

Minutes  
GHI Board of Directors  
May 26, 2005

Present: Abell, Alexanderwicz, Alpers, Eichhorst, Hudson, Lauber, Lewis

Excused Absences: Hess, Moore

Others in Attendance: Gretchen Overdurff, General Manager  
Joan Krob, Director of Member Services  
Brenda Lewis, Director of Human Resources  
Tom Sporney, Staff Engineer  
Genevieve Courbois, Recording Secretary  
Diane Wilkerson, Chair, Audit Committee  
Mary Crellin, Audit Committee  
Diana McFadden, Audit Committee

Elizabeth Bianchi  
Dolores M. Petry  
Elsie Forbes  
Ann Bauman  
Mark Commins  
Betty Deitch  
Eileen Sutker  
Bill Phelan  
Ginny Jones  
Mary Chapman  
Patricia Novinski  
Robert W. Werlwas  
Liz Werlwas  
Don Comis  
Eva Fallon  
Jessie Meltzer  
Kris White  
Bill Wilkerson

Midge Cruz  
Richard Menis  
Juanita Beck  
Pat Adelaide  
Barbara Stevens  
Ray Stevens  
Brett Fishburne  
Katie Scott-Childress  
Rennie Scott-Childress  
Jill St. John  
Aaron St. John  
Monica Mische  
Neil McConlogue  
Kiki Theodoropoulos  
Alan Turnbull  
Diane Oberg, Greenbelt News Review  
Dan Mazer, prospective member

President Eichhorst called the meeting to order at 7:33 pm. She stated there was no need for an Executive Session as it was held prior to the meeting. She added Item 8g. – Request for Change in Banking Institutions to the agenda.

1. Approval of Agenda

**MOTION: MOVE APPROVAL OF THE AGENDA AS REVISED.**

Moved: Lewis

Seconded: Lauber

Carried

2. Certification of Election

Alan Turnbull, Chair of the Nominations and Elections Committee, certified the results of the election. He thanked everyone for participating and recognized Director of Member Services Krob for her assistance. He stated that the Committee is awaiting an official count of the ballots that were cast and provided individual candidate vote totals: For the Board of Directors, Patricia Novinski – 61; Sylvia Lewis – 164; Chuck Hess – 124; Julia Eichhorst – 178; Sheila Alpers – 154 and Joyce Abell – 166. For the Audit Committee, Dianne Wilkerson – 162; Diana McFadden – 162 and Mary Crellin – 165. In summary, he said that voting was facilitated by having two ballot boxes during the annual meeting and recessing prior to the awarding of door prizes. He also reported that voting the next day in the GHI Board room went smoothly.

3. Board Reorganization and Election of Officers

**MOTION: THE BOARD OF DIRECTORS DESIGNATES JULIA EICHHORST AS PRESIDENT, JOYCE ABELL AS VICE PRESIDENT, DOROTHY LAUBER AS SECRETARY AND SYLVIA LEWIS AS TREASURER.**

Moved: Alexanderwicz

Seconded: Hudson

Carried

4. Visitors and Members

Dan Mazer, who was recently declined for a GHI membership, inquired of the Board about how to improve his application. General Manager Overdurff and Mr. Mazer agreed to make arrangements to discuss this matter outside of the Board meeting. President Eichhorst noted that the Board discusses such matters in Executive Session, if staff is unable to resolve them.

5. Discussion of Minutes

**MOTION: MOVE APPROVAL OF THE MINUTES OF SPECIAL MEETING OF MAY 11, 2005.**

Moved: Lewis

Seconded: Alexanderwicz

Carried

6. Approval of Membership Applications

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

- JOY KAPLAN
- CATHERINE PRESTON
- CATHERINE A. JONES
- IAN B. ROGERS AND MELISSA J. SITES
- JAIME MONTEMAYOR

Moved: Lauber

Seconded: Alexanderwicz

Carried

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

**DANIELLE CELDRAN, SOLE OWNER, TO DANIELLE CELDRAN AND JULIE ANN CELDRAN, JOINT TENANTS**

Moved: Lauber

Seconded: Lewis

Carried

7. Committee Reports

There were no written Committee reports. Director Hudson stated that the CLEAR project is on schedule and the A & E Committee anticipates making recommendations to the Board in July. He also read a statement from the A & E Committee in reaction to events which transpired at the Annual Membership Meeting on May 19, 2005. According to Hudson, the Committee members felt "...that the Board members did not support them and there were opportunities for Board members to state that the A & E Committee, all Committees in fact, is made up of volunteers who can only make recommendations. The Board is responsible for taking action. The Board members did not explain this to the membership."

8a. Designation of GDC Stockholders

**MOTION: IT IS MOVED THAT EACH MEMBER OF THE BOARD OF DIRECTORS OF GREENBELT HOMES, INC., BE GRANTED A PROXY FOR 1/9<sup>TH</sup> OF THE GHI SHARES OF STOCK IN THE GREENBELT DEVELOPMENT CORPORATION. THESE PROXIES SHALL REMAIN IN FORCE UNTIL NEW PROXIES ARE VOTED.**

Moved: Alpers

Seconded: Abell

Carried

8b. Set Summer Meeting Schedule

The Board set the following dates for the summer:

<b>June 9</b>	Strategic Planning Meeting (6:30 pm)
<b>June 13</b>	Special Meeting for Contract 1 <sup>st</sup> Readings (prior to Stakeholders Meeting)
<b>June 13</b>	Stakeholder's Meeting with City Council
<b>June 16</b>	Board Meeting
<b>July 7</b>	Special Meeting for Contract 1 <sup>st</sup> Readings
<b>July 14</b>	Board Meeting
<b>August 18</b>	Board Meeting

8c. Underground Utility & Drainage Improvement Contract - 1<sup>st</sup> Reading

Underground Utility Repairs – During the past year, the Physical Plant Operations’ staff investigated problems reported by members concerning sewer backups within their units or flooding in their yards. Maintenance personnel utilized GHI’s video camera equipment to diagnose the problems and traced the problems to fractures in the underground terra cotta piping caused in the main part by the tree root infiltration and rupture due to soil pressures. Based upon the severity of the problems investigated, staff recommends repairs of underground sanitary sewer piping at four locations (6L-M Ridge, 19S Ridge, 4G Laurel Hill, 71M Ridge), and storm drain piping at seven locations (6L-M Ridge, 19S Ridge, 11J-K Ridge {gardenside and serviceside}, 4G-M Plateau Place, 36P Ridge, 16Z2 Ridge). These repairs will be funded from the Replacement Reserves fund.

Drainage Improvements – For several years, flooding has occurred in the yards of 51 Ridge and 53 Ridge (gardenside), and 25 Ridge (serviceside) during rainfall. In-house staff has unsuccessfully attempted to rectify the situations by repairing swales, installing downspout leaders, and constructing temporary walkways. Oyster, Imus and Petzold prepared engineering designs for installations of underground drainage systems at 51 & 53 Ridge in 2004, and 25 Ridge in 2005. Priority should be given to 51 and 53 Ridge, since these projects were postponed from last year. The total cost for these two sites was \$43,730. An amount of \$45,000 has been budgeted in 2005 for swale and drainage improvements. However, the drainage problem in two serviceside yards in 25 Ridge has necessitated the installation of wooden platforms over the concrete sidewalks that are prone to flooding. Drainage improvements are financed from the operations’ budget.

Bids Received - GHI received bids from four (4) contractors with Magnolia Plumbing, Inc. giving the lowest apparent bid for repairs of underground sanitary sewer and storm drain piping.

NAME OF COMPANY	SCHEDULE A Sanitary sewer repairs	SCHEDULE B Storm Drain Repairs	SCHEDULE C New Storm Water Drainage
Taylor Utilities, Inc.	\$29,330.00	\$67,800.00	\$72,100.00
J & M Utilities	\$33,750.00	\$68,950.00	\$73,800.00
B & P Utilities, Inc.	\$28,500.00	\$65,300.00	\$68,000.00
Magnolia Plumbing, Inc.	\$27,282.00	\$46,632.00	\$85,534.00

Magnolia Plumbing did work for GHI in 1999 for water heater replacements, in 2000 for storm drain repairs, and in 2002 for water line repairs for GDC. Based on past experience with this contractor, staff recommends that the Board of Directors endorse Magnolia Plumbing, Inc., to perform the underground utility repairs at the cited locations for the amount of its bid, with an additional 10 percent to cover contingencies.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH MAGNOLIA PLUMBING, INC., FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT NINE (9) SITES FOR AN AMOUNT NOT TO EXCEED \$81,306.**

Moved: Lewis

Seconded: Abell

Carried

B&P Utilities has worked with GHI on recent projects. Based upon its record of reliability, staff recommends that the Board of Directors endorse B&P Utilities, Inc. for performing the Surface Drainage Improvements at the cited locations for the amount of its bid, with an additional amount to cover contingencies. A 2.9% difference available if two sites only are chosen and budget figure used as ceiling.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH B&P UTILITIES, INC., FOR THE INSTALLATION OF NEW DRAINAGE SYSTEMS AT 51 RIDGE, 53 RIDGE, AND 25 RIDGE LOCATIONS FOR AN AMOUNT NOT TO EXCEED \$74,800.**

Moved: Lewis

Seconded: Lauber

Carried

8d. Contract for Underground Storage Tank Removal – 2<sup>nd</sup> Reading

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH PETROLEUM MANAGEMENT, INC. FOR THE REMOVAL OF UNDERGROUND STORAGE TANKS AT NINETEEN SITES FOR A COST NOT TO EXCEED \$81,000.**

Moved: Abell

Seconded: Alexanderwicz

Carried

President Eichhorst noted that Director Hess encourages the removal of the last remaining oil tank once the nineteen tanks are removed.

8e. Business Insurance Policy Renewal

General Manager Overdurff summarized the proposed policy offered by Polkes and Goldberg noting a 7.5% increase in total premiums. She stated that the renewal premiums include a 5% increase in real property values as well as a 5% increase in payrolls. According to Overdurff, Brent Polkes of Polkes and Goldberg stated that GHI's deferred maintenance and risk management programs are positive factors which affect GHI's premium. In addition, Mr. Polkes said he has never seen a better-managed or better-maintained property than GHI. Overdurff was also awaiting a proposal from Liberty Mutual Insurance Company.

Director Alpers inquired if fire coverage takes into account increased property values. General Manager Overdurff responded that any overage would be covered by the plan's umbrella policy. Overdurff encouraged all members to maintain an individual HO6 policy.

**MOTION: THE BOARD OF DIRECTORS APPROVES FOR FIRST READING, THE EXPENDITURE OF \$320,561 FOR THE RENEWAL OF THE BUSINESS OWNERS INSURANCE PACKAGE POLICY WHICH INCLUDES COMMERCIAL BLANKET OND, EDP, AND EQUIPMENT FLOATERS.**

Moved: Alexanderwicz

Seconded: Alpers

Carried

8f. Agenda Setting for Stakeholders Meeting

The Board suggested discussing the Memorandum of Understanding regarding right-of-way, CB134 1988/RPC Zoning, and the playground agreement at the stakeholders' meeting with the City Council scheduled for June 13, 2005. Vice President Abell suggested recognizing the City Council at the meeting for their recent efforts in improving safety in the community.

8g. Request for Change in Banking Institutions

General Manager Overdurff explained that, in October 2004, staff discussed changing banking institutions with the Finance Committee, the rationale being to work with a financial institution more closely attuned to the workings of community associations. On February 10, 2005 the Board adopted a resolution approving of GHI banking with Community Association Banque. Later, staff began thinking that other community type banks might offer more, possibly less costly services. After research and evaluation, of Community Association Bank, the National Cooperative Bank, and North State Bank, the Finance Committee endorsed North State Bank located in Raleigh, North Carolina. Treasurer Lewis stated her preference to postpone this consideration until the Board meeting on June 16, 2005. President Eichhorst questioned if North State Bank accepts online payments for fees; Overdurff responded that she would inquire.

8h. RPC Zoning Regulations

Under the regulations of CB 134-1988 as they apply to property zoned RPC, it appears that permit requests for any addition in GHI which exceed 25% of the original dwelling's gross floor area requires the approval of a Detailed Site Plan (DSP). Any such request constitutes a revision to the Greenbelt Master Plan and must be posted for a minimum of 20 days. If there is a request for a public hearing, one will be scheduled in accordance with the normal 30-day notice and 30-day posting requirements. If there is no request for a public hearing, the application can be approved administratively without a public hearing. Any conflict or objection not resolved will mandate a public hearing, lengthening the time required for processing and review. Following discussion at the Annual Meeting and Councilman Peter's offer to present a revised bill to the County Council May 24<sup>th</sup>, staff has followed up to ensure appropriate action is taken.

President Eichhorst began the discussion by reading a statement detailing the facts regarding this issue. She stated that, as the County has never enforced this regulation, GHI was unaware of it. The regulation was brought to the attention of GHI in late April after an A & E Committee member discovered it while conducting research on behalf of the CLEAR project in an attempt to gain an understanding of the County's process for reviewing addition permit requests submitted by GHI members. President Eichhorst outlined the chronological sequence of events which have transpired since late April and emphasized that the Board has released all information to members as it has become available. She also explained the legislative process

for the bill, known as CB 42-2005, which was introduced by Councilman Peters. As part of the legislative process, President Eichhorst said that, based on the support of the membership, the GHI Board should request the City Council's support of amendments to CB 134-1998 through the adoption of a Board resolution. The Board should reach consensus on this resolution to ensure that it is addressed on the City Council's June 6<sup>th</sup> agenda and, in turn, the City Council can forward its comments onto the County's Planning, Zoning and Economic Development Committee (PZEC) for review at the PZEC's meeting on June 15<sup>th</sup>. General Manager Overdurff clarified that through CB 42-2005, GHI is seeking an exemption to the provision of CB 134-1998 which mandates the DSP requirement for additions greater than 25% of the gross floor area of the original "single family dwelling unit." Overdurff also stated that any applications received by the County by May 24<sup>th</sup> would not be subject to CB 134-1998.

Treasurer Lewis explained her understanding of why this regulation came into effect, based on articles from 1988 she read in the *Greenbelt News Review*. According to Lewis, when the City received the Greenbelt Master Plan in 1988, GHI had been removed from RPC Zoning, and as a result was considered an exceptional use within open land zoning. This designation, said Lewis, greatly concerned the City as did the pending development of Parcel 1. In an effort to protect Parcels 1 and 2 from development, said Lewis, the City moved to apply RPC Zoning to both parcels. Secretary Lauber remembered the City being very concerned about Parcels 1 and 2.

Eileen Sutker, encouraged working within the regulations for the benefit of the community as well as including language in the resolution to grandfather in proposed additions. In reference to Ms. Sutker's implication that Greenbelt's historic district status would enhance the addition review process, President Eichhorst clarified that Greenbelt is not a local historic district but rather a National Historic Landmark. Ray Stevens, stated that GHI has a very good case for being exempted from the regulation based on the fact that it is a cooperative with processes in place especially in terms of public notification. He stated the need to defend this right of the cooperative and keep County involvement out of GHI's decision making. Brett Fishburne, encouraged GHI to push for an exemption not only to the DSP but to any municipal review process. Mark Cummins, questioned how CB-1341988 came to light and why it was never enforced. He asked to be on record as supporting Councilman Peter's bill. Kris White, expressed her concern about anyone being able to comment on GHI additions and how that might impact the review process. Both Bill Phelan, and Eva Fallon, encouraged GHI to seek a legal opinion on this matter.

Treasurer Lewis said that the Board established the CLEAR project to gain a better understanding of how to maintain historical integrity while retaining the idea of GHI as a "living community." She stated that CB 134-1998 hinders the ability of GHI to take action appropriate for the community and that she supports the amending of the bill. She emphasized that a unit's context should be taken into effect when evaluating a proposed addition and that the 25% rule seems arbitrary. Member Bill Phelan, added that a unit's construction style should also be considered. Kris White, mentioned that within the Takoma Park historic district, structures are rated according to significance and this level of significance is taken into account in the review of proposed additions. Secretary Lauber stated that GHI was built to support a diverse community of families. She expressed her concerns that it is becoming a community of individuals, couples, and senior citizens. In response, Vice President Abell said that if this regulation stays in place, many members may have to reconsider living in GHI.

**MOTION: THAT THE BOARD OF DIRECTORS SUPPORT THE PROPOSED RESOLUTION.**

Moved: Lewis

Seconded: Abell

Carried

9. Items of Information

No discussion.

10. President

President Eichhorst confirmed that there would be a Yard Beautification Program update at the June 16<sup>th</sup> Board meeting. Member Eileen Sutker, stressed that inspectors should ensure they are only evaluating property within a member's plat and stated that beautification "fines" are perhaps not being reasonably assessed. In response, Treasurer Lewis offered that members can be cited for flora encroaching onto a public walkway; General Manager Overdurff emphatically clarified that GHI does not impose fines against members. Overdurff further emphasized that GHI is very amenable to working with members to resolve issues associated with yard beautification. In response to an inquiry from President Eichhorst, Director Hudson gave an update on the lighting checks that he, Staff Engineer Sporney and Physical Plant Services Director Ralph have been doing in the community.

President Eichhorst emphasized the importance of the work of the Board Committees. They are an integral part of GHI, and the Board could not function without them. She noted that offices would be closed in observance of Memorial Day on Monday, May 30, and emergency maintenance would be available as always.

11. Board Members

Vice President Abell thanked President Eichhorst for her work with the Board stating, "good things happen with [President Eichhorst] at the helm." President Eichhorst responded that the Board functions as a team with members often having differing viewpoints; she commended the Board and staff for their great work.

Director Alexanderwicz congratulated re-elected members and expressed her anticipation of working with everyone again.

Director Hudson brought to the attention of General Manager Overdurff a problem with the replacement pages for the Companion Animal section of the Handbook.

Secretary Lauber recognized Recording Secretary Courbois for her efforts in preparing the Board minutes. In response, Recording Secretary Courbois said that she has enjoyed working for the Board and has learned a lot.

Treasurer Lewis said that she will be leading a workshop on advanced budgeting at the NAHC Conference in September. She appreciated being re-elected as Treasurer.



Director Alpers thanked GHI members for their votes. She is looking forward to both the IT Review and the Management Audit as well as the implementation of the new financial software.

12. General Manager

General Manager Overdurff welcomed the new members of the Audit Committee and commended the Board on its handling of a number of difficult issues in the past year. She described the process as a “demonstration of democracy” allowing for the freedom of expression in a very civil manner which is very productive and encourages problem solving. She thanked the Board for their leadership and said that the staff is looking forward to working with everyone again.

Staff Engineer Sporney congratulated the returning Board members.

Director of Human Resources Lewis reminded everyone about Employee Awards Day on Wednesday, June 15<sup>th</sup> at 2:30 p.m., and the Company Picnic on Friday, August 12<sup>th</sup> at 12:00 p.m.

**MOTION: TO ADJOURN.**

Moved: Hudson

Seconded: Lauber

Carried

The meeting adjourned at 9:27 p.m.

Dorothy Lauber  
Secretary