

Minutes
GHI Board of Directors
May 26, 2011

Present: James, Wartell, McFadden, Morse, Boswell, Moore, Jones, Hess

Excused Absence: Novinski

Others in Attendance:

Gretchen Overdurff, General Manager
Dianne Wilkerson, Chair, Audit Committee
Eldon Ralph, Assistant General Manager
Sylvia Lewis
Tom Sporney, Director of Technical Services
J. Davis, Mayor of Greenbelt
Monica McAbee
Sue Krofchik, Greenbelt News Review
Terri Rhuby, Assistant Director of Planning,
City of Greenbelt
Johanna Jones

Joan Krob, Director of Member Services
Suzette Agans, former GHI president
Tom Jones, 1C Woodland Way
Debbie Cooley, Audit Committee
Joe Perry, Director of Finance
John Gannon
Kyle McAbee
Shannon of Patch.com
Andy Carruthers
Altoria Ross, Recording Secretary

President Agans called the meeting to order at 7:30 p.m.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA

Moved: Wartell

Seconded: James

Carried 7

2. Certification of Election, Chair, N&E Committee

Kathleen Gallagher, Chair of the Nominations and Elections Committee presented the results of the elections for the Board of Directors and the Audit Committee of May 18-19, 2011.

- Board of Directors: Tokey Boswell – 148 votes; Chuck Hess – 130 votes; Bill Jones – 144 votes; Laura Moore – 132 votes and Patricia Novinski – 139 votes.
- Audit Committee: Debbie Cooley – 148 votes; Bill Edwards – 154 votes; Dianne Wilkerson – 155 votes.

Ms. Gallagher then mentioned that Paula Clinedinst, Henry Haslinger, Rick Ransom and Karen L. Yoho were elected to a one-year term on the Nominations and Elections Committee at the annual meeting.

At this point in the meeting, Vice President Boswell presented President Agans with a gift of appreciation for her service on the Board of Directors after which the newly elected board members were seated.

3. Board Reorganization & Election of Officers

President

Vice President Boswell opened the floor for nominations to the office of President of the Board of Directors. Director Moore nominated Vice President Boswell and Director McFadden seconded. With no further nominations on the floor, Vice President Boswell was elected to the office of President by unanimous voice vote.

Vice President

President Boswell opened the floor for nominations to the office of Vice President. Director Jones nominated himself and Director Hess seconded. Director James then nominated Laura Moore and seconded by Director Morse. Director Hess moved to close the nominations, and Director McFadden seconded. Director Moore was elected to the office of Vice President by secret ballot.

Treasurer

President Boswell opened the floor for nominations to the office of Treasurer. Director McFadden nominated Director Jones and Director James seconded. Director Wartell nominated Director Hess and Vice President Moore seconded. Director McFadden motioned to close the nominations and seconded by Director Jones. After tying twice by secret ballot, Director James being nominated as temporary treasurer, and Director Jones withdrawing his candidacy President Boswell reopened nominations for Treasurer. Director Jones nominated Director Hess and Director McFadden seconded. McFadden then motioned to close nominations and seconded by Director James. By voice vote, Director Hess was elected treasurer.

MOTION: CHUCK HESS ELECTED AS TREASURER.

Moved: Jones

Seconded: Moore

Carried 6

Secretary

President Boswell opened the floor for nominations to the office of Secretary. Treasurer Hess nominated Director James, seconded by Vice President Moore. Director Wartell called to close nominations; Director Morse seconded. By voice vote, Director James was elected Secretary.

President Boswell then led the Board members through the Code of Ethics Acknowledgement and asked that each read and sign the document and return it to the General Manager's office.

4. Visitors and Members

Monica McAbee, 9G Ridge Road spoke about the gravel path constructed in their court leading to the playground. Terri Hruby of the city's planning department gave a status report of the Greenhill/Hillside Road Stabilization Project. Tom Jones spoke about the new GHI website. Mayor Davis addressed the issue of deer remains recently found in the woods near Hamilton

Place. Davis stated that from the investigation there is no need to be fearful that active poaching is occurring in our woods.

5. Approval of Membership Applications

FOR RECORD: BOARD POLL ON MAY 19, 2011 ACCEPTED THE FOLLOWING PROSPECTIVE MEMBER INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED HIM AT THE TIME OF SETTLEMENT:

- **WARREN STARK, SOLE OWNER, 2G EASTWAY.**

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

- **DANIEL J. O’SULLIVAN AND EMILY L. TULLI, JOINT TENANTS, 9A RIDGE ROAD.**
- **ZEJUN WANG AND LIQIN SUN, TENANTS BY THE ENTIRETY, 20R HILLSIDE ROAD.**

Moved: James

Seconded: Hess

Carried 7

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

- **FROM PATRICIA A. HUTCHISON, PAUL C. ROBINSON, KANDL L. ROBINSON TO ANGELA HUTCHISON AND PATRICIA A. HUTCHISON, JOINT TENANTS, 55D RIDGE ROAD**

Moved: James

Seconded: Wartell

Carried 7

6. Committee Reports

Board members shared updates on the committees to which they are Board liaisons.

- a. Companion Animal Committee – Director Wartell mentioned the committee is developing an update to its website page; continuing to work on the emergency disaster plan and considering how to proactively address the failure of people to pick up after their pets.
- b. Yard Line Committee: In the absence of Director Novinski, Yard Line Committee Member Wilkerson reported that the committee just finished 36 Court Ridge Road and is working on 15 Ridge Road, and 2 and 4 Southway.
- c. Woodlands Committee: Director James said the committee gave away plants at the annual meeting.
- d. Building Committee: President Boswell said a proposal was sent out for solar arrays for the administration building and Parkway Apartments but only bid was received as a result. He stated the committee would revise the proposal for re-bidding.

- e. Additions Maintenance Task Force: Director McFadden said the task group is considering using square footage method rather than having a separately prescribed additions program.
- f. Finance Committee: Treasurer Hess stated the Finance Committee practiced a session in advance of the several meetings with members who will have significant increases in their real estate taxes. The Committee discussed possible financing options for the pilot program in the event the community wide upgrade does not occur.
- g. Website: President Boswell announced the launch of the GHI website and invited members to visit it at ghi.coop.
- h. Communicator Task Force: Sheri Swain will replace Brenda Lewis as staff liaison. GHI has an official Facebook account. June 9 is the deadline for the next *News in Review* page.
- i. Transition Taskgroup: Taskgroup member Wilkerson said the information that the Board requested from the applicant is in. The background checks are done, and the salary survey data will be formatted and ready for distribution next week.

7. Consent Agenda

Vice President Moore asked that item 8b, “2011 Underground Utility & Drainage Improvement Contract, 2nd Reading” be removed from the consent agenda.

MOTION: TO APPROVE THE CONSENT AGENDA AS AMENDED

Moved: Hess

Seconded: Jones

Carried 7

8a. 2011 Underground Utility & Drainage Improvement Contract, 2nd Reading

At the last meeting, staff advised the Board of problems with sewer backups and flooding in several homes because of fractures in the underground terra cotta piping. Because of the severity of the problems, staff sought bids to repair underground sanitary sewer and storm drain piping in eighteen locations and to effectuate drainage improvements in six locations. Funding for these improvements will come from replacement reserves. On first reading, the Board awarded the bid to B&P Utilities and is before the board for final action.

Director Moore inquired about and was given assurance that proper safeguards would be utilized to control run off while the construction and drainage work is in progress to minimize pollution of waterways.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH B&P UTILITIES FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT TWENTY-THREE (23) SITES AT

ITS BID, \$220,090, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$242,099.

Move: Morse

Seconded: Wartell

Carried 6

MOTION:THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH B&P UTILITIES FOR DRAINAGE SYSTEM IMPROVEMENTS AT TWO (2) LOCATIONS, 10 A-F PLATEAU AND 10 A-D SOUTHWAY, AT ITS BID, \$40,530, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$44,583.

Moved: Jones

Seconded: Wartell

Carried 6

8c. Contract for Repairs at 8R Laurel Hill Road, 2nd Reading.

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND RADING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH GREENBELT BUILDERS, INC., FOR THE REPAIRS OF 8R LAUREL HILL ROAD AT ITS BID, \$11,750, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$12,925.

8d. Appointment of Member Complaints Panels

President Boswell made the following appointments to the Member Complaints Panels:

Panel 1: Morse, James, Moore, Wilkerson

Panel 2: Boswell, McFadden, Hess, Bill Edwards.

Panel 3: Novinski, Wartell, Bill J., Cooley

8e. 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 1/9TH OF THE GHI SHARES OF STOCK IN THE GREENBELT DEVELOPMENT CORPORATION. THESE PROXIES SHALL REMAIN IN FORCE UNTIL NEW PROXIES ARE VOTED.

Moved: Hess

Seconded: James

Carried 6

8f. Board Meeting Procedures

The Board reviewed the current Board Meeting Procedures and discussed various ways for recording directors' votes; no consensus was reached to change the current recording method.

8g. Set Summer and Fall Meeting Schedule

The following summer schedule was established: June 23, July 14, and August 18. Special meetings would also occur on June 9 and July 7. Director Hess suggested that the GDC Annual Stockholder's Meeting occur June 23. There was consensus that commencing September, fall meetings would be scheduled on the 1st and 3rd Thursdays of the month.

MOTION: THAT GREENBELT DEVELOPMENT CORPORATION HOLD ITS ANNUAL STOCKHOLDER'S MEETING ON JUNE 23, 2011

Moved: Hess

Seconded: Morse

Carried 6

8h. Schedule Board Retreat to Review Strategic Plan-

CONSENSUS: HOLD A MINI RETREAT TO REVIEW THE STRATEGIC PLAN ON SUNDAY, AUGUST 14, 2011.

8i. Schedule Board Training

General Manager Gretchen Overdurff recommended that GHI engage the services of an attorney who handles community association business to conduct a session on understanding the board's fiduciary responsibilities and legal duties.

8j. Vandalism to Common Area Lighting at 14/16 Court Ridge

Staff sought direction from the Board on whether it should replace walkway lighting fixtures at 14 and 16 Courts Ridge Road that are repeatedly vandalized. The Board discussed the value of lighting in extremely dark areas/walkways for safety.

CONSENSUS: REPLACE THE LIGHTING AT THE 14-16 COURT WALKWAY WITH HIGHER LAMP POST TYPE THAT MIGHT BE LESS PRONE TO VANDALISM.

8k. 2011 Parking Lot Repair Contract, 1st Reading

The proposed 2011 parking lot repair program consists of repairs to the sites that are shown:

SEALCOAT/STRIPE & NUMBER/LETTERS

1 A-B CRESCENT ROAD
 10 A-B CRESCENT ROAD
 58 CT. CRESCENT ROAD
 2 CT. GARDENWAY
 5 CT. GARDENWAY
 8 C-D HILLSIDE ROAD

10 A-B HILLSIDE ROAD
 1 CT LAUREL HILL ROAD
 10 CT LAUREL HILL ROAD
 1 CT. RIDGE ROAD
 2 CT. RIDGE ROAD
 8 CT. RIDGE ROAD
 9 CT. RIDGE ROAD
 30 C-D RIDGE ROAD
 32 CT. RIDGE ROAD
 42 CT. RIDGE ROAD
 44 CT. RIDGE ROAD
 55 CT. RIDGE ROAD
 65 CT. RIDGE ROAD
 71 CT. RIDGE ROAD

STRIPE & NUMBER/LETTERS

8 CT. LAUREL HILL ROAD
 13 CT. LAUREL HILL ROAD
 14 CT. LAUREL HILL ROAD
 3 CT. RIDGE ROAD
 4 CT. RIDGE ROAD
 33 CT. RIDGE ROAD
 73 CT. RIDGE ROAD

MINOR RECONSTRUCTION

2 CT. LAUREL HILL ROAD
 9 CT. SOUTHWAY

MAJOR RECONSTRUCTION

60 CT. CRESCENT ROAD
 13 CT. HILLSIDE ROAD

In April, GHI formally requested bids from ten (10) contractors who indicated that they specialize in this type of work for projects of this magnitude. Two (2) attended the pre-bid meeting. Staff contacted the eight (8) contractors who did not attend the pre-bid meeting to follow up. GHI eventually received bids from three (3) contractors:

NAME OF COMPANY	STRIPE, NUMBER & LETTERS	SEAL, STRIPE, NUMBER & LETTERS	MINOR REPAIRS	TOTAL MAJOR RECONTR.	OVERALL TOTAL
GMC Contractors, Inc.	\$414.00	\$6,546.00	\$11,935.00	\$46,786.00	\$65,681.00
CPE, Inc.	\$1,133.00	\$9,131.00	\$14,573.00	\$38,540.00	\$63,377.00
E. Stanley Asphalt Paving	\$910.00	\$14,125.00	\$8,360.00	\$41,000.00	\$64,395.00

The 2011 budget has an allocation of \$43,749 for parking lot restoration from reserves (i.e. major reconstruction category), which includes engineering design, and \$29,265 for parking lot repairs from the operations budget.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE REPAIRS OF PARKING LOTS, AT ITS BID, \$63,377, PLUS 10 % FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$69,715.

Moved: James

Seconded: Hess

Carried 6

8l. Marketing Plan

Director Wartell discussed the abbreviated marketing plan. President Boswell requested the full report be placed in the Board packet for the next meeting.

9. Items of Information

President Boswell reviewed the printed calendar dates.

10. President

President Boswell congratulated the new and returning board members, wished Director Hess a happy birthday, noted the need to discuss and appoint board liaisons to committees and reminded liaisons that the semi-annual committee reports are due June 9.

11. Board Members

- **Director Wartell** congratulated the board and suggested the marketing committee be reinstated and volunteered to chair it.
- **Director Morse** thanked Mayor Davis and members of the press for attending this evening.
- **Director Jones** wants to provide a sheet of types of homes and prices for members to appeal their real estate taxes.

12. Manager

Gretchen Overdurff mentioned that that directors Jones and Morse are willing to continue to serve on the Investment Committee. She announced a tentative meeting on June 3 at 10 a.m. with Secretary Skinner to discover ways to finance the pilot and/or the community wide upgrade.

Mayor Davis reported that Greenbelt might be moved from Steny Hoyer's district.

MOTION: TO ADJOURN

Moved:Hess

Seconded: Wartell

Carried 6

The meeting adjourned at 9:55 p.m.

Ed James
Secretary

