

Minutes
GHI BOARD OF DIRECTORS
March 27, 2014

Board Members Present: Hess, James, Jones, Marcavitch, McFadden, Novinski, Ready, and Skolnik.

Excused Absence: DeBernardo

Others in Attendance:

General Manager Eldon Ralph	Martha Tomecek
Joan Krob, Member Services Director	Donna Almquist, Boxwood Village
Tom Sporney, Technical Services Director	Rodney Roberts, Greenbelt City Council
Matt Berres, Director of Maintenance	Todd M. Turner, Bowie City Council
Debbie Cooley, Audit Committee Chair	Jean Newcomb
Ben Fischler, Audit Committee	Doug Johnson
Robert Snyder	Altoria Ross, Recording Secretary
Henry Haslinger	

President Ready called the meeting to order at 7:34 p.m.

1. Approval of Agenda

The Board changed the agenda so that:

- Item E. Woodlands Committee's Recommendation for a MOU Between GHI and Greenbelt Community Garden Club became Item F.
- Item F. Review Responses to Questions from the Membership Town Hall Meeting became J.
- Item G. Review Proposed Annual Meeting Agenda became Item E.
- Item H. Clarify Committee Responsibilities for Making Recommendations Concerning the Management of Common Space became Item G.
- Item I. Recommendation From the Finance Committee Re: Changes to Capitalization Policy became Item H.
- Item J. Contract for Replacement of Air Conditioning Units for Larger Townhomes, 1st Reading became Item I.

MOTION: TO APPROVE THE AGENDA, AS REVISED.

Moved: Hess

Seconded: James

Carried 8-0

2. Visitors and Members

Henry Haslinger, chair of the Nomination and Elections Committee (N&E), announced N&E was seeking nominations for the Board of Directors (four openings for two-year terms); Audit Committee (three positions for one-year terms) and Nominations and Elections Committee (5 positions for one-year terms). He announced a candidates' ice cream social on Sunday, April 6, 2-4 p.m. He reminded members that the deadline to file for an open position is May 1.

Bowie City Councilmember Todd Turner spoke about his bid for county council District 4 that encompasses Greenbelt, Bowie, Lanham, Upper Marlboro, and some parts of Glenn Dale.

3. Approval of Membership Applications

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

- **KRISTIN STROHECKER, SOLE OWNER, 16-B RIDGE ROAD;**
- **REGINALD NELSON, CASHIELLE NELSON, TENANTS BY THE ENTIRETY, 6-E RESEARCH ROAD;**
- **KATJA POTTSCHMIDT, SOLE OWNER, 8-L SOUTHWAY ROAD.**

Moved: James

Seconded: Hess

Carried 8-0

4. Committee Reports

None presented.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 8-0

6a. Approval of Minutes: February 20 & 27, 2014

APPROVED BY CONSENT: APPROVAL OF MINUTES OF FEBRUARY 20 AND FEBRUARY 27, 2014 MEETINGS.

6b. Contract for Replacement of Roof at 133 Greenhill, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH KATCHMARK CONSTRUCTION TO REPLACE THE FLAT ROOF AT 133 GREENHILL AT ITS BID OF \$12,244, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$13,468.

6c. Request for a Contribution to Sponsor a Documentary Film About Food Co-ops

Mr. Tim Cohen-Mitchell, manager of the Kids Co-op in Greenbelt (a member of the Greenbelt Coop Alliance) has asked GHI to contribute \$500 towards the production of a documentary film about food co-ops titled, "Food For Change." The film profiles general co-op history and present day food co-ops. The Pocumtuck Valley Memorial Association is the fiscal sponsor for the film. The request was discussed at some length.

MOTION: THE BOARD OF DIRECTORS APPROVES A CONTRIBUTION OF \$ 500 TO THE POCUMTUCK VALLEY MEMORIAL ASSOCIATION TOWARDS THE DEVELOPMENT OF “FOOD FOR CHANGE”, A DOCUMENTARY FILM ABOUT FOOD CO-OPS.

Motion: James

Seconded: Skolnik

Failed 4-4

Opposed: Marcavitch, Ready, Hess, Jones

- 6d. Review Revised Agreement Between GHI/Pilot Members Re: Responsibilities for Heating/Cooling Systems Installed During Phase 3 of the Pilot Program

APPROVED BY CONSENT: THE BOARD RECONVENED THE TASK FORCE TO REVIEW AND REVISE THE AGREEMENT.

- 6e. Review Proposed Annual Meeting Agenda

The Board reviewed proposed agenda for the 2014 Annual Membership Meeting on May 15, 2014.

MOTION: THE BOARD OF DIRECTORS APPROVES THE PROPOSED AGENDA OF THE 2014 ANNUAL MEMBERSHIP MEETING AS REVISED INCLUDING THE SPECIFIED DOOR PRIZES.

Motion: Hess

Seconded: James

Carried 8-0

- 6f. Woodlands Committee’s Recommendation for a MOU between GHI and Greenbelt Community Garden Club

On November 21, 2013, the Board directed the Woodlands Committee to meet with representatives of the Greenbelt Community Garden Club (GCGC) to formulate a draft Memorandum of Understanding (MOU) with GHI, governing GCGC’s use of garden plots on GHI’s property. During the extended discussion of the drafted Memorandum of Understanding and maps of the areas involved, Jones clarified that vehicular traffic on grass surface easily driven on is acceptable. This item will be brought back to the Board at a subsequent meeting for action.

- 6g. Clarify Committee Responsibilities for Making Recommendations Concerning the Management of Common Space (Non-Woodlands Areas)

This item is in the Board’s current action plan, since there is an apparent anomaly in the charters of the Architectural Review Committee and Woodlands Committee that the Board should resolve. The charters give both committees responsibilities for making recommendations to the Board concerning the management of common areas that are not woodland areas. ARC’s charter was last revised in March 2007 while the charter of the Woodlands committee was last revised in 2008.

APPROVED BY CONSENT: THE BOARD SENT THE CHARTERS BACK TO THE ARCHITECTURAL REVIEW COMMITTEE AND THE WOODLANDS COMMITTEE FOR CLARIFICATION.

6h. Recommendation from the Finance Committee Re: Changes to Capitalization Policy

During discussion, it was suggested that in paragraphs 1 and 6 of the suggested policy that the word “written” be substituted with the word “expensed.” It was requested that a copy of the policy be affixed to the official minutes.

MOTION: THE BOARD OF DIRECTORS ADOPTS ITS CAPITALIZATION POLICY AS REVISED ON MARCH 27, 2014.

Moved: Hess

Seconded: Jones

Carried 8-0

6i. Contract for Replacement of Air Conditioning Units for Larger Townhomes, 1st Reading

The air conditioning for most of the larger townhomes and freestanding homes were last replaced from 1996-2002. The system has an estimated life of 18 years, with the components to be replaced being condensing unit, lineset, evaporator coil, transition plenum, electric disconnect, and other accessories. These central air conditioning units are checked regularly and should operate effectively during their life cycle. According to the replacement reserve plan, the replacement cycle begins in 2014 and continues through 2020. Seven (7) units are scheduled to be replaced this year:

65A Ridge
65H Ridge
5A Laurel Hill
5E Laurel Hill
5H Laurel Hill
5K Laurel Hill
135A Northway

In the 1st quarter, GHI formally solicited bids from sixteen (16) mechanical contractors, and four (4) attended the pre-bid meetings, all of whom submitted bids, summarized in the table below.

Company	/ea	lot of 7 units
T.M. Street Heating & A/C		\$24,970
DKS Climate Control		\$25,406
H & C Inc.		\$28,078
McCully Heating & A/C		\$24,300
<i>reserves budget</i>	\$3,450	\$24,150

McCully Heating & Air Conditioning has provided HVAC equipment installation to GHI previously, and staff recommends that the Board of Directors endorse this company for replacing the seven A/C systems at the freestanding/townhomes for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH MCCULLY HEATING & AIR CONDITIONING, FOR THE REPLACEMENT OF SEVEN AIR CONDITIONING SYSTEMS AT 65A&H RIDGE, 5A,E,H,K LAUREL HILL, AND 135A NORTHWAY, AT ITS BID OF \$24,300, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$26,730.

Moved: Hess

Seconded: McFadden

Carried 8-0

At 10:00 p.m. the following motion was moved.

MOTION: TO EXTEND THE MEETING BY 15 MINUTES TO REVIEW RESPONSES TO QUESTIONS FROM THE MEMBERSHIP TOWN HALL MEETING.

Moved: Hess

Seconded: Jones

Carried 8-0

6j. Review Responses to Questions from the Membership Town Hall Meeting

During the Membership Town Hall meeting that was held on March 2nd, members submitted questions on index cards that could not be answered due to time constraints. Responses to those questions have been prepared. Board members are requested to review the responses and make changes by consensus. Staff proposes to publish the approved list of questions and responses on GHI's website.

At 10:20 p.m. the following motion was moved.

MOTION: TO EXTEND THE MEETING BY 5 MINUTES TO REVIEW RESPONSES TO QUESTIONS FROM THE MEMBERSHIP TOWN HALL MEETING.

Moved: Hess

Seconded: Jones

Carried 8-0

7. Items of Information

Items of Information were the Board's Action Plan Status and Committee Task List and the Monthly GHI and City Calendars.

8. President

Ready did not present any additional items of information.

9. Board Members

No Board members presented any additional items of information.

10. Manager

GM Ralph did not present any additional items of information.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Hess

Seconded: James

Carried 8-0

The meeting recessed at 10:26 p.m.

Ed James
President