

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

- **OLIVER CALEBAUGH AND NANCY CALEBAUGH TO OLIVER CALEBAUGH, SOLE OWNER**
- **GARY PECK AND JUSTINE PECK TO GREENBELT HOMES, INC., GRETCHEN OVERDURFF – NON-CORPORATE DESIGNEE**

Moved: Ready

Seconded: Lauber

Carried 8-0

5. Committee Reports

Reports from the Member and Community Relations Committee and the Companion Animal Committee were included in the Board packet. Director Agans inquired about the content of the welcome packet for new members. Audit committee chair Dianne Wilkerson said that Roosevelt Center coupons and a magnet are included, but she was unsure about other materials. President Lewis said the Marketing and Member and Community Relations Committees welcome suggestions for the new member packet. She commended the committees for their detailed reports.

6a. AIA Presentation, Lloyd Unsell, Jr.

Mr. Lloyd Unsell, Jr. Executive Director of the AIA, Potomac Valley Chapter, talked about his chapter's initiatives one of which is the purchase of the University of Maryland's 2007 entry in the Solar Decathlon. He said that the chapter would like to permanently locate the solar structure in historic Greenbelt in conjunction with AIA's 150th anniversary Blueprint for America program. He said that such a location would enable Greenbelt residents to learn firsthand about solar energy, geothermal heating, and rainwater recycling. Mr. John Maudlin-Geronimo, AIA Regional Director and Foundation President, talked of his personal connection to garden cities and referenced Clarence Stein's 1957 work *Toward New Towns for America* which has a section on Greenbelt. He gave an overview of the community-based celebration of AIA 150. He said his chapter would like to build on the efforts of AIA 150 by turning the solar structure into the chapter and foundation headquarters as well as the Greenbelt Green Design Center. His vision is to lease land from GHI on a long-term basis for the structure. This would allow the university to continue to monitor its life as a solar structure, and the chapter could serve as residents' "family architect." The structure would need to be hooked up to electricity, water, and sewer; it would also need to face south for sun exposure.

Director Ready expressed her concern about zoning; Maudlin-Geronimo said this has not yet been researched. President Lewis said that she would like to set up a committee to work with the chapter. In response to a question from Director Morse, Maudlin-Geronimo said that he has done some work in GHI, and stressed that exterior renovations have the greatest impact on the community. Director Ready noted that additions can be destructive not only to a unit's exterior features, but also to its interior features.

6b. Audit Presentation, Rich Stang

Rich Stang of DeLeon & Stang presented the consolidated audited financial statements of GHI and GDC for the year ended December 31, 2006. He said that statements reflect a successful year, and that the new accounting software helped the audit process. He noted the positive result to the bottom line reflects good planning, and that prior recommendations the company has made have been acted on. He said that the staff and board is to be commended for their hard work and the audit results.

Mr. Stang recommended that the staff and Board think about consider long-term planning for big expenses and how these expenses will impact the annual budget process; this was echoed by audit committee member Iacangelo. He said this is particularly important in terms of replacement reserves, maintenance expenses, and infrastructure condition. President Lewis recognized the Finance staff for its work. Director Ready asked Director of Physical Plant Operations Ralph about foreseeable significant maintenance expenses. President Lewis advised deferring discussion about this to another time. Director Ready felt that members in attendance would benefit from such a discussion and made a motion to continue.

MOTION: TO CONTINUE DISCUSSION FOR 5 MINUTES TO HEAR FROM DIRECTOR OF PHYSICAL PLANT OPERATIONS RALPH.

Moved: Ready
Opposed: Moore

Seconded: Agans

Carried 7-1

Ralph said that 4 items require attention: 1) insulation under the floors of the frame units – much of it is in a state of disrepair 2) reinsulating the walls of the frame units, and attics to conserve energy – and how this undertaking would be affected if a new heating system is selected 3) failure of copper water supply piping in masonry and frame units as well as waste supply piping 4) vinyl siding replacement on block units.

Chuck Hess, 8-E Research Road, thought these could be addressed through the replacement program. President Lewis said the Finance Committee has looked at this. She said that some of these maintenance issues are being researched by the Sustainable Design & Practices Committee.

6c. Proposed Rules Change §X.C.11 - Protection/Reparation of Damage to Common Areas

Staff Engineer Sporney said that this rule change has been proposed by members of the Architectural Review Committee to control damage to common areas and yards when improvements are made by members.

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§X.D.11. [add new paragraphs after existing]

When making improvements, members and their contractors shall seek to protect trees, shrubs, and other landscape plantings in yards and common areas from damage. Members shall consult GHI staff prior to site construction to determine if any mature trees may be adversely impacted by proposed construction. Members are required to minimize damage to trees over eight (8) feet and their associated root areas. Construction traffic and material storage shall be kept away from tree root areas as specified by GHI staff. Required protective measures for trees might include temporary fencing around trees, use of temporary protective sheeting to reduce soil compaction in root zone areas, and the storing of building supplies away from trees and root areas.

Parking lots and sidewalks shall be cleaned of dirt and debris by the end of each day. Building materials shall be stored or stacked in an orderly fashion during construction and construction debris shall be contained in canisters or dumpsters. GHI staff shall instruct members on the placement of canisters or dumpsters. Excess and waste materials shall be promptly and properly removed in accordance with local laws. Debris and soil shall not be disposed of in common areas or on City property.

Members shall take steps to prevent erosion during the construction phase. Exposed soil must be temporarily or permanently stabilized within seven (7) days on all yard perimeters and slopes greater than three (3) horizontal to one (1) vertical (3:1); and fourteen (14) days for all other areas. Final grading must establish a positive grade away from the foundation of the building as applicable to the particular site.

When common areas must be crossed to perform work, every effort should be made to prevent damage. If damage should occur, members shall ensure their yard and common areas are restored to their original condition, or better, by the member and/or their contractor. Any damage to the grade (ruts, tracks, etc.) shall be repaired. Any damage caused to trees, shrubs, or other landscape plants in common areas and any damage to trees over eight (8) feet in a yard shall be repaired or replaced as specified by GHI staff. Any damage to sidewalks should be reported to GHI staff immediately. GHI staff will advise members of necessary action for reparation.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE CHANGES TO GHI RULES §X.D.11., REGARDING REPARATION OF DAMAGE TO COMMON AREAS & YARDS, AS PRESENTED ABOVE AND REVISED.

Moved: Alpers

Seconded: Moore

Carried 8-0

Michael Iacangelo inquired about liability. President Lewis said the member would be liable for ensuring the contractor complies; Director Agans said that is stated in the green book.

6d. Proposed Rules Change §IX.G - Temporary Structures

Staff Engineer Sporney said that a rule regarding temporary structures needs to be formalized. This was discussed by the Architectural Review Committee (ARC) which recommends clarifying GHI policy for temporary structures.

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§IX.G. Temporary Structures

- 1. A temporary structure is one that is ordinarily constructed on a seasonal basis. Examples of such include garden gazebos, mosquito screen rooms, tents, canopies, etc. Permanent structures such as sheds and other accessory buildings are governed by regulations elsewhere in this section.*
- 2. The maximum allowable size for a temporary structure is 100 sq. ft.*
- 3. Temporary structures shall be erected no sooner than 1 April, and removed no later than 1 November of each year.*
- 4. Members shall submit a Notification Form of Responsibility for Temporary Structures to the Technical Services office.*

MOTION: THE BOARD OF DIRECTORS DOES APPROVE ADOPTION OF GHI RULES §IX.G., REGARDING TEMPORARY STRUCTURES, AS PRESENTED ABOVE AND REVISED.

Moved: Alpers

Seconded: Lauber

Withdrawn
later in the meeting

Prior to calling a vote on the above motion [which was later withdrawn], a discussion ensued about the timespan addressed in the rule, the meaning of the term “seasonal” and special event canopies. Director Agans suggested the timespan be lengthened to November 1 based on the recent warm weather. Ruth Wilson of ARC clarified that this rule is not designed to address an event canopy, but rather a temporary structure a member would erect in their yard.

Chuck Hess, 8-E Research Road, suggested that the following revision be made: §IX.G.3. *Temporary structures, erected for more than one (1) week, shall be erected no sooner than 1 April, and removed no later than 1 October of each year.*

AMENDMENT: TO AMEND THE MOTION TO REVISE THE FOLLOWING: §IX.G.3. TEMPORARY STRUCTURES, ERECTED FOR MORE THAN ONE (1) WEEK, SHALL BE ERECTED NO SOONER THAN 1 APRIL, AND REMOVED NO LATER THAN 1 OCTOBER OF EACH YEAR.

Moved: Morse

Seconded: McFadden

Withdrawn

Ed James of ARC suggested that a separate rule be enacted for event canopies. Director Ready agreed and suggested that perhaps ARC could undertake the writing of that rule; President Lewis concurred. President Lewis called for a vote on the amendment and the motion, however, the makers and seconders withdrew them to allow further discussion.

Director Ready suggested that a vote be taken on the original motion based on time-sensitivity; the event canopy rule could be reviewed at a later date. Director Agans questioned why a rule would be written for a temporary structure in place for less than a week; Director Alpers added that rules cannot be written for every possibility. President Lewis requested a consensus to send this back to ARC for further discussion. Director Ready noted that there is no rule on the books to address temporary structures. Sporney stressed that the season for temporary structures has already started.

MOTION: add *italics*
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§IX.G. Temporary Structures

1. *A temporary structure is one that is ordinarily constructed on a seasonal basis. Examples of such include garden gazebos, mosquito screen rooms, tents, canopies, etc. Permanent structures such as sheds and other accessory buildings are governed by regulations elsewhere in this section.*
2. *The maximum allowable size for a temporary structure is 100 sq. ft.*
3. *Temporary structures shall be erected no sooner than 1 April, and removed no later than 1 November of each year.*
4. *Members shall submit a Notification Form of Responsibility for Temporary Structures to the Technical Services office.*

MOTION: THE BOARD OF DIRECTORS DOES APPROVE ADOPTION OF GHI RULES §IX.G., REGARDING TEMPORARY STRUCTURES, AS PRESENTED ABOVE AND REVISED, FOR STAFF GUIDANCE; EVENT CANOPY VERBIAGE WILL BE ADDED TO §IX.G. AFTER BEING ADDRESSED BY THE ARCHITECTURAL REVIEW COMMITTEE.

Moved: Moore

Seconded: Ready

Carried 8-0

6e. Statement of Director's Agreement to Code of Ethics

The Board discussed the draft agreement. Board members had concerns about the clarity, intent, expectations, and verbiage.

MOTION: TO REPLACE THE DRAFT LANGUAGE WITH THE FOLLOWING LANGUAGE: "I HAVE READ THE GHI DIRECTOR'S CODE OF ETHICS AND AGREE, AS A BOARD MEMBER, TO BE GUIDED BY THE CODE AND TO USE IT AS A TOOL IN MY DECISION-MAKING."

Moved: Ready

Seconded: McFadden

Carried 8-0

President Lewis said this agreement will be presented for signature by Board members at the next meeting and will also be given to Board nominees.

6f. Board Self-Evaluation

The Board reviewed the Board Performance Checklist which was generated by NAHC. Those items of importance which the Board identified included parliamentary procedures, cooperative goals, prioritization of needs, diversifying committees, written directives to committees (and the process for communicating them), a committee bulletin board, a comment box, educating residents about cooperative living, and new member screening.

Director Ready felt that the material provided for evaluation was perhaps too basic and oversimplified for the GHI Board. She requested clarification on Board directives to committees. President Lewis said that in addition to it being noted in the Board meeting by the staff liaison and Board liaison, staff will e-mail the directive to the staff liaison, Board liaison, and committee chair – either the recording secretary or Board secretary will read the directive in the Board meeting as necessary.

7. Items of Information

No discussion.

8. President

President Lewis said that the plaque and bench in memory of Joyce Abell have been installed. She would like the Member and Community Relations Committee to plan a spring commemoration event and also publicize this installation. She suggested announcing the date for this event at the Annual Meeting. The President said that the Artifacts Committee will present a report at the next Board meeting. She attended the Roosevelt Center Merchants Meeting, and will be following up with Dorrie Bates of the Coop Grocery Store to discuss joint promotion with GHI. According to Dorrie Bates, for every \$1 spent in the Coop Grocery Store, 65 cents stays in the community. President Lewis suggested promoting cooperatives in the next *Communicator*. She will be representing GHI at the NCBA Annual Meeting on May 2, and will also attend the NCB Annual Meeting on May 3.

9. Board Members

Director Hudson said that Helen Cornejo would like to be appointed to the Yard Line Committee. President Lewis said she will need to fill out an application; staff will ensure she receives one. He said that committee needs a Board liaison.

Director Lauber announced a Marketing Committee Open House on May 6 from 12:30 - 4 p.m.

Director Agans announced a Woodlands Hike on April 28 from 7 – 9 a.m., and the Greener Greenbelt Open House from 10 a.m. – 2 p.m. She also understood that the Board Task List would appear as an agenda item at each meeting.

Audit committee member Moore said there was a great turnout at the coffee social. She reported that the Communications committee has made some tweaks to the newsletter.

Audit Committee member Iacangelo commended staff for their work on the audit.

10. Manager

General Manager Overdurff announced a meeting with lenders on May 8 at 11:00 am and said that all Board members are welcome to attend. Qualifying debt ratios will be discussed.

MOTION: TO RECESS TO EXECUTIVE SESSION.

Moved: Moore

Seconded: Hudson

Carried 8-0

The meeting recessed at 9:45 p.m.

Dorothy Lauber
Secretary