

Minutes
GHI BOARD OF DIRECTORS
April 11, 2013

Board Members Present: Boswell, DeBernardo, Hess, James, Jones, McFadden, Morse, and Ready

Others in Attendance:

General Manager Eldon Ralph
Joe Perry, Finance Director
Brenda Lewis, Human Resources director
Joan Krob, Member Services Director
Bruce Mangum, Contract Processing
Matt Barres, Maintenance Director
Dianne Wilkerson, Audit Committee Chair
Ben Fischler, Audit Committee
Debbie Cooley, Audit Committee
Henry Haslinger, Nominations Committee
Kris White
Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Ready added item 6f. Date for the Stakeholder Meeting with City Council to the agenda.

MOTION: TO APPROVE AGENDA, AS REVISED

Moved: James

Seconded: Hess

Carried 9

2. Visitors and Members

Ready welcomed visitors and members. Henry Haslinger solicited candidates for the Board of Directors and the Audit and Nominations and Elections committees. He reported recruiting two candidates at the Ice Cream Social, one for each committee. Haslinger said the deadline for applications is May 2.

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:

- **TERRI ACTON, SOLE OWNER;**
- **EDWARD NEUSCHLER, SOLE OWNER;**
- **BRENDA PURVIS, SOLE OWNER; AND**

- **GREENBELT HOMES, INC., SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 9

The final loan approval has not been received for the units listed in the motion below.

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

- **MONTRESE HAMILTON, SOLE OWNER;**
- **DOROTHEA LADAS, SOLE OWNER.**

Moved: James

Seconded: Boswell

Carried 9

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

- **DORIAN WINTERFELD, SOLE OWNER;**
- **MARIAN J. KLETT, SOLE OWNER;**
- **PATRICIA J. MULDOWNEY, MICHAEL MULDOWNEY, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried 9

4. Committee Reports

None

5. Consent Agenda

None

6a. Exception Request for Serviceside Entrance Door, 4J Plateau Place

The members at 4J Plateau Place were not in attendance. Ready said at the next meeting the matter would be discussed whether or not the members are present.

6b. Companion Animal Committee's Proposal for a Disaster Preparedness Event

MOTION: THE BOARD APPROVES OF THE COMPANION ANIMAL COMMITTEE'S PROPOSAL TO HOST A DISASTER PREPAREDNESS EVENT ON SEPTEMBER 29, 2013 FOR THE BENEFIT OF GHI MEMBERS AND OTHER RESIDENTS OF GREENBELT.

Moved: Boswell

Seconded: Hess

Carried 9

6c. Proposal for Expediting New Member Application Process

MOTION: THE BOARD ADOPTS THE PROCEDURES RECOMMENDED BY STAFF FOR APPROVING A MEMBERSHIP APPLICATION ON THE BASIS OF A PRE-APPROVAL LETTER SUBMITTED BY A PROSPECTIVE MEMBER’S MORTGAGE LENDER.

Moved: Hess

Seconded: Novinski

Carried 9

6d. Contract for Replacement Reserves’ Study for GHI Homes, 1st Reading

Staff prepared and sent a Request for Proposal (RFP) to thirteen reserve consulting companies, asking that they submit quotations for either updating the current reserve plans or providing new independent studies. Five companies submitted bids:

Company	Base Bid (update)	Alternate (new)	Comments
Tadger-Cohen-Edelson Associates, Inc.	\$12,950	\$34,950	does not include mechanical, electrical, plumbing or environmental items
Design Management Associates, Inc.	\$12,980	\$23,400	2hr @ \$150 ~ \$300/yr annual update
Kipcon Inc.	\$12,500	\$27,500	
Reserves Advisors	\$10,500	\$35,000	\$6,950 without sampling
Associates Reserves	\$28,400	\$52,300	
<i>budget, from reserves</i>	<i>\$16,000</i>		

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH DESIGN MANAGEMENT ASSOCIATES, INC. TO CONDUCT A NEW INDEPENDENT STUDY FOR GHI’S MAIN HOUSING UNITS AT ITS BID OF \$23,400.

Moved: Hess

Seconded: Novinski

Carried 9

6e. 2013 Spring Concrete Contract, 1st Reading

In the first quarter of 2013, staff solicited bids to replace concrete sidewalks and a number of steps at forty-seven (47) locations throughout GHI:

56J-K Crescent Road	2Ct. Plateau Place	17 G-H Ridge Rd	39 B-C Ridge Road
4 A-C Hillside Road	3J-K Plateau Pl	19S-T Ridge Road	39 E-F Ridge Road
4 A-D Hillside Road	5A-B Plateau Place	21E-F Ridge Road	44 N-M Ridge Road
14 A-B Hillside Road	6 S-T Plateau Place	21 J-K Ridge Road	45 S-T Ridge Road
14Z3 Hillside Road	10 S-T Plateau Pl	23 C-D Ridge Road	53 A-B Ridge Road
19 C-D Hillside Road	3 E-F Research Rd	23 H Ridge Road	53 H Ridge Road
4 A-B Laurel Hill Road	2 B Ridge Road	23 L-M Ridge Road	54 E-F Ridge Road
4 C-D Laurel Hill Road	3 C-D Ridge Road	27 A Ridge Road	4 E-H Southway Road
11 K Laurel Hill Road	7 D-F Ridge Road	34 A-B Ridge Road	9 N-P Southway Road
15 G Laurel Hill Road	13 Q-R Ridge Road	35 Ct. Ridge Road	11 E-F Southway Road
2 C Plateau Place	17 C-D Ridge Road	35 F-G Ridge Road	Admin Compound
		39 A Ridge Road	6 H-J Hillside Road
			14 L-M Laurel Hill Road

GHI formally solicited bids from ten (10) independent concrete contractors, who were all individually contacted to ascertain their interest. GHI received bids from seven (7) contractors:

NAME OF COMPANY	BASE BID	ADDITIONAL SIDEWALK / sq.ft.	STEP	ADDITIONAL STONE / ton
CPE, Incorporated	\$ 23,452.90	\$8.25	\$75.00	\$9.00
JAC Construction	\$ 14,247.80	\$5.15	\$175.00	\$30.00
JMR Concrete	\$ 18,787.00	\$7.25	\$350.00	\$30.00
Alcoa Concrete & Masonry	\$ 32,430.00	\$8.50	\$54.00	\$35.00
GMC Contractors	\$ 22,390.00	\$7.90	\$240.00	\$40.00
Brothers Paving & Concrete	\$ 23,924.00	\$8.25	\$375.00	\$25.00
Choice Concrete Constr.	\$ 25,685.40	\$4.50	\$300.00	\$45.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH JAC CONSTRUCTION FOR THE SPRING REPAIRS OF CONCRETE SIDEWALKS AT 47 SITES AT ITS BID, \$14,247.80, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$15,673.

Moved: Hess

Seconded: Morse

Carried 9

6f. Date for the Stakeholder Meeting with City Council**APPROVED BY CONSENT: THE BOARD DECIDED TO MEET WITH CITY COUNCIL FOR THE STAKEHOLDER MEETING ON JUNE 12, 2013.**

Moved: Novinski

Seconded: James

Carried 9

7. Items of Information

Morse asked Kris White questions about cats roaming in GHI.

8. President

Ready said she had appointed Susan Harris and Jan Morrow to ARC. She also expressed her appreciation to Boswell's service on the Board.

9. Board Members

- Boswell said he won't have any more official board meetings due to settlement.
- Hess thanked the Board for the short meeting and Boswell for his service.

10. Manager

Ralph spoke of Boswell's service to GHI, having first met him in 2009 at an annual meeting where he succeeded in his candidacy for a Board position and not long after became Board president. Ralph characterized Boswell as a visionary leader who served the cooperative very well.

11. Staff

- Perry said GHI performed well with the audit.
- Lewis reminded the Board of committee training on April 23 from 7:00 – 8:30 a.m. and of the Employee Appreciation Luncheon the next day.
- Krob reminded Board officers of the submittal of their reports for the upcoming Annual Meeting.
- Berres said the Forest Conservation Management Agreement is due July 1, 2013.

MOTION: TO RECESS FOR EXECUTIVE SESSION AFTER THE BREAK.

Moved: Hess

Seconded: McFadden

Carried 9

The meeting adjourned at 8:15 p.m.

Ed James
Secretary