

Minutes
GHI BOARD OF DIRECTORS
July 9, 2015

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

Excused Absence: Hess

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Director of Homes

Improvement Program

Joan Krob, Member Services Director

Joe Perry, Finance Director

Bijan Khorsand, Technical Services Director

Bruce Mangum, Contract Processing

Leeann Irwin, Audit Committee

Dianne Wilkerson

Marge Tolchin

Jenny Jurling

Leonard Wallace, Realty 1

Elizabeth Walker, Prospective Member

Altoria Ross, Recording Secretary

Brad Cloud, Bank of America Representative

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

1. Approval of Agenda

7f. Change-Order for Installation of New Kitchen Cabinets and Countertops at 20D Ridge Road was added to the agenda.

Motion: To approve the agenda, as revised.

Moved: James

Seconded: Ready

Carried 8-0

2. Report on Executive Session

Skolnik said that during executive session, the Board discussed member delinquencies, an ongoing member complaint, and approved a set of minutes.

3. Visitors and Members

Skolnik welcomed visitors and members. Leeann Irwin, said that during State Delegate Alphonso Washington's recent forum, a member reported that realtors steered people of color away from her home in Greenbelt. Bruce Mangum responded that an individual can anonymously report such actions by realtors to the Board of Realtors. Irwin also said that persons can receive rebates through the state, the Chesapeake Bay Trust, and the county for such items as rain barrels, rain gardens, and permeable surfaces. Irwin asked for GHI's guidance in helping members apply for the rebates.

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:

- **Elizabeth Walker, Sole Owner;**
- **Kimberly Kweder, Sole Owner;**

- **Catherine L. Panizari, Sole Owner;**
- **Andrew R. Sommers, Sole Owner;**
- **Erica Derpinghaus, Peter Derpinghaus, Tenants by the Entirety; and**
- **Carissa Ralbovsky, William Ralbovsky, Tenants by the Entirety.**

Moved: James

Seconded: Ready

Carried 8-0

Motion: That the Board of Directors approves the following Mutual Ownership Contract changes:

- **Clayton S. McCarl, Jr., James H. McCarl is changed to Clayton S. McCarl, Jr., David J. McCarl, James H. McCarl, Dianna Frances Thorstensen, Joint Tenants.**
- **David J. McCarl, James H. McCarl is changed to Clayton S. McCarl, Jr., David J. McCarl, James H. McCarl, Dianna Frances Thorstensen, Joint Tenants**

Moved: James

Seconded: Ready

Carried 8-0

5. Committee Reports

- Architectural Review Committee (ARC). Novinski said ARC heard three exception requests and made selections for two window types thus far. She said ARC is waiting for further information to select a third type window and needs a 30-day extension of the July 31 deadline. Additionally, Novinski said ARC is desirous of a Landscape Taskforce being developed to study the needs for GHI yards (fencing, privacy screens) for strategic planning purposes. Skolnik suggested that ARC submit a memo or a report to the Board for consideration.

6. Consent Agenda

Motion: To approve the consent agenda.

Moved: James

Seconded: McFadden

Carried 8-0

6a. Contract for Fence Removals/Replacements Associated with Underground Utility Repairs, 2nd Reading

Approved by Consent Agenda: The Board of Directors authorizes the Manager, for second reading and final passage, to contract with Gilbert General Contractor to remove and replace fences at twenty-two (22) sites at its bid of \$11,770, plus 10% for contingencies, for a total not to exceed \$12,947.00.

7a. Approval of Minutes: June 11, 2015

Motion: The Board of Directors does approve the minutes for the June 11, 2015 meeting.

Moved: James

Seconded: Ready

Carried 8-0

7b. Citibank Proposal to Offer Share Loans to GHI Members

Motion: The Board of Directors does approve Citibank to provide share loans for GHI members, and directs staff to add Citibank to GHI's list of approved lenders.

Moved: Ready

Seconded: James

Tabled

Motion: To table item 7b. Citibank Proposal to Offer Share Loans to GHI Members.

Moved: Jones

Seconded: Marcavitch

Carried 7-1

Opposed: James

In the interim of removing the motion from the table, which occurred after Item 7.f on the agenda, staff learned that the Citibank representative was unable to make an appearance.

Motion: The Board of Directors does approve Citibank to provide share loans for GHI members, and directs staff to add Citibank to GHI's list of approved lenders.

Moved: Ready

Seconded: James

Carried 8-0

7c. Yard Line Certification: 38A-M Ridge Road

Motion: The Board of Directors does certify yard plats for 38A-M Ridge Road as presented.

Moved: Marcavitch

Seconded: James

Carried 8-0

7d. Reinstate Bank of America as an Approved Lender

Motion: The Board of Directors reinstates Bank of America as an approved lender and directs staff to add Bank of America to GHI's list of approved lenders.

Moved: Ready

Seconded: Jones

Carried 8-0

7e. ARC Recommendations for Configurations of Siding & Insulation Allowed on Frame and Block Homes in the H.I.P.

Motion: The Board of Directors does approve of applying the following guidelines for insulation and siding configuration: as indicated by the table:

Frame	Block	Insulation	Siding
Two 1BR units, stacked		Upper & lower units must agree to have insulation	Upper & lower units must agree on siding color
Four 1BR units, stacked with a shared stairwell		All units must agree to have insulation	All units must agree on siding color
All units except one bedroom units	1- or 2-story units	individual unit choice allowed	individual unit choice allowed
All units	All units		J-channel to be used to divide all units vertically

Moved: McFadden

Seconded: Marcavitch

Amended and
Carried 7-1

1st Amendment: Add “except one bedroom units” in bottom left cell in the table.

Moved: Jones

Seconded: James

Carried 8-0

2nd Amendment: Move that the language be struck and replaced with “individual unit choice allowed.”

Moved: DeBernardo

Died for lack of a second.

3rd Amendment: Insert “whether” after “agree” in the first and second rows of the insulation column in the table.

Moved: Skolnik

Seconded: Ready

Carried 6-1-1

Opposed: Jones

Abstained: DeBernardo

Motion as Amended: The Board of Directors does approve of applying the following guidelines for insulation and siding configuration:

Frame	Block	Insulation	Siding
Two 1BR units, stacked		Upper & lower units must agree whether to have insulation	Upper & lower units must agree on siding color
Four 1BR units, stacked with a shared stairwell		All units must agree whether to have insulation	All units must agree on siding color
All units except one bedroom units	1- or 2-story units	individual unit choice allowed	individual unit choice allowed
All units except one bedroom units	All units		J-channel to be used to divide all units vertically

Moved: McFadden

Seconded: Marcavitch

Carried 7-1

Opposed: DeBernardo

7f. Change-Order for Installation of New Kitchen Cabinets and Countertops at 20D Ridge Road

The Mutual Ownership Contract of the deceased former member of 20D Ridge Rd was terminated earlier this year. After the unit is repaired and re-sold, GHI will recover the debts owed to the co-op and the remaining funds will be remitted to the member's estate.

On June 11th, the Board of Directors authorized the Manager contract with Rainbow International Restoration to repair 20D Ridge Rd for a total not to exceed \$16,335.00. However, the original repair specifications did not specify replacement of the kitchen cabinets and countertops; hence the bid prices obtained from the two contractors who responded did not cover those items. The existing kitchen cabinets and countertops are in a poor condition. Staff recommends that they should be replaced to ensure that the unit is resold quickly and the personal representative for the estate agrees.

Rainbow International has submitted a quotation for \$3,500 to procure and install new kitchen cabinets and countertops. Hence, with this change-order, the new repair cost would be \$18,350. Since the Board previously specified that the repair costs should not exceed \$16,335.00, staff is seeking authorization from the Board to spend an extra \$2,015 to allow installation of new kitchen cabinets and countertops in the unit.

Motion: The Board of Directors authorizes the Manager to sign a change-order in the amount of \$3,500 with Rainbow International Restoration to install new kitchen cabinets and countertops at 20D Ridge Road, for a total contract cost for repairs to the unit not to exceed \$18,350.00.

Moved: James

Seconded: Ready

Carried 8-0

Amendment: That the amount be changed to \$19,835.00

Moved: Jones

Died for Lack of a Second

Vote on the motion.

Motion: Remove from the table item 7.b. Citibank Proposal to Offer Share Loans to GHI Members.

Moved: Jones

Seconded: Marcavich

Carried 8-0

Discussion returned to item 7b.

8. Items of Information

Items of information included: the Board Action Plan Status & Committee Task List; Monthly GHI and City Calendars; GHI employees' summer picnic on July 24th at noon at Acredale Park in College Park.

9. President

Skolnik said he would like to have a Board and Finance Committee work session scheduled for

Thursday, August 13th at 7 p.m. to discuss open HIP questions. He reminded everyone of the Strategic Planning Session scheduled on Sunday, July 19 beginning at 9 a.m. Skolnik encouraged all to attend and welcomed Board members to add new or existing discussion topics of importance. He also said staff is continuing the work on sealing up steam tunnels where possible; that the work is nearing 80% completion. Additionally, Skolnik announced that on Wednesday, July 15, at 7:30 p.m., a solar energy contractor will give a presentation on solar domestic water heaters in the Board Room.

10. Board Members

- Ready stated she would miss the Strategic Planning meeting and the July 23 Board meeting.
- Novinski will miss the July 23 Board meeting.
- Marcavitch stated he would only be able to attend the first half of the strategic planning session.
- Both McFadden and DeBernardo noted they would miss the August 6 Board meeting.

11. Manager

GM Ralph summarized Pepco's project that began two years ago to prevent outage failure whereby they installed new poles and lines. Pepco will soon embark on the second stage of the project involving vegetation management. Ralph provided the following highlights:

- 129 trees are targeted for removal in GHI; some might be on city rights-of-way.
- City of Greenbelt plans a public meeting on July 22 at 8 p.m. that will be advertised.
- Pepco has provided maps showing trees to be removed but not those to be pruned.
- GHI's Director of Maintenance, George Bachman will be the point of contact for members and Pepco's contractor.
- Project to begin within three weeks after Pepco is given permission by the city; Pepco must also gain GHI's permission as owner of the property and that individual members cannot give permission to Pepco to remove trees in their allotted yard space.

Ralph also said he met with Kimberly Knox of Green ACES about grants available for water quality projects from the PG County Storm Water Stewardship Grant Program due July 30 and a technical capacity grant on storm water management that is due September 17. GHI identified three sites that could benefit: 1) between 33 Ridge Road and 56 Crescent Road (storm water runoff at the underpass); 2) Woodlands behind 62 Court Ridge Road; and 3) 20 court of Ridge Road. An interested storm water environmental company is reviewing the sites to prepare proposals and Knox will assist staff in preparing the grant application.

Audit Committee member Irwin announced Ben Fischler's resignation from the Committee. Irwin stated that member Paul Kapfer has been appointed to fill the vacancy. Irwin was provided clarification to her inquiry about the consent agenda and procedures regarding fence removal.

MOTION: TO ADJOURN.

Moved: Marcavitch

Seconded: McFadden

Carried 8-0

The meeting adjourned at 9:02 p.m.

Ed James
Secretary