

Minutes
GHI Board of Directors
March 8, 2007

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

Others in Attendance:

Gretchen Overdurff, General Manager	Michael Iacangelo, Audit Committee
Stephen Ruckman, Director of Finance	Marat Moore, Audit Committee
Eldon Ralph, Director of Physical Services	Genevieve Courbois, Recording Secretary
Joan Krob, Director of Member Services	Beverly Dziduch
Brenda Lewis, Director of Human Resources	Kris White
Tom Sporney, Staff Engineer	John Leslie
Matt Berres, Landscape Specialist	Ed Hickey
Dianne Wilkerson, Chair, Audit Committee	Ed James

President Lewis called the meeting to order at 7:30 p.m. She added *Maryland Senate Bill* to the agenda as Item 6i.

1. Approval of Agenda

The agenda was approved by consensus.

2. Visitors and Members

Kris White, Chair of the Companion Animal Committee, said that the Metropolitan Washington Council of Governments (MWCG) awarded the committee and the GHI Board of Directors with the community partnership award. She related the positive feedback from MWCG and the Humane Society of the United States. While once part of the Member and Community Relations Committee, this committee was started at the initiative of former Board president Julia Eichhorst, said White. She said that GHI was the only housing cooperative nominated and that the committee was described as the only one of its kind nationally. Ms. White took a moment to recognize and remember former Board member Joyce Abell for her support.

John Leslie, expressed his concern that GHI plows and deposits snow at 56 Crescent Road (where his mother resides). This impedes access to units E and F. Director of Physical Plant Operations Ralph said he would research the situation.

3. Approval of Minutes

MOTION: MOVE APPROVAL OF THE MINUTES OF FEBRUARY 22, 2007, AS REVISED.

Moved: Moore

Seconded: Morse

Carried 8-0

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit

It was noted that the updated Mutual Ownership Contract for a living trust for Sarah C. Sowa would be presented under Item 5.

5. Approval of Membership Applications

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

- ROBERT N. SOLEY AND KAREN L. MOORE
- DANIEL R. HAMLIN
- ELAINE L. WILKOSZ
- SUSAN E. KLOTZ

Moved: Lauber

Seconded: Moore

Carried 8-0

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

- SARAH SOWA, SOLE OWNER TO SARAH SOWA, TRUSTEE UNDER TRUST DATED FEBRUARY 20, 2007.

Moved: Lauber

Seconded: Moore

Carried 8-0

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING PROSPECTIVE MEMBER INTO THE COOPERATIVE ON MARCH 1, 2007, AND MEMBERSHIP WAS AFFORDED HER AT THE TIME OF SETTLEMENT.

- ELIZABETH M. CALDWELL

Moved: Lauber

Seconded: Agans

Carried 8-0

6. Committee Reports

No discussion.

7a. Proposed Garden Window, 54M Ridge Road

On 17Jan07, Mr. Ed Hickey and Ms. Ronnie Scotkin submitted a permit request to install a garden window in place of an existing window on the side wall of their end home. Staff notified the member that this style does not comply with GHI rules for openings in buildings. The A&E Committee recommended 3-0-0 that the proposed garden window be allowed.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF THE PROPOSED GARDEN WINDOW IN THE END WALL AT 54M RIDGE ROAD.

Moved: Alpers

Seconded: Lauber

Carried 8-0

7b. Proposed Rain Barrel Rule Change

Matt Berres, staff liaison to the Sustainable Design and Practice committee, summarized the proposed rain barrel rule change which will set specifications according to design guidelines rather than manufacturer (one of the approved barrel types is proving difficult to obtain.) The proposed change will provide more flexibility without requiring specific barrel brands. No change will be made to required barrel performance criteria or color. Rain barrels other than a GHI-approved barrel must meet or exceed minimum performance criteria and will be reviewed by GHI on a case-by-case basis.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE PROPOSED RULE CHANGE REGARDING RAIN BARREL POLICY AS PRESENTED ON MARCH 8, 2007.

Moved: Moore

Seconded: Agans

Carried 8-0

7c. Proposed Changes to Rules for Doors

Staff Engineer Sporney said that the recommended rules as presented reflect the Architectural Review Committee's (ARC) proposal to strike sliding patio doors from the list as incompatible and clarify verbiage on incompatible glass (decorative doors) based on feedback from the Board. He said that these changes have been driven by an impetus to know what rules ARC and the Board would like staff to enforce. He explained that the Historic District Committee (HDC) guidelines were used as a basis for the rules and staff attempted to make the guidelines manageable. Both he and Director of Physical Plant Operations Ralph have discussed the significant impact of windows and doors on the appearance of the home."

Director Agans said that the proposed language seems to apply to replacement doors, rather than both new and replacement doors. Sporney responded that this rule would apply to any door. President Lewis suggested that the word "replacement" be removed to read "all exterior doors."

Director Morse questioned how these particular "proscriptions" were generated by staff and questioned if Sporney had rendered the opinion earlier in discussion that these features would detract from the appearance of the units. Sporney said he had not.

Director Ready asked for clarification from Sporney about current procedure – whether everything now comes to ARC because there are no guidelines, or whether staff passes everything because there are no guidelines. Sporney said that if these rules are not enacted, staff would be unable to bring these issues to ARC. He said that staff strongly encourages members to consult the HDC guidelines. As it stands, because there is no rule in place, a permit will be issued whether the members are heeding the HDC guidelines or not. Director Ready said that GHI cannot write a rule against everything – simply because there may not be a rule sanctioning an action does not necessarily mean that action is allowed. Ralph concurred and explained that it is difficult for staff to issue a decision because there is no

specificity—these rules will provide guidance and common agreement. He said that complaints have been received from members as to why certain types of doors were allowed by GHI.

Director Morse felt that this issue revolves around a “subjective opinion on aesthetics” and that community input should be sought. To that end, he introduced a motion to table this matter.

MOTION: TO TABLE THE SUGGESTED MOTION.

Moved: Moore

Seconded: McFadden

Failed 2-6-0

MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULES §X.N.3., AND §X.G.10. §X.H.10., & §X.F.5. REGARDING REFERENCES IN EXISTING RULES, REGARDING DOORS AS PRESENTED on MARCH 8, 2007 AND REVISED TO READ “ALL EXTERIOR DOORS...”

Moved: Agans

Seconded: Ready

Carried 6-2-0

7d. Proposed Changes to Rules for Sheds

During 2005, 2006 and recently in January 2007, the ARC discussed comprehensive revisions to the GHI rules governing sheds, in an effort to clarify the ongoing issue of compatibility. The Board was provided the complete copy of the proposed section on sheds as an attachment to their packet of materials. Areas of significant revision were:

- All storage containers are explicitly defined as a shed, including vinyl seat-boxes and covered trash enclosures.
- Shed footprint decreases from 100sf/10% to 80sf/8%.
- Maximum height decreases from 10’ to 9’, floor to ridge.
- Four acceptable styles reduced to shed and gable roof styles only.

Director Ready suggested a formatting change to D2. A discussion ensued about the consideration of resin benches as sheds. Staff Engineer Sporney confirmed that they are considered sheds by GHI and the County. Ed James, 56D Crescent Road, inquired why trash enclosures were required to be two feet from the unit, and also lamented the Board is still discussing this issue. He suggested having the membership vote on it, so the Board can address more important issues. Sporney said that a trash enclosure does not need to be two feet away. Director Morse said that if this rule is adopted, the Board should “keep an open mind” on exceptions based on yard size and viewscape. Audit Committee member Iacangelo questioned if GHI was paralleling or repeating County regulations, and if so, would that be advisable. He suggested that perhaps County code should drive this issue.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULES §IX. REGARDING SHEDS AS PRESENTED on MARCH 8, 2007, AND REVISED.

Moved: Lauber

Seconded: Ready

Carried 7-0-1 abstention

7e. Revised Architectural Review Committee (ARC) Charter

ARC discussed the proposed charter on 14Feb07 and voted 4-0-0 to forward the revised charter to the Board for confirmation.

Charter
Architectural Review Committee

PURPOSE: To advise the Board of Directors about the design, maintenance, and appearance of homes, additions, and improvements, in accordance with GHI's mission statement.

The Architectural Review Committee shall make recommendations to the Board of Directors about those aspects of the enhancement and maintenance of homes, other structures, yards, and common areas that affect exterior appearance. The recommendations will be guided by the following committee tasks:

- reviewing requests for exceptions to GHI rules regarding those matters;
- examining those rules periodically and proposing any necessary changes that would better serve the interests of the Cooperative and its members;
- initiating recommendations in accordance with the Committee's charge; and
- performing any other tasks assigned by the Board.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE REVISED ARCHITECTURAL REVIEW COMMITTEE CHARTER AS PRESENTED on MARCH 8, 2007.

Moved: Ready

Seconded: Agans

Carried 8-0

7f. Contract for Repairs, 11F Laurel Hill Road – 2nd Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GEHRING CONSTRUCTION TO RENOVATE THE UNIT LOCATED AT 11F LAUREL HILL ROAD AS DIRECTED BY GREENBELT HOMES, INC. AT A COST NOT TO EXCEED \$21,884.50.

Moved: Moore

Seconded: Ready

Carried 8-0

7g. 2007 Spring & Fall Gutter Cleaning Contract – 1st Reading

An amount of \$50,000 has been budgeted in 2007 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. Following are the quantities of units targeted for cleaning in the spring: Schedule A – 418 frame and townhouse units with asphalt shingles; Schedule B – 319 masonry/frame 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.

Prices were solicited for the distinct categories of roof types. GHI formally solicited bids from eight

(8) independent gutter-cleaning contractors; five (5) bids were received:

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	\$7,515.00	\$5,882.00	\$8,975.00	\$9,100.00	\$6,552.00	\$4,974.00
NED STEVENS GUTTER	<u>\$7,106.00</u>	<u>\$6,030.00</u>	\$8,700.00	\$8,720.00	<u>\$6,030.00</u>	<u>\$4,450.00</u>
ROYAL GUTTER	\$7,347.00	\$7,171.00	<u>\$8,875.00</u>	<u>\$8,897.00</u>	\$7,171.00	\$5,845.00
R & D INDUSTRIES, INC	\$12,540.00	\$9,570.00	\$15,210.00	\$15,240.00	\$9,570.00	\$7,800.00

Upon evaluation of these bids, staff recommends awarding the spring contract to Ned Stevens Gutters of Capitol Heights, MD and recommends splitting the fall contract between Royal Gutter of Gaithersburg, MD and Ned Stevens Gutters.

Director Ready questioned if the amount designated for the spring cleaning was enough as it did not appear to reflect contingencies. Staff Engineer Sporney noted the discrepancy; Ready changed the amount in the first motion from \$13,136 to \$15,206. Director of Physical Services Ralph said, in response to a question from Director Moore, that Ned Stevens was not awarded the entire fall contract as it is considerably more work than the spring cleaning, and Ned Stevens will be a new contractor for GHI.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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: Moore

Carried 8-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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: Ready

Seconded: Moore

Carried 8-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, 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: Ready

Seconded: Moore

Carried 8-0

7h. Schedule Annual Stakeholder's Meeting

The Board consensus for the Annual Stakeholders Meeting was June 13. President Lewis encouraged Board members to give some thought to agenda items; one of them will be encroachment.

7i. Maryland Senate Bill

President Lewis said that Maryland Public Law 288 *Real Property - Common Ownership Community Ombudsman* has been introduced by Senators Kelly and Curry. This would establish an ombudsman program, said Lewis, and HOAs and cooperatives would be required to fund it. She acknowledged this would be a good program for some, but that GHI and/or the City of Greenbelt already provides most of these services to GHI members. She asked the Board to consider whether she and General Manager Overdurff should attend the public hearing on March 15, and if so, what opinion should be issued on behalf of GHI based on Board feedback. She was in favor of arguing for exemption language in the bill for cooperatives; Director Ready concurred. Overdurff said that this bill could benefit GHI, and that the City may be in favor of it; she said that other cooperatives would benefit who are in need of ombudsman services. Director Morse suggested that it could raise the standards for all, especially those with no provisions. Director Ready opined that requiring all HOAs and cooperatives to pay seems punitive in nature; she said that participation should be voluntary, not obligatory.

MOTION: THE BOARD OF DIRECTORS IS IN FAVOR OF GHI ATTENDING THE HEARING AND ASKING FOR AN EXCEPTION.

Moved: Morse

Seconded: Lauber

Withdrawn

The motion was withdrawn by Director Morse as Board members said they needed time to review the bill and issue an opinion. President Lewis expressed her understanding that the Board would like GHI to attend the meeting; she requested comments from Board members by March 13th.

President Ready inquired if a motion was needed to have Overdurff represent GHI at the hearing based on Board member feedback. Rather than a motion, President Lewis requested consensus. Director Hudson felt that introduction of this motion was premature as members had not yet reviewed associated materials and issued feedback.

MOTION: THAT THE BOARD DIRECT THE GENERAL MANAGER AND THE PRESIDENT TO ATTEND THE PUBLIC MEETING.

Moved: Alpers

Seconded: McFadden

Carried 7-1

Director Hudson voiced his opposition to them representing the Board, and stated that anyone is able to attend a public meeting. President Lewis emphasized that they have not yet been given permission to say anything.

CONSENSUS: TO CONDUCT A BOARD POLL REGARDING MD PUBLIC LAW 288.

President Lewis said that Board members should email their comments about the bill. These comments will be compiled and summarized for the Board members, and then a Board poll will be taken.

7. Items of Information

No discussion.

8. President

President Lewis said that the park bench to commemorate Joyce Abell will be in place in April. She reminded Board members about the strategic planning work session on March 10. She said that Molly Lester resigned from the Sustainable Design and Practices committee, and Linda Curtis from the Communications committee. Appointments to committees include Xochitl Zamora-Thompson and David Wilmes to the Sustainable Design and Practice committee; Marcia Dynan to the Marketing, Woodlands and Companion Animal committees; and Cynthia Newcomer to the Marketing Committee. She will be drafting a letter to those individuals who have expressed an interest in participating in a committee but are not members.

9. Board Members

Director Morse gave a Communications committee update. Director Agans announced a Yahoo! group for Greener Greenbelt. She said that on March 12th a video about charrettes will be shown in the Board Room at 7 pm, and potential future charrette dates include September 14-16 and September 28-30.

10. Manager

Overdurff thanked the Board for their positive feedback at her annual review.

MOTION: TO RECESS TO EXECUTIVE SESSION TO APPROVE MINUTES AND ADDRESS MEMBER COMPLAINT ISSUES.

Moved: Moore

Seconded: Ready

Carried 8-0

The meeting recessed at 9:20 p.m.

Dorothy Lauber
Secretary