard Line Certification: 58 Ridge Road

The Yard Line Committee discussed and reviewed yard boundaries for 58 Ridge Road. The Committee agreed upon boundaries and directed staff to send plats to affected members for feedback; the committee received no specific comments or contrary opinions.

Members of the 58 court of Ridge were in attendance and inquired about what was to be done if their fence was over the yard line. The encroachment policy was explained with regard to yard lines. Sheds or fences or any structure would be allowed to remain until such a time that it becomes non-operable or defective and it is time to take it down. When replaced, the fence should be located within the yard line.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 58 COURT RIDGE ROAD AS PRESENTED.

Moved: Alpers

Seconded: Lauber

Carried 7-0

The Yard Line Committee was commended for its work.

6h. Proposed Committee Restructuring

Recently a work session was held on committee restructuring. At that session, all current committees were reviewed. Some options for restructuring committees were discussed. The ideas generated from the work session were brought to the Board and are outlined below.

The Board decided that all of the committees should remain as stand alone committees. The Member and Community Relations (M&CR), Companion Animal (CAC), Marketing and Communications committees will meet jointly, semi-annually to update one another and coordinate overlapping activities. The Buildings and Grounds committee will consist of four stand alone committees including Buildings, Green Ribbon Task Force, Sustainable Design and Practices and Woodlands. One representative from each of the four committees will meet quarterly. A representative from the Architectural Review Committee will meet with Buildings and Grounds quarterly. The Greener Greenbelt Initiative group was eliminated. Attached to the official minutes is a copy of the updated GHI Committee Structure Organizational Chart. Charters for each of the committees will be generated and submitted for the next Board meeting.

Meeting attendance of liaisons was discussed and it was decided that Board and Staff Liaisons would not be required to attend all meetings. They would be given an agenda for all meetings and could be requested to attend. It was recommended that a policy statement be created at a future Board meeting.

MOTION: THE BOARD OF DIRECTORS ESTABLISHES THE STANDING COMMITTEE STRUCTURE FOR THE COOPERATIVE AS SHOWN IN ATTACHMENT #4 OF THE MANAAGER'S MEMORANDUM AND REVISED AND DIRECTS PUBLICATION OF THIS STRUCTURE.

Moved: Agans

Seconded: Hickey

Carried 7-0

6c. Community Beautification Program

The 2008 Community Beautification Program will be identical in format and structure to last year's program with the exception of the five foot hedge restrictions. Instead, a 42 inch rule at intersections and right-of-ways would be enforced in accordance with the City of Greenbelt Code. Herb Jackson will be the Community Beautification Inspector again this year.

Audit Committee member Dianne Wilkerson recommended that the five foot hedge rule should be removed from the rule book. It was noted that the guidelines for the Community Beautification Program would be distributed in the May/June issue of the Communicator and a flyer would also be distributed. Bare patches in lawns were discussed and it was noted that growing new grass to correct cited bare spots during the summer is nearly impossible. Director of Physical Plant Operations, Eldon Ralph acknowledged the comment and explained that a best faith effort is requested from members in correcting bare spots.

CONSENSUS: TO MOVE FORWARD AS PLANNED WITH THE 2008 COMMUNITY BEAUTIFICATION PROGRAM.

6d. 2008 Spring & Fall Gutter Cleaning Contract – 2nd Reading

An amount of \$45,000 has been budgeted in 2008 for the spring and fall gutter cleaning work that will be assigned to contractors. Because of the limited resources, only a select number of buildings have been targeted for cleaning in the spring, while the cleaning of all buildings will be done in the fall. Staff established the list of those buildings most in need of having their gutters cleaned twice a year based upon historical records of member requests for cleaning in the spring, as well as a field survey of the most densely wooded yards.

The quantities of units targeted for cleaning in the spring are as follows:

Schedule A – 418 Frame and townhouse units with asphalt shingles
Schedule B – 319 Masonry/framed units with slate roofs & freestanding

It is likely that additional units may have to be added to the above quantities based on additional work order requests in the spring. Accordingly, the contractors were requested to bid unit prices for cleaning each roof type.

GHI received bids from five (5) contractors, as listed in the table shown.

NAME OF COMPANY	SPRING GUTTER CLEANING		FALL GUTTER CLEANING			
	A frame & townhome	B brick	A1 frame & townhome	A2 frame & townhome	B brick	C block & detached
METRO GUTTER	\$7,524.00	\$5,742.00	\$9,867.00	\$9,886.50	\$6,699.00	\$5,070.00
HEARN INSULATION	\$7,315.00	\$5,582.00	\$7,849.00	\$7,858.50	\$5,582.00	\$4,852.00
NED STEVENS GUTTER	\$7,106.00	\$6,699.00	\$8,602.00	\$8,619.00	\$7,018.00	\$4,940.00
ROYAL GUTTER	\$7,787.00	\$7,601.00	\$9,407.00	\$9,430.00	\$7,601.00	\$6,205.00
ROOFWORKS	\$8,360.00	\$7,656.00	\$10,120.00	\$10,140.00	\$7,656.00	\$7,020.00

FIRST 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 OF GHI FRAME & TOWNHOUSE HOMES AS DIRECTED BY GREENBELT HOMES, AT ITS BID OF \$7,106, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$8,172.

Moved: Agans

Seconded: Robles

Carried 7-0

SECOND MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH HEARN INSULATION TO PERFORM SPRING GUTTER CLEANING OF GHI

BRICK HOMES AS DIRECTED BY GREENBELT HOMES, AT ITS BID OF \$5,582, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$6,419.

Moved: Agans

Seconded: McFadden

Carried 7-0

THIRD MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH HEARN INSULATION TO PERFORM FALL CLEANING OF ALL GHI HOMES AT ITS BID OF \$26,141.50.

Moved: Alpers

Seconded: Hickey

Carried 7-0

6e. Contract for Uniforms for Maintenance Employees – 2nd Reading

For many years, GHI has provided uniforms to its maintenance employees. The pants and shirts are supplied under a rental agreement with a uniform supply vendor. The vendor picks up the dirty uniforms from the GHI warehouse weekly and returns cleaned uniforms for the employees at the same time. Three exempt physical plant employees will be provided with uniforms for the first time. They will be provided with 11 khaki long pants, 11 long sleeve professional shirts and 11 polo shirts.

GHI currently has a 3-year contract with Unifirst Corporation that expires on April 12, 2008. Recently, staff prepared specifications for a new 3-year contract that were sent to seven vendors. Three vendors –Cintas Corporation, Unifirst Corporation and Aramark submitted bids.

The lowest bidder is Unifirst Corporation. Staff recommends that GHI enters into a 3-year contract with Unifirst Corporation for the supply of uniforms to physical plant employees.

First Year of Contract

- Rental cost per employee per week for 11 work pants, 11 work shirts and 11 polo shirts with vendor cleaning garments \$6.00
- Rental cost per employee per week for 5 work pants, 5 work shirts and 5 polo shirts with employee cleaning garments \$3.25
- Rental cost per employee per week for 11 professional slacks, 11 professional dress shirts and 11 polo shirts with vendor cleaning garments \$7.00
- Cost per emblem with company name \$3.00
- Cost per emblem with employee name \$0.85
- Environmental fee per week \$10.00

Second and Third Years of Contract

The prices for the second year and third years will increase upon each anniversary date of the contract by 3%.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A 3-YEAR CONTRACT WITH UNIFIRST FOR THE SUPPLY OF RENTAL UNIFORMS TO

GHI EMPLOYEES WITH EFFECT FROM APRIL 14, 2008, IN ACCORDANCE WITH THE PRICES AS NOTED ABOVE.

Moved: Alpers

Seconded: Lauber

Carried 7-0

6f. Request for Contributions

Each year the Board entertains requests for contributions in March and September. Requests have been received from the following organizations:

- Cooperative Development Foundation
- Friends of Greenbelt Museum
- Cooperative Communications Association
- City of Greenbelt Emergency Relief Fund

A brief summary of each organization was given.

CONSENSUS: THE BOARD OF DIRECTORS AGREES TO MAKE THE FOLLOWING CONTRIBUTIONS:

- CITY OF GREENBELT EMERGENCY RELIEF FUND - \$800**
- COOPERATIVE COMMUNICATIONS ASSOCIATION - \$100**
- FRIENDS OF THE GREENBELT MUSEUM - \$200**

It was agreed that the Board would wait until the fall to contribute to the Cooperative Race for Development. The possibility of putting together a team was mentioned.

It was noted that Requests for Contributions would be put on the next Board agenda with amounts given for final approval. General Manager Overdurff requested feedback on the use of the contributions form. It was agreed that use of the form could be eliminated.

6g. Schedule Stakeholder Meeting

Each year the Board of Directors meets with the City Council for its Annual Stakeholder Meeting. The Board selected Wednesday, June 4th (in city council room at 8:00 p.m.).

The Board noted items that should be discussed at that meeting:

- WSSC and FIOS
- Visioning Process,
- Identification / better signage at entryways
- Charrette Outcome
- Crime in Greenbelt
- Development Issues
- Voting Changes

6i. Resolution to Open Account with Vanguard

Director Alpers summarized the Investment committee's report. In order to maximize interest income, the Investment Committee is exploring alternatives to our current policy of purchasing specific bonds with a hold-to-maturity strategy. As part of that effort, the Investment Committee recommends that GHI open an investment account with Vanguard and place the proceeds of bond interest payments and maturing bonds there. This would allow GHI to get a little better rate than the money market fund. Currently, such proceeds are held in our investment broker's money market fund. As of February 29, 2008 that account was paying 2.62% and slipped below 2% in March 2008. The possibility of selecting a professional manager was mentioned because of the amount of time it takes to manage the portfolio.

With the money market returns dropping, short term bonds will do better than a money market fund. Audit Committee member Iacangelo opined that a history should be graphed out comparing the returns of the two options. It would not make sense to make a change if the numbers are close, he added. Before making the decision, the Board should see concrete evidence. It was decided that the Board would wait to get the requested documentation before making the decision. This item will appear on a future agenda.

6j. Support of USDA Forest Stewardship Funding

The current administration's FY09 Proposed Budget calls for an 83% reduction in USDA Forest Services State and Private Forestry Program. This could mean up to a 100% reduction to the State of Maryland for Forest Stewardship funding; an 82% reduction to Urban and Community Forest funding; a 26% reduction to State Fire assistance; and a 12% reduction to Volunteer Fire Assistance programs. The cumulative impact of these reductions is a 60% Federal fund reduction in State and Private Forestry programs for the State of Maryland.

Greenbelt Homes participates in a Forest Conservation Management Agreement with the State of Maryland. GHI receives some tax relief as a result of this contract. The wooded land that belongs to the Cooperative is a valued asset. Loss of funds to help preserve such forest stands both locally and throughout the State would be a severe threat to our natural resources.

Board members agreed that the National Agricultural Library is a great resource. It was noted that David Moran, of the City of Greenbelt, is aware of the proposed reductions and will support continued funding. It was recommended that GHI write letters of support to retain these programs.

MOTION: TO SEND LETTERS OF SUPPORT TO RETAIN THE PROPOSED BUDGET AMOUNT TO SUPPORT THE NATIONAL ASSOCIATION OF STATE FORESTERS FOR BOTH STATE AND PRIVATE FORESTRY FUNDING FOR THE FISCAL YEAR 2009, AS WELL AS LETTERS SUPPORTING WORK PROGRAMS OF THE NATIONAL AGRICULTURAL LIBRARY AND BARC.

Moved: Alpers

Seconded: Robles

Carried 7-0

7. Items of Information

Board Members were encouraged to attend the GHI Candidates Orientation scheduled for April 8th.

8. President

President Lewis reported to the Board that she had spent the early part of the day supporting House Bill 74 to amend the Maryland Housing Rehabilitation Program. The bill would make rehabilitation loans available to members of housing cooperatives, which were previously only available to single family homeowners. She also noted that she would be out of town next week. President Lewis reminded the Board that committee charters would be on the agenda for the April 10 meeting as well as the approval of door prizes at the Annual Meeting.

9. Board Members

Director Mazursky noted that he would not be at the next board meeting. Director Agans reported that she would be out of town April 24th and May 8th. She also requested information on boiler room progress. Director McFadden pointed out that the ARC is sometimes erroneously referred to as A&E in the Board packets. Audit committee member Iacangelo requested that members be made aware of available services. He noted that some members are not well informed about maintenance services and perhaps a flyer should be distributed to make members aware of GHI's available services.

10. Manager

General Manager Overdurff thanked the Board for the opportunity to exchange information at her performance review. She also thanked the Board for the beautiful plant and compensation. An update on boiler rooms was given – a letter went out and one person submitted it back indicating interest in purchasing a boiler room in the 36 court of Ridge. She estimated that three to four boiler rooms might be converted to living space. The people who did not wish to purchase were very concerned about the traffic that might be added if the units are converted to storage.

MOTION: TO ADJOURN.

Moved: Hickey

Seconded: McFadden

Carried 7-0

The meeting adjourned 9:05 p.m.

Dorothy Lauber
Secretary