

Minutes  
GHI Board of Directors  
April 10, 2008

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

Excused Absence: Mazursky

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.

Steve Ruckman, Director of Finance

Tom Sporney, Staff Engineer

Dianne Wilkerson, Chair, Audit Committee

Marat Moore, Audit Committee

Michael Iacangelo, Audit Committee

CJ Evans, Recording Secretary

Pat Novinski

Kris White

Cam McQueen

Midge Cruz

Darlene Brengle

Ed James

Mr. Blue

Joe Gareri

Holly Wheeler

Rosalee Thomas

Tom Moran

Bill Jones

Barbara Logan

Chris Logan

Barbara Havekost

President Lewis called the meeting to order at 7:32 p.m.

1. Approval of Agenda

**MOTION: TO APPROVE THE AGENDA AS REVISED.**

Moved: Hickey

Seconded: Lauber

Carried 7-0

2. Visitors and Members

Darlene Brengle presented a letter to the Board requesting that GHI stop using chemicals to eradicate bamboo with a petition signed by over 100 GHI members. The Board accepted the letter and assured Ms. Brengle that this item would be discussed further on a future agenda.

Ed James informed the Board of the impressive job the roofers are doing in the roof replacement project. He also inquired about the timeline for the WSSC digging. General Manager Gretchen Overdurff responded that an official timeline has not been set, but staff is working on setting up a meeting with WSSC. An estimated start date (spring of 2009) was given. She assured Mr. James that public meetings will be scheduled to inform members of the work to be done.

3. Approval of Minutes**MOTION: TO APPROVE THE MINUTES OF FEBRUARY 28, 2008 AS REVISED.**

Moved: Alpers

Seconded: Hickey

Carried 6-0  
1 Abstention**MOTION: TO APPROVE THE MINUTES OF MARCH 13, 2008 AS REVISED.**

Moved: Alpers

Seconded: Agans

Carried 7-0

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.**

- ROSEMARY A. O'BRIEN
- JESSICA A. O'ROARK AND JEREMY N. O'ROARK
- MARIA N. VUGRIN
- PHILLIP F. MARTIN

Moved: Lauber

Seconded: Morse

Carried 7-0

5. Committee Reports6a. Unpermitted Replacement of Privacy Screen, 6Z5 Plateau

Staff engineer Tom Sporney gave the Board background information. Mr. Blue replaced an existing privacy screen without GHI approval. The privacy screen is solid board which is not an approved design. The existing chain link fence was also not removed. After not hearing a response from Mr. Blue regarding compliance with GHI rules, he was asked to meet with the Member Complaints Panel on March 10<sup>th</sup>, 2008 to discuss pursuing his request for exception. The Architectural Review Committee (ARC) recommended against Mr. Blue's request for exception.

Mr. Blue explained that during an inspection rotten wood was found on his shed and porch. There was also rotted wood on the privacy screen so he decided to replace the three items all at the same time. Verbal approval was received from the neighbors. He explained that the primary reason for the solid construction of the fence is because second hand smoke would exacerbate his serious and documented health problems, including five heart attacks. The solid board privacy screen prevents some of the neighbor's smoke from coming into his yard.

Board Member Ed Hickey reported on behalf of the ARC, stating that Mr. Blue constructed the fence without consulting GHI staff or GHI rules. He pointed out that the privacy screen would not impinge the flow of the smoke above and below the fence. Mr. Blue was chided for his failure to respond to the request to comply with GHI rules until he was brought before a member complaint panel. The Board discussed reasons for the rule on open privacy screens. For health reasons, the Board considered an exception to the rule.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE EXISTING UNPERMITTED, NONCOMPLYING PRIVACY SCREEN IN THE GARDENSIDE YARD AT 6Z5 PLATEAU TO REMAIN IN PLACE FOR HEALTH REASONS WITH THE PRIVISO THAT THE SCREEN WILL BE REMOVED OR REPLACED AT RESALE.**

Moved: Agans

Seconded: McFadden

Carried 4-0

3 Abstentions

6b. Proposed Gardenside Wood Fence

Mr. Gareri and Ms. Wheeler submitted a permit request to construct a wood picket fence around the gardenside yard. Staff had concern that it was offset from the neighbor by about 18 inches and also questioned whether the style is harmonious with the existing row. The ARC voted in favor of granting the request. Ms. Wheeler noted that the fence would be stained a natural color to integrate with the landscape. The fence would be offset by about 8 inches to avoid some plantings and beautiful trees in the yardline. The members submitted a revised sketch indicating their understanding of the direction of ARC. The members were commended for the way they worked together with their neighbors and the ARC to find a solution.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF THE PROPOSED GARDENSIDE FENCE AT 13Q RIDGE ROAD.**

Moved: Alpers

Seconded: Morse

Carried 7-0

6c. Yardline Certification, 1, 3, & 7 Courts Plateau Place

The yard boundaries for 1, 3 and 7 Plateau were reviewed by the Board. Ms. Rosalie Thomas of 1A Plateau noted that she was not able to attend the last meeting, and wanted to know what transpired. Chair of the Yard Line committee, Dianne Wilkerson explained the communication to members outlining the process, including the member input phase. She explained that the committee did not hear from anyone during the member input phase, so the committee prepared the yard plats for Board certification. She added that Ms. Thomas' yard line was not changed. Tom Moran of 1 H Plateau inquired about the responsibility for maintaining a fence. Staff Engineer Tom Sporney was directed to work with the member to determine ownership of the fence.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 1 COURT PLATEAU AS PRESENTED.**

Moved: Alpers

Seconded: McFadden

Carried 7-0

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 3 COURT PLATEAU AS PRESENTED.**

Moved: Lauber

Seconded: McFadden

Carried 7-0

3D Plateau was mentioned because of the outfall that GHI needs to budget to take care of; it does not affect the yard line.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 7 COURT PLATEAU AS PRESENTED.**

Moved: Morse

Seconded: Hickey

Carried 7-0

6d. Reverse Mortgages

Director Agans reported that the Finance committee will further explore the possibility of reverse mortgages for members which are likely to become available for members of co-ops very soon. The committee has looked at different proposals and will continue investigating to ensure that GHI and its members are protected. should reverse mortgages become a reality for co-ops. Bill Jones of the Finance committee was recognized for his research and impressive report.

**MOTION: THE BOARD OF DIRECTORS ENCOURAGES THE FINANCE COMMITTEE TO CONTINUE WORK ON REVERSE MORTGAGES.**

Moved: Morse

Seconded: Hickey

Carried: 7-0

6e. Approval of Committee Charters

Committee charters for the Member and Community Relations Committee, Companion Animal Committee, Marketing Committee and Communications Committee were reviewed and revised. Attached to the official minutes are copies of the final charters for each of these committees.

**MOTION: THE BOARD OF DIRECTORS APPROVES OF THE CHARTERS AS REVISED FOR THE FOLLOWING COMMITTEES:**

- MEMBER & COMMUNITY RELATIONS
- COMPANION ANIMAL
- MARKETING
- COMMUNICATIONS

**AND DIRECTS THAT THEY BECOME THE GOVERNING DOCUMENTS FOR THESE COMMITTEES.**

Moved: Agans

Seconded: Hickey

Carried 7-0

**Companion Animal Committee Report:**

Kris White, chair of the Companion Animal Committee (CAC) presented a report to the Board. She reported that the committee was able to go to a disaster preparedness presentation in College Park. At the presentation, the CAC became aware of an organization called Noah's Wish. The organization responds to disasters all over the country to rescue companion animals. The committee would like to approach the organization to see if they could help GHI in case of a disaster.

6f. Request from CAC for the Humane Wildlife Services to Make a Presentation at the Annual Membership Meeting

Cam McQueen, member of the Companion Animal Committee, presented to the Board her request to make a brief 20 minute presentation at the Annual Meeting from the Humane Wildlife Services (HWS). President Lewis acknowledged the importance of the presentation and suggested using another venue to allow more time for questions and discussion. A possible special event was discussed, in which a room at the community center could be used for the presentation from the HWS.

**CONSENSUS: TO HOLD A SPECIAL EVENT AT THE COMMUNITY CENTER FOR A PRESENTATION FROM THE HUMANE WILDLIFE SERVICES.**

6g. Request for Contributions

The following organizations presented their requests to the Board for financial support at the last

meeting: Cooperative Development Foundation; Friends of the Greenbelt Museum; Cooperative Communications Association; and to The City of Greenbelt Emergency Relief Fund. The Board reached consensus on supporting three of these at this time. CDF holds its annual fundraiser in October. Its request will be addressed in the fall.

**MOTION: THE BOARD OF DIRECTORS APPROVES OF CONTRIBUTIONS TO THE CITY OF GREENBELT EMERGENCY RELIEF FUND IN THE AMOUNT OF \$800, TO THE COOPERATIVE COMMUNICATIONS ASSOCIATION IN THE AMOUNT OF \$100, AND TO THE FRIENDS OF THE GREENBELT MUSEUM IN THE AMOUNT OF \$200.**

Moved: Agans

Seconded: Hickey

Carried 7-0

Barbara Logan is a member of the Utopia Film Festival Committee. She announced that the festival is growing and will need more support from the community. Ms. Logan requested a monetary contribution from the Board or the use of the guest house for the visiting film makers. Ads will also be sold in the film festival program. The decision on advertisement in the film festival program was referred to the Marketing Committee. The Board supported the idea of donating the guest house for the visiting film makers.

**MOTION: THE BOARD OF DIRECTORS APPROVES THE DONATION OF COMPLIMENTARY USE OF THE GUEST HOUSE FOR TWO NIGHTS FOR VISITING FILM MAKERS DURING THE 2008 UTOPIA FILM FESTIVAL.**

Moved: Robles

Seconded: Lauber

Carried 7-0

Discussion ensued about the propriety of the motion. Because the guest house falls under the Greenbelt Development Corporation's authority, the GHI Board does not have the authority to donate its use. Instead, the GHI Board could recommend to the GDC Board that a contribution of the guest house be made.

**MOTION: TO RESCIND THE ABOVE MOTION REGARDING DONATION OF COPLIMANTARY USE OF THE GUEST HOUSE.**

Moved: Alpers

Seconded: Agans

Carried 7-0

**CONSENSUS: TO RECOMMEND TO THE GDC BOARD THAT A CONTRIBUTION BE MADE TO GATE (PARENT CORPORATION OF THE UTOPIA FILM FESTIVAL).**

6h. Revised 2008 Spring & Fall Gutter Cleaning Contract – 1<sup>st</sup> Reading

At previous Board meetings, the Board has approved contracts for the spring and fall gutter cleaning work to be assigned to Ned Stevens Gutter & Hearn Insulation, based upon bids listed in the table shown.

NAME OF COMPANY	SPRING GUTTER CLEANING	FALL GUTTER CLEANING
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	<b>A frame &amp; townhome</b>	<b>B brick</b>	<b>A1 frame &amp; townhome</b>	<b>A2 frame &amp; townhome</b>	<b>B brick</b>	<b>C block &amp; detached</b>
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	<b>\$5,582.00</b>	<b>\$7,849.00</b>	<b>\$7,858.50</b>	<b>\$5,582.00</b>	<b>\$4,852.00</b>
NED STEVENS GUTTER	<b>\$7,106.00</b>	\$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

On contacting Hearn Insulation to proceed with the contract, this contractor stated that their price was based upon receiving the full scope of work, and that they would not be able to accept a partial contract. Awarding Hearn the full contract will cost \$209 more. Awarding the contract to the 2<sup>nd</sup> low bidder, Ned Stevens, will cost \$3,945.50 more.

Upon re-evaluation, staff reluctantly recommends to award both spring and fall to Hearn Insulation. Total contracts with this revised plan are to be \$39,038.50, and approval for a total expenditure of \$40,973 is being sought in the event that additional units must be added to the program during the spring.

**FIRST MOTION: THE BOARD OF DIRECTORS RESCINDS ITS PREVIOUS AUTHORIZATION TO CONTRACT WITH NED STEVENS GUTTERS TO PERFORM SPRING GUTTER CLEANING OF GHI FRAME AND TOWNHOUSE HOMES ONLY, AND WITH HEARN INSULATION TO PERFORM SPRING GUTTER CLEANING OF GHI BRICK HOMES ONLY, AS DIRECTED BY GREENBELT HOMES.**

Moved: Alpers

Seconded: Morse

Carried 7-0

**SECOND MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH HEARN INSULATION TO PERFORM SPRING GUTTER CLEANING OF GHI FRAME, TOWNHOUSE, BRICK HOMES AS DIRECTED BY GREENBELT HOMES, AT ITS BID OF \$12,897, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$14,832.**

Moved: Alpers

Seconded: Lauber

Carried 7-0

6i. Resolution to Open Account with Vanguard

Currently, when GHI receives interest payments on its bond investments or when those bonds mature, the proceeds are deposited in a money market account with GHI's investment brokers (Lafayette Investments) and remain there earning relatively low interest until reinvested by the Investment Committee. In order to maximize interest income, the Investment Committee recommends that GHI open a short-term investment grade account with Vanguard and place the proceeds of bond interest payments and maturing bonds there until they can be reinvested by the Investment Committee.

This item was discussed at the March 27, 2008 Board meeting. The additional information requested at that meeting was submitted to the Board for review.

**MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE OPENING OF AN INVESTMENT ACCOUNT WITH VANGUARD.**

Moved: Agans

Seconded: Alpers

Carried 7-0

*The Board recessed from 9:35 until 9:50.*

6j. Annual Meeting Door Prizes

The Board discussed door prizes given at past Annual Meetings. It was noted that the supermarket currently gives only \$25 gift certificates. It was suggested that the Greenbelt Arts Center might be willing to donate tickets. The possibility of putting together gift baskets containing energy saver light bulbs was mentioned.

**SUGGESTED MOTION: THE BOARD OF DIRECTORS APPROVES OF THE FOLLOWING DOOR PRIZES TO BE AWARDED AT THE 2008 ANNUAL MEMBERSHIP MEETING:**

- Certificate toward Coop Fees in the amounts of \$250 and \$150 and \$50
- 5 - \$25 Gift Certificates to the Coop Supermarket
- Gift Certificates for tickets to the Greenbelt Arts Center
- 5 - \$10 Gift Certificate to the New Deal Café

Moved: McFadden

Seconded: Hickey

Carried 7-0

6k. Strategic Plan review

It was requested that the strategic plan be revised to show what has been done and what items are still pending so the document can be reviewed at the next Board meeting.

6l. Staff Appreciation Activities

General Manager Overdurff announced to the Board that the employees' annual awards ceremony has "lost its luster". In order to find new ideas to show staff appreciation, the GHI staff was surveyed. Staff's desire for time and money was communicated through the survey. Overdurff proposed that in order to make staff feel appreciated, instead of the awards program, each staff member be given a gift certificate and a half day off on Friday, April 25<sup>th</sup>. GHI staff would also be given a potluck luncheon on staff appreciation day.

The Board briefly discussed any negative consequences of eliminating the awards program. Member Bill Jones proposed that a short announcement be made at the Annual Meeting about staff's good work.

**CONSENSUS: TO APPROVE CLOSING GHI OFFICES AT NOON ON FRIDAY, APRIL 25<sup>TH</sup> IN RECOGNITION OF STAFF APPRECIATION.**

7. Items of Information

Director Alpers commented on the Contract Processing Activity Report noting that homes are staying on the market longer but prices are holding steady.

8. President

President Lewis announced to the Board that it had received a thank you from NCBA for its renewal of membership. She also announced the good news that the bill to Maryland Legislature which would give senior coop members the same opportunity for low cost loans passed unanimously in the State house and senate and will go into effect October 1. General Manager Overdurff was given credit for successfully communicating the function of the recognition agreement. President Lewis noted that GHI would have a new Certified Parliamentarian for the Annual Meeting. She also displayed the committee member appreciation bag which would be given to all committee members.

9. Board Members

Members of the Board thanked Joan Krob for the healthy snacks. Director Agans announced that she would be in Peru for a vacation until the Annual Meeting. Director Morse noted that he was pleased to know that he is not indispensable.

10. Manager

General Manager Overdurff reported that she received a call from a journalist from Mother Earth News, who would be writing an article on the eight most interesting places in which to live. He has chosen Greenbelt as one of the eight and conducted a long interview with the Manager. The possibility of placing a small ad in the magazine was mentioned. Overdurff also announced that she received another visit from a friend from Japan. He is again writing about Greenbelt and what it is doing to preserve the community. The Board was informed of the City's budget meetings and encouraged to attend. Director of Human Resources, Brenda Lewis, thanked the Board on behalf of GHI staff for the half day off. She also announced that she is in the process of interviewing candidates for the landscaping position.

**MOTION: TO ADJOURN.**

Moved: McFadden

Seconded: Alpers

Carried 7-0

The meeting adjourned 10:34 p.m.

Dorothy Lauber  
Secretary