

Minutes
GHI BOARD OF DIRECTORS
July 19, 2012

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

Excused Absences: Boswell, McFadden

Others in Attendance:

General Manager Eldon Ralph	Martha Tomecek, Michel Cavigelli, Katia Cavigelli
Joan Krob, Director of Member Services	Ed Manns
Tom Sporney, Director/Technical Services	Rebecca Ossi
Joe Perry, Finance Director	Bruce Mangum
Dianne Wilkerson, Audit Committee Chair	Pamela Bessmer
Ben Fischler, Audit Committee	Annie Shaw
Lesley Riddle, Assistant Public Works Director for the City of Greenbelt	Donna Halpren
Joe Doss, Playground Supervisor for Public Works for the City of Greenbelt	Steve Halpren
Sylvia Lewis	Ken Mahen
	Kris White
	Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:35 p.m.

1. Approval of Agenda

Items 6l. *Approval of Membership Applications by Email* and 6m. *Solar PVES Project for the Administration Building* were added to the agenda. The minutes for May 10, 2012 were removed from the consent agenda. A two-minute time frame was added to 6f.

MOTION: TO APPROVE AGENDA, AS REVISED

Moved: Hess

Seconded: Jones

Carried 6

2. Visitors and Members

President Ready welcomed visitors and members. Sylvia Lewis, 2C Gardenway, invited co-ops to march behind the Greenbelt Co-op Alliance banner during the Labor Day parade. Annie Shaw, 39B Ridge Road, thanked the maintenance crew for their responsiveness to the downing of trees after the last storm.

3. Approval of Membership Applications

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBER IS ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED HER AT THE TIME OF SETTLEMENT.

- **CANDACE SLOBODNIK**

Moved: James

Seconded: Hess

Carried 6

FOR THE RECORD: THE FOLLOWING MEMBERS WERE ACCEPTED INTO THE COOPERATIVE BY A BOARD POLL AND MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **BECKY LEWITTES, SOLE OWNER**
- **SCOTT RUDLOSKY, SOLE OWNER**
- **SONJA MEREDITH, SOLE OWNER**
- **JOSEPH KAUTZER, JACQUELINE ORLANDO, JOINT TENANTS**
- **MEGAN MECHAK, SOLE OWNER**
- **LYNN DEMOS, SOLE OWNER**

4. Committee Reports

- a. ARC - Novinski said the committee added a member.
- b. Communications Committee – Morse spoke about the website.
- c. Building Committee – Jones said the committee only received one bid for the pilot. He said the committee is thinking about breaking it up into several parts.
- d. Finance Committee – Hess said the committee will meet next Thursday to discuss real estate taxes and how to deal with the mechanics of the assessments and repeals and setting up policies for the future.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: Novinski

Carried 6

6a. Approval of Minutes

APPROVED BY CONSENT: BOARD MINUTES OF MAY 24, 2012, JUNE 14, 2012 AND JUNE 21, 2012.

6b. Proposed Playground Renovation (2 Ct. Laurel Hill & 12 Ct. Hillside)

- Morse requested two regular seats on the swing instead of the proposed one tot and one regular.
- The Halprens are opposed to building the playground because of the size, the creation of stress on the nearby neighbors due to the noise 24/7, no parking, increased traffic, illicit activity (needles and used condoms found on existing playground). They suggested building a playground on the Northway ball field or improve the playground equipment at Plateau Place.
- Ken Mahen said there is no direct access to that playground and due to safety concerns the fun equipment had been removed, so no one plays on it.

- James said the report was more about the trees and not about the playground renovations for the sake of the kids. He said the proposal needs more work.
- Rebecca Ossi, mother of 4 1/2 and 2-year-old sons, said children going to the playground are between 2 and 12 years of age. She said two-year olds do not fit into toddler swings anymore because the children are too big. She uses the playground behind 12 court. Ossi said she is in favor of renovating the playgrounds and combining them and likes the list of the new equipment.
- Hess requested a more accurate aerial view of the playground's layout site.
- Jones requested a sign to be posted at the playground stating it is closed at 9 p.m. to 6 a.m. and to add two more benches.
- Kris White, wants the bench behind her fence to be removed. She lives directly behind 12 court.
- Ready said neighbors suggested having the two playgrounds for ages 2-5 and 5-12 built adjacent to one another.
- James asked that the Woodlands Committee look at installation of picnic tables and the issue of trees in the area. He also suggested the installation of a water fountain.
- Ready said there is a swing at 12 Court that is too high for anyone to use.
- Ready reiterated members' concerns about whether the old playground sites would be returned to a grassy area and whether the proposed site of the new playground will be built too close to houses.
- A member suggested formalizing a separate receptacle for pet waste.

CONSENSUS: THE BOARD OF DIRECTORS REQUESTS THE FOLLOWING CHANGES TO THE PLAYGROUND PROPOSAL:

- **TWO REGULAR SEATS ON THE SWING INSTEAD OF THE PROPOSED ONE TOT AND ONE REGULAR.**
- **A MORE ACCURATE AERIAL VIEW OF THE PLAYGROUND S LAYOUT SITE.**
- **A SIGN TO BE POSTED AT THE PLAYGROUND STATING IT IS CLOSED AT 9 P.M. TO 6 A.M. AND TO ADD TWO MORE BENCHES.**
- **HAVE THE TWO PLAYGROUNDS AGES 2-5 AND 5-12 BUILT ADJACENT TO ONE ANOTHER.**
- **THE INSTALLATION OF A WATER FOUNTAIN.**
- **NOT BUILD THE PROPOSED PLAYGROUND TOO CLOSE TO HOMES.**

The issue is to come back to the board of directors.

6c. Pepco Pole Replacement & Tree Trimming Project Update

General Manager Eldon Ralph gave an overview of the pole replacement and tree-trimming project. Matt Barres answered questions from Board members fielded to him via a phone conference.

6d. Modification of Existing Swing to Permanent Gazebo-type Structure, 46E Ridge

On 26Apr12, the member at 46E Ridge Road commenced inquiry with GHI staff regarding the modification of a porch swing to a framed, screened structure. Ongoing discussion over the next month revealed that the member's request was for a permanent gazebo-type structure in the side yard. On 24May12, GHI staff received a permit request for this (attachment #7), and advised the member that, other than sheds as defined in §IX.B.4.: *All other accessory buildings must be approved by the Board of Directors.*

ARC voted 3-0-1 that the modification to the swing is acceptable for permanent installation. The reasons given for this motion were that:

- “Perfectly appropriate” (words used by architect committee member).
- This is an expression of the owner's style that has no impact on others.
- GHI is not responsible for maintenance.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE PERMANENT INSTALLATION OF A YARD SWING MODIFIED WITH SCREENED FRAMING AND ROOF AS INDICATED BY THE MEMBER'S DESCRIPTION IN THE SIDE YARD AT 46E RIDGE ROAD.

Moved: Jones

Seconded: Hess

Carried 6

6e. Proposed End Addition, 11A Laurel Hill

On 29May12, the member submitted a permit request for an end addition (attachment #8). Upon review, GHI staff identified the following conflicts with GHI rules:

- **Size.** The gross area of the existing unit is 23'x17'x2=782sf; the gross area of the existing 2-story addition is 12'x17'x2=408sf; the gross area of the existing 1-story screened porch is 12'x12'=144sf. The gross area of the existing unit (782sf) minus the gross area of the existing 2-story addition and 1-story screened porch (552sf) = 230sf. This leaves 230sf as the allowable square footage of any more additions. The square footage of the proposed addition is 10'x16'x2=320sf. This exceeds the allowable square footage by 90sf. The width of the proposed addition is 10'. The width of the north yard line of the side yard is 19'. Therefore, the width of the addition should not exceed 9'6".

§X.F.1. The maximum square footage of the addition is limited to the square footage of the original structure and shall not exceed one-half the distance between the original building and the yard line. Consideration must also be given to the view, sunlight, and air circulation of each neighbor affected.

- Roof lines. The existing porch roof is a gable roof, and has been drawn on the revised drawings as a shed roof. It is not clear that the combination of roof types and pitches complies with the intent of GHI rules:
 - §X.F.3. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines.
- Bay windows in an end addition:
 - §X.N.2. Bay windows unacceptable, except for gardenside additions.

ARC voted 3-0-1 that the roof at 4:12 pitch for the existing screen porch be accepted. Reasons for motion: architecturally appropriate.

ARC voted 3-0-1 that the bay windows be allowed. Reason for the motion: architecturally appropriate.

ARC voted 3-0-1 to recommend that the exception for the additional size be granted.

MOTION: TO LIMIT THE DISCUSSION TO THE FIRST MOTION THAT THE BOARD OF DIRECTORS DOES GRANT AN EXCEPTION TO RULE X.N.3 TO ALLOW A SHED ROOF ON THE EXISTING SCREEN ROOM.

Moved: Jones

Seconded: Morse

Carried 6

MOTION: THE BOARD OF DIRECTORS DOES GRANT AN EXCEPTION TO RULE X.F.3 TO ALLOW A SHED ROOF WITH A PITCH OF 4:12 ON THE EXISTING SCREEN ROOM.

Moved: Jones

Seconded: Morse

Carried 6

MOTION: THE BOARD OF DIRECTORS DOES GRANT AN EXCEPTION TO RULE X.N.2 TO ALLOW THE INSTALLATION OF BAY WINDOWS ON BOTH THE SERVICE SIDE AND THE END (STREET SIDE) OF THE PROPOSED ADDITION.

Moved: Hess

Seconded: Unidentified

Carried 4-2

Opposed: Jones and Morse

CONSENSUS: SEND BACK TO ARC ABOUT THE BAY WINDOWS.

MOTION: THE BOARD OF DIRECTORS DOES GRANT AN EXCEPTION TO RULE X.F.1 TO ALLOW THE PROPOSED END ADDITION PROVIDED THAT THE WIDTH OF THE ADDITION DOES NOT EXCEED 9'6" AND THAT THE SQUARE FOOTAGE OF THE ADDITION DOES NOT EXCEED 304 SQ. FT.

Moved: Jones
Opposed: Hess

Seconded: Morse

Carried 5-1

At 10:00 p.m., the following motion was made.

MOTION: TO EXTEND THE MEETING BY 20 MINUTES.

Moved: Jones

Seconded: Hess

Carried 6

6f. Proposed Purchase of 14J Laurel Hill from PNC Bank

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO NEGOTIATE THE PURCHASE OF 14J LAUREL HILL FROM THE PNC BANK AT A PRICE NOT TO EXCEED THE AMOUNT DECIDED DURING THE BOARD'S EXECUTIVE MEETING ON 7-19-2012.

Moved: Hess

Seconded: Jones

Carried 6

6g. 2012 Roof Repair Contract, 1st Reading

In the first quarter of this year, GHI surveyed the condition of addition roofs covered by the Addition Maintenance Program [AMP]. Additions at four (4) homes were found to be in need of repair.

- 17 H Ridge Road (G/S)
- 2 B Laurel Hill Rd (G/S)
- 2 C Laurel Hill Rd (G/S)
- 2 D Laurel Hill Rd. (G/S)

Also, other significant roof repairs were found to be needed at:

- 6 Woodland Way, main roof
- 45 Ct. Ridge Road, garage roofs #1-5

Fee-for-service requests have been made for roofs that are presently members' responsibility:

- 45 P Ridge Road (G/S) [not on AMP], fascia repairs only
- 45 Q Ridge Road (G/S) [not on AMP]
- 2 B Laurel Hill Rd (G/S), skylight [member responsibility]

The first category would be funded from the Addition Maintenance Program [AMP], the second from Replacement Reserves [RR], and the third from accepted fee-for-service [FFS] proposals.

In June, GHI formally requested bids from nine (9) contractors. GHI eventually received bids from five (5) contractors:

NAME OF COMPANY	AMP	RR	subtotal GHI expense	FFS	total	add'l roof deck plywood, sf
Global Roofing & Const.	\$6,070.00	\$11,730.00	\$17,800.00	\$3,500.00	\$21,300.00	\$2.00
Harry & Sons Contracting, Inc.	\$4,950.00	\$11,650.00	\$16,600.00	\$3,475.00	\$20,075.00	\$2.00
RRH Associates, LLC	\$3,780.00	\$13,210.00	\$16,990.00	\$3,680.00	\$20,670.00	\$1.90
Hearn Insulation Co.	\$2,239.52	\$5,625.48	\$7,865.00	\$2,476.56	\$10,341.56	\$2.32
Greenbelt Builders	\$3,020.00	\$6,850.00	\$9,870.00	\$2,930.00	\$12,800.00	\$2.50

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH HEARN INSULATION TO REPAIR (4) ADDITION ROOFS (RI17H & LA2B/C/D), A SINGLE FAMILY HOME AT 6 WOODLAND WAY, A RENTED GARAGE ROOF AT 45 RIDGE, AND MEMBER-RESPONSIBILITY REPAIRS AT RI45P&Q AND LA2B AT ITS BID, \$10,341, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$11,375.

Moved: Jones

Seconded: Hess

Carried 6

6h. 2012 Boiler Room Masonry Chimney & Miscellaneous Masonry Repairs, 1st Reading

In the first quarter of this year, GHI surveyed the condition of masonry boiler room chimneys & miscellaneous sites where masonry repairs are needed. GHI staff prepared a specification for the following sites:

ADDRESS	REPLACE BRICKS	REPOINT MORTAR (LINEAR FEET)	CLEAN BRICKS (SQUARE FEET)	SEAL BRICKS (SQUARE FEET)	REPAIR CONCRETE (SQUARE FEET)
ADMIN. BUILDING	7	14	84	84	0
32 -G RIDGE RD	4	75	167	167	0
24-F RIDGE RD	2	75	198	198	0
20-A RIDGE RD	1	75	198	198	0

5-G GARDENWAY	1	75	167	167	0
18-Z3 RIDGE RD	0	75	198	198	0
9-N SOUTHWAY	15	395	198	198	0
14-Q RIDGE RD	0	75	198	198	247
4-K GARDENWAY	19	115	198	198	0
42-D RIDGE RD	10	200	198	198	0
TOTAL	59	1,174	1,720	1,720	247

GHI obtained bids from the following three (3) contractors:

NAME OF COMPANY	TOTAL
American Exteriors	\$27,625.00
Lanham Construction	\$69,657.99
C.A.Lindman	\$48,940.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH AMERICAN EXTERIORS FOR THE REPAIR OF MASONRY CHIMNEY & MISCELLANEOUS REPAIRS IDENTIFIED ABOVE, AT ITS BID, \$20,800, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$30,388.

Moved: Jones
Abstained: Hess

Seconded: Morse

Carried 5 w/1
abstention

6i. Contract for Repairs to 47C Ridge, 1st Reading

Because of the significant work that is involved in bringing the unit into compliance with GHI resale standards, GHI developed specifications and sought bids from three contractors. Following is a comparison of the bids received to complete the work:

Name of Contractor	Bid Price
Richard K. Gehring Home Improvements	\$20,800.00
Gilbert General Contractor	\$23,500.00
Michael D. Maxwell Painting & Wall Covering	\$22,900.00

The low bidder is Richard K. Gehring Home Improvements. This contractor has previously worked for GHI on similar projects and performed satisfactorily. Staff recommends awarding the contract to Richard K. Gehring Home Improvements with an extra 10% to cover any unforeseen contingencies.

MOTION FOR 1ST READING: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH RICHARD K. GEHRING HOME IMPROVEMENTS TO REPAIR THE UNIT LOCATED AT 47C RIDGE ROAD, AS DIRECTED BY GREENBELT HOMES INC. AT COST PLUS CONTINGENCIES NOT TO EXCEED \$ 22,880.00.

Moved: Hess

Seconded: Jones

Carried 6

6j. Review of Status of Part 2, Phase 2 of the Pilot Project

MOTION: THE BOARD OF DIRECTORS APPROVES OF STAFF'S RECOMMENDATION TO SPLIT THE PART 2, PHASE 2 WORK FOR THE PILOT PROJECT WITH THE INTENTION OF OBTAINING BIDS FOR THE ACCOMPLISHMENT OF ATTIC INSULATION WORK IN 2012 AND BIDS FOR THE INSTALLATION OF WINDOWS, DOORS, VINYL SIDING, EXTERNAL INSULATION FINISH SYSTEM AND EXHAUST FANS IN 2013.

Moved: Jones

Seconded: Morse

Carried 6

6k. Recommendation from Task Force Regarding Unauthorized Rentals

MOTION: THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO PRESENT THE RECOMMENDATIONS OF THE TASKFORCE ON THE SUBJECT OF UNAUTHORIZED RENTALS TO THE GHI MEMBERSHIP FOR COMMENT, OVER A PERIOD OF 30 DAYS.

Moved: Hess

Seconded: James

Carried 6

6l. Board Polls

Questions have been raised about the practice of using board polls to approve membership applications and contracts for emergency repair work when they occur prior to a scheduled board meeting. It appears there is no formal policy about board polls; however, the Director of Member Services found evidence that polls have been used as far back as May 19, 1982 to “tentatively” approve of membership applications and the approval ratified at a subsequent meeting on June 10, 1982. The Board discussed and considered the following suggested motion provided by management staff:

GHI Board members are authorized to vote via email or by telephone on:

1. *Approving membership contracts when a closing date will occur before the next regular meeting of the Board*
2. *Approving contracts for undertaking emergency repairs that must be undertaken before the next regular meeting of the Board.*

MOTION: GHI BOARD MEMBERS ARE AUTHORIZED TO VOTE VIA EMAIL OR BY TELEPHONE ON APPROVING MEMBERSHIP CONTRACTS WHEN A CLOSING DATE WILL OCCUR BEFORE THE NEXT MEETING OF THE BOARD.

Moved: Jones

Seconded: Morse

Carried 6

At 10:20 p.m. director Jones offered the following motion:

MOTION: TO EXTEND THE MEETING BY ANOTHER 15 MINUTES.

Moved: Jones

Seconded Morse

Carried 5-1

Opposed: Novinski

Action on part 2 of the suggested motion was deferred to the next meeting by Hess and Jones.

6m. Solar PVES Project for the Administration Building

MOTION: THE BOARD OF DIRECTORS DOES APPROVE OF A FURTHER EXAMINATION OF THE KENERGY PROPOSAL FOR A SOLAR PVES PROJECT FOR THE ADMINISTRATION BUILDING COMPLEX.

Moved: Jones

Seconded Morse

Carried 4-3

Opposed: Hess, Novinski, and DeBernardo

MOTION: TO EXTEND THE MEETING BY FIVE MORE MINUTES.

Moved: Morse

Seconded: DeBernardo

Carried 5-1

Opposed: Hess

MOTION: THE BOARD OF DIRECTORS APPOINTS A SPECIAL COMMITTEE COMPRISED OF SUE READY, BILL JONES, DAVID MORSE, CHUCK HESS AND STEVE SKOLNIK TO FURTHER EXAMINE THE SOLAR PVES PROJECT AND REVISE THE PROPOSAL AS REQUESTED BY THE BOARD. THE COMMITTEE SHALL PRESENT A REVISED PROPOSAL TO THE BOARD BY AUGUST 3, 2012.

Moved: Jones

Seconded: Morse

Carried 6

7. Items of Information

Informational items were given to the Board in the Manager's memorandum packet: Task Force for Member Picnic in October, Open House Tour for Board and Audit Committee members on August 20, Coop Reunion on August 12, NAHC 52nd annual conference October 10-13, Board work plan and committee task lists, and monthly calendar of events for GHI and city of Greenbelt. These items were not announced.

8. President

Ready thanked Sheila Alpers for her service as chair on the Investment Committee and appointed Sylvia Lewis as interim chair. Ready announced the following committee appointments: Tom White, Investment Committee; Bob Snyder, ARC, Eldridge Brown, CAC. In addition, Ready announced she had also asked Catherine McHugh to head up the taskforce for the GHI Labor Day booth.

9. Board Members

No comments.

10. Manager

Ralph distributed checks to the Board and Audit Committee along with board packets for the July 29 retreat.

MOTION: TO ADJOURN

Moved: Hess

Seconded: James

Carried 6

The meeting adjourned at 10:55 p.m.

Ed James
Secretary