Minutes **GHI Board of Directors** Special Meeting – April 5, 2011

Attendance: McFadden, Novinski, Lewis, James, Boswell, Wartell, Agans, Moore

Excused Absence: David Morse

Others in Attendance:

Eldon Ralph, Assistant General Manager

Joe Perry, Finance Director

Debbie Cooley, Audit Committee

Brenda Lewis, HR Director

Chuck Hess, Audit Committee

Dianne Wilkerson, Audit Committee Chair

Steve Skolnik

Sue Ready

Jeanette Grotke Kim Graham

Stefan Brodd

Cynthia Rodriguez

Sue Krofchik, Greenbelt News Review Joan Krob, Member Services Director Debbie Cooley, Audit Committee

Tom Adams, President of TransitionGuides

Maria Silvia Miller Richard Menis

Bill Jones

Frank & Jessica Skretch

Jim Cohen Dean Lawless Trudy Dinsmore

Altoria Ross, recording secretary

Meeting was called to order at 7:04 p.m.

1. Approval of Agenda

It was suggested that Agenda item 2c. "Engagement of Recruiting Firm for the Replacement of Retiring General Manager, 1st Reading" be moved to the 2a position on the agenda and that item 2a, "Contract for Specification Writing Consultant for Energy Upgrade Pilot" be heard as item 2c.

MOTION: TO APPROVE THE AGENDA AS REVISED.

Carried 7 Moved: Agans Seconded: Lewis

2a. Engagement of Recruiting Firm for the Replacement of Retiring General Manager, 1st Reading

The Transition Taskforce met several times to outline a job description for the general manager's position that will be vacated at the end of the year and to meet with TransitionGuides, a consulting firm in seeking candidates. Tom Adams represented the company, and the Transition Taskforce was impressed with his presentation. Mr. Adams was invited to attend tonight's session. Director Lewis said the taskforce has identified a lot of things that will make the Board's and the new manager's jobs easier and to ensure that the selected candidate will be a good fit. Director Novinski expressed a desire for the Board to go inhouse to fill the position since GHI is a unique place. Director Lewis said GHI is not excluding in-house recruitment and employees will be encouraged to apply. She elaborated that a consulting company would ensure the Board hires the best possible candidate whether from inside or outside of GHI. Director Wartell opined that GHI has the talent in-house and Director Boswell said hiring the consultant is worthwhile and that GHI has some weaknesses that an outside candidate could possibly resolve. Director Moore said \$30K+ is a lot of money to spend on a consulting company and she needed more time to give the matter thoughtful care. Mr. Adams of TransitionGuides gave a presentation on the value his firm would provide in vetting a new general manager.

MOTION: TO TABLE.

Moved: Moore Seconded: McFadden Carried 5-3

2b. Approval of Buildings & Finance Committees' Recommendations for Financing the Pilot Program

Jim Cohen, chair of Buildings Committee, gave an overview of the Pilot Program and Steve Skolnik, Buildings Committee member, showed samples of siding materials and spoke about the application process.

Stefan Brodd expressed the desire to keep his historic entrance door.

Kim Graham wanted to know who would bear the burden of removing any upgrades in the pilot homes if the community-wide upgrade did not go forward. Director Lewis remarked that the total membership would take on the financial responsibility.

Cynthia Rodriguez voiced an opinion that it would be ridiculous to take out any of the upgrades if the overall upgrade did not occur and suggested that replacing waste water pipes should be given priority. Ms. Rodriguez also stated her concern about cost. She had not figured it would cost her money other than what the rest of the community would be paying when she agreed to be part of the pilot. She voiced frustration by such discovery and asked if she could opt out of the program; she did not feel comfortable about the additional financial burden. Director Boswell pointed out his error in omitting the opt-out clause in a prior meeting with Ms. Rodriguez and other neighbors; he then disclosed his affiliation as a member of the Buildings and Pilot Program Committees, in addition to being a Board member and board liaison. Mr. Cohen noted that members in the pilot program would benefit by having several years with the upgrades before having to pay for them.

Jessica Skretch said she is confused about what happens if the community-wide upgrade does not move forward. Audit Committee Member Hess said GHI believes the community-wide upgrade will occur; however, if it does not happen the members that are in the pilot would have the option of having the upgrades pulled out or start to pay for it.

President Agans suggested that the Board put together a memo of understanding for pilot project members.

<u>CONSENSUS</u>: THE BOARD WILL PROVIDE A MEMORANDUM OF UNDERSTANDING BETWEEN GHI AND THE PILOT PROGRAM PARTICIPANTS.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE EXPENDITURE OF AN AMOUNT NOT EXCEEDING \$222,940 FROM GHI'S REPLACEMENT RESERVE FUND FOR MAIN UNITS, FOR THE REPLACEMENT OF DOORS AND WINDOWS ON THE 28 PILOT HOMES AS WELL AS SIDING AND WASTE PIPES FOR 8 FRAME HOMES THAT ARE IN THE PILOT PROGRAM.

Moved: Novinski Seconded: Moore Carried 7

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE EXPENDITURE OF AN AMOUNT NOT EXCEEDING \$13,075 FROM THE ADDITION MAINTENANCE RESERVE

FUND FOR THE REPLACEMENT OF DOORS, WINDOWS, AND SIDING ON THIRTEEN ADDITIONS THAT ARE INCLUDED IN THE PILOT PROGRAM.

Moved: Lewis Seconded: Novinski Carried 7

MOTION: THE BOARD OF DIRECTORS DOES APPROVE A LOAN OF \$255,511 FROM THE GHI REPLACEMENT RESERVES FUND AND \$18,870 FROM THE ADDITION MAINTENANCE RESERVE FUND TO FINANCE BUILDING ENVELOPE UPGRADES TO 28 PILOT HOMES AND 13 ADDITIONS.

Moved: Boswell Seconded: Novinski Carried 7

2c. Contract for Specification Writing Consultant for Energy Upgrade Pilot, 2nd Reading

MOTION: THE COST OF THE CONTRACT FOR WRITING THE BID SPECIFICIATIONS WILL BE INCLUDED IN THE FINANCING OF THE COMMUNTY-WIDE UPGRADE.

Moved Lewis Seconded Moore Carried 7

MOTION: THE COST OF ASSISTING PILOT PARTICIPANTS TO COPE WITH THE LOSS OF RUNNING WATER DURING THE WASTE PIPE REPLACEMENT WILL BE INCLUDED IN THE COST OF THE COMMUNITY-WIDE UPGRADE.

Moved Lewis Seconded Wartell Carried 7

MOTION: REASONABLE REPAIR COSTS OF DAMAGE DONE TO KITCHENS AND BATHROOMS DURING THE WASTE PIPE REPLACEMENT WILL COME OUT OF REPLACEMENT RESERVES.

Moved Lewis Seconded Wartell Carried 7

<u>MOTION:</u> COST OF ANTICIPATED REPAIRS WILL BE INCLUDED IN THE REPLACEMENT COSTS OF WASTE PIPES WHEN THE REPLACEMENT RESERVE IS NEXT REVIEWED.

Moved Lewis Seconded Wartell Carried 7

<u>MOTION:</u> THE A/CS REMOVED DURING THE PILOT PROGRAM WILL BE STORED BY GHI UNTIL A HEATING/AIR CONDITIONING DECISION IS MADE FOR THE COMMUNITY WIDE UPGRADE.

Moved: Lewis Seconded: Wartell Carried 7

MOTION: IF HIRED LABOR IS USED TO ASSIST MEMBERS IN REMOVING AND RETURNING ATTIC ITEMS, THE COST WILL BE INCLUDED IN THE COMMUNITY-WIDE UPGRADE FUNDING.

Moved: Lewis Seconded: Wartell Carried 7

NAME OF COMPANY B

BID RATES

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Falcon Engineering, Architecture & Energy Consultants

\$12,995.00 Supervising Principal \$235 Sr. Project Mgr.

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Supervising Architect \$185 Sr. Computer -Energy Mgmt Specialist \$225 Drafting Operator \$105

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH THE FALCON GROUP TO PROVIDE SERVICES IDENTIFIED IN THE RFP FOR THE PILOT PROJECT FOR THE ENERGY UPGRADE AT 28 HOMES AS DESCRIBED ABOVE, AS DIRECTED BY GREENBELT HOMES, AT ITS BID, \$12,995, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$14,944.

Moved: James Seconded: Moore Carried 7

MOTION: TO ADJOURN

Moved: Moore Seconded: Boswell Carried 7

The meeting adjourned at 9:10 p.m.

Ed James Secretary 294