

Minutes  
GHI BOARD OF DIRECTORS  
June 11, 2015

Board Members Present: DeBernardo, Hess, James, Jones, McFadden, Ready and Skolnik

Excused Absences: Marcavitch, Novinski

Others in Attendance:

Eldon Ralph, General Manager  
Joe Perry, Director of Finance  
Joan Krob, Director of Member Services  
Tom Sporney, Director of H.I.P.  
Ben Fischler, Audit Committee  
Leeann Irwin, Audit Committee

Stephen Holland  
Linda Patton  
Jeff Cumberland  
Molly Lester  
Bruce Mangum, Contract Processing Specialist  
Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:59 p.m.

Approval of Agenda

*7b. Citibank Request to be a Share Loan Provider* was removed from the agenda, thereby moving up the other agenda items.

**Motion: To approve the agenda, as revised.**

Moved: Hess

Seconded: McFadden

Carried 7-0

1. Report on Executive Session

Skolnik said the Board approved an agenda, two sets of minutes, and discussed member issues regarding contract matters.

2. Visitors and Members

Molly Lester asked that sidewalk work at 6 Hillside Road be delayed during the winter months due to elderly members residing in the court. GM Ralph said he had met with the Power of Attorney for the members and will meet with them again before a course of action is executed, since the sidewalk repair project is a difficult situation.

3. Approval of Membership Applications

**Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:**

- **Jay L. Halpern, Sandra E. Hammack, Tenants by the Entirety;**
- **Keenan T. Dotson, Cristel G. Thomas, Tenants by the Entirety;**
- **Heidi Schuttenberg, Sole Owner;**
- **Mary A. Flowers, Sole Owner;**
- **Richard L. Bergman, Nicole Bergman, Joint Tenants;**
- **Jonathan LeBolt, Robin H. Gorsline, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried 7-0

5. Committee Report

DeBernardo said 30 people toured the D.C. micro houses sponsored by the Member Outreach Committee on May 30.

6. Consent Agenda**Motion: To approve the consent agenda.**

Moved: Hess

Seconded: James

Carried 7-0

6a. Contract for Repairs to 20D Ridge Road, 2<sup>nd</sup> Reading

**Approved By Consent: The Board of Directors authorizes the Manager, for second reading and final passage, to sign a contract with Rainbow International Restoration to repair 20D Ridge Road as directed by Greenbelt Homes, Inc., at its bid of \$14,850.00 plus 10% for contingencies, for a total not to exceed \$16,335.00.**

7a. Approval of Minutes: May 7, 2015 and May 21, 2015**Motion: The Board of Directors approves the minutes of the May 7, 2015 meeting.**

Moved: James

Seconded: Ready

Carried 7-0

**Motion: The Board of Directors approves the minutes of the May 21, 2015 meeting.**

Moved: James

Seconded: Hess

Carried 6-0-1

Abstained: Ready

7b. Yard Line Certification: 32-A-K Ridge Road**Motion: The Board of Directors does certify yard plats for 32A-K Ridge Road as presented.**

Moved: Ready

Seconded: Hess

Carried 7-0

7c. Architectural Review Committee's Recommendation for Revisions to Planting List in the GHI Member Handbook

The GHI Board directed ARC, as part of its 2014 strategic plan, to re-evaluate the recommended planting list in its rules.

## V.I. RECOMMENDED PLANTING LIST

The recommended planting list suggests trees, shrubs, and vines that grow well in our area and are better able to withstand extreme weather conditions. The recommended trees and shrubs are

arranged by growing conditions from sunny to shady, and from dry to wet. The planting list includes recommendations for hedges and screening, ground covers, and vines. (“planting list” is a linked list on the GHI website)

ARC discussed this issue on several occasions during the 4<sup>th</sup> quarter 2014 and 1<sup>st</sup> quarter 2015. Subsequent to its April 8, 2015 meeting, ARC provided the following:

The ARC has been asked to look into the Recommended Plant list now included in the member handbook, and we conclude that it's overdue for updating. However, none of our members have the horticultural expertise and familiarity with the thousands of garden plants available that are required to do the job well. Therefore, we recommend instead directing members to these reputable, science-based sources of information for local gardeners.

#### V.I. RECOMMENDED PLANTING LIST

For lists of Recommended Plants:

Fairfax County's Green Spring Garden keeps up-to-date lists, with separate ones for natives and nonnatives.

- <http://www.fairfaxcounty.gov/parks/greenspring/gardening.htm> That link also contains up-to-date gardening how-to information (how to plant, maintain, etc.).

Other Sources of General Gardening Information for GHI Members are these University Cooperative Extension Websites for Nearby States:

- U. MD Extension <https://extension.umd.edu/>
- Penn State: <http://extension.psu.edu/plants/gardening>
- Cornell: <http://gardening.cce.cornell.edu/>
- NC State: <http://gardening.ces.ncsu.edu/>
- VA Tech: <http://www.ext.vt.edu/topics/lawn-garden/index.html>

For lawn advice, this joint PA-MD-VA project is more up-to-date and is evolving with research into more sustainable turfgrasses and their care: <http://plantscience.psu.edu/reduce-runoff/about-the-project>.

Purdue has a good diagnostics lab online: <http://www.ppd.purdue.edu/ppdl/index.html> and general gardening information here:

[http://www.hort.purdue.edu/ext/garden\\_pubs.html#.VSVdlvnF-xl](http://www.hort.purdue.edu/ext/garden_pubs.html#.VSVdlvnF-xl)

**Motion: The Board of Directors does approve replacing the current section V.I. Recommended Planting List with the content recommended by ARC as presented above.**

Moved: McFadden

Seconded: Jones

Carried 5-2

Opposed: Ready, Hess

#### 7d. Proposed Change to §XVII. “Member Complaints Procedure” of the GHI Member Handbook

Management offered changes to be made in Sections D and E of the Member Complaints

Procedures in order to reflect the current process of handling member complaint matters.

**Motion: The Board of Directors approves the proposed changes to §XVII. “Member Complaints Procedure” of the GHI Member Handbook as presented by Staff on June 11, 2015.**

Moved: Hess

Seconded: McFadden

Tabled

**Amendment: In Section E, second to the last sentence, add the words “complainant and the” before the word “member.”**

Moved: Ready

Seconded: James

Carried 5-2

Opposed: Jones, Hess

**Motion: To table.**

Moved: Ready

Seconded: Skolnik

Carried 7-0

The Board would like staff to research the Prince George's County Mediation Program to determine whether those services could substitute for services formerly available through the city of Greenbelt's Community Mediation Board that no longer exists.

7e. Proposed Supplemental Budget for Hiring Staff for the Homes Improvement Program During July-December 2015

**Motion: The Board of Directors does authorize the Manager to hire two (2) project managers to assist with the management of all construction activities for the Homes Improvement Program and to pay the project managers a salary that is within the grade F category of GHI's administrative pay scale.**

Moved: Hess

Seconded: Jones

Carried 7-0

7f. Dates for Regular Board Meetings during January to May 2016 and the 2016 Annual Membership Meeting

**Motion: The Board of Directors stipulates that regular Board meetings shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month during January to May 2016 and the annual membership meeting shall be held on May 12, 2016.**

Moved: Skolnik

Seconded: Hess

Carried 7-0

7g. Contract for Repairs to 18N Ridge Road, 1<sup>st</sup> Reading

The member of 18N Ridge Rd is deceased. The Personal Representative for the member's estate recently assigned the estate's interest in the unit to GHI. 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's estate.

Because of the significant work that is involved in bringing the unit into compliance with GHI resale standards, GHI sought bids from three (3) contractors. Bids received were as follows:

<b>Name of Contractor</b>	<b>Bid Price</b>
Richard K. Gehring Home Improvements	\$21,000.00
Rainbow International Restoration	\$18,976.00
Michael Maxwell Painting and Wallcovering	\$36,840.00

The lowest bidder is Rainbow International Restoration. This contractor has satisfactorily performed previous repair work of a similar nature in GHI units. Staff recommends awarding the contract to Rainbow International Restoration with an extra 10% to cover any unforeseen contingencies.

**Motion: The Board of Directors authorizes the Manager, for first reading, to sign a contract with Rainbow International Restoration to repair 18N Ridge Road as directed by Greenbelt Homes, Inc., at its bid of \$18,976.00 plus 10% for contingencies, for a total not to exceed \$20,873.00.**

Moved: Ready

Seconded: James

Carried 7-0

7h. Contract for Crawlspace Test Project, 1<sup>st</sup> Reading

In Feb 2015, the GHI Board authorized the Manager to contract Homes Improvement Research Labs (HIRL) to prepare specifications for a crawl space test project. At the end of March, HIRL provided its draft of the specification. After review, the decision was made to have GHI staff perform the electrical portion of the work and bid the insulation/sealing portion to crawl space & basement contractors.

In April, GHI formally requested bids from twenty-nine (29) contractors, some of whom have been contacted in the past by GHI. Others were researched as sources through contractor bidding networks. Six (6) attended the pre-bid meeting. Staff followed up with the remaining contractors who did not attend the pre-bid meeting.

GHI received bids from three (3) contractors:

Company	LA 9J-R	RI 54A-F	RI 5G-K	RI 14A-D	Total
<b>Foam Insealators</b>	<b>\$7,795.00</b>	<b>\$10,664.00</b>	<b>\$8,375.00</b>	<b>\$7,675.00</b>	<b>\$34,509.00</b>
Hawkeye Construction	\$19,329.50	\$16,656.50	\$10,092.50	\$9,442.50	\$55,521.00
GreeNEWit	\$13,045.00	\$11,329.00	\$12,269.00	\$11,449.00	\$48,092.00

budget estimate	\$7,380.10	\$6,852.12	\$9,060.00	\$9,060.00	\$32,352.21
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Foam Insealators is a local contractor that undertook the crawl space insulation for the pilot project and has performed well. Staff recommends that the Board of Directors endorse Foam Insealators for performing the scope of crawl space test improvements for the amount of their 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 Foam Insealators for making the insulation and sealing improvements to crawlspaces at 9J-R Laurel Hill, 54A-F Ridge, 5G-K Ridge, and 14A-D Ridge at its bid, \$34,509, plus 10% for contingencies, for a total not to exceed \$37,960.**

Moved: Hess

Seconded: James

Carried 7-0

7i. 2015 Underground Utility & Drainage Improvement Contract, 1<sup>st</sup> Reading  
Underground Utility Repairs -

During the past year, the Physical Plant Operations' staff investigated problems that were 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. The primary causes were due to fractures in the underground terra cotta piping caused in the main part by the tree root infiltration and rupture due to soil pressures.

This item was reviewed by the Board for first reading last May 21<sup>st</sup>. Because of substantial changes that have been made, it is being forwarded to the Board for 1<sup>st</sup> reading now and will be re-submitted to the Board for a second reading on June 25<sup>th</sup>. Having met with affected members at 6 Hillside as suggested by the Board on May 21st, staff has removed the gardenside storm drain repair for that site from consideration at the present time until more specifics about the repair work are resolved.

Based upon the severity of the underground utility problems investigated, staff is now recommending repairs of underground sanitary sewer and storm drain piping at 19 locations:

Schedule A

Sewer only (1)

2 A-F Research Road

Storm only (3)

2 B-D Crescent Road

2 A-B Northway Road

9 E-F Ridge Road

Schedule B

Sewer & storm (6)

6 A-J Hillside Road

6 K-T Hillside Road

4 E-F Ridge Road

16 E-F Ridge Road

45 H-L Ridge Road

4 C-D & E-F Southway

These repairs will be funded from the Replacement Reserves fund.

Drainage Improvements –

For a prolonged period, flooding has occurred at the following locations during rainfall:

Schedule C

12 D Laurel Hill Road  
 8 A-F Plateau Place  
 3 M Research Road  
 14 Ridge Road  
 20 A-B Ridge Road  
 37 J-K Ridge Road  
 45 L Ridge Road  
 45 P-Q Ridge Road  
 59 A-D Ridge

An amount of \$75,000 has been budgeted in 2015 for Swale and Drainage Improvements. Drainage improvements are funded from the Operations budget.

Bids Received -

In April, GHI formally solicited bids from seventeen (17) independent underground utility contractors, some of whom who have been contacted in the past by GHI. Others were obtained through contractor bidding networks. Two (2) attended the pre-bid meeting, and staff followed up with the remaining contractors to confirm that they would still be bidding.

Bids are summarized below:

Company	Schedule A	Schedule B	subtotal: replacement reserves	Schedule C: operations	Total
<b>City Contractors</b>	\$45,015.00	<b>\$91,680.00</b>	\$91,680	\$82,730	\$91,680
B & P Utilities	\$47,450.00	\$168,100.00		\$91,550	
<b>Mane-Line Utilities</b>	<b>\$40,321.00</b>	\$106,927.00	\$40,321	\$59,716	\$100,037
Taylor Utilities	\$52,795.00	\$180,150.00		\$104,975	
			\$132,001		\$191,717
budget			\$160,000	\$75,000	\$235,000

In addition, it was recognized that the price submitted by City Contractors for schedule B is substantially less than that of Mane-Line for the same schedule.

Mane-Line Utilities and City Contractors have performed underground utility work for GHI in the past and staff has found them to perform satisfactorily. Based upon this information and the bid analysis, staff recommends that the Board of Directors endorse Mane-Line Utilities for

performing the Underground Utility Repairs for schedules A & C, and City Contractors for schedule B, at the cited locations for the amount of its bid, with an additional to cover contingencies.

**Motion: The Board of Directors authorizes the manager, for first reading, to enter into a contract with Mane-Line Utilities Inc. for underground utility repairs for schedules A&C, as revised, at its bid, \$100,037, plus 10% for contingencies, for a total not to exceed \$110,041.**

**The Board of Directors authorizes the manager, for first reading, to enter into a contract with City Contractors for underground utility repairs of Schedule B, at its bid, \$91,680, plus 10% for contingencies, for a total not to exceed \$100,848.**

Moved: Hess

Seconded: Ready

Carried 7-0

7j. Contract for 2015 Parking Lot Repairs, 2nd Reading

**MOTION: The Board of Directors authorizes the manager, for second reading and final passage, to enter into a contract with CPE, Inc. for sealant, striping, numbering and minor repairs and major repairs to parking lots, as revised, at its bid of \$59,261, plus 10% for contingencies, for a total not to exceed \$65,187.**

Moved: Hess

Seconded: McFadden

Carried 7-0

7k. Review 1<sup>st</sup> Quarter Financial Statements

Director of Finance Perry reviewed with the Board the first quarter financial statements for 2015.

8. Items of Information

Items of information included the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars. The National Association of Housing Cooperative's 2015 Annual Conference will be held in South Carolina during October 14-17, 2015. Board members who wish to attend should notify Skolnik.

9. President

Skolnik said he met with the City's Green Team regarding a storm water grant program sponsored by PG County and the Chesapeake Bay Trust. He said GHI may be able to qualify for grant(s) for work already identified to rehabilitate swales and underground piping. A professional at an engineering firm would write the grant and design. GHI could be awarded \$200,000 to \$300,000. Skolnik also met with Judy Sullivan, NAHC's lobbyist who is interested in hearing GHI out on several issues. Skolnik said he was contacted by the manager of a 900-unit co-op in Montgomery County at Leisure World, who expressed interest in how GHI is progressing on solar energy.



10. Board Members

- Ready stated she was glad to be back but temporarily, due to her mother's illness.
- Hess said that renumbering the agenda is confusing; the Board should accept friendly amendments. He would attend June 15's meeting with the Greenbelt City Council but would miss the June 25<sup>th</sup> and July 9<sup>th</sup> Board meetings.
- McFadden said her thoughts were with Ready's mother.

11. Manager

Ralph reminded the Board of the stakeholder meeting with city at GHI on Monday, June 15. For the strategic planning retreat, facilitator Su Flickinger, Ed.D would like to meet next Tuesday morning with Ready, Skolnik, and GM Ralph to determine whether the board wants her role to be different from last year.

12. Staff

Perry will celebrate his 50<sup>th</sup> birthday next week.

**MOTION: TO ADJOURN.**

Moved: Hess

Seconded: Ready

Carried 7-0

The meeting adjourned at 9:06 p.m.

Ed James  
Secretary