

Minutes
GHI BOARD OF DIRECTORS
April 9, 2015

Board Members Present: DeBernardo, James, Jones, Marcavitch, McFadden, Novinski, and Skolnik

Excused Absences: Hess, Ready

Others in Attendance:

Eldon Ralph, General Manager	Montrese Hamilton
Joseph Perry, Finance Director	Kris White
Joan Krob, Director of Member Services	Andy Carruthers
Anna Bedford, Audit Committee	Ann Dunne
Ben Fischler, Audit Committee	John Abell
Velma Kahn	Nancy Lux
Anna Socrates	Alice Mitchell
Barbara Gremour	Mary Ernsberger
Barbara Rondeau	Stephen Holland
Marge Tolchin	Altoria Ross, Recording Secretary
Richard Whitt	

President Skolnik called the meeting to order at 7:31 p.m.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA.

Moved: James

Seconded: McFadden

Carried 7-0

2. Report on Executive Session

Skolnik said that during executive session, the Board approved an agenda and minutes from the March 12 meeting and discussed the assignment of a mutual ownership contract for a unit reclaimed by GHI, a potential member complaint regarding hoarding, a companion animal complaint, and a member-contractor issue that has been settled.

3. Visitors and Members

Skolnik welcomed visitors and members. None of the members present wished to address the Board regarding an item that was not on the agenda.

4. Approval of Membership Applications

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

- **AMY KING, SOLE OWNER;**
- **POLLY L. O'ROURKE, SOLE OWNER;**
- **JENNIFER M. JURLING, ALDEN S. JURLING, TENANTS BY THE ENTIRETY.**

- **AMBER CROWLEY, VINCENT DERIGHT, JOINT TENANTS;**
- **BETSY DELANEY, SOLE OWNER;**
- **BETTY BAILEY, SOLE OWNER.**

Moved: James

Seconded: Marcavitch

Carried 7-0

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

- **ESTATE OF JANET SMITH, IS CHANGED TO LARRY G. SMITH, TERESA PURDY, JOINT TENANTS.**

Moved: James

Seconded: Marcavitch

Carried 7-0

5. Committee Reports

Skolnik gave a report for the Buildings Committee. He said as of Tuesday, 93% of the frame unit crawl spaces (176 out of 189 buildings) have been inspected. He said of those crawl space inspections, 48.7% of the sump pumps have been repaired or replaced, and 101 steam tunnels have been permanently sealed at 53%. In addition, Skolnik said the Home Innovation Research Lab has written test specifications that are under review for the crawl spaces. The next step is to have a request for proposal issued.

6. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: James

Seconded: Jones

Carried 7-0

6a. Contract for Conversion of 10U Southway Boiler Room to a Storage Room, 2nd Reading

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH GILBERT GENERAL CONTRACTORS, FOR THE CONVERSION OF THE BOILER ROOM AT 10U SOUTHWAY TO STORAGE UNITS AT ITS BID OF \$21,000, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$24,150.

6b. Roof Repair Contract for 8 Woodland Way, 2nd Reading

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH KATCHMARK CONSTRUCTION TO REPLACE THE FLAT ROOF AT 8 WOODLAND WAY AT ITS BID OF \$13,688, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$15,057.

6c. 2015 Spring Concrete Repair Contract, 2nd Reading

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH JMR CONCRETE CONSTRUCTION FOR THE SPRING REPAIRS OF CONCRETE SIDEWALKS AT 31 SITES AT ITS BID OF \$21,868, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$24,055.

6d. Contract for Repairs to 24R Ridge Rd, 2nd Reading

APPROVED BY CONSENSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR TO REPAIR 24R RIDGE RD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$17,700.00 PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$ 19,470.00.

6e. Renewal of Information Technology Services Contract, 2nd Reading

APPROVED BY CONSENSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO RENEW THE IT SUPPORT AND BACKUP SERVICES’ CONTRACT WITH FEDSOLUTIONS AT A MONTHLY COST OF \$2,548 FOR A FURTHER ONE-YEAR PERIOD, AFTER EXPIRY OF THE CURRENT CONTRACT.

7a. Approval of Minutes: March 12, 2015

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES FROM THE MARCH 12, 2015 MEETING.

Moved: James

Seconded: Marcavitch

Carried 7-0

7b. Reconsider Whether to Include Sealing of Attics in Frame/Brick Units as a Required Item for the Homes Improvement Program

Last December 4th, the Board discussed and voted on building envelope improvements (excluding crawlspaces) that the Buildings Committee recommended to be installed during the Homes Improvement Program. The Board voted that the items listed in Table 1 should be designated as ‘required’ items that GHI would install in every brick and frame unit. The Board voted that all other building envelope improvements should be designated as ‘optional’ to be selected and paid for by individual members.

Table 1

Home Type	Improvement	Estimated cost per unit	Payback Period
Brick	Air-seal attic perimeter, insulate and install gaskets around attic hatches	\$375	Unknown
Frame	Air-seal attic perimeter, insulate and install gaskets around attic hatches, install insulating hatch covers over pull-down attic stairs	\$425	Unknown

During a work session between the Board and Finance Committee on March 19th, some Board members expressed the view that the Board should reconsider its recommendation to include the sealing of attics in frame/brick units as a required item for the Homes Improvement Program.

MOTION: THE BOARD OF DIRECTORS RESCINDS THE RECOMMENDATION CONTAINED IN ITS MOTION DATED DECEMBER 4, 2014 THAT THE FOLLOWING ITEMS SHOULD BE INSTALLED AS REQUIRED COMPONENTS DURING THE HOMES IMPROVEMENT PROGRAM:

- **BRICK UNITS - AIR-SEAL ATTIC PERIMETER, INSULATE AND INSTALL GASKETS AROUND ATTIC HATCHES.**
- **FRAME UNITS - AIR-SEAL ATTIC PERIMETER, INSULATE AND INSTALL GASKETS AROUND ATTIC HATCHES, INSTALL INSULATING HATCH COVERS OVER PULL-DOWN ATTIC STAIRS.**

FURTHER, THE BOARD OF DIRECTORS RECOMMENDS THAT THE ABOVE-MENTIONED ITEMS SHOULD BE OFFERED AS OPTIONAL COMPONENTS DURING THE HOMES IMPROVEMENT PROGRAM, TO BE SELECTED AND PAID FOR BY INDIVIDUAL MEMBERS.

Moved: James

Seconded: Jones

Carried 4-3

Opposed: DeBernardo, McFadden, Marcavitch

7c. Estimated Cost of the Homes Improvement Program

GM Ralph summarized the estimated costs for the Homes Improvement Program for 2016 through 2020.

7d. Proposal for Financing Crawlspace Improvements for the Homes Improvement

Director of Finance Perry reviewed the schedule (prepared by staff) that shows an estimated \$4,225,043 may have to be borrowed to finance crawlspace improvements during the Homes Improvement Program. The schedule shows monthly loan payments that members in frame, block and brick units would pay if GHI repays borrowed funds in accordance with various interest rate and repayment period scenarios.

7e. Proposed Homes Improvement Program Motions for a Membership Vote

The Board reviewed the three draft Homes Improvement Program motions for a membership vote that are being offered by Directors Skolnik and Ready for consideration by the Board.

- 7f. Review GHI's Investment Performance Report to be Included in the 2014-15 Annual Report

APPROVED BY CONSENSUS: DEFER TO A LATER MEETING.

- 7g. Proposed Annual Meeting Agenda

The Board reviewed the proposed agenda for the May 14th annual membership meeting. The Board added "for," after "Nominations" before "and" and added a period of #8 on the agenda. The Board also deleted the question marks after #9 Old Business and #11b. Door Prizes and added "b. Other" to #10 of New Business.

APPROVED BY CONSENSUS: ACCEPT THE PROPOSED AGENDA FOR THE MAY 14, 2015 ANNUAL MEETING, AS REVISED.

- 7h. Revisions to Financial Delinquency Letters

Last October, the Board approved revisions to the letters which the Finance Department sends to members who are financially delinquent. Staff proposed additional revisions.

MOTION: THE BOARD OF DIRECTORS ACCEPTS STAFF'S RECOMMENDATIONS FOR CHANGES TO GHI'S M-3 AND M-4 LETTERS THAT WILL BE SENT TO MEMBERS WHO ARE DELINQUENT IN PAYING THEIR COOP FEES.

Moved: James

Seconded: McFadden

Carried 6-0-1

Abstained: Marcavitch

- 7i. GHI Holiday Schedule: Substitution of December 24th as a Replacement for July 4th

MOTION: THE BOARD OF DIRECTORS DESIGNATES DECEMBER 24, 2015 AS A HOLIDAY FOR GHI STAFF IN LIEU OF JULY 4, 2015, WHICH FALLS ON A SATURDAY FOLLOWING A COMPRESSED WORK WEEK FRIDAY WHEN GHI OFFICES WILL BE CLOSED.

Moved: Marcavitch

Seconded: James

Carried 7-0

8. Items of Information

Items of information included the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars. The Marketing Committee is hosting a Community Wide Open House on May 17th from 12-3 pm.

9. President

Skolnik said the Board has entered discussion regarding the requirement under the new state law to report on and treat executive sessions carefully. He also said the Home Improvement Project information meeting will take place on Saturday, April 25, at the fire house. The frame units will meet at 11 a.m. and the masonry at 2 p.m. Materials will be posted on the website for members who are absent.

10. Board Members

- James said it is difficult for the president to report on executive meetings that follow the board meetings.
- Marcavitch said the Nominations and Elections Committee will host an ice cream social on Sunday, April 12 from 2-4 p.m.
- DeBernardo acknowledged the passing of former GHI Board member and Greenbelt City Councilman Tom White.

11. Manager

No report.

12. Staff

Perry said staff will hold employee appreciation in a couple of weeks.

MOTION: TO ADJOURN

Moved: Jones

Seconded: Marcavitch

Carried 7-0

The meeting adjourned at 9:06 p.m.

Ed James
Secretary