

Minutes  
GHI Board of Directors  
August 9, 2007

Present: Agans, Alpers, Hickey, Lauber, Lewis, McFadden, Morse, Robles

Excused Absence: Mazursky

Others in Attendance:

Gretchen Overdurff, General Manager	Marat Moore, Audit Committee
Eldon Ralph, Director of Physical Services	Genevieve Courbois, Recording Secretary
Joan Krob, Director of Member Services	John Leslie
Tom Sporney, Staff Engineer	Richard Menis
Dianne Wilkerson, Chair, Audit Committee	Mayor J. Davis, City of Greenbelt
Michael Iacangelo, Audit Committee	

President Lewis called the meeting to order at 7:39 p.m.

1. Approval of Agenda

**CONSENSUS: TO APPROVE THE AGENDA.**

2. Visitors and Members

John Leslie, received a notice about parking lot resurfacing; however, the work was not performed on the date specified and he did not receive any notification of a change in schedule. Director of Physical Plant Operations Ralph concurred that members should have been notified about the delay – the work was postponed by the contractor due to weather and humidity concerns. General Manager Overdurff assured Mr. Leslie that the court would receive notice of the rescheduling date.

3. Approval of Minutes

**MOTION: TO REVISE THE AGENDA TO REMOVE CONSIDERATION OF APPROVAL OF MINUTES.**

Moved: Alpers

Seconded: Robles

Carried 7-0

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit

**MOTION: THE BOARD OF DIRECTORS APPROVES THE ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT OF SARA JOHNSTON THEREBY ALLOWING HER TO PLACE HER MEMBERSHIP AND EQUITY INTEREST INTO A LIVING TRUST DATED JULY 16, 2007.**

Moved: Agans

Seconded: Lauber

Carried 7-0

5. Approval of Membership Applications

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

- **BRAD A. WINTER AND SHIRLEY A. WINTER**
- **KAREN V. BLOOM**
- **STACY E. WOYCHECK**
- **VALARIE M. AUSTIN**
- **KEVIN A. STAPLETON**
- **CHRISTOPHER J. RANSOM**
- **RYAN S. MCCLELLAND AND ANDREA T. MCCLELLAND**
- **JOHN K. HICKEY**

Moved: Lauber

Seconded: McFadden

Carried 7-0

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

- **SARA JOHNSTON, SOLE OWNER, TO SARA JOHNSTON, TRUSTEE UNDER TRUST DATED 7/16/2007**
- **CORITA JONES AND ANDREA NEUENDORFFER, JOINT TENANTS, TO CORITA K. WATERS AND ANDREA S. WATERS, JOINT TENANTS**
- **ESTATE OF FANNIE DICKENS, SOLE OWNER, TO JOYCE D. KENNY, SOLE OWNER**
- **PAULA CODI, SOLE OWNER, TO PAULA CLINEDINST, SOLE OWNER**

Moved: Lauber

Seconded: Hickey

Carried 7-0

6. Committee Reports

Director Hickey reported that Alan Turnbull, a member of the Artifacts Committee, is concerned about the Committee's continued existence due to a lack of volunteers and business. President Lewis noted that a report with recommendations is expected from the Artifacts Committee in September.

Director Hickey said that ARC recently discussed the issue of boiler rooms and offered potential solutions. President Lewis suggested adding boiler rooms to the September 6 board agenda. General Manager Overdurff said that the 6-month boiler room moratorium imposed by the Board will expire in August.

7a. Request for Serviceside Garden Window – 54D Ridge Road

In June of 2007, member Janice Wolf submitted a permit request to install a serviceside garden window in her kitchen. This style of window is classified as unacceptable in frame homes except for gardenside additions, by GHI rules §X.N.2. At its meeting of July 11, 2007, ARC recommended 3-0-1 that the proposed installation of the window be allowed; it will be the same size as the existing window.

**MOTION: THE BOARD OF DIRECTORS APPROVES AN EXCEPTION TO ALLOW THE INSTALLATION OF THE PROPOSED SERVICESIDE GARDEN WINDOW AT 54D RIDGE ROAD.**

Moved: Alpers  
Abstained: Hickey

Seconded: McFadden

Carried 6-0

Director Robles questioned if this rule should be abolished since there are so many serviceside garden windows. President Lewis explained that there are a large number of serviceside garden windows in this court, and without the rule, even more would be installed. Director Hickey also explained that this rule also ensures the installation of a quality product.

7b. Proposed Rules Change §X.N.2 – Windows

At its meeting of May 9, 2007, ARC recommended 3-0-0 that muntins not be acceptable in replacement windows. Staff Engineer Sporney explained that while original casement windows had muntins, the muntins in modern replacement windows are thicker than those in the original windows. Staff is requesting this rule change to provide direction regarding replacement windows. Sporney said that staff does not assess window quality, but aesthetics. He said that while staff provides recommendations regarding windows, members may not necessarily follow them. To a question about the ability of staff being able to assess quality of windows, Mr. Sporney replied in the affirmative. The Board discussed the aesthetics of muntins and the fact that they were present in original windows. President Lewis concluded that the Board is not ready to vote on this rule change, and remanded it back to ARC for its thoughts and recommendations.

7c. 2007 Garage Door Replacement Contract – 1<sup>st</sup> Reading

Twelve thousand five hundred dollars was budgeted for replacement of rental garage doors in 2007. This year, staff plans to replace 25 rental garage doors at 13 Court Ridge Road and 3 doors at 6 Court Ridge Road. GHI formally solicited bids from six independent contractors who install garage doors; three contractors responded with bids:

NAME OF COMPANY	BASE BID	COMMENTS
<b>Fred C. Johnson</b>	<b>\$12,600.</b>	Clopay Model 73
Access Rolling Door	\$15,020.	C.H.I. Model 2250
Metropolitan Rolling Door	\$17,696.	Raynor Traditions Series

Staff recommends that the Board of Directors endorse Fred C. Johnson, Inc. for replacing rental garage doors at 13 Court Ridge Road and 6 Court Ridge Road for the amount of its bid, with an additional five per cent to cover contingencies.

Director of Physical Plant Operations Ralph said that the metal doors are holding up well except for vandalism (one of the 3 doors at 6 Court Ridge is being replaced due to vandalism and the member responsible for the vandalism is paying for its replacement.) He said that of the 282 garage doors in GHI, 203 will have been replaced by the end of 2007. The 52 doors at the garages on Parkway will be financed from the GDC budget in due course.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH FRED C. JOHNSON, INC., FOR THE REPLACEMENT OF TWENTY-EIGHT METAL RENTAL GARAGE DOORS FOR AN AMOUNT NOT TO EXCEED \$13,230.**

Moved: Alpers

Seconded: Lauber

Carried 7-0

7d. 5% Down Payment Criteria

After a brief discussion about the 5% down payment criteria and review of sample illustrations provided by National City Mortgage comparing a 5% down payment with a 10% down payment on a sale price of \$200,000, President Lewis suggested that the Marketing Committee again consider allowing closing help for a purchaser making a 5% down payment.

**MOTION: THE BOARD SENDS THE 5% DOWN PAYMENT CRITERIA BACK TO THE MARKETING COMMITTEE FOR FURTHER REVIEW.**

Moved: Lauber

Seconded: Hickey

Carried 7-0

7e. Interpretive Panel Placement

In July 2004, an interpretive sign was approved for installation by the Board of Directors, and at the time, it was decided that the panel be placed near the front of the GHI office (though the exact location was not specified.) Staff presented the current Board with two options for placement – along the walkway on Hamilton Place, or along Ridge Road in front of the recently installed rain garden. After discussing the placement of the panel, it was determined that changing the placement would require a reconsideration of the motion. However, according to Audit Committee Chair Wilkerson, a motion to reconsider would need to be made by a Board member who was on the prevailing side in July 2004 (Director Lauber and President Lewis.) President Lewis opened the floor for a motion to reconsider. Hearing none, she instructed staff to proceed with installation in the location approved in July 2004.

7f. Request for Contributions

The Board reviewed the requests for contributions from the Greenbelt Labor Day Festival Committee, Friends of the Greenbelt Museum and the Race for Cooperative Development.

**MOTION: THE BOARD SUSPENDS THE RULES FOR A SECOND READING FOR THE CONTRIBUTION REQUESTS DUE TO TIME CONSTRAINTS.**

Moved: Robles

Seconded: Lauber

Carried 7-0

**MOTION: THE BOARD OF DIRECTORS APPROVES THE FOLLOWING CONTRIBUTIONS: FOR FINAL PASSAGE, \$250 TO THE GREENBELT LABOR DAY FESTIVAL COMMITTEE; \$250 TO FRIENDS OF THE GREENBELT MUSEUM AND \$500 TO THE COOPERATIVE DEVELOPMENT FOUNDATION TO SUPPORT THEIR 5K RACE FOR COOPERATIVE DEVELOPMENT.**

Moved: Alpers

Seconded: McFadden

Carried 7-0

## 7g. Board Strategic Plan Debriefing

The Board reviewed the notes from the strategic plan debriefing and offered revisions. A final meeting with Bill Duncan was scheduled for August 22, 2007 at 7 p.m. (*Note: This meeting was rescheduled at a later date for August 30<sup>th</sup>.*)

## 7. Items of Information

President Lewis requested more information on the Zaiio GeoPic project. General Manager Overdurff referred President Lewis to [www.zaio.com](http://www.zaio.com), and said she would make copies of a brochure for Board members. President Lewis reminded Board and Audit Committee members about the 9 a.m. GHI open house on August 10.

## 8. President

President Lewis met with the Greenbelt East Advisory Committee about the Greener Greenbelt Initiative and said they were very receptive. She said that GEAC encourages a GHI presence at its candidate's night on October 4 at 7:30 p.m. in Greenbriar. She also met with County Council member Ingrid Turner to discuss the Greener Greenbelt Initiative and CB15. President Lewis noted that the Board has a lot of strategic planning work to do, and she has received a proposal from Alice Mitchell for how the Board can work more effectively. She will present her idea after the next SDP meeting. President Lewis suggested putting this proposal on the September 6 Board agenda. She distributed a sign up sheet for Board members for the Labor Day booth and announced that she had accepted resignations from Kim Kash (SDP Committee) and Marsha Dynan (Marketing Committee.)

## 9. Board Members

Director Robles noted she would be out of town from August 25 – September 4. Director Alpers explained how the lending market is changing in reaction to the current real estate climate. Director Agans said that she will be unable to attend the September 6 Board meeting. She mentioned that she had sent out an update email regarding the Greener Greenbelt Initiative and that court representatives are needed; she encouraged Board members to sign up. Director Morse reported on his visit to a Clarence Stein community near Los Angeles.

Chair Wilkerson said that the Audit Committee would like to draft an article for the *Greenbelt News Review* about the upcoming August 23<sup>rd</sup> Finance Committee meeting to boost member attendance and input. It was noted that an ad announcing this meeting has been featured in the publication, but a more in-depth piece with details would be nice. Audit Committee member Moore presented the Greener Greenbelt Initiative to the Golden Age Club who were receptive to the initiative. Moore noted that these members were interested in information about reverse mortgages in GHI as well as the property tax issue. President Lewis responded that the Legislative Committee is looking into reverse mortgages and said that an article on taxes will appear in an upcoming issue of *The Communicator*. Audit Committee member Iacangelo noted that the bamboo stand on Laurel Hill Road looks nice.

Member Richard Menis suggested that ARC work with the SDP Committee regarding the rules change for windows.

#### 10. General Manager

General Manager Overdurff announced an all-day motivational seminar on September 6, 2007, should Board members wish to attend. She said that the GHI received a citation from the City of Greenbelt stating that GHI cannot distribute “handbills” about their business. Mayor Davis said that was a misunderstanding on the part of a City of Greenbelt staff member, and this can be rectified. She clarified that this restriction applies to businesses, not cooperatives. Overdurff said that the staff member she spoke to was unaware of GHI and referred her to Mr. Sterling.

#### **MOTION: TO RECESS TO EXECUTIVE SESSION.**

Moved: McFadden

Seconded: Morse

Carried 7-0

The meeting recessed at 9:06 p.m.

Dorothy Lauber  
Secretary