

Minutes
GHI BOARD OF DIRECTORS
June 26, 2014

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

Excused Absence: DeBernardo

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Finance Director

Joan Krob, Director, Member Services

Christine Gyemfi, Member Services

Tom Sporney, Director of Technical Services

Anna Bedford, Audit Committee

Ben Fischler, Audit Committee

Jonathan Gordy, Audit Committee

Lauren Cummings

Tom Jones

Susan Pruden, Century 21

Mr. Parker

Anna Socrates

Kris White

Stephen Holland

Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:44 p.m.

1. Approval of Agenda

The Board revised the agenda to add 7f. *Contract for Fence Removal/Replacement During Underground Utility Contract, 1st Reading.*

MOTION: TO APPROVE THE AGENDA, AS REVISED.

Moved: Hess

Seconded: James

Carried 8-0

2. Report on Executive Session

Skolnik said that during the executive session, the Board received an update on former members, took action on a member complaint panel report, heard a report on an addition needing significant repairs, and the possibility of aiding a prospective member whose timing of her sale is challenging.

3. Visitors and Members

Susan Pruden of Century 21 Home Center spoke on behalf of Mr. Parker, concerning a mold issue. Lauren Cummings, asked the Board to consider how to communicate how the Home Improvements Program vote will occur.

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:

- **GARY FLEMING, SOLE OWNER;**
- **CHRISTOPHER CARBONE, JASON CHUTE, TENANTS BY THE ENTIRETY;**
- **MONA L. MAYS, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8-0

5. Committee Reports

Hess said the Finance Committee is convening a special meeting on Tuesday, July 1, to work on the Home Improvement Program. Novinski said ARC is meeting the first Wednesday in July instead of the second Wednesday.

6. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 8-0

7a. Contract for Repairs to 4A Hillside, 2nd 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 THE UNIT LOCATED AT 4A HILLSIDE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$11,750, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$12,925.

7b. Allocations for 2013 Operations' Surplus

MOTION: THE BOARD OF DIRECTORS APPROVES THE DISTRIBUTION OF THE 2013 OPERATING BUDGET SURPLUS AS FOLLOWS:

- **\$72,309 TO REPLACEMENT RESERVES FOR FRAME HOMES;**
- **\$3,161 TO REPLACEMENT RESERVES FOR LARGER HOMES;**
- **\$7,617 TO CONTINGENCY RESERVES FOR MASONRY HOMES;AND**
- **\$49,713 TO REPLACEMENT RESERVES FOR MASONRY HOMES.**

Moved: Ready

Seconded: Novinski

Carried 8-0

7c. Board Resolution for Signatures on Bank Documents

MOTION: THE BOARD OF DIRECTORS ADOPTS THE NORTH STATE BANK CORPORATE RESOLUTION AS PRESENTED ON JUNE 26, 2014, AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: STEVE SKOLNIK, PRESIDENT; CHARLES HESS, SR., TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, JR., DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: James

Seconded: Hess

Carried 8-0

MOTION: THE BOARD OF DIRECTORS ADOPTS THE GREENBELT FEDERAL CREDIT UNION CORPORATE RESOLUTION AS PRESENTED ON JUNE 26, 2014, AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: STEVE SKOLNIK, PRESIDENT; CHARLES HESS, SR., TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, JR., DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: James

Seconded: Hess

Carried 7-0

Ready was out of the room.

McFadden disclosed that she works for the National Cooperative Bank.

MOTION: THE BOARD OF DIRECTORS ADOPTS THE NATIONAL COOPERATIVE BANK CORPORATE AUTHORIZATION RESOLUTION AS PRESENTED ON JUNE 26, 2014, AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: STEVE SKOLNIK, PRESIDENT; CHARLES HESS, SR., TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, JR., DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: James

Seconded: Hess

Carried 8-0

Investment Resolutions

Lafayette Investments holds GHI's investments, including an Advantage Money Market Account. Because of the change in the Board of Directors, a new Corporate Resolution is required. All accounts held by Lafayette Investments are carried by First Clearing, LLC, member of the New York Stock Exchange/SIPC.

MOTION: THE BOARD OF DIRECTORS ADOPTS A CORPORATE RESOLUTION WITH LAFAYETTE INVESTMENTS, FOR THE ESTABLISHMENT AND MAINTENANCE OF TRADING ACCOUNTS AND

AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: STEVE SKOLNIK, PRESIDENT; CHARLES HESS, SR., TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, JR., DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: James

Seconded: Hess

Carried 8-0

The Vanguard Group holds a GHI mutual fund account outside of its investments at Lafayette. Because of the change in the Board of Directors, a new Corporate Resolution is required.

MOTION: THE BOARD OF DIRECTORS ADOPTS A CORPORATE RESOLUTION WITH THE VANGUARD GROUP, FOR THE ESTABLISHMENT AND MAINTENANCE OF VANGUARD MUTUAL FUND AND/OR VANGUARD BROKERAGE ACCOUNTS AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: STEVE SKOLNIK, PRESIDENT; CHARLES HESS, SR., TREASURER; ELDON RALPH, GENERAL MANAGER; JOSEPH PERRY, JR., DIRECTOR OF FINANCE; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: James

Seconded: Hess

Carried 8-0

7d. Review How Data Files are Backed Up and Member Files are Stored

General Manager Ralph gave a report of how member paper files are stored; Gyemfi, member services, reported on how files are electronically backed up.

7e. Proposed Rules' Change: Allowable Materials for Replacing Through-wall Air Conditioners

Staff has received permit requests to replace through-wall air conditioners. The GHI rules are silent regarding allowable materials to fill the opening.

At the ARC meeting of 14May14, the committee proposed recommended revisions including text in both section on air conditioners (§X.K.6) and in building openings (§X.N.1).

add [italics] new section

§X.K. Air Conditioner Installation

6. Thru-The-Wall Installation

e. Replacing thru-wall A/C

With permanent removal of equipment, acceptable replacement of the building exterior materials are:

- *frame: vinyl siding to match existing in size, shape, and color*
- *brick: authentic masonry brick to match original surrounding in size, texture, and finish color*

- *block: masonry block to match original surrounding in size, texture, and finish color*

§X.N. Building Openings: Windows, Doors, Skylights

1. Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except: when windows or doors are lost because of the construction of a heated addition, or in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.

Openings for abandoned through-wall air conditioners shall be closed as specified in §X.K.6.e.

The committee voted 5-0 to recommend these revisions to the Board.

On the first line of 6e., the Board deleted “permanent” and on the second line of 6e. changed the spelling of “thru” to “through” and changed “are” to “is.” Following “shape and” second line of bullet one, “texture and” on the second line of bullet two and bullet three on line two, add “alignment.” In the last sentence, replace “abandoned” with “removed.” Remove “frame,” “brick,” and “block” from bullets 1 through 3. Add “All other materials (other than vinyl) require Board approval.”

Once staff has made the changes, the section will be sent out to the membership for a 30-day review.

APPROVED BY CONSENT: THE PROPOSED CHANGES WILL BE PUT OUT FOR COMMENTS BY THE MEMBERSHIP.

7f. Contract for Fence Removal and Replacement

In association with underground utility work annually, GHI has the responsibility to remove and replace members’ fences in order to allow access for the underground utility repairs. GHI staff to developed bid specification for fence removal and replacement associated with the underground utility work, and received 3 bids in early June:

Curtis Pikerall	\$6699.
Gilbert General Contractors	\$8895.
Gehring Construction	\$12625.

Staff has attempted to contact Curtis Pikerall (dba Warring Construction) to obtain required insurance and tax documentation, and been unsuccessful thus far. The underground utility contract is expected to commence Monday 30Jun. Gilbert General Contractors has contracted to GHI in the past, providing similar services. Staff recommends that the Board of Directors endorse Gilbert General Contractors for performing the scope of removing and replacing fences associated with 2014 Underground Utility repairs for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST AND ONLY READING DUE TO THE EMERGENCY CAUSED BY THE FACT THAT UNDERGROUND UTILITY WORK BEGINS ON JUNE 30, TO ENTER INTO A CONTRACT WITH GILBERT GENERAL CONTRACTORS FOR THE REMOVAL & REPLACEMENT OF FENCES ASSOCIATED WITH UNDERGROUND UTILITY SITES AT ITS BID, \$8,895, PLUS 10%, PLUS 10% FOR CONTINENCIES, FOR A TOTAL NOT TO EXCEED \$9,785.

Moved: Jones

Seconded: Hess

Carried 8-0

8. Items of Information

Items of information included office closure for the July 4 holiday, Board and Committee Task Lists, and monthly GHI and City calendars. Skolnik said the Board retreat is the Sunday, July 20.

9. President

None given.

10. Board Members

James asked Sporney about type of materials blown into attics and crawl spaces. Sporney said SPS and expanding foam, respectively.

Hess added a charging station in Greenbelt to the agenda for the stakeholder's meeting with city council.

Novinski said a neighbor used the instructions outlined in the green book for taking a screen out of a window rather than using a ladder to reach the porch roof.

Marcavitch said he attended a building committee, suggested the farmer's market as a dissemination point for information, and said he would be absent from the stakeholder's meeting.

Ready clarified that a stakeholders meeting agenda item would be marketing of Greenbelt.

Gordy thanked GHI for his neighbor's tree removal and said his wife attended a city work session on playground surfaces and reported on the progress. Bedford wanted to know how a member would go about making a suggestion for a rule change. Skolnik said the member would send an email, contact the general manager, or come to a Board meeting.

10. Manager

None given.

11. Staff

None given.

MOTION: RECESS TO EXECUTIVE SESSION AFTER THE BREAK FOR THE DISCUSSION OF A MEMBER ISSUE.

Moved: Hess

Seconded: McFadden

Carried 8-0

The meeting recessed at 9:46 p.m.

Ed James
Secretary