

Minutes
GHI Board of Directors
July 24, 2008

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

Excused Absence: Hickey, Robles

Others in Attendance:

Gretchen Overdurff, General Manager	Ginny Jones
Eldon Ralph, Assistant General Manager	Dan Obester
Brenda Lewis, Director of Human Resources	Virginia Obester
Tom Sporney, Manager of Technical Services	Karen Morganstern
Dianne Wilkerson, Chair, Audit Committee	Birgitt Funk
Dorothy Lauber, Audit Committee	
CJ Evans, Recording Secretary	
Chuck Hess	
George Moore	
Cheryl Moore	
Kris White	
Midge Cruz	
Marat Moore	

President Lewis called the meeting to order at 7:30 p.m.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: James

Seconded: Agans

Carried 6-0

2. Visitors and Members

Chuck Hess brought a matter to the Board for the record. A few weeks ago he heard water in his bathroom and found the sink was overflowing. He called maintenance and within five minutes, a maintenance employee was there and within 30 minutes, the problem was resolved. He requested that his thanks be passed along to the maintenance department.

3. Approval of Minutes

MOTION: TO APPROVE THE MINUTES OF JUNE 12, 2008.

Moved: Novinski

Seconded: James

Carried 5-0

1 Abstention

MOTION: TO APPROVE THE MINUTES OF JUNE 19, 2008.

Moved: James

Seconded: Morse

A FRIENDLY AMMENDMENT WAS REQUESTED (THE INSERTION OF “GREEN RENOVATION FOR LARGE COMPLEXES” WAS ADDED).

MOTION: TO APPROVE THE MINUTES OF JUNE 19, 2008 AS REVISED.

Moved: Morse

Seconded: James

Carried 5-0

1 Abstention

MOTION: TO APPROVE THE MINUTES OF JUNE 26, 2008 AS REVISED.

Moved: Agans

Seconded: Novinski

Carried 6-0

4. Approval of Membership Applications

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

- NUCLEO V.R. VEGA AND APRIL L.S. VEGA
- ELINOR RIMAR
- NANCY M. TILLOTSON
- BETSEY L. COAKLEY
- BETSY M. DELANEY AND DANIEL DELANEY
- JOSHUA J. SZMAJDA
- PHILLIP D. PHILLIPS
- KELLY R. LAWSON

Moved: James

Seconded: McFadden

Carried 6-0

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

- TERRANCE K. O’DRISCOLL AND MICHAEL O’DRISCOLL, JOINT TENANTS TO MICHAEL O’DRISCOLL, SOLE OWNER.
- LORI LIBES AND SARA HIRSCHMAN, JOINT TENANTS TO LORI LIBES AND SARA HIRSCHMAN LIBES, JOINT TENANTS.
- NICOLAS CHAUVET AND AN VAN DE WAL, JOINT TENANTS TO NICOLAS CHAUBET, SOLE OWNER.
- BRANDY R. MCNEIL SOLE OWNER TO SHAINIE SIEGEL, SOLE OWNER (withdrawn later in the meeting).

Moved: James

Seconded: McFadden

Carried 6-0

It was noted that Brandy McNeil was not on the MOC originally because she was not yet 18 years old. The Board requested that this membership come back as a new membership.

MOTION: TO WITHDRAW THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE:

- **BRANDY R. MCNEIL SOLE OWNER TO SHANE SIEGEL, SOLE OWNER**

Moved: James

Seconded: McFadden

Carried 6-0

FOR THE RECORD: A BOARD POLL WAS CONDUCTED ON JULY 16, 2008 AND THE FOLLOWING PROSPECTIVE MEMBERS WERE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF SETTLEMENT.

- **AMY BARBOSA AND PEDRO BARBOSA**

FOR THE RECORD: A BOARD POLL WAS CONDUCTED FOR APPROVAL OF THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE:

- **JOSEPH RIMAR AND ELINOR RIMAR, TO ELINOR RIMAR, SOLE OWNER.**

5. Committee Reports

Kris White, the Chair of the Companion Animal Committee (CAC) presented a report to the Board which summarized the activities of the CAC during the last quarter. She also listed activities planned for next quarter. George Moore noted that recently the fire house conducted a seminar and used the oxygen masks contributed by the CAC.

The Member and Community Relations Committee Report was submitted in the packet. The Board discussed the proposal to eliminate the GHI booth at the Labor Day Festival with concern. Director James noted that the committee has had a hard time finding volunteers to help with the booth. Several Board members volunteered to help man the booth during the festival. The report was taken under advisement, and Board members were encouraged to share ideas over email.

6a. EZ Pay drawing

Elizabeth Brush of 8A Plateau Place was randomly selected as the winner of \$200 towards her Coop fees.

6e. Schedule Meeting of Sub-Committee Regarding Board/Audit/N&E Relations

Objective 4.2a of the Key Results Area #4 of the Board's Strategic Plan states that a sub-committee consisting of members of the Board, the Audit Committee and the Nominations and Elections Committee, shall be formed to address and reaffirm the working relationships, expectations and communications among these groups.

Thursday, August 7th, 2008 was chosen for the Sub-Committee meeting. The meeting will occur at 7:30 p.m. in the Administrative offices. A representative from each committee should attend the meeting. It was noted that a notice of meeting would be sent.

6b. Request for Exception: Existing Privacy Screen/Fence, 13X Hillside

Ms. Pickworth was not in attendance. Manager of Technical Services, Tom Sporney reported that Ms. Pickworth contacted him on Monday letting him know that she had a schedule conflict. The Board decided that this item would be put on a future Board agenda.

6c. Request for Exception: Existing Vinyl Shed, 71D Ridge

Ms. Texier was not in attendance. Manager of Technical Services, Tom Sporney noted that she indicated that she would try to make it to the meeting. The Board decided that this item would be put on a future Board agenda.

6d. Request for Exception: Existing Gazebo, 7M Southway

On April & May, GHI staff contacted Ms. Birgitt Funk regarding the installation of a 10'x12' gazebo on her deck at 7M Southway. Staff identified to the member the oversize nature of this gazebo:

§IX.G.2. The maximum allowable size for a temporary structure is 100 sq. ft.

Ms. Funk submitted a Statement of Responsibility for a Temporary Structure, requesting an exception. The Architectural Review Committee met in June and recommended that Ms. Funk be allowed to keep it up for the remainder of the year and be advised that she not put it up next year.

Ms. Funk admitted that she overlooked the size restriction. She explained that she purchased the gazebo a year before because it was of very stable construction and fit her deck perfectly. She added that she looked into purchasing a 10x10 gazebo, but was disappointed to find that they were all very flimsy. She wanted a gazebo that would withstand bad conditions.

The reason for the 10x10 rule was questioned and Sporney responded that 10x10 is a standard size and 100 square feet was also the original allowed size for sheds. He also discussed the percentage of the yard occupied as a factor in the decision. It was noted that temporary structures are allowed to be up from April to November.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW INSTALLATION OF THE EXISTING 10'X12' GAZEBO IN THE END YARD OF 7M SOUTHWAY TO STAND ANNUALLY FROM APRIL TO NOVEMBER UNTIL RESALE OF THE UNIT AS LONG AS THE GAZEBO REMAINS STRUCTURALLY SOUND.

Moved: Mazursky

Seconded: McFadden

Carried 4-0-
2 opposed

It was requested that the ARC look at the allowable size of gazebos.

6f. Yardline Certification: 3 Boiler Rooms (20A, 32G, 48D Ridge), and 41 & 71 Courts Ridge Road

The member from 48D Ridge Road was present. Yardline Committee Chair Dianne Wilkerson reported that the committee took into consideration the dimensions of the yards where the boiler rooms are when making their decisions. There were no objections to the proposed yard plats from the affected members. Wilkerson noted that there were a few issues similar to issues faced

NAME OF COMPANY	TOTAL
Ned Stevens Gutters	\$16,050.00
Capital Roofing Inc.	\$13,540.00
Harry & Sons Contracting, Inc.	\$9,525.00
Crowley Construction	\$8,654.00

Crowley Construction has done roofing work at GHI before and performed well. Staff recommends that the Board of Directors endorse Crowley Construction for the addition roof repair contract, for the amount of its 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 CROWLEY CONSTRUCTION FOR THE REPAIR OF ADDITION ROOFS AT 4 HOMES INDICATED AT ITS BID, \$8,654, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$9,520.

Moved: Morse

Seconded: Mazursky

Carried 6-0

6i. 2008 Townhouse Furnace Contract – 2nd Reading

The furnaces for most of the larger townhomes and freestanding homes were last replaced in 1986. They are gas-heated forced air furnaces that have an average life of 20 years. Typical failure is due to a crack in the heat exchanger. The current replacement cycle will be completed this year. The remaining nine (9) units to be replaced this year are: 5 F/G/J/K/L/M Laurel Hill and 65 D/F/H Ridge. Assistant General Manager Eldon Ralph explained that GHI requested another bid to offer a sustainable option. This option would provide energy savings for the member which would offset the extra costs involved with installation. He explained that the extra money to pay for the more expensive option would come from future coop payments from those members living in the larger townhomes. It was noted that twenty furnaces with 80% efficiency ratings have previously been installed. Because the cost will be shared with all members living in the larger townhomes, some of these members might object that they did not receive the higher efficiency rated furnaces, but helped to pay for them with their increase in coop fees. President Lewis asked the Board if this is the direction GHI should be moving toward. The Board agreed that it is.

GHI formally solicited bids from eight (8) mechanical contractors, and subsequently received bids from four (4). These bids are summarized in the table below.

NAME OF COMPANY	1. BASE BID (9) XL80 80,000Btu input	1a. ALTERNATE BID (9) XL90 60,000Btu input
DKS Climate Control, Inc.	@\$2,340.00 \$21,060.00	@\$4,200.00 \$37,800.00
Magnolia Plumbing, Inc.	@\$2,441.00 \$21,969.00	NO BID
McCully Heating & Air	@\$2,780.00 \$25,020.00	@\$4,430.00 \$39,870.00
A. B. Chelini LLC	@\$3,200.00 \$28,800.00	@\$4,750.00 \$42,750.00

The base bid was requested for a furnace with 80% efficiency, with an alternate for 90% efficient furnaces. Assuming that \$200/month during the heating season from October to March (\$1,500/yr) is spent for natural gas for heating purposes, the payback period for a 90% efficient furnace is 15.5 years, which is less than the 20-year expected life of the furnace. Further analysis for different scenarios follows:

<u>Savings payback</u>	90% (10% efficiency gain)
Cost difference ->	\$1,860
@ \$200/mo (\$1200/yr)	1860/120 = 15.5 yrs
@ \$250/mo (\$1500/yr)	1860/150 = 12.4 yrs
@ \$300/mo (\$1800/yr)	1860/180 = 10.3 yrs

These furnaces were budgeted in the most recent replacement reserve plan at \$2700 each. DKS Climate Control has been contracted for work with GHI previously: in 2004 & 2007, they replaced townhouse furnaces at other addresses, and they have replaced Parkway heat pumps for several years under other contracts. Staff recommends that the Board of Directors endorse DKS Climate Control for replacing nine (9) gas-fired furnaces at the freestanding/townhomes, with an additional 10 percent to cover contingencies.

Since the Board meeting of 26Jun, staff has considered that it would be appropriate to offer the Board another option to consider. Affected members could be offered either the choice of the 90% efficient furnaces, or the 80% efficient furnace. If the Board chose this option, the member would be responsible for the extra cost of \$1860.00 if they desire to have the 90% efficiency furnace. The advantage would be that the members who received the 80 percent efficiency furnace would not have to contribute toward to cost. Director Morse communicated that he preferred the first option discussed at the previous meeting. While it might appear inequitable to some members, it reflects a policy change and GHI's commitment to energy savings. Director Agans voiced her desire for an equitable option, noting that there would be a larger dent in the replacement reserve fund by putting in the 90% efficient furnace.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING & FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH DKS CLIMATE CONTROL INC., FOR THE REPLACEMENT OF NINE (9) TOWNHOUSE FURNACES WITH 90% EFFICIENCY FURNACES, AT ITS BID, \$37,800.00, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$41,580.

Moved: Morse

Seconded: Mazursky

Carried 5-0
1 opposed

6j. 65A Ridge Road & 4H Hillside Road Sewer Relining Contract – 2nd Reading

GHI maintenance staff has recently responded to recurring sewage drain blockage calls at two sites, 65A Ridge Road and 4H Hillside Road. 65A Ridge Road was not included in the original contract because the tree root in-growth is directly under an addition, making surface excavation impossible. At 4H Hillside Road there is minor joint separation at a location where surface access would be difficult, and extensive landscaping restoration would be expensive. Because

of this, the most practical method of repairing these pipes is to line their interior surfaces with an epoxy coating. It will require repairs at two precise locations, requiring only three foot sections of the member's yard. GHI requested bids from three companies that specialize in pipe relining. Two bids were received:

Company	Bid
U.S. Sewer & Drain	\$9,950.00
Nuflow of Hampton Roads	\$11,400.00

Staff recommends that the Board award a contract to U.S. Sewer & Drain to reline sewer drain piping at 65A Ridge Road and 4H Hillside Road. U.S Sewer & Drain has never been used by GHI, but there are not many companies who do this type of work. The company's references were checked and were good. This project will be funded from the replacement reserves budget.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH U.S. SEWER AND DRAIN FOR RELINING DEFECTIVE STORM DRAIN PIPING AT 65A RIDGE ROAD AND 4H HILLSIDE ROAD AT ITS BID OF \$9,950.00, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$10,945.

Moved: Mazursky

Seconded: James

Carried 6-0

6k. Letter to City in Support of 1 Court Westway Curbs & Gutters

At the Board meeting of June 19th, residents of the 1 Court of Westway approached the Board for support of their request to the City of Greenbelt for the placement of curbs and gutters along Westway between Crescent Road and Ridge Road. Members of the court had sent a letter to the City Manager in which they made their request. The City Manager's response indicated it was not feasible to grant their request at this time. Members of 1 Court of Westway in addressing the Board expressed their frustration with the length of time they have been attempting to have curbs installed, but without success. During discussion at this meeting, the Board fully supported their request and offered to draft a letter of support to the City.

Director Morse was complimented on his draft letter. The tone of the letter was discussed. It was decided that President Lewis should talk to Michael McLaughlin and the Mayor about the items included in the letter to make sure it is not misunderstood. It was agreed that Item 3c on liability exposure should be adjusted slightly by removing the second sentence.

CONSENSUS: THE BOARD OF DIRECTORS APPROVES OF THE REVISED LETTER TO THE CITY REGARDING INSTALLING CURBS AND GUTTERS ON 1 WESTWAY AND AGREES TO MOVE FORWARD.

It was mentioned that the Board might want to attend a city council meeting after the letter is sent.

6l. Approval of JP Morgan-Chase as a Lender

In early July, GHI was contacted by Mr. Mark Richards, Senior Loan Officer for J. P. Morgan-Chase. Mr. Richards has worked for many years as a lending officer of share loans to purchasers

of housing cooperatives, and is requesting consideration of J. P. Morgan-Chase becoming a GHI approved lender.

Mr. Richards was unable to attend the Board meeting due to a previously scheduled family vacation. Prior to working for J. P. Morgan-Chase, he was a loan officer with National City. Management has received written confirmation from the legal department of Chase Home Finance, acknowledging their agreement to the use of GHI's version of recognition agreement. JP Morgan-Chase is still offering loans with a 10% down payment requirement. Mr. Richards would be happy to attend a future meeting, if the Board would like to ask specific questions.

MOTION: THE BOARD OF DIRECTORS ACCEPTS J.P. MORGAN-CHASE AS AN APPROVED LENDER TO GHI MEMBERS.

Moved: Mazursky

Seconded: Morse

Carried 6-0

6m. Guest House Use – Review Rental Terms

Earlier this year, a GHI member reserved the use of the Guest House for the months of July and August, placing a deposit as required, for use during the time that her home was being remodeled. During the week of June 16th, the member cancelled the reservation, as the contractor was not able to perform the work this summer. In so doing, the Guest House was opened up, leaving it without rental reservations for the two heaviest months of the summer. The member was extremely apologetic and offered to pay GHI \$500 in compensation for lost rental income.

The possibility of limiting the amount of consecutive days the Guest House could be reserved by one person was discussed. The limit of three weeks was suggested. Director Morse noted that during slow months, the Guest House might go un-rented because of this new limit. The Board decided it would implement the 21 day rule, but if by the end of that time, no one else has reserved the Guest House, the member's stay can be extended beyond 21 days.

MOTION: THE BOARD OF DIRECTORS IMPLEMENTS A 21 DAY LIMIT ON THE USE OF THE GUEST HOUSE BY ONE PERSON. THIS LIMIT CAN BE EXTENDED IF, BY THE END OF THE VISIT, THERE ARE NO OTHER RESERVATIONS.

Moved: Agans

Seconded: Mazurksy

Carried 6-0

6n. Use of Consent Agendas

In order to expedite Board action when there is likely to be consensus to approve an item on the agenda, it has been suggested that the Board consider the use of a Consent Agenda. The City of Greenbelt has used Consent Agendas for many years for very routine matters, such as the adoption of minutes, accepting resignations of individuals from committees, receiving of committee reports, etc.

The use of the consent agenda was explained, noting that unless someone objected to the approval of an item listed on the consent agenda, the item would be considered approved. It was suggested that the Board should identify specific items that could be considered on a consent

agenda. The list included minutes, second readings and approval of opening or closing accounts (or change of signatures). Concerns were voiced including the possibility that the Audit committee might not be included in emails sent, or that different versions might be reviewed by different members of the Board. Revisions to minutes were also discussed and it was requested that changes to minutes be made before the meeting.

It was decided that the Board would try the use of a consent agenda at the next Board meeting to see how it goes. Items on the consent agenda will have a big “C” next to them in the “Discussion/Action” column.

60. Boiler Room Use Survey

Members adjacent to boiler rooms at 20A Ridge, 36L Ridge, 48D Ridge and 32G Ridge recently purchased those units at a cost of \$5,500 each. The members are developing plans to construct additions. Yard lines are currently being prepared for the boiler rooms by the Yard Line Committee.

At the May 22nd 2008 Board meeting, the Board requested staff to survey members in the courts with the remaining five boiler rooms to ascertain their views about converting them to stand alone residential or storage units.

Ninety four (94) members in five courts (8, 9 & 10 Southway, 4 Gardenway and 14 Ridge) were surveyed. Thirty-three (33) members responded. Sixty-six and seven tenths (66.7%) of the respondents favor conversion of the boiler rooms to storage units. However, only 24.2% of the respondents are interested in renting storage units. Nine members proposed rental amounts that they would be willing to pay ranging from \$10.00 to \$80.00 per month. The median rental fee proposed was \$30.00 per month.

The ARC Committee previously estimated that it will cost \$11,000 to convert a boiler room to storage units. Considering the four-unit and seven-unit model options proposed by ARC, the respective rental incomes based on a rental charge of \$ 30.00 per month are as follows:

Four-unit model

\$30.00/mth x 4 units x 12 months = \$1440.00 per annum

Seven- unit model

\$30.00/mth x 7 units x 12 months = \$ 2520.00 per annum

The approximate payback periods are 8 years for a four unit model and 4.5 years for a seven unit model assuming an occupancy rate of 100%.

Staff recommends that the Board approves the hiring of an architect to prepare preliminary design drawings and a construction estimate for converting the boiler room at 9 Southway to a seven –unit storage unit. This boiler room is being recommended since it is the only one of the five boiler rooms that cannot be converted into a standalone residential unit because of zoning regulations.

The possibility of using a University of Maryland architecture student was discussed. Staff responded that they are currently working on that, but in case that doesn't work out, staff would like permission from the Board to hire an architect.

MOTION: THE BOARD AUTHORIZES THE MANAGER TO HIRE AN ARCHITECT TO PREPARE PRELIMINARY DRAWINGS AND A CONSTRUCTION ESTIMATE FOR CONVERTING THE BOILER ROOM AT 9 SOUTHWAY INTO A SEVEN-UNIT STORAGE BUILDING.

Moved: Morse

Seconded: Mazursky

Carried 6-0

6p. Resolution to Open an Account with NCB

Diana McFadden disclosed to the Board that she is an employee of NCB.

MOTION: THE BOARD OF DIRECTORS ADOPTS A RESOLUTION FOR THE PURPOSE OF OPENING AN ACCOUNT AT NCB SO THAT GHI CAN PURCHASE CERTIFICATES OF DEPOSIT.

Moved: Morse

Seconded: Agans

Carried 5-1

1 abstention

7. Items of Information

Assistant General Manager Eldon Ralph gave the Board an update on the WSSC project. He explained that WSSC is consulting with their legal department to find obligations for restoration with regard to rights-of-way (10 feet on either side or pipe). The replacement of the pipes will end up costing WSSC over 4 million dollars.

It was requested that the herbicide issue be put on the August agenda.

8. President

President Lewis reported that she just signed two court liaison appointment letters and a letter to Harriet Phelps, who will be joining the Companion Animal Committee. She also reported that she and Eldon attended a capital campaign workshop that was very helpful. She added that the Green Ribbon Task Force and the Greener Greenbelt Initiative are planning slide workshops. The Marketing committee has written its report and will present it at the next meeting. Several ideas for Marketing are being explored. The deadline for articles for *The Communicator* is today.

9. Board Members

Director Novinski shared that many members of the Yard Line committee have recently traveled to other countries, so those interested in travel might consider joining the committee. She also reported that the ARC recently met with a couple very active in saving water. The meeting went very well and gave the committee a different perspective. She added that a home in discussions with staff and the Yardline committee was included on the House and Garden tour. While the yard was beautiful, she was concerned that conflicting messages were communicated. Director James reported that about 180 people took the House and Garden tour this year. He added that the Buildings committee is scheduled to meet next Wednesday. Director Agans announced that the Finance committee recently had a joint meeting with the Board regarding the reserve study. Director Morse reported that the Communications committee recently lost some of its members. He urged people to serve on the committee.

10. Manager

General Manager Overdurff reported that she recently met with Christal Batey to discuss a share loan program called “The Open Door Housing Fund”, which would provide money for architects and/or engineers. In order to participate in the program, GHI would have to be a 501c3. She suggested that the Finance committee look into available options. She added that staff is working on getting information about the Affordable Housing Program for the newsletter. On a separate note, the base has arrived for the interpretive panel and an easement was requested from the City. Assistant General Manager Ralph reported on the seminar he attended held by the Maryland Department of Housing and Community Development, where strategies for obtaining capital funds for neighborhood revitalization projects were discussed.

MOTION: TO ADJOURN.

Moved: Agans

Seconded: Morse

Carried 6-0

The meeting adjourned 9:52 p.m.

Ed James
Secretary