

Minutes
GHI BOARD OF DIRECTORS
June 14, 2012

Present: Novinski, DeBernardo, James, Ready, Hess, Jones, McFadden, and Morse.

Excused Absences: Boswell

Others in Attendance:

General Manager Eldon Ralph
Joan Krob, Director of Member Services
Brenda Lewis, Director of Human
Resources
Tom Sporney, Director/Technical Services
Dianne Wilkerson, Audit Committee Chair
Debbie Cooley, Audit Committee
Ben Fischler, Audit Committee

Anthony Lee
Andrew Hennessy
Dianna and Jens Grove
Mike McAndrew, (Town Center Realty)
Frank Gomez
Lauren Cummings
Bruce Mangum
Bob Snyder
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:34 p.m.

1. Approval of Agenda

MOTION: TO APPROVE AGENDA

Moved: Hess

Seconded: Jones

Carried 6

2. Visitors and Members

Ready welcomed visitors and members. Jens Grove, spoke about the difficulty he has had with maintenance in reference to roof repair. General Manager Ralph explained that the Board meeting was not the appropriate forum to discuss the matter and offered to meet with him privately.

3. Approval of Membership Applications

None

4. Committee Report

Building Committee: Jones gave a brief report on solar panels. The matter is included on the evening's agenda.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: Jones

Carried 6

6a. Approval of Minutes

APPROVED BY CONSENT: GHI BOARD MEETING MINUTES OF APRIL 12, 2012.

6b. Approval of 2012 Underground Utility Contract, 2nd reading

APPROVED BY CONSENT: THE 2012 UNDERGROUND UTILITY CONTRACT, 2ND READING

6c. Yard Line Certification: 23 Court Ridge, 62A Crescent

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 23 RIDGE ROAD AS PRESENTED.

Moved: James

Seconded: Hess

Carried 6

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE YARD PLAT FOR 62A CRESCENT AS PRESENTED.

Moved: Hess

Seconded: McFadden

Carried 6

6d. Installation of Window for Through-wall Air Conditioner

The members at 4L Plateau Place wish to install a non-opening window in the existing location of a through-the-wall air conditioner that is no longer of service. Since the request falls outside the limitations of the rules, staff referred the matter to the Architectural Review Committee. The ARC voted 2-3-0 that this request not be approved. On May 24, 2012, the Board received ARC's recommendation and spoke to the members who were present at the meeting. The matter was tabled until Board members visited the site to observe visually any impact a fixed window might impose.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A FIXED WINDOW IN THE LOCATION OF AN EXISTING THROUGH-WALL AIR CONDITIONER ON THE GARDENSIDE.

Moved: Morse

Seconded: DeBernardo

Carried 5-1

Hess abstained.

The board discussed the request further and heard viewpoints for and against allowing the exception. Concerns addressed were the small size of the opening, non-availability of siding to match current siding, and future such requests as a/c's begin to fail and the possible need to use heat pumps.

CALL THE QUESTION:

Moved: James

Seconded: McFadden

Carried 6

Vote to call the question carried.

Vote on the motion was taken and carried.

6e. Revised Subleasing Policy on GHI Units

MOTION: THE BOARD OF DIRECTORS ADOPTS THE RENTAL TASK FORCE'S RECOMMENDATIONS ON CHANGES TO GHI'S SUB-LEASE POLICY AS SUBMITTED TO THE BOARD ON JUNE 14, 2012.

Moved: Hess

Seconded: James

Carried 6

6f. Status of Right-of-Way/Encroachment/Yard Line Issues

Staff has again re-evaluated the status of GHI homes in order to achieve a more accurate categorization of the status of yard boundaries. Encroachments have been classified in three categories as follows: yellow - (81) natural GHI yard boundaries are outside GHI property lines, but only by about a foot or so, so that, if the yard plat were certified with no further action, there might only be a sliver of area that would be on non-GHI property; orange - (100) natural GHI yard boundaries are outside GHI property lines, but by a more substantial amount; red -(4) part of the existing building is outside GHI property lines.

For the purposes of this report, staff did not research exactly how many of these 185 affected yards are already certified, but since 900+ of 1600 are already certified, it is likely that the Board has already certified approximately half of these, with hatching marked on the plats indicating that areas of traditional yard are not on GHI property and that any improvement there requires a City permit for construction in the right-of-way.

6g. Finance Committee Recommendation on Solar PVES

MOTION: SUBJECT TO FINAL RESOLUTION OF OUTSTANDING ISSUES BETWEEN KENERGY SOLAR AND GHI CONCERNING THE KENERGY SOLAR PVES PROPOSAL, THE BOARD OF DIRECTORS AUTHORIZES A TOWN HALL MEETING TO RESPOND TO QUESTIONS FROM THE MEMBERSHIP ABOUT THIS PROJECT BEFORE ANY SPECIAL MEMBERSHIP MEETING IS HELD TO VOTE ON IT.

Moved: Hess

Seconded: Morse

Carried 6

6h. Allocation of 2011 Budget Surplus

At year end, GHI had an excess over expenses in the amount of \$310,000. Management provided a synopsis of how such funds have been allocated in the past and

Board policy for approved uses of such funds. As such, staff recommends that the surplus of \$310,000 should be allocated as follows:

- \$48,260 to contingency funds.
- \$75,000 to cover insurance premiums which will exceed budget in 2012. The budget was completed before GHI was informed about the 2012 premiums.
- \$10,000 for a MicroMain/Jenark link. Staff has been communicating with Micromain Corporation and Core Logic Inc. for two years and the companies have finally developed a proposal to enable a link between the Jenark financial system and Micromain computerized maintenance management system.
- \$10,000 for a job classification and salary scale study. This item is on the Board's 2012 action plan.
- \$166,740 to replacement reserves.

MOTION: THE BOARD OF DIRECTORS APPROVES THE FOLLOWING ALLOCATION OF 2011 YEAR-END EXCESS REVENUE OVER EXPENSES: \$48,260 TO CONTINGENCY RESERVES AND \$261,740 TO REPLACEMENT RESERVES.

Moved: Hess

Seconded: McFadden

Carried as amended

AMENDMENT: TO INSERT \$10,000 FOR THE ESTABLISHMENT OF A MICROMAIN/JENARK LINK, \$10,000 FOR A JOB CLASSIFICATION AND SALARY SCALE STUDY, AND REDUCE THE FUNDING TO REPLACEMENT RESERVES FROM \$261,740 TO TO \$241,740.70.

Moved: Jones

Seconded: Morse

Carried: 4-2

Opposed: Hess and James

Vote on the amendment carried.

Vote on the motion as amended carried.

MOTION AS AMENDED: THE BOARD OF DIRECTORS APPROVES THE FOLLOWING ALLOCATION OF 2011 YEAR-END EXCESS REVENUE OVER EXPENSES: \$48,260 TO CONTINGENCY RESERVES; \$10,000 FOR THE ESTABLISHMENT OF A MICROMAIN/JENARK LINK; 10,000 FOR A JOB CLASSIFICATION AND SALARY SCALE STUDY; AND \$241,740 TO REPLACEMENT RESERVES.

6i. Review of Amazon.com Link on Website

MOTION: TO POSTPONE AND PLACE ON NEXT BOARD AGENDA.

Moved: Morse

Seconded: McFadden

Carried 6

6j. Contract for Repairs: 14R Ridge Road, 1st Reading

Last May, GHI terminated the mutual ownership contract of the members of 14R Ridge Road for cause. The unit will be brought into compliance with resale standards and resold. Because of the considerable work involved in repairing the unit, staff prepared repair specifications and sought bids from three contractors. Two contractors submitted bids as follows:

Name of Contractor	Bid Price
Maxwell Wallpaper and Painting Contractors	\$8750.00
Gilbert General Contractor	\$7500.00
Greenbelt Builders	Did not submit bid. Stated that firm is too busy.

Gilbert General Contractor is the lower bidder. This contractor has previously worked for GHI on similar projects and performed satisfactorily. Accordingly, staff recommends awarding the contract to Gilbert General Contractor, 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 GILBERT GENERAL CONTRACTOR, TO REPAIR THE UNIT LOCATED AT 14R RIDGE ROAD, AS DIRECTED BY GREENBELT HOMES INC., AT A COST NOT TO EXCEED \$ 8,250.00.

Moved: James

Seconded: Hess

Carried 6

6k. Proposed Open House for Board of Directors

Staff proposes to arrange an open house tour of the administrative office facilities and GDC's Parkway Apartment facilities for GHI's Board of Directors on Friday, August 10, 2012 commencing at 10:00 a.m. The last open house was held in 2007. Board members will have the opportunity to speak with staff members, be informed about the functions of the various departments, take a walking tour of the facilities, and have lunch.

6l. Schedule Six-Month Evaluation for General Manager

Transition Guides recommended that the Board should undertake a performance evaluation of the new General Manager at the following intervals during his first year – 3 month, 6-month and 1 year. The Manager was appointed on December 12, 2011; hence a 6-month evaluation of his performance is due and is scheduled for July 12 at 7:15 p.m.

6m. Schedule Member Picnic in Fall

For several years, GHI has held an annual picnic for its members. Five thousand dollars have been budgeted for this event in 2012. The picnic is usually held in early October. Staff suggests that the Board consider either Sunday, October 7 or Sunday October 14 as probable dates for the picnic. The Board should also consider whether to establish a task force to plan activities to highlight/celebrate GHI's 60th anniversary and Greenbelt's 75th anniversary during the event.

MOTION: THE BOARD REQUESTS THE GENERAL MANAGER TO PLACE AN ADVERTISEMENT SEEKING MEMBERS WHO ARE WILLING TO SERVE ON A TASKFORCE THAT WILL PLAN AND EXECUTE ALL ACTIVITIES ASSOCIATED WITH GHI'S 2012 ANNUAL COMMUNITY PICNIC.

Moved: Hess

Seconded: Morse

Carried 6

6n. Holiday Substitution for GHI Staff

MOTION: THE BOARD OF DIRECTORS DIRECTS THE MANAGER TO DESIGNATE THIS YEAR'S NOVEMBER 23, 2012 HOLIDAY AS A FLOATING HOLIDAY; THEREBY ALLOWING ALL ELIGIBLE EMPLOYEES TO SELECT A SUBSTITUTE DAY BETWEEN OCTOBER 1 AND DECEMBER 31, 2012, SUBJECT TO SUPERVISOR'S PREAPPROVAL.

Moved: Hess

Seconded: McFadden

Carried 5-0

Morse was out of the room during the vote.

MOTION: TO ADD 15 MORE MINUTES

Moved James

seconded; Jones

Carried 6

Morse was out of the room during the vote.

6o. Schedule Strategic Plan Workshop

CONSENSUS: TO SCHEDULE THE STRAGETIC PLAN REVIEW ON JULY 29, 2012 AT 1:00 P.M.

6p. Fall Board Meeting Dates

CONSENSUS: TO SET THE FOLLOWING DATES FOR GHI BOARD MEETING FOR THE 2012 FALL SEASON: SEPTEMBER 6 & 20; OCTOBER 4 & 18, NOVEMBER 1 & 15; DECEMBER 6 & 20.

7. Items of Information

Ralph talked about:

- 1) City of Greenbelt Business Breakfast
GHI's Manager has been invited and will attend a City of Greenbelt Business Breakfast on Tuesday, June 19 from 7:30 to 9:00 a.m. at the Greenbelt Municipal Building. The meeting will provide an opportunity to network with business leaders in Greenbelt, get caught up on the latest news in the community and help shape the economic development efforts of the City.
- 2) Bike to Work Day Appreciation Letter from City
The Washington Metropolitan Council of Governments sponsored a "Bike to Work" day on May 18 2012. GHI contributed \$100.00 towards the event..
- 3) Update on Be Smart Grant Status & Part 2, Phase 2 of Pilot Project Why GHI was not selected for the grant.
Earlier this year, Maryland's Department of Housing and Community Development (MDHCD) informed GHI that it intended to award \$600,000 in grant funds to organizations for activities that promote energy efficiency through bulk purchase arrangements, aggregation of resources or services, improved accessibility of energy efficiency services or other activities that increase the cost effectiveness of energy efficiency services. GHI subsequently submitted an application that requested \$204,000 to partly fund part 2, phase 2 of our pilot program. Unfortunately, GHI's application was not selected.
- 4) Status of Part 2, Phase 2 of GHI's Pilot Program
Staff prepared bid specifications for Part 2, phase 2 of the pilot program, which involves the installation of attic insulation, new windows and doors, bathroom exhaust fans, wall insulation and siding on 28 units. The specifications were sent to 14 contractors. Nine attended the pre-bid meeting on May 15. The duration of the bid period was from May 2 to May 29. Unfortunately, no bids were received. Staff subsequently extended the bid period until June 21.
- 5) Recent Bank of America Loan Requirements
On March 29, staff was informed that Bank of America was not able to provide mortgages for GHI units because GHI's insurance company has an A-minus insurance rating. After this matter was cleared up, Bank of America sought and was provided information from GHI's insurance broker, insurance company and attorney about the Shuman smoking lawsuit. Subsequently, Bank of America requested some specific changes to the recognition agreement between the bank and GHI. Staff is discussing the requested changes with Bank of America, which will subsequently be brought to the Board for review and approval.

6) Return of Overpayment of Property Taxes in 2010 & 2011

Mr. William Monks (GHI's tax attorney) has informed the Manager that GHI will be refunded \$163,983.31 plus interest by the Maryland Department of Assessments and Taxation for overpaid property taxes in 2010 and 2011. Mr. Monk's fee is 25% of the amount refunded. The Board will be provided more information about this item on a future agenda, along with a recommendation for the distribution of this "unallocated surplus."

8. President

Ready said she was approached about smoke-free buildings by a reporter from the Gazette. Ralph and Ready also will be meeting with the reporter.

9. Board Members

- Novinski -- Said Frank is going to England for 3 ½ weeks.
- James – Requested pre-punch paper for board materials.
- Jones – Stated the president and general manager only should talk to the press.

10. Manager

Ralph talked about Terri Hruby discussion of city organizations getting rebates for Green Projects they establish: rain barrel, construction of green roofs and gardens, tree canopy, maximum \$20,000 for corporation and individual \$2,500.

Ralph announced that Bruce Mangum would be working on contingency on the Finance Department's policy.

MOTION: TO ADJOURN

Moved: Hess

Seconded: McFadden

Carried 7

The meeting adjourned at 10:25 p.m.

Ed James
Secretary