

**Minutes
GHI Board of Directors
April 7, 2016**

In Attendance: Brodd, James, Jones, Hess, Marcavitch, McFadden, Novinski, Ready, Skolnik

Other Attendees:

Eldon Ralph, General Manager	Diane Wilkerson
Joan Krob, Director of Member Services	Molly Lester
Joe Perry, Director of Finance	Leonard Wallace, Realty 1, Inc.
Tom Sporney, Director of Homes Improvement Program	Andrew Rieg
Bijan Khorsand, Director of Technical Services	Chris Shuman
George Bachman, Director of Maintenance	Montrese Hamilton
Phillip Payette	Tom Jones – (N&E)
Stephen Holland	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:43 p.m.

Skolnik removed Item 7f from the agenda: Review of Draft MOC Addendum for Maintenance and Repair of HIP Optional Items

1. Approval of Agenda as revised

Motion: The Board of Directors does approve the agenda as revised.

Moved: Hess

Seconded: James

Carried: 9-0

2. Report on Executive Session

Skolnik stated that the Executive Session is in recess and that no report is available.

3. Visitors and Members (Comment Period)

Molly Lester mentioned her concerns about the language in the current MOC under the main maintenance section.

Chris Shuman wanted to know if there was a way to display on the annual statement showing no accruing cost for those who have opted out of all of the Homes Improvement Program optional items. He also had concerns about GHI's snow removal plan for next year.

Tom Jones, Chair of the Nominations and Elections Committee solicited candidates for open elected positions in the upcoming elections in May.

4. Approval of Membership Applications

Motion: That the following member is accepted into the cooperative and membership is afforded her at the time of settlement:

- **Tammy Hurley, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Reports

Homes Improvement Program – Sporney presented and updated the Board on the 2016 cohort scheduled for the Homes Improvement Program.

6. Consent Agenda

Motion: Approve the consent agenda.

Moved: Hess

Seconded: James

Carried: 9-0

6a. Contract with an Industrial Hygiene Firm for Asbestos Abatement in Crawlspace of Masonry Units, 2nd Reading

Approved by Consent: I move that the Board authorize the Manager, for second reading and final passage, to enter into a contract with the Vertex Companies to provide industrial hygiene services for the planning and execution of an asbestos abatement project within the crawlspaces of masonry buildings based on the following fee breakdown:

Preparation of specification for asbestos removal	\$1,500
Preparation of specification for asbestos containment	\$1,500
Cost for oversight of asbestos abatement per 8-hr shift	\$495 for 1 inspector, \$995 for 2 inspectors
PLM bulk samples	\$12 /sample
PCM air samples	\$12 /sample
NIOSH 7402 TEM Air Samples	\$100/sample
Preparation of an Operations and Maintenance Plan	\$350

6b. Contract for Managing GHI's Information Technology Services, 2nd Reading

Approved by Consent:: I move that the Board of Directors authorize the Manager for second reading and final passage, to enter into a five-year contract with Fedsolutions to manage GHI's Information Technology services as outlined in their proposal dated February 29, 2016, at a monthly cost of \$2,336 plus an allowance of 10% for unanticipated charges, with a termination clause included in the contract, whereby either GHI or Fedsolutions could terminate the contract by serving the other party a 90-day notice of termination.

6c. Purchase of a Replacement Vehicle for the Maintenance Department, 2nd Reading

Approved by Consent:: I move that the Board of Directors authorize the Manager, for second reading and final passage, to purchase one used cargo van at a cost not to exceed \$24,700, or one new cargo van at a cost not to exceed \$29,059 from Ourisman Chevrolet, if unable to obtain a used vehicle by April 30, 2016.

7a. Approval of Minutes: February 18, 2016 and March 3, 2016

Motion: I move that the Board of Directors approve the minutes for the February 18, 2016 meeting.

Moved: James

Seconded: Hess

Carried: 9-0

Motion: I move that the Board of Directors approve the minutes for the March 3, 2016 meeting.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Brodd

7b. Yard Line Certification: 2H-R Laurel Hill Road

Motion: I move that the Board of Directors does certify yard plats for 2H-R Laurel Hill Road as presented.

Moved: Marcavitch

Seconded: James

Carried: 8-1

Opposed: Jones

7c. 2015/2016 Community Beautification Program Review

Bachman, Director of Maintenance presented and reviewed in detail the GHI Community Beautification Program inspection form and report.

Motion: I move that the Board of Directors approve the inspection form as presented that will be used by GHI's inspector during the 2016 Community Beautification Program.

Moved: Hess

Seconded: Marcavitch

Carried: 9-0

7d. 2016 Spring Concrete Contract, 1st Reading

Motion: I move the Board of Directors authorize the Manager, for first reading, to enter into a contract with JMR Concrete Construction for the spring repairs of concrete sidewalks at 39 sites at its bid, \$25,433, plus 10% for contingencies, for a total not to exceed \$27,976.

Moved: Hess

Seconded: Ready

Carried: 9-0

7e. Contract for Repairs to 1C Laurel Hill Road, 1st Reading

Last February 4, the Board decided that GHI would assume the right, title and interest in the perpetual use of 1C Laurel Hill Rd at the request of the members.

Staff proposes to repair the unit to resale standards, and subsequently re-sell it. GHI will recover the debts owed to the co-op and the remaining funds will be remitted to the member.

Because of the significant work that is involved in bringing the unit into compliance with GHI resale standards, GHI sought bids from five contractors. The following bids were received:

Name of Contractor	Bid Price
Richard K. Gehring Home Improvements	\$36,500.00
Rainbow International Restoration	\$16,500.00

Gilbert General Contractor	\$21,500.00
Three Rivers Restoration	\$22,583.55
Neighborhood Remodelers LLC	\$24,682.39

The next lowest bidder is Gilbert General Contractor. This contractor has satisfactorily performed previous repair work of a similar nature in GHI units. Staff recommends awarding the repair contract to this contractor.

Motion: I move that the Board of Directors authorize the Manager, for first reading, to sign a contract with Gilbert General Contractor to repair 1C Laurel Hill Rd as directed by Greenbelt Homes Inc., at its bid of \$21,500 plus 10% for contingencies, for a total not to exceed \$23,650.00.

Moved: Hess

Seconded: Novinski

Carried: 9-0

7f. Removed from the agenda: Review Draft MOC Addendum for Maintenance and Repair of HIP Optional Items

7g. Deadline for Members to Return Proposals for 2016 HIP Optional Improvements

The GHI Board approved contracts with HIP envelope, electrical, and HVAC contractors on March 3, 2016. Thereafter, staff prepared and distributed proposals for the 2016 HIP phase on March 9, setting a return deadline of April 15 to allow approximately five weeks for member decision-making. Information meetings for members were arranged with three financial institutions during March and April, and HIP staff has scheduled two member help session meetings prior to the deadline. As of March 31, 2016, staff has received and reconciled 73 member orders. Staff is concerned about the slow return confirming optional choices, and needs to be able to convey to the contractors the expected significant change order to the original contract and the expected scope of work on a timely basis.

Motion: I move that the Board of Directors set a deadline of 29April16 for 2016 HIP member agreements to optional items and choices for reserve items; after that date members shall not be eligible to have optional improvements installed during the 2016 phase of the Homes Improvement Program.

Moved: Hess

Seconded: Jones

Carried: 9-0

7h. Investment Committee's Unaudited Report for 2015

GHI's Bylaws state that the Board shall report to the members annually on the status and performance of all investments. The unaudited 2015 Investment Performance Report was prepared by the Investment Committee along with the notes from the Committee's February 11th meeting with Scott Stroud of Lafayette Investments. Director Ready, the Chair of the Investment Committee, has presented the report during the meeting.

Motion: I move that the Board of Directors accept the 2015 pre-audit investment report that was prepared by the Investment Committee.

Moved: James

Seconded: Jones

Carried: 7-2

Opposed: Hess, Jones

7i. Proposed Changes to GHI's Bylaws

On March 17, 2016, the Board reviewed a report from an Ad Hoc Bylaws Committee, which recommended seven amendments to GHI's Bylaws. The Board directed the Manager to submit three of the seven suggested amendments to an attorney for review. The attorney Joe Douglas of Whiteford/Taylor/Preston reviewed the three amendments and suggested a minor change to the second amendment.

Motion: I move that the Board of Directors accept the three proposed Bylaws Amendments as presented by the GHI Ad-Hoc Bylaws Task Force on April 7, 2016 and direct that they be voted on for adoption into the GHI Bylaws during the May 12, 2016 annual membership meeting.

Moved: Brodd

Seconded: Marcavitch

Carried: 9-0

7j. Proposed Agenda for the Annual Membership Meeting

The proposed agenda for the annual membership meeting on May 12, 2016 was reviewed and amended to include updates of important information under item 6 and member petitions under new business.

By Consensus: To accept the proposed agenda for the Annual Membership Meeting on May 12, 2016, as amended.

8. Items of Information

- a. Congressional Bill HR 4696 – Allowing an Income Tax Deduction for Homeowner Association Assessments and Fees
- b. WSSC Water Supply Pipe Replacement Project at 11 Court Laurel Hill Road
- c. Washington Gas Proposal – To bring gas lines into the community
- d. Board Action Plan Status & Committee Task List
- e. Monthly GHI and City Calendars

9. President

Skolnik thanked Ready for filling in for him at the Town Hall and Board Meeting. Skolnik stated that Novinski can no longer serve as the board liaison to the Companion Animal Committee because of other commitments. Skolnik reminded the Board of the CAI training on April 16 in Rockville, MD.

10. Board Members

No Reports

11. Manager

Ralph reminded the Board of the Board Training Session on April 20 at 7 p.m.

Perry reminded the Board that the National Cooperative Bank would be hosting the Home Equity Line of Credit seminar on April 11, 7 p.m.

Before adjournment, the Board decided to meet on April 14, 2016 to determine the Replacement Reserves Supplement for HIP Optional Items.

Motion: To recess to Executive Session after the break for member issues.

Moved: Hess

Seconded: Marcavitch

Carried: 9-0

The meeting recessed at 9:48 p.m.

Ed James
Secretary