

Minutes
GHI Board of Directors
July 16, 2009

Present: Agans, Boswell, Hickey, James, Lewis, Mazursky, McFadden, Morse, Novinski

Others in Attendance:

Gretchen Overdurff, General Manager	Cary Smith, Verizon Contractor
Eldon Ralph, Assistant General Manager	Victor Allen, Verizon Contractor
Joe Perry, Director of Finance	Betty Deitch
Joan Krob, Director of Member Services	Barbara Buckley
Tom Sporney, Manager of Technical Services	Jim Cohen, Green Ribbon Task Force and Buildings Committee
Dianne Wilkerson, Chair, Audit Committee	Ryan McClelland
Dorothy Lauber, Audit Committee	J. Davis, Mayor, City of Greenbelt
Henry Haslinger, Audit Committee	
Genevieve Courbois, Recording Secretary	

President Agans called the meeting to order at 7:49 p.m. She re-ordered the agenda and removed Item 6m. *Schedule Board Retreat.*

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Lewis

Seconded: Boswell

Carried 8

2. Visitors and Members

Betty Deitch, said that the Board discourages members from attending its meetings because members waste their time waiting for the Board meeting to begin while the Board is in Executive Session. She said that these sessions should occur after the Board meeting.

Barbara Buckley, said that she inquired of Kathy Linkenhoker why a vacant parking space exists in 33 Court. Ms. Buckley related that Ms. Linkenhoker informed her that the parking space is assigned to a senior resident who does not drive. Ms. Buckley also learned from Ms. Linkenhoker that a blind man who lives in 33 Court has a space. Ms. Buckley lamented that these two have parking spaces issued to them when they do not have cars. Ms. Buckley said that Ms. Linkenhoker encouraged her to bring this issue to the Board stating that the Board has authority over parking spaces. Director Lewis explained that one parking space is part of a member's mutual ownership contract. She continued that GHI does not discriminate on the basis of one's ability to use a parking space and friends of these members are able to use the space when visiting. Ms. Buckley stated that she does not have an assigned parking space and has been waiting for one. Director Lewis stated that Ms. Buckley is entitled to a parking space; Director Agans said staff would look into this.

3. Approval of Membership Applications

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

- **DEBORAH F. ASHPES**
- **SOREN POWELL AND CHRISTINE WILKIN**
- **CHRISTIAN L. BRUNO AND BENJAMIN C. BRUNO.**

Moved: James

Seconded: Lewis

Carried 8

MOTION: THAT THE BOARD APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGES:

- **MICHAEL YANG AND EMMA YANG, TO MICHAEL YANG, EMMA YANG, AND EMILY YANG, JOINT TENANTS**

Moved: James

Seconded: Boswell

Carried 8

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING PROSPECTIVE MEMBERS INTO THE COOPERATIVE WITH MEMBERSHIP PROVIDED THEM AT THE TIME OF SETTLEMENT:

- **CHRISTOPHER D. GARDY AND JACQUELINE A. GARDY**
- **MATTHEW J. ATTICK**

4. Committee Reports

Manager of Technical Services Sporney said that in response to a directive from the Board in October, ARC reviewed the existing rules in the Members' Handbook regarding fence heights and size limitations for sheds. The committee summarized its findings in a written report dated June 2009. Sporney summarized that ARC members agreed that the current fence height limit of 42" and the current size limitations for wood sheds are appropriate. As Board liaison to the Animal Companion committee, Director McFadden advocated for fence height flexibility for dog owners and those with a fear of dogs; she envisions these higher fence requests coming to the Board as exceptions.

Director Lewis said that the Marketing committee discussed internet service for the guesthouse and felt more information was needed from former guests. The committee suggested surveying guests from the past 12 months about the existing services/amenities in the guest house, and if they would be willing to pay more for additional services/amenities. The committee would like to see the survey before it is disseminated.

CONSENSUS: TO PROCEED WITH THE GUEST HOUSE SURVEY .

President Agans again presented the idea of having skylights in the addition maintenance program; this issue was slated for an Adhoc Skylight Committee which has not met yet. Sporney noted that the skylight issue came up in January as an exception for a member and until a decision is reached, he cannot close out the permit. Director Hickey of ARC said his committee has gathered some information; President Agans requested a Board report by September 1. General Manager Overdurff emphasized the need to keep the member informed.

President Agans said that Ardently Green's report will be ready mid-August. Buildings Committee Chair Jim Cohen requested that the committee have the opportunity to review it and talk with Ardently Green before it is released for full review.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Morse

Seconded: Novinski

Carried 8

6a. Minutes Submitted for Approval (CA)

- June 17, 2009 – Special Meeting

6b. Agreement with Verizon for Installation of FIOS Network to GHI Homes

Director James inquired why the Fiber Distribution Terminal (FDT) boxes will be installed on the exterior rather than inside the boiler rooms. He expressed his concern about the aesthetic effect of these boxes on GHI's historic facades, the exterior wall penetrations, and the proliferation of boxes on exteriors. Verizon contractor Victor

Allen responded that exterior boxes above boiler room doors provide easy access for technicians while boiler rooms are locked; he was unsure about logistics among technicians even if GHI were to provide Verizon with keys. Allen emphasized that easy access to the FDT boxes ensures faster service for the customer.

Assistant Manager Ralph clarified that masonry rows have boiler rooms, while frame rows do not; therefore, FDT boxes will have to be mounted on the exterior of frame rows where a utility panel is not available. Director Mazursky, who resides in an end unit masonry home, inquired about mounting the FDT box in the crawl space. Verizon contractor Cary Smith stated that the crawl areas do not provide enough physical space for technicians to work in; he noted that an FDT box measures approximately 12" x 14".

Ralph said staff will go back to Verizon to discuss the option of installing the FDT boxes on the interior as well as the logistics of providing them with a master key to the boiler rooms. Smith suggested a keyless entry and GHI would only need to provide Verizon with the combination.

CONSENSUS: THE BOARD REQUESTS STAFF DISCUSSION WITH VERIZON ON THE PLACEMENT OF FDT BOXES INSIDE BOILER ROOMS OF THE MASONRY UNITS AND THE LOGISTICS OF PROVIDING ACCESS TO THE BOILER ROOMS FOR VERIZON TECHNICIANS.

Ralph said that FDT boxes might have to be installed directly over the siding of the frame units when the panels cannot accommodate the boxes, and members may have concerns. In addition, when GHI needs to undertake a repair, the boxes may need to be removed at GHI's expense. He noted that J-hooks would be used to route cables in the crawl spaces of block and frame homes in case insulation needs to be installed in the future.

6c. Green Ribbon Task Force (GRTF) – Discussion of Current and Future Role

GRTF chair Jim Cohen summarized his written report to the Board; he highlighted accomplishments to date and offered next steps, one of which is to expand the Buildings Committee into a Buildings and Grounds Committee. President Agans suggested the task force focus on Buildings and Grounds, so the board would have information along with Ardently Green's report for crafting GHI's 30-year plan of achieving sustainability.

6d. Approval of Minutes: Resubmission of May 28, 2009

MOTION: THE BOARD OF DIRECTORS RESCINDS ITS APPROVAL OF THE BOARD MEETING MINUTES OF MAY 28, 2009, WHICH WERE APPROVED AT THE BOARD MEETING OF JUNE 25, 2009.

Moved: Agans

Seconded: James

Carried 8

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE MINUTES OF THE MAY 28, 2009 BOARD MEETING, WITH CORRECTIONS, AS PRESENTED AT THE JULY 16, 2009 BOARD MEETING.

Moved: Lewis

Seconded: Hickey

Carried 8

6e. Yard Line Certification: 7 Court Southway, 56B-J Crescent Road

Yard Line Committee Chair Dianne Wilkerson noted that 56A and 56K Crescent Road are not included for certification due to pending city rights of way issues. Director James noted for the record that he resides in this court, but intends to vote. A discussion ensued as to whether he should vote. Director Lewis said that declaring an interest in the situation does not preclude the member from voting. There were no objections to James voting.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 7 COURT SOUTHWAY AS PRESENTED.

Moved: James

Seconded: McFadden

Carried 8

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 56B-J CRESCENT ROAD AS PRESENTED.

Moved: Lewis

Seconded: Hickey

Carried 8

6f. Request for Exception: Serviceside Fence, 7F Southway

Director of Technical Services Sporney summarized the request for exception. In May, Andrea and Ryan McClelland submitted a request to install a post and rail fence in their serviceside yard. Staff questioned its compliance with GHI rule §VII.B.9 in terms of harmonizing with adjacent fence styles. ARC recommended approval of a 2-board fence to match the fence at 7E Southway.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A 2-BOARD FENCE AT THE PERIMETER OF THE SERVICESIDE YARD AT 7F SOUTHWAY, TO MATCH THE FENCE AT 7E SOUTHWAY.

Moved: Morse

Seconded: McFadden

Carried 8

6g. Survey Results on Proposed New Storage Units at 9 Court Southway

Assistant Manager Ralph provided a brief history of this issue and results of a GHI-wide survey to ascertain interest in renting storage units at 9 Court Southway. For this boiler room, said Ralph, only two options exist: conversion to storage units or purchase by a member for an addition. He explained that while there is risk with conversion, there is risk in doing nothing as the boiler rooms must be maintained and there have been complaints by members about non-use. He said that if the Board proceeds with storage conversion, the Yard Line committee should consider undertaking the yard line certification process for that row. Regarding the conversion, he said that a 4-unit layout would seem the most logical based on member feedback and unit size.

Director Lewis emphasized the need to determine the selection process; Director Boswell encouraged the installation of noise abatement material and establishment of hours of access. President Agans said members of the court would have first priority to rent the units. Director Morse recused himself from the discussion as he may be interested in renting a storage unit.

MOTION: THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO INCLUDE A LINE-ITEM IN THE 2010 GHI BUDGET TO ALLOW CONVERSION OF THE OLD BOILER ROOM AT 9 COURT SOUTHWAY INTO A 4-UNIT STORAGE BUILDING.

Moved: Hickey

Seconded: Boswell

Carried 7

6h. Reverse Share Loan Proposal

As Finance Committee member Bill Jones was not in attendance, consideration of this issue was deferred.

6i. Fee Deferral Program – Change In Terms

President Agans summarized that there are 11 members participating in one of two fee deferral programs [which began in the 1980's] and the total outstanding debt to GHI owed by these members is about \$140,000. The Finance committee recommends that, in the event a member wishes to refinance and have an outstanding loan from GHI and does not wish to repay this loan at the time of refinancing, the interest charged on the outstanding fee deferral loan balance should be adjusted to a compounded market rate. Committee discussion focused on the inequity of all GHI members continuing to subsidize these loans at below market interest rates.

Member Betty Deitch, began by stating that in reviewing old *Communicators*, GHI as it exists today is not a real cooperative--everyone should be helping each other and all members should pay the same coop fee. She continued that the program as it exists today is not the same as at the outset, and the original terms agreed to by these members when they signed the original agreement continues to change. While she has already refinanced her unit, she said that some of the remaining 10 members could refinance given the equity in their homes and

excellent credit rating; however, passage of the suggested motion will cancel out the benefit of refinancing. Audit committee member Dianne Wilkerson, who attended the committee meeting, explained that the original agreement clearly states that GHI can change the terms. She described the original agreement as poorly written and a disadvantage to GHI; she added that "subsidize" is not the right language as these deferrals were originally backed by a HUD grant. If the motion is passed, she explained, only those who refinance will have a change in their terms -- they must pay off the loan deferral or accept a higher interest rate for the deferral.

Director Morse said that the clause allowing GHI to change the contract was most likely included to address future circumstances. Director Boswell said that this program is costing members money and GHI should take the opportunity afforded it in the contract to change the terms; he added that variable loan rates are not uncommon. Director Mazursky inquired if any of the 10 members is on a fixed income. Wilkerson said that based on the initial qualifications for the program and current income, some members may be adversely affected by the change if they choose to refinance without repaying the deferral, but she is unaware of members' specific situations. Director Morse noted that, according to Bill Jones, a homeowner may not necessarily be cash poor after refinancing. He added that this program seems exclusive of other members who may need financial assistance with refinancing. Director of Finance Perry clarified that the interest would continue to accrue and become part of the loan until the home is sold or is refinanced; this situation would not necessarily cause financial hardship as it would be applied against equity. Director Lewis said that she is conflicted about the issue, but feels that past contracts should be honored; she is against unilaterally changing the contract based on the amount owed of \$140,000. Director Agans said that she voted against the change in the committee meeting as it is a bad contract for both the member and GHI; she concurred with Lewis about a unilateral change.

MOTION: IN THE EVENT A MEMBER WISHES TO REFINANCE THEIR SHARE LOAN AND HAS AN OUTSTANDING LOAN FROM GHI AND DOES NOT WISH TO REPAY THIS LOAN AT THE TIME OF REFINANCING, THE INTEREST RATE ON LOANS TO GHI SHALL BE ADJUSTED TO A MARKET COMPOUNDED RATE UNTIL THE ENTIRE DEBT IS REPAYED TO GHI.

Moved: Morse

Seconded: Boswell

Carried 6-2

6j. Contract for Repairs: 5 Woodland Way

One of the two co-owners and the single occupant of 5 Woodland Way are deceased, leaving the unit vacant. Because of the extensive repairs necessary to prepare it for resale, the surviving co-owner assigned her right, title and interest in and right of perpetual use of the unit to GHI. GHI will undertake all of the necessary repairs and re-sell the home. The surviving co-owner will receive the net proceeds after re-sale. While drainage and mold problems have been addressed, it is now necessary to hire a contractor to undertake general repairs. Three contractors submitted bids: Gott Custom Contracting - \$22,387.00; **Greenbelt Builders, Inc. - \$19,975.00**; Gehring Construction, Inc. - \$30,500.00. Staff recommends that the Board of Directors endorse Greenbelt Builders, Inc. for performing the repairs at 5 Woodland Way for the amount of its bid, with an additional 15 percent to cover contingencies.

MOTION FOR 1ST READING: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GREENBELT BUILDERS INC., FOR THE REPAIRS OF 5 WOODLAND WAY, AT ITS BID, \$19,975, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$22,971.

Moved: James

Seconded: Novinski

Carried 8

MOTION TO SUSPEND RULE AND ALLOW TWO READINGS: THE BOARD OF DIRECTORS SUSPENDS THE RULE REQUIRING TWO READINGS FOR CONTRACTS EXCEEDING \$7,500.00 AT TWO SEPARATE MEETINGS; TO ALLOW BOTH MOTIONS FOR 1ST AND 2ND READING COVERING REPAIRS TO 5 WOODLAND WAY TO BE CONSIDERED FOR ADOPTION ON JULY 16TH, 2009.

Moved: Novinski

Seconded: McFadden

Carried 8

MOTION FOR 2ND READING: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING, TO ENTER INTO A CONTRACT WITH GREENBELT BUILDERS INC., FOR THE REPAIRS OF 5 WOODLAND WAY, AT ITS BID, \$19,975, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$22,971.

Moved: Boswell

Seconded: Hickey

Carried 8

6k. Quarterly EZ Pay Drawing

MOTION: THE BOARD OF DIRECTORS DISCONTINUES THE QUARTERLY EZ PAY DRAWING WITH THE OPTION OF RE-INTRODUCING IT AS NEEDED.

Moved: Lewis

Seconded: McFadden

Carried 8

Director Morse suggested continuing to market the EZ Pay Program to new and existing members without the incentive. Director Hickey suggested including information about the program in the *Communicator*.

6l. Rules Revisions - Materials

Manager of Technical Services Sporney provided an overview of the Board directive to ARC to review existing GHI rules to establish construction standards for new additions as well as ARC's proposed rules revisions which affect the following sections of the GHI rulebook: structure §X.D.8; vinyl siding §X.D.12; roof materials §X.D.13; and exterior painting § XI.A.

The Board discussed the two new suggested materials, fiber cement and artificial slate, both of which roughly cost 50% more than their standard counterparts. Director Boswell inquired about the benefits of these materials if they will cost more for GHI to replace. Fiber cement siding benefits include a more attractive and upgraded appearance and greater fire resistance and artificial slate is easier to work with, responded Sporney.

Director Agans suggested approving the rules changes for exterior painting, and publishing the rest of the proposed rules revisions in the *News Review* for feedback from members; Director Morse concurred and emphasized the importance of bringing members into the rule making process. Director Lewis expressed her concern about how to clearly present this information in the *News Review*; she suggested publicizing it in the *Communicator*. Discussion ensued regarding eliciting membership feedback on this topic and the mechanism by which to do so.

CONSENSUS: TO OPEN THESE RULES CHANGES, WITH THE EXCEPTION OF EXTERIOR PAINTING, TO FEEDBACK FROM THE MEMBERSHIP.

Directors Morse and Agans agreed to assist staff with drafting a summary of the rules revisions for Board review prior to publicizing to the membership.

MOTION: THE BOARD OF DIRECTORS APPROVES RULES CHANGES FOR EXTERIOR PAINTING § XI.A AS PRESENTED.

Moved: Morse

Seconded: Lewis

Carried 8

7. Items of Information

No discussion.

8. President

- President Agans formally appointed Director James to the Buildings Committee.
- She announced the upcoming Labor Day festival and emphasized Board presence on the float and at the table.

9. Board Members

Director Morse echoed Director Lewis' sentiment that the Fee Deferral Program agenda item was a difficult issue and appreciated everyone's contributions to the discussion. **Director Lewis** said that she and General Manager Overdurff met with Dorrie Bates of the Consumer Coop, as part of the Greenbelt Cooperative Alliance, to discuss coop month in October. Initiatives include a display case at the library, a marketing poster, and a booth at the farmer's market. Regarding the 501 (c)(3) establishment, she reported that she met with Chris Logan, Joe Perry and Ms. Overdurff. While still in the preliminary planning stages, the committee plans to apply for the designation by the end of September as the "Friends of Historic Greenbelt." She commended Director Boswell for his proactive participation and commitment as a Board member. She noted a photograph in the recent *Coop Business Journal* featuring some GHI staff/Board members and emerging coop leaders taken in May. **Director Novinski** said that ARC will meet on the third Wednesday in August and may change to this schedule. She inquired about yards being dug up at 19 Ridge Road. Assistant General Manager Ralph said there are ongoing underground utility repairs and drainage improvements at a few sites, but not at 19 Ridge Road. On behalf of the Woodlands Committee, **Director James** announced upcoming Parcel X maintenance on August 1 and a summer walk on August 30. He inquired about how to raise the issue of maintenance on Hamilton Trail. Mayor Davis said that Forest Preserve Ordinance, which has citizen support, precludes this trail maintenance; she suggested sending a letter to the City Manager. **Director Boswell** announced a Buildings Committee meeting on July 22. He acknowledged the Board took on a difficult issue [Fee Deferral Program] this evening and congratulated staff for 70 days without an accident. He announced a meeting of the Greenbelt Community Foundation on July 26 as well as a GHI orientation on July 26 at 11 am; he said the Buildings Committee discussed how to improve this orientation and he encouraged Board members to attend an orientation. Director Lewis requested that suggestions for improvement be directed to the Marketing committee. **Director Hickey** inquired about the recent tax assessor who visited homes. General Manager Overdurff said the assessor, who presented himself to the office without prior announcement, visited homes where permits for additions and/or decks were filed post mid-2006. In speaking with supervisors at the County level, she understands that this is in preparation for the 2010 tax bill which will result in 1,600 tax bills being generated for GHI. She emphasized to the county supervisors the need to have more information to share with the membership; she attempted to arrange a meeting in September to no avail. Mayor Davis said that all properties are being re-assessed as this is the third year of the 3-year assessment period.

Audit committee member Haslinger, who recently attended his first member complaints panel, is looking forward to continuing to serve out his responsibilities as an audit committee member. Audit committee chair Wilkerson thanked GHI for painting the boiler room doors.

10. Manager

General Manager Overdurff reported that she attended a pre-purchase orientation meeting; staff has since discussed the need for a consistent approach and script. She emphasized the need to continue to educate long-time members as well.

Mayor Davis said the City could issue a formal proclamation of Coop Month; the language for the proclamation would be needed by September. She said a special bulletin will be going out to all Greenbelt households about the election.

MOTION: TO ADJOURN TO EXECUTIVE SESSION.

Moved: Lewis

Seconded: McFadden

Carried 8

The meeting adjourned at 10:20 p.m.

Ed James
Secretary