

Minutes  
GHI Board of Directors  
August 14, 2008

Present: Agans, Hickey, James, Lewis, Mazursky, Morse, McFadden, Novinski, and Robles

Others in Attendance:

Gretchen Overdurff, General Manager  
Eldon Ralph, Assistant General Manager  
Joan Krob, Director of Member Services  
Brenda Lewis, Director of Human Resources  
Tom Sporney, Manager of Technical Services  
Dianne Wilkerson, Chair, Audit Committee  
Michael Iacangelo, Audit Committee  
Dorothy Lauber, Audit Committee  
CJ Evans, Recording Secretary  
Judith F. Davis, Mayor, City of Greenbelt  
Ann Landry Lombardi  
Melissa Pickworth  
Lora Katz  
David Freivogel

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

1. Approval of Agenda

**MOTION: TO APPROVE THE AGENDA AS REVISED.**

Moved: James                      Seconded:      McFadden                      Carried 8-0

2. Visitors and Members

David Freivogel requested that the Board consider tank less water heaters in the future for GHI units. Mr. Freivogel mentioned the energy and water saving benefits that might come with such appliances. Mr. Freivogel was requested to discuss this further with the Sustainable Design and Practices committee.

**CONSENSUS: THE BOARD OF DIRECTORS REQUESTS THAT THE SUSTAINABLE DESIGN AND PRACTICES COMMITTEE RESEARCH TANKLESS WATER HEATERS.**

Mr. Freivogel requested information regarding GHI coverage of structural items in his home. He was informed that GHI will replace anything that is original in the unit. It was noted that the Buildings Committee will be looking at the responsibilities of GHI in general. President Lewis suggested that it might be time to feature an article in the *Communicator* about GHI and member responsibilities.

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:**

- SHAINIE SIEGEL
- KATHERINE M. COLLIN, STEFAN C. COMAN, EDITH V. COLLIN AND JOHN V. COLLIN
- DANIEL D. KEARNS

Moved: James

Seconded: Novinski

Carried 8-0

4. Committee Reports

No committee reports were presented.

5. Consent Agenda6a. Minutes submitted for approval (CA):

- 7-24-08 Regular Session Minutes

**CONSENSUS: TO APPROVE THE MINUTES OF JULY 24, 2008 AS RESENTED**

6b. 2008 Addition Roof Replacement Contract – 2<sup>nd</sup> Reading (CA)

In the first quarter of this year, GHI surveyed the condition of addition roofs covered by the addition maintenance program. Additions at four homes were found to be in need of repair:

- 3 J Research Road (gardenside)
- 11 J Ridge Road (end)
- 16 A Ridge Road (gardenside)
- 39 M Ridge Road (gardenside)

In June, GHI formally requested bids from the ten contractors who indicated that they specialize in this type of work for projects of this magnitude. GHI eventually received bids from four contractors:

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	<b>\$8,654.00</b>

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.

**CONSENSUS:: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, 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.**

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

Ms. Melissa Pickworth, installed a grass screen along the full length of the fence in the gardenside yard shared with the neighbor. GHI staff discussed this installation with Ms. Pickworth, and advised her of issues contrary to GHI rules:

- *size/length/placement*  
*§VIII.A.4.a. ...installation of a privacy screen, whose maximum length shall be eight (8) feet, and whose maximum height shall be six (6) feet.*  
*§VIII.A.5. Screens cannot be longer than eight (8) feet unless specific permission is granted by the Board of Directors.*
- *back-to-back man-made fence*  
*§VII.B.2. Installation of adjacent man-made fences (e.g. chain link, wood, vinyl, etc.) on a shared yard line is not allowed.*
- *'harmony'*  
*§VII.B.9. Fence styles within the row should harmonize.*

The Architectural Review Committee recommended 3-0-0 that the requested exception as to the length of the screen and it being back-to-back to an existing fence not be approved.

The Board discussed several concerns with Ms. Pickworth, including:

- The neighbor leaving the dogs in the yard unaccompanied;
- Discussions/cooperation with the owner of the dogs;
- The use of the privacy screen to distract the dogs from barking when Ms. Pickworth is in her backyard;
- The effect on other members of the community who want large privacy screens and/or separation from their neighbors;
- Quality of life of the two neighbors;
- The possibility of the two neighbors working with the Companion Animal committee to try to work out the behavioral problems of the dog.

**MOTION: THE BOARD OF DIRECTORS DIRECTS THE MEMBERS AT 13W HILLSIDE AND 13 X HILLSIDE WORK WITH THE COMPANION ANIMAL COMMITTEE ON A SOLUTION OVER THE NEXT SIXTY DAYS. THE BOARD WILL THEN REVISIT THE REQUEST AFTER THAT TIME.**

Moved: Agans

Seconded: Robles

Carried 8-0

6d. Request for Exception: Existing Vinyl Shed in G/S Yard, 71D Ridge Road

Ms. Texier was not in attendance. Manager of Technical Services, Tom Sporney gave the Board background information. The member has several sheds in her yard, two vinyl sheds near the house and a metal shed toward the end of the yard. She agreed to remove one of the vinyl sheds and requested an exception for the second vinyl shed.

The Architectural Review Committee (ARC) recommended 3-0-0 that the requested exception to keep the second shed be granted, contingent on permits from the County and City. Staff issued a conditional temporary GHI permit for the purpose of ascertaining a county determination. The county confirmed to staff that it does not consider this type of outdoor container a shed requiring a permit, as it is considered temporary by its nature of not being anchored or having a foundation in the ground. The county pointed out that this determination does not supersede any requirement of a local residential association.

Director McFadden was asked if she should recuse herself, considering that Ms. Texier is her neighbor. McFadden responded that Ms. Texier is her neighbor, but that fact does not affect her decision.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE 3’x5’x4’ VINYL SHED INSTALLED IN THE GARDENSIDE YARD OF 71D RIDGE ROAD IN ADDITION TO THE EXISTING METAL SHED. THIS PERMISSION IS IN EFFECT UNTIL RESALE OF THIS UNIT ONLY.**

Moved: McFadden

Seconded: Morse

Carried 7-1-0

The following reasons were given for the granting of the request for exception:

- The county’s determination that the shed does not require a permit;
- The member’s physical limitations and the need for space to store her gardening tools;
- The well kept yard is an asset to the court;
- The non-permanent nature of the shed;
- The unanimous recommendation from the ARC Committee.

6e. ARC Committee Report on Skylights

Manager of Technical Services, Tom Sporney summarized the Architectural Review Committee’s report to the Board. He gave background information with regard to the establishment of the rule; specifically, that skylights require exceptions and requests would be reviewed on their merits individually. ARC would probably be more willing to agree to skylights being placed in additions rather than in the original homes. Satellite dishes are prohibited from roofs of the main structure for the same reason skylights are prohibited; they are a commonly maintained part of the building and any leak resulting from such installation could affect several members. Sporney shared the concern that the cooperative’s collective money would be spent to maintain the roof of one particular member.

Sporney addressed the letter in which Mr. Gervasi’s stated that skylights installed properly do not leak, that those he has installed have not leaked in 25 years. Sporney disagreed with this statement, noting several units in GHI with leaking skylights.

Director James added that the committee spoke to two contractors about skylights. One of them refuses to install skylights because he is always repairing them and the other contractor has not put any skylights in, but has removed over a dozen because of leaks.

The Board discussed the possible energy savings provided by skylights and concluded that more energy is lost through a skylight than is gained.

6f. Proposal for Reimbursement to Members Who Installed Heat Pumps

Mr. William Jones submitted a proposal to the Board of Directors to reimburse members who install heat pumps in their homes.

**CONSENSUS: TO SEND THE PROPOSAL FOR REIMBURSEMENT TO MEMBERS WHO INSTALLED HEAT PUMPS TO THE FINANCE COMMITTEE FOR A RECOMMENDATION.**

6g. Future Replacement of Vinyl Siding for Masonry Homes

Assistant Manager Eldon Ralph reported to the Board. Asbestos mineral siding was originally installed on twenty-two (22) units of **frame** construction in the masonry home category. These units have slate roofs. During 1991/1992, GHI hired a contractor to remove the asbestos mineral siding and install vinyl siding on nine (9) units. Members paid GHI for the cost of the replacements. Likewise in 1991, asbestos mineral siding was removed and vinyl siding installed on three (3) pre-fabricated units on Woodland Way, at the members' expense. In 1974, the member at 7 Woodland Way installed aluminum siding in place of the original asbestos mineral siding. Accordingly, fourteen (14) units still have original asbestos mineral siding which is scheduled for replacement during 2038, in accordance with the replacement reserve plan.

No documentation has been found to indicate whether GHI or members are responsible for maintenance or future replacements of the vinyl/aluminum siding on the 13 units that are listed in table A below. The siding has an estimated 50-year useful life. Since they are a "primary" siding material, staff recommends that GHI should be responsible for maintenance and future replacements of the vinyl and aluminum siding.

Ralph explained that recently, a member was interested in purchasing a unit. When she found out there was not a plan for replacement, she was very concerned. The Board needs to decide what to do with vinyl siding when it needs to be replaced. If it is a GHI responsibility, staff needs to know now so we can start collecting reserve funds. Ralph added that he believes GHI should be responsible for vinyl siding replacement.

Frame homes originally had asbestos mineral siding, during rehab it was replaced. In the particular case of these units, we will eventually incur a cost for replacement of siding – probably at the same time the vinyl siding will need replacement. Being a primary siding material, the coop should pick up responsibility.

**MOTION: THE BOARD OF DIRECTORS DIRECTS THAT GREENBELT HOMES, INC. SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND REPLACEMENT OF APPROPRIATE SIDING AT THE UNITS LISTED IN TABLE A BELOW. THE BOARD FURTHER AUTHORIZES THE MANAGER TO INCLUDE THE SIDING REPLACEMENT AS AN ITEM IN THE GHI REPLACEMENT RESERVE PROGRAM FOR MAIN UNITS.**

Moved: Morse

Seconded: Novinski

Carried 8-0

**Table A: (Units with Vinyl/Aluminum Siding; Asbestos Mineral Siding was Removed)**

6A Ridge	6L Ridge	7H Ridge	7 Woodland Way
6B Ridge	6M Ridge	3 Woodland Way	
6J Ridge	7E Ridge	4 Woodland Way	
6K Ridge	7F Ridge	6 Woodland Way	

Staff has identified eighty-six (86) block units that are covered with vinyl siding while two (2) are covered with aluminum siding. The units are listed in table B below. In 1991/92, GHI hired a contractor to install vinyl siding on several block homes at members' expense. Perhaps before and

definitely since then, some of those members hired contractors to install the siding. Since the vinyl and aluminum siding on block units are a “secondary” material installed over the original block façade, staff recommends that current and future members in those units should be responsible for maintenance and future replacements of the siding.

Director Mazursky divulged to the Board that his unit is one of the homes listed.

Staff requests the Board to stipulate whether members or GHI should be directly responsible for the maintenance and future replacement of the siding. If the Board decides that GHI is responsible, this item should be added to the **replacement reserve program for main units**. If the Board decides that members are responsible, it is likely that future members might balk about having to replace siding that they did not install. It might therefore be prudent to include the siding maintenance and replacements as an item in the **addition maintenance program**, with members making monthly contributions towards its replacement.

**MOTION: THE BOARD OF DIRECTORS DIRECTS THAT MEMBERS RESIDING IN THE BLOCK UNITS BE RESPONSIBLE FOR THE MAINTENANCE AND REPLACEMENT OF APPROPRIATE SIDING WITH THE EXCPETION OF THE HOMES LISTED IN TABLE A.**

Moved: Agans

Seconded: James

Carried 8-0

The possibility of stripping the siding from these homes down to the original structure was discussed. Staff was asked to do a cost comparison.

Ralph explained that the addition maintenance program helps to ensure that there is enough money to replace the siding when the time comes. A small amount, around \$10 per month, would be contributed so when the time comes to replace the siding, it can be done.

**MOTION: THE BOARD AUTHORIZES THE MANAGER TO INCLUDE THE SIDING REPLACEMENT AS AN ITEM IN THE ADDITION MAINTENANCE RESERVE PROGRAM AND COLLECT MONTHLY CONTRIBUTIONS FROM MEMBERS IN THOSE UNITS TOWARD ITS REPLACEMENT WHO ELECT TO JOIN THE PROGRAM.**

Moved: Agans

Seconded: Hickey

Withdrawn later  
in the meeting.

**Table B: Block Units with Vinyl/Aluminum Siding**

3A Crescent	5J Ridge	23A Ridge	41A Ridge
3B Crescent	5K Ridge	23B Ridge	2A Eastway
3C Crescent	8A Ridge	23C Ridge	2B Eastway
3D Crescent	8C Ridge	23D Ridge	2C Eastway
3E Crescent	16A Ridge	23E Ridge	2D Eastway
3G Crescent	16F Ridge	23F Ridge	2G Eastway
3H Crescent	16H Ridge	23G Ridge	2H Eastway
4A Crescent	16J Ridge	23H Ridge	3G Eastway
4D Crescent	16K Ridge	23N Ridge	3J Eastway
4E Crescent	21A Ridge	23P Ridge	5A Eastway
4H Crescent	21B Ridge	26B Ridge	5D Eastway
10A Crescent	21C Ridge	28A Ridge	5F Eastway
1B Ridge	21D Ridge	28B Ridge	5J Eastway
3A Ridge	21E Ridge	29A Ridge	5K Eastway

3B Ridge	21F Ridge	30A Ridge	1A Southway
3D Ridge	21G Ridge	30D Ridge	1B Southway
3F Ridge	21H Ridge	31B Ridge	1D Southway
3G Ridge	21J Ridge	31D Ridge	1A Westway
3H Ridge	21K Ridge	33E Ridge	1B Westway
5A Ridge	21L Ridge	33G Ridge	1E Westway
5G Ridge	21P Ridge	33H Ridge	1H Westway
5H Ridge	23A Ridge	39M Ridge	

The Board discussed mandatory contributions to the addition maintenance program with concern. Inclusion on the Mutual Ownership Contract was also discussed. The motion was withdrawn for legal reasons. The Board requested more information including a cost analysis of replacement and removal, benefits to members and non-benefits to members for entering the program.

#### 6h. Addition Maintenance Reserve Program

At a joint meeting with the Finance Committee, Buildings Committee and Board of Directors that was held on July 16<sup>th</sup> 2008, Reserves Advisors (a Reserve Consultant hired by GHI) presented its report on the addition maintenance reserve study that it recently undertook.

Reserves Advisors recommended that GHI should collect \$92,000 in contributions during 2009; and contributions should increase by approximately 3.3% every year thereafter until 2038. Member contributions in 2008 were budgeted at \$72,778.00. This means that member contributions will need to be increased by 26% in 2009 if GHI adopted Reserves Advisors' recommendations. At the meeting, it was suggested that staff should present a plan with a much lower increase than 26% in 2009 and increases below 5% in the "outward" years of the 30 year plan.

Staff is presenting three plans as follows:

Plan 1: 7% increase in contributions during 2009, 2010, 2011, and 2012; 4.8% from 2013 to 2024; 2.0% from 2025 to 2038

Plan 2: 8% increase in contributions during 2009; 7.5% in 2010 and 2011; 4.8% from 2012 to 2024; 2.0% from 2025 to 2038

Plan 3: 9.6% increase in contributions during 2009, 6.5% in 2010 and 2011; 4.8% from 2012 to 2024; 2% from 2025 to 2038

The plan was to keep the increase to the addition maintenance below 10%.

Due to the widely varying construction, condition and building materials of the additions, Reserves Advisors made the following recommendations:

1. The Coop should require minimum standards of construction for any new additions to regulate the sizes, locations and allowable building materials.
2. The Coop should consider a phased replacement of all vinyl siding and windows on additions during 2015 to 2023 to coincide with the replacements of these components on the main units.
3. The Coop should consider transferring responsibility of maintenance for all the addition elements to the members.

Staff recommends that the addition maintenance program should continue in its current format for the next 12 months. In the meantime, the Board should assign committees to undertake the following tasks and provide recommendations:

1. Recommend standards of construction for new additions to regulate sizes, locations and allowable building materials – This task should be assigned to the Architectural Review Committee.

2. Recommend policies for the division of maintenance responsibilities between members and GHI e.g. Should members be responsible for all maintenance? Should the current division of responsibilities be retained; if so, what types of windows and siding materials should not be covered by the addition maintenance program? Should GHI be responsible for routine maintenance and roof replacements, with members taking responsibility for siding and window replacements? Should GHI or the member be responsible for rebuilding foundations or completely new structures where necessary due to the very poor condition of some additions? - This task should be assigned to the Buildings Committee.
3. If the addition maintenance program is continued, should the Board require all additions not currently on the program to be enrolled within a specific time? – This task should be given to the Finance Committee after task #2 – clarification of maintenance responsibilities is completed.

The rationale for the percentages was discussed. Ralph explained that it was recommended that the increases stay between four and five percent. The relevance of size and location of addition prototypes were mentioned.

**MOTION: THE BOARD OF DIRECTORS REQUESTS THE ARCHITECTURAL REVIEW COMMITTEE TO ESTABLISH CONSTRUCTION STANDARDS FOR NEW ADDITIONS EXCLUDING SIZE AND LOCATION AND BRING A RECOMMENDATION BACK TO THE BOARD FOR CONSIDERATION AND APPROVAL.**

Moved: Morse

Seconded: McFadden

Failed 3-4-1

**MOTION: THE BOARD OF DIRECTORS REQUESTS THE ARCHITECTURAL REVIEW COMMITTEE TO ESTABLISH CONSTRUCTION STANDARDS FOR NEW ADDITIONS AND BRING A RECOMMENDATION BACK TO THE BOARD FOR CONSIDERATION AND APPROVAL.**

Moved: Agans

Seconded: James

Carried 4-1-3

**MOTION: THE BOARD OF DIRECTORS APPROVES PLAN NO. 1 AS OUTLINED IN THE MANAGER'S MEMO, THEREBY INCREASING MEMBER CONTRIBUTIONS TO THE ADDITION MAINTENANCE RESERVE BY 7% INCREASE IN 2009 AND BY THE PERCENTAGES GIVEN IN SUBSEQUENT YEARS.**

Moved: Agans

Seconded: Novinski

Carried 7-0-1

**MOTION: THE BOARD OF DIRECTORS REQUESTS THE BUILDINGS COMMITTEE TO STUDY AND RECOMMEND TO THE BOARD SPECIFIC DIVISION OF MAINTENANCE RESPONSIBILITIES BETWEEN MEMBERS AND GHI FOR ALL MAJOR COMPONENTS USED IN ADDITIONS, INCLUDING FOUNDATIONS AND THE REBUILDING OF DILAPIDATED STRUCTURES AND TO GATHER AND USE COMMUNITY INPUT AND TO REPORT BACK TO THE BOARD IN ONE YEAR.**

Moved: Agans

Seconded: Novinski

Carried 8-0

**MOTION: THE BOARD OF DIRECTORS REQUESTS THE FINANCE COMMITTEE TO STUDY AND RECOMMEND TO THE BOARD A POLICY ON THE INCLUSION OF ADDITIONS NOT CURRENTLY ON THE ADDITION MAINTENANCE PROGRAM ONLY AFTER THE BUILDINGS COMMITTEE SUBMITS THEIR REPORT.**

Moved: Agans

Seconded: Hickey

Carried 8-0



Director James divulged that he has an addition.

6i. Spiral of Unmanaged Conflict

Director Agans recently attended a workshop on the facilitation of public issues. She suggested that the Board find a facilitator who might help the Board manage its processes better.

**CONSENSUS: THE BOARD OF DIRECTORS WOULD LIKE TO PURSUE FINDING A FACILITATOR TO HELP IN DEALING WITH CONFLICT.**

Mayor J. Davis requested that the City Council be included in the workshop.

7. Items of Information

No Discussion

8. President

President Lewis made several announcements:

- October is Coop month. The News Review will feature a list of the special events held during the month. The News Review will also publish articles which will feature different coops.
- A proclamation will be made by the City Council declaring October Coop Month.
- There will be four follow-up workshops from the Charrette held at the Baptist Church.
- Sheila Alpers, who works for HUD, recently contacted GHI to let staff know that coops will be eligible for mortgage insurance. This will make reverse mortgages more likely for coops.
- President Lewis and General Manager Overdurff will be attending the Maryland Governors Grant Conference on September 8 to find out what grants might be available to GHI.

9. Board Members

- Director Hickey reported that the ARC has been discussing the possibility of a rule change regarding unanimous decisions made by the committee. He added that the ARC will submit a report with recommendations on a future agenda.
- Director Novinski inquired about the format of the Member Input Session scheduled for next week.
- Director Robles said she was happy to be back and shared the series of events that took place while she was in Mexico. She recently accepted a job with the City of Greenbelt and received an extension for her visa.
- Director James reported on the first meeting of the Buildings committee. He also mentioned the GHI picnic being planned by the Member and Community Relations committee.
- Director Mazursky reported that the GGI is moving forward and currently looking at slide show presentations.

- Director Agans requested an update on the search for a Finance Department Director.
- Director McFadden announced that the Companion Animal committee is continuing discussions about dog parks in Greenbelt.
- Director Morse reported that the SDP committee has worked up proposals for the Budget Input session, suggesting that GHI purchase equipment for monitoring indoor air climate. Audit committee chair Wilkerson welcomed Director Robles back.

Mayor J. Davis made a few announcements:

- She reminded the Board that next Monday at 7:00 will be the meeting between the ACLU and the NAACP.
- Springhill Lake has been given a new name, Emperian Village.
- There will be a meeting to discuss the overpass on Monday the 19<sup>th</sup>.
- The city has an opening on the Forest Reserve Advisory Board.

10. Manager

General Manager Overdurff reported on the status of the search for a Finance Director; staff is in the process of conducting the second round of interviews to find the best person for the position.

Human Resources Director, Brenda Lewis reminded the Board that the staff picnic would be held tomorrow from noon to 4:00 pm and that the offices would be closing at noon.

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

Moved: Agans

Seconded: Morse

Carried 8-0

The meeting recessed at 10:10 p.m.

Ed James  
Secretary