

Minutes
GHI Board of Directors
August 20, 2009

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

Others in Attendance:

Gretchen Overdurff, General Manager	Henry Haslinger, Audit Committee
Eldon Ralph, Assistant General Manager	Genevieve Courbois, Recording Secretary
Joe Perry, Director of Finance	Alice Mitchell
Joan Krob, Director of Member Services	Ryan McClelland
Brenda Lewis, Director of Human Resources	Harriet Phelps
Tom Sporney, Manager of Technical Services	Barbara Stevens
Dianne Wilkerson, Chair, Audit Committee	Greenbelt Councilwoman Anita Mack
Dorothy Lauber, Audit Committee	Gail Wedgeworth, Tru Vance Management, Inc.

President Agans called the meeting to order at 7:47 p.m. She removed *Skylight Committee Report* and *Proposed Skylight Replacement: 13S Hillside*, added *Underground Utility Lining Contract - 1st Reading*, and removed Approval of Minutes from the Consent Agenda.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Boswell

Seconded: Novinski

Carried 8

2. Visitors and Members

No discussion.

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:

- JULIA A. SMREK
- DAMIEN OSSI AND REBECCA OSSI
- CHARLES L. HAWKINS
- BENJAMIN J. HELWIG AND JENNIFER A. HELWIG

Moved: James

Seconded: Lewis

Carried 8

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE ON AUGUST 10, 2009, AND MEMBERSHIP WAS AFFORDED HER AT THE TIME OF SETTLEMENT:

- LISA D. JELLISON

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE, AND MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF REFINANCING:

- STEVEN SHARP AND SIOBHAN DALYRYMPLE

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

- VICKI J. VAN DUYL, SOLE OWNER, TO VICKI J. VAN DUYL, TRUSTEE UNDER TRUST DATED JULY 14, 2009

- IRINA NELSON, SOLE OWNER, TO IRINA NELSON AND JOHN NELSON, JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP
- NICOLE MARTYN AND FREDERIC PAMBRUN, TENANTS BY THE ENTIRETY, TO FREDERIC PAMBRUN, SOLE OWNER
- LINDA SIADYS, SOLE OWNER, TO GREENBELT HOMES, INC., GRETCHEN OVERDURFF NON-CORPORATE DESIGNEE

Moved: James

Seconded: Mazursky

Carried 8

4. Committee Reports

No reports for discussion.

5. Consent Agenda

CONSENSUS: TO APPROVE THE CONSENT AGENDA.

6a. Approval of Addendum for Trust Ownership and Trustee's Affidavit (CA)

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS APPROVES THE ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT OF VICKI J. VAN DUYL, THEREBY ALLOWING HER TO PLACE HER MEMBERSHIP AND EQUITY INTEREST INTO A LIVING TRUST DATED FEBRUARY 6, 2009.

7a. Approval of Minutes

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES OF JUNE 25, 2009, AS REVISED.

Moved: Lewis

Seconded: Boswell

Carried 8

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES OF JULY 16, 2009, AS REVISED.

Moved: Hickey

Seconded: Novinski

Carried 8

7b. Proposed Replacement of Gardenside Deck/Boardwalk: 7F Southway

Tom Sporney, Manager of Technical Services presented an overview of member Ryan and Andrea McClelland's request for a permit to replace an existing masonry and wood patio with a larger wood patio in their gardenside and end yards. Sporney voiced his concerns regarding the proposed structure's support system, air circulation and moisture issues since the deck will be at ground level. Since it will cross a storm drain, McClelland plans to replace the storm drain with PVC pipe to include a clean-out at the downspout. Sporney related that ARC members discussed how to classify the structure, e.g., patio, boardwalk, or deck.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF THE PROPOSED AT-GRADE DECK AT THE GARDENSIDE YARD AT 7F SOUTHWAY, INCLUDING REPLACEMENT OF THE EXISTING UNDERGROUND STORM DRAIN EXTENSION AS ACCEPTABLE TO STAFF.

Moved: Mazursky

Seconded: McFadden

Carried 8

7c. Yard Line Certification: 5 Gardenway

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 5 GARDENWAY AS PRESENTED.

Moved: Morse

Seconded: Boswell

Carried 8

7d. Sustainable Design and Practices (SDP) Committee – Future Role

President Agans offered options such as reinvigorating SDP or folding it into another committee; recently, SDP has been less active and had less members. Former committee chair, Alice Mitchell, gave an overview of SDP's history. She cited a lack of specific expertise of members as a liability to the committee. In terms of redefining the committee, Ms. Mitchell said SDP would need a new Board-defined directive and clear mission. A suggestion was offered to establish SDP as a "research-focused" subcommittee of the Buildings committee. Pros and cons of forming such a subcommittee were discussed with emphasis on the value of SDP's work in assisting the Board and other committees. President Agans stated she would pursue this conversation with Buildings committee chair Jim Cohen and Board Liaison Boswell; she will write to SDP committee members to assess interest and to inform them that SDP will be in hiatus until the board has a retreat.

7g. Utopia Film Festival Sponsor

Members Chris and Barbara Logan requests GHI's support of the Utopia Film Festival with the purchase of a quarter-page ad costing \$175 in the festival booklet. The Marketing Committee supports this request.

CONSENSUS: THE BOARD OF DIRECTORS SUPPORTS THE MARKETING COMMITTEE'S INITIATIVE.

7h. Request to Purchase Water – Garden Club Members of Plot 11

Harriet Phelps, explained the need of the nine (9) gardeners of Plot 11 for a source of water as their plants are dying. She said their rain barrels are empty and none of the gardeners has a truck to haul water holders. Phelps requests that they be temporarily allowed to run a hose from a GHI water source to their plots to fill their containers; all nine gardeners will pay for the water. Considerable discussion ensued and covered actions currently being taken by the Garden Club in addressing the issue to suggestions on how it might be effectuated without establishing a precedent to purchase water from GHI. It was noted that the Board previously approved the Garden Club's request to allow installation of a sub-metered water line from the GHI Administration Building. Ms. Phelps emphasized that the Garden Club is not pursuing the water line and her request should stand on its own merit.

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE OF THE SALE OF WATER TO THE GARDENERS AT PLOT 11 IN THE HAMILTON GARDENS FOR THE REMAINDER OF THE 2009 GROWING SEASON.

Moved: Mazursky

Seconded: Boswell

Carried 6-2

7i. Verizon Revised Agreement

The Board reviewed the Addendum to FTTP Premises Access License and Verizon Final Design Checklist, which will allow Verizon, Inc. to install a fiber-optic network service within GHI. Gail Wedgeworth, Tru Vance Management, Inc., was present on behalf of the Verizon contractors who will be doing the installation.

MOTION: THE BOARD OF DIRECTORS APPROVES THE VERIZON FINAL DESIGN CHECKLIST (AS SHOWN IN ATTACHMENT # 8) AND MEMORANDUM OF UNDERSTANDING AGREEMENT (AS SHOWN IN ATTACHMENT #9) AND AMENDED BY INCLUSION OF REF TO THE TECHI DRAWINGS IN SECTION D, NEW PARAGRAPH, WHICH TOGETHER WITH THE FTTP ACCESS LICENSE AGREEMENT ALLOW VERIZON INC. TO INSTALL A FIBER-OPTIC NETWORK SERVICE WITHIN GREENBELT HOMES, INC., CONTIGENT UPON BOARD APPROVAL OF THE AMENDED LANGUAGE.

Moved: Boswell

Seconded: Hickey

Carried 8

Assistant Manager Ralph said that GHI revised the drawings to reflect that FDT boxes will be mounted inside the boiler rooms beneath masonry units; he will add language to the addendum to refer to these revised

drawings. Responding to a question from Director Novinski, he explained that "constant contact" would be assured during the process as Verizon representatives will communicate with an assigned GHI staff member.

7j. 2009 Garage Door Replacement Contract – 1st Reading

The Board of Directors approved \$8,840.00 for replacement of rental garage doors in 2009. GHI formally solicited bids from eight independent contractors who install garage doors to replace six original wooden doors at 9 Ridge and nine) original wooden doors at 11 Ridge. Three contractors responded with bids: **Fred C. Johnson- \$7,125.00**; A & J Garage Door, Inc. - \$9,375.00; Mid Atlantic, Inc. - \$10,325.00. Staff recommends that the Board of Directors endorse Fred C. Johnson Inc. for replacing rental garage doors at the 18 locations for the amount of its bid, with an additional 5 per cent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH FRED C. JOHNSON, INC., FOR THE REPLACEMENT/ INSTALLATION OF 18 RENTAL GARAGE DOORS AT ITS BID EXTENDED FOR (3) ADDITIONAL DOORS, PLUS 5% FOR CONTINGENCIES, FOR AN AMOUNT NOT TO EXCEED \$8,978.

Moved: Lewis

Seconded: McFadden

Carried 8

7k. Underground Utility Lining Contract - 1st Reading

GHI maintenance has received calls over time for sewer backups at three serviceside locations where tree roots have grown in to create the blockage. Because of the particular site conditions, it is appropriate to repair these waste lines by lining. GHI solicited bids from three contractors who specialize in underground pipe lining work: **Lyttle Utilities - \$10,970.00**; NuFlow of Hampton Roads - \$13,320.00; Infratech Industries - \$19,000.00. Staff recommends that the Board of Directors endorse Lyttle Utilities to perform the sewer drain lining for the amount of its bid with an additional 15 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH LYTTLE UTILITIES TO PERFORM THE SEWER DRAIN LINING AT THE SERVICESIDE OF 1-A RIDGE, 37 A-B RIDGE, 26A-B RIDGE ROAD AS DIRECTED BY GREENBELT HOMES STAFF, AT ITS BID, \$10,970.00 PLUS 15% FOR CONTIGENCIES, FOR A TOTAL NOT TO EXCEED \$12,616.00.

Moved: Lewis

Seconded: McFadden

Carried 8

7l. 2nd Quarter Financial Statements

The Board reviewed the June financials. Joe Perry, Director of Finance, answered questions from the Board about negative receipts over expenses, payroll, and fringe benefits.

7m. Schedule Committee Training

The Board set the committee training for Thursday, September 24 at 7:30 p.m.

7n. Schedule Board Retreat

President Agans suggested that the Board's Retreat address long-term planning. She said that the Green Ribbon Task Force information and report, as well as the Ardently Green report, are needed. General Manager Overdurff suggested a few off-site, historic retreat locations, and said she would forward their websites for Board member input. Board members offered site and facilitator suggestions.

President Agans noted an informal hearing on September 10 at 7:00 pm and an executive session on September 24 at 7:00 pm prior to the committee training.

8. Items of Information

The National Association of Housing Cooperatives' 49th Annual Conference will be held October 9-12 in San Francisco. A past attendee noted that while the conference offers good learning opportunities and perspective, GHI is not an ideal match for the conference.

9. President

President Agans inquired about the status of sign-ups for the festival and learned that all slots were filled except one. Agans stated that Cindy Cutright is resigning from the Member and Community Relations committee and Jane Stern has been appointed to the Companion Animal committee. She then highlighted NCBA newsletter highlights, specifically an article about Facebook, and announced she would not be present on September 3; Director Novinski will preside at that Board meeting.

10. Board Members

- **Director Hickey** said that ARC's skylight report should be ready by the next Board meeting.
- **Director Mazursky** said he may not be at the September 3 Board meeting.
- **Director Boswell** requested that a Buildings committee report be added to the September 3 agenda. He said the committee's report on the addition maintenance program is not ready. He noted that the city and county will meet with Tru-Greenbelt to discuss bus routes on August 26 from 6:30 - 9:00 pm.
- **Director James** reported the Woodlands committee did trail work at Parcel X, and will be doing an inventory walk in Parcels L & M on August 30. An invasive removal for Parcel W will be scheduled soon.
- **Director Lewis** announced that float preparation is set for August 29 at 10 am. She reported the Communications committee is working with Cindy Cutright of Member and Community Relations on the printing of the volunteer recruitment brochure. There are several outreach events planned, said Lewis, and a booth at the festival will feature the new poster. She suggested that GHI offer a candidates' forum for GHI members to question the candidates. The Board was in support of this.
- **Director Novinski** thanked staff for the welcoming signs about the Board meeting. She announced that ARC will meet on the second Wednesday from now on and the next Yard Line committee is on September 29. She said that leaf bags would be available for distribution on the following Saturdays: October 17, October 24, and November 7. She announced a new member social on September 2 at 7 pm.
- **Director McFadden** emphasized the importance of the upcoming Tru-Greenbelt meeting -- no bus routes will weaken the promotion and sustainability of GHI.
- **Director Morse** noted the upcoming book sale at Greenbelt Elementary.

Audit Committee member Lauber provided a historical perspective on garden plots -- she said everyone could purchase a plot for \$5. Chair Wilkerson announced that with this meeting's certification of plats, over 400 plats have been certified which represents 25% completion.

Councilwoman Mach said that the Greenhill Stabilization project has been approved by the city and she thanked GHI for its support.

10. Manager

General Manger Overdurff said that GHI has been approached by NCBA for a contribution in connection with their race on October 17, and GHI has been invited to participate this year. She said this opportunity would be marketed to members through *Greenbelt News Review*. She inquired of the Board whether she should order calendars. One suggestion included magnets with important numbers. She also confirmed that President Agans and Vice President Novinski would be formulating the agenda for the committees meeting.

MOTION: TO ADJOURN.

Moved: Lewis

Seconded: McFadden

Carried 8

The meeting adjourned at 10:28 p.m.

Ed James
Secretary