

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

Member Theresa M. Dolan, requests the approval of her Addendum for Trust Ownership and Trustee's Affidavit. Member Dolan will serve as trustee and beneficiary under a trust agreement dated August 5, 2008. The updated Mutual Ownership Contract will be presented for approval under new memberships.

Director Mazursky inquired about the occupancy of the premises (item 2b. on the Mutual Ownership Contract) with concern about the trustee not occupying the premises. It was clarified that the trustee and member are the same. If circumstances lead to that changing, the new member would have to be approved by the Board.

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.

- ROYA BAUMAN, GEORGE BRANYAN, RICHARD BAUMAN AND PARI BAUMAN
- NICOLE LEANDRO
- C. JENISE WRISTON
- ROBERT A. SHEPHERD

Moved: James

Seconded: Morse

Carried 6-0

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

- THERESA DOLAN, SOLE OWNER TO THERESA DOLAN, TRUSTEE UNDER TRUST DATED AUGUST 5, 2008, 14P RIDGE ROAD
- GENEVIEVE DEMOS, SOLE OWNER TO GENEVIEVE KELLEY, SOLE OWNER

Moved: James

Seconded: Agans

Carried 6-0

5. Committee Reports - No reports were received.

6. Consent Agenda. None.

7a. Update on Staffing

General Manager Gretchen Overdurff made several announcements to the Board regarding staffing changes. She introduced Joe Perry as the new Director of Finance and summarized his previous work experience. Mr. Perry addressed the Board sharing his excitement to be working for GHI. Overdurff announced that Pennie Stubbs and Rena Parks will soon be joining the Finance Department replacing two employees who recently resigned. She also announced the recent hire of Linda Siadys as administrative

assistant for the Maintenance Department and that Matt Berres would be returning to GHI as the Manager of Sustainable Design and Quality Assurance Programs. The Board was pleased to hear the news and requested to see Berres's job description.

7b. Proposed Canine Kennel, 11A Hillside

Officer Defibaugh was not in attendance at the meeting. Manager of Technical Services, Tom Sporney gave the Board the background information. Officer Defibaugh submitted a permit request for a kennel for his police dog. The Architectural Review Committee (ARC) met and discussed the request for exception. ARC recommends approval.

A neighbor of Defibaugh, Bob Snyder addressed the Board with concerns: a) Officer Defibaugh had not mentioned the dog kennel to him previously and b) the dog barks and follows children along the fence while they are walking to and from school. Melissa and Dirk Kingsley also addressed the Board with concern that they do not believe the dog would receive proper care when the officer was away.

Sporney explained that Officer Defibaugh addressed this issue, explaining that he would normally keep the dog in the house, but would use the kennel when he had visitors in the house.

The Board discussed whether consent forms should be required from neighbors for kennels. Because Officer Defibaugh was not present at the meeting, the Board took no action on the request.

7c. Request for Exception: Existing Vinyl Shed, 1D Westway

Manager of Technical Services Tom Sporney summarized the background information as follows: In January 2008, GHI staff responded to a member maintenance request. During the course of that response, staff inquired about the installation of an oversize, unpermitted 6' vinyl shed in the gardenside yard. In June 2008, when Ms. Von Brook attended the GHI Board meeting on another matter, staff inquired as to what Ms. Von Brook intended to do concerning the situation with her shed; at that time Ms. Von Brook responded that she would proceed with requesting an exception to the GHI rules. At the August ARC meeting, the committee discussed the request for exception and recommended 3-0-1 that the exception for the oversize unpermitted vinyl shed not be approved.

Ms. Von Brook addressed the Board and explained that it was for her health that she chose the shed. It could be harmful to her back to bend over to pull garden tools out of a chest shed, which are currently permitted by GHI. She pointed out that the shed is right up against her house and leaves a very small footprint. Director James noted that he doesn't like having rules for which exceptions are repeatedly made. He suggested that the four foot height limit be reconsidered. Manager of Technical Services Sporney responded that the rule has been referred back to the ARC several times. The

committee has concern about allowing larger sheds and about the appearance of the plastic sheds throughout the community.

MOTION: THE BOARD OF DIRECTORS DOES NOT ALLOW INSTALLATION OF THE EXISTING 6' VINYL SHED IN THE GARDENSIDE YARD OF 1D WESTWAY. THE MEMBER IS DIRECTED TO REMOVE THE SHED IN 90 DAYS.

Moved: Agans

Seconded: Morse

Carried 3-2-2

Director McFadden stated her reason for abstaining was indecision; her first inclination was to agree with the motion, but she also understands the need for the shed.

7d. Yard Line Certification: 36L Ridge and Boiler Room, 15A/G/T Laurel Hill, 12 Court Ridge, 39 Court Ridge, and 42 Court Ridge

At its meetings during the second and third quarters of 2008, the Yard Line Committee discussed and reviewed yard boundaries for 36L Ridge Road and connecting boiler room, 15A/G/T Laurel Hill Road, 12, 39, and 42 courts Ridge Road. Other units in 15 court Laurel Hill were previously certified in July 2007, and the Board referred the subject three yards back to committee for further evaluation on issues of yards extending into peninsulas and the limit of side yards (previously 25' by GHI rules, until Board revision of rules on 14Feb08). Over the course of several meetings, the Committee agreed upon boundaries, and directed staff to send plats to affected members for feedback; the committee received informational inquiries, comments and opinions from members, and revised its recommendations until no further feedback was received.

Dianne Wilkerson, chair of the Yardline Committee gave background information for 36L Ridge. She explained that the member wanted to have 50 feet in front of the boiler room, which would have eliminated 2 parking spots. A compromise of 10 feet was reached, which will preserve both parking spots. The member was asked to convert part of the asphalt to a surface that can be landscaped as part of her boiler room conversion. The landscaping will solve the problem of people illegally parking on the asphalt in front of the boiler room. It was noted that there are not any WSSC runways or issues involved with this location.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 36L RIDGE AS PRESENTED.

Moved: Agans

Seconded: McFadden

Carried 5-1-0

The Yardline committee was thanked for its continued hard work.

7e. 2008 Fall Concrete Contract – 1st Reading

In July, staff solicited bids to replace concrete sidewalks and a number of steps at twenty-three (23) locations throughout GHI. Reasons for the replacements include the disintegration of concrete and heaving of sections of sidewalks.

1.	4 H Gardenway	13.	6 J-K Ridge Road
2.	4 G-H Hillside Road	14.	7 E Ridge Road
3.	7 D Hillside Road	15.	16 B Ridge Road
4.	19 C-D Hillside Road	16.	18 U-V Ridge Road
5.	20 C-D Hillside Road	17.	25 E-F Ridge Road
6.	4 L-V Laurel Hill Road	18.	25 G-H Ridge Road
7.	5 Ct. Laurel Hill Road	19.	43 B Ridge Road
8.	6 A-F Plateau Place	20.	51 N-P Ridge Road
9.	3 G-K Research Road	21.	61 C Ridge Road
10.	6 C-F Research Road	22.	69 A Ridge Road
11.	7 M Research Road	23.	1E Westway
12.	9 J-K Research Road		

GHI formally solicited bids from ten (10) independent concrete contractors, who were all individually contacted to ascertain their interest. GHI received four (4) bids, summarized below:

NAME OF COMPANY	BASE BID	ADDITIONAL SIDEWALK (/sq.ft.)	STEP
Image Asphalt Maint.	\$16,804.70	\$8.50	\$400.00
CPE, Incorporated	\$16,904.00	\$8.00	\$225.00
GMC Contractors, Inc.	\$18,404.55	\$8.90	\$240.00
C & T Construction	\$22,560.00	\$10.00	\$200.00

Image Asphalt was retained as GHI's contractor for parking lot repairs this past summer 2008 and performed satisfactorily and in a very timely manner. Staff recommends that GHI contract with Image Asphalt Maintenance, Inc. to perform the fall concrete sidewalk replacement, for the amount of its bid, with an additional 10 percent to cover contingencies.

Director Mazursky inquired about the number of steps that would be needed, noting the \$175 price difference between Image Asphalt and CPE for steps. Sporney responded that the steps needed are included in the base bid, so no extra steps are anticipated.

MOTION FOR FIRST READING: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH IMAGE ASPHALT MAINTENANCE, INC., FOR THE FALL SEASON REPAIRS OF CONCRETE SIDEWALKS FOR THE AMOUNT OF ITS BID, PLUS 10% FOR CONTINGENCIES, NOT TO EXCEED \$18,486.

Moved: Agans

Seconded: Morse

Carried 6-0

7f. 65A Ridge Road & 4H Hillside Road Sewer Relining Contract (revised) – 1st Reading

GHI maintenance staff recently responded to recurring sewage drain blockage calls at two sites, 65A Ridge Road and 4H Hillside Road. At 65A Ridge, tree root in growth at a location under an addition makes surface excavation impossible; at 4H Hillside minor joint separation and tree root growth is 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. 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

At Board meetings in June & July, the Directors approved a contract with U.S. Sewer & Drain for the amount of its bid plus 10% for contingencies. When staff contacted this contractor to proceed with a contract, the contractor stated that he needed to adjust his price for a total of \$12,490. Since the time of Board approval, GHI staff received a price for the work scope from a third contractor, ACE Envirotech, Inc. Revised prices are as follows:

Company	Bid (updated)
U.S. Sewer & Drain	\$12,490.00
Nuflow of Hampton Roads	\$11,400.00
ACE Envirotech, Inc.	\$12,990.00

Based on this revised information and reference check on Nuflow of Hampton Roads, staff recommends that the Board award a contract to Nuflow of Hampton Roads to reline sewer drain piping at 65A Ridge Road and 4H Hillside Road. This project will be funded from the replacement reserves budget.

MOTION: THE BOARD OF DIRECTORS WITHDRAWS ITS PRIOR AUTHORIZATION TO ENTER INTO A CONTRACT WITH U.S. SEWER & DRAIN FOR RELINING DEFECTIVE STORM DRAIN PIPING AT 65A RIDGE ROAD AND 4H HILLSIDE ROAD.

Moved: Morse

Seconded: Mazursky

Carried 6-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH NUFLOW OF HAMPTON ROADS FOR RELINING DEFECTIVE STORM DRAIN PIPING AT 65A RIDGE ROAD AND 4H HILLSIDE ROAD AT ITS BID PLUS 10% FOR CONTINGENCIES, FOR A TOTAL PRICE NOT TO EXCEED \$12,540.

Moved: Morse

Seconded: Agans

Carried 6-0

7g. 2009 Salary and Benefits Projections

General Manager Overdurff gave a summary of background information and explained the discrepancies in last years projected budget, which were mostly due to Eldon Ralph's job shift from the Maintenance Department to the General Manager's office. She noted that for many years the Board has approved a 4% increase in the salary budget. She also summarized the benefits changes noting that health insurance costs continue to increase and this year, the staff's average age will equate to about a 40% increase, which will have to be budgeted.

Director Morse voiced his desire to approve of a 4% increase to the line item. It was noted that this is only for budget formulation.

MOTION: THE BOARD OF DIRECTORS APPROVES OF A 4% INCREASE IN THE OVERALL SALARY LINE ITEM FOR STAFF'S USE IN PREPARING THE 2009 BUDGET.

Moved: Morse

Seconded: Agans

Carried 6-0

The Board discussed the HSA program, and wondered if it is working to control health care costs. Director of Human Resources, Brenda Lewis responded that staff members are not as comfortable with the program as she would like them to be. Director Morse was concerned about employees opting out of routine tests because of the cost, but Lewis explained that routine tests fall under the co-pay, which is the same as any other HMO.

MOTION: THE BOARD OF DIRECTORS APPROVES OF FUNDING EMPLOYEES' HEALTH CARE PREMIUMS AT 90% OF COST, AND APPROVES OF FUNDING THE HEALTH SAVINGS ACCOUNTS OF CURRENT EMPLOYEES BY 85% OF THE DEDUCTIBLE FOR THE 2009 BUDGET.

Moved: Morse

Seconded: Agans

Carried 6-0

MOTION: THE BOARD OF DIRECTORS APPROVES OF CONTINUED PAYMENT OF 100% OF PREMIUMS OF LIFE AND DISABILITY INSURANCE, 90% OF THE PREMIUM FOR THE DENTAL INSURANCE FOR EMPLOYEES IN 2009, AND CONTINUATION OF THE SELF-INSURED VISION COVERAGE.

Moved: Agans

Seconded: Morse

Carried 6-0

401-K Plan

The 401-K plan continues to have a 4% deferral match and 1% discretionary contribution -- unchanged since August 2000. 100% of eligible employees participate since an automatic enrollment feature has been added. Employees can defer up to 90% of their salary into the 401-K. GHI has just changed the plan advisor to Andy Provost of The Meltzer Group, who will conduct yearly plan reviews and employee education sessions; Fidelity Investments will continue as the 401-K service provider.

It was recommended that the 401-K Plan remain the same. Director Agans inquired about the impact of matching and the amount that it is costing GHI. Director of Human Resources, Brenda Lewis responded that she did not know, but would provide the Board with that information.

MOTION: THE BOARD OF DIRECTORS APPROVES OF A 4% DEFERRAL MATCH AND A 1% DISCRETIONARY CONTRIBUTION TO THE 401K PLAN FOR EMPLOYEES IN 2009.

Moved: Morse

Seconded: McFadden

Carried 6-0

7h. Bidding Auditor Services

GHI's current auditing firm, DeLeong & Stang, has been in place since 2004 when the firm was engaged to perform the 2003 Audits of GHI and GDC. General Manager Overdurff explained that with the change of software, it was important to stay with DeLeong and Stang. Now that that transition is complete, the Board might consider bidding out the auditing services again. She added that with the Board's approval, she would bring bid specifications back to the Board as soon as possible.

MOTION: THE BOARD OF DIRECTORS ACCEPTS THE RECOMMENDATION OF THE FINANCE COMMITTEE TO PLACE THE SERVICES OF AN AUDITING FIRM OUT FOR BID TO PERFORM GHI'S AND GDC'S CONSOLIDATED ANNUAL AUDIT AND PREPARATION OF ANNUAL TAX RETURNS, AND DIRECTS STAFF TO PREPARE A BID PACKET FOR THE BOARD'S REVIEW AND APPROVAL.

Moved: Morse

Seconded: Agans

Carried 6-0

7i. Approval of Signatures

MOTION: THE BOARD OF DIRECTORS ADOPTS CORPORATE RESOLUTIONS FOR THE FOLLOWING FINANCIAL INSTITUTIONS AND AUTHORIZES THE FOLLOWING INDIVIDUALS TO SIGN CHECKS AND CONDUCT BUSINESS WITH SAID INSTITUTIONS ON BEHALF OF GREENBELT HOMES, INC:

FINANCIAL INSTITUTIONS:

- NORTH STATE BANK
- GREENBELT FEDERAL CREDIT UNION
- NCB
- LAFAYETTE INVESTMENTS
- VANGUARD INVESTMENTS

GHI REPRESENTATIVES:

- SYLVIA LEWIS, PRESIDENT
- SUZETTE AGANS, TREASURER
- GRETCHEN OVERDURFF, GENERAL MANAGER
- JOSEPH PERRY, DIRECTOR OF FINANCE
- ELDON RALPH, ASSISTANT MANAGER
- JOAN KROB, DIRECTOR OF MEMBER SERVICES

Moved: James

Seconded: Morse

Carried: 6-0

7j. President Pro Tem for the September 25th Board Meeting

It was announced that President Lewis would be out of town for the September 25th Board meeting. There is possibility that Vice President Mazursky will also not be able to attend.

MOTION: TO NOMINATE SUZETTE AGANS TO BE THE PRESIDENT PRO TEM AT THE SEPTEMBER 25, 2008 BOARD MEETING.

Moved: Morse

Seconded: James

Carried 6-0

8. Items of Information - No discussion.9. President

President Lewis made several announcements:

- She will be out of town for the next meeting;
- An easement has been approved by the City allowing for the Interpretative Panel to be displayed in front of the GHI administration building;

- City Manager McLaughlin will suggest that city council consider GHI's request for curbs on Westway next year. Mayor J Davis added that the City just got word that it will receive less money this year from the highway reserves; most likely the curbs issue will go to council next year.
- She and General Manager Overdurff attended an all day Governor's Grant Conference. She said the presenters were excellent but all the news was not positive - there is not a lot of grant money available. However, they did learn there is a 2% loan available through the state for a portion of the rehab loan.

9. Board Members

Director Robles announced that she is enjoying her new job at the City of Greenbelt. Director James reported that the Buildings Committee is currently looking at reserves. He also gave a brief report on the Labor Day Festival. He announced that the Annual Picnic will be on October 5th. The Interpretative Panel will be unveiled at the picnic. Director Agans requested time to review and update the strategic plan. She also let the Board know that she is having difficulty finding someone to work with the Board on public deliberation. Director Morse announced that both SDP and Communications committees need more members.

10. Manager

General Manager Overdurff welcomed Joe Perry. Director of Human Resources, Brenda Lewis announced the Health Fair on October 21st from 10:00-2:00 at the Community Center.

Mayor J Davis announced that the Senior Citizen's Advisory committee would be holding a forum. On Monday, September 15, the Board of Education will meet with parents of future middle school children about the plans for the proposed middle school. October 1st the NAACP/ACLU meeting will occur at the Springhill Lake Recreation Center at 7:00 p.m.

MOTION: TO ADJOURN.

Moved: Morse

Seconded: McFadden

Carried 6-0

The meeting adjourned at 9:34 p.m.

Ed James
Secretary