

Minutes  
GHI Board of Directors  
September 3, 2009

Present: Hickey, James, Lewis, Morse, McFadden, Novinski, Mazursky (by phone)

Excused Absence: Agans, Boswell

Others in Attendance:

Gretchen Overdurff, General Manager  
Joan Krob, Director of Member Services  
Joe Perry, Director of Finance  
Eldon Ralph, Assistant General Manager  
Tom Sporney, Staff Engineer  
Brenda Lewis, Director of Human Resources  
Dianne Wilkerson, Chair, Audit Committee

Henry Haslinger, Audit Committee  
Dorothy Lauber, Audit Committee  
Patty Bergemann, Recording Secretary  
Jason Barrett  
Dennis Monke  
Bill Jones

Vice President Novinski called the meeting to order at 7:33 p.m.

1. Approval of Agenda

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

Moved: James

Seconded: Lewis

Carried 7

2. Visitors and Members

Mr. Barrett and Mr. Monke introduced themselves to the Board.

3. Approval of Membership Applications

**For the record: Board Poll accepted the following Mutual Ownership Contract change on August 27, 2009, and membership was afforded them at the time of settlement:**

- Amber E. Reynolds
- Carol A. Griffith

**MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBER IS ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THIM AT THE TIME OF SETTLEMENT:**

- JASON BARRETT

Moved: James

Seconded: McFadden

Carried 7

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

- SUSAN PETERSON, DAVID PETERSON, AND SONJA THORNBURG, JOINT TENANTS, TO SONJA P. THORNBURG, SOLE OWNER.

Moved: James

Seconded: Lewis

Carried 7

4. Committee Reports

The Board received a copy of the Companion Animal Committee report. Because no committee member was present at the board meeting it will be placed on a future agenda. The reports from the Skylight Ad Hoc Committee and Buildings Committee were discussed during the applicable agenda items later in the meeting.

5. Consent Agenda**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: McFadden

Seconded: James

Carried 7

6a. 2009 Garage Door Replacement Contract – 2<sup>nd</sup> Reading & Final Passage

**MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, 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.**

6b. Underground Utility Lining Contract – 2<sup>nd</sup> Reading & Final Passage

**MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH LYTTLE UTILITIES TO PERFORM THE SEWER DRAIN LINING AT THE SERVICESIDE OF 1A-D RIDGE, 37A-B RIDGE, 26A-B RIDGE ROAD AS DIRECTED BY GREENBELT HOMES STAFF, AT ITS BID, \$10,970, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$12,616.**

6c. Reverse Share Loan Proposal

This item was deferred until Bill Jones arrived; discussion began at 8:10 p.m.

Mr. Jones provided the Board with an overview of the proposed reverse share loan program. GHI currently has \$1 million in bonds, which could be invested in a reverse share loan program. A reverse share loan program would give GHI residents an opportunity to borrow against the equity in their homes; such loan would have to be paid off they sell their home, change their MOC, or pass away. Such a program could provide a valuable opportunity for residents, while earning a higher rate of interest for GHI.

Board members inquired and discussed with Mr. Jones the following points: a) age restriction, (b) the need to keep GHI's funds in liquid form for the Replacement Reserves, (c) GHI's lack of expertise in banking and the extra burden the program would place on staff, (d) whether members who participate would be forced to take the initial lump sum up front, and (e) what protection GHI would have should members in the program default on their mortgage.

**CONSENSUS: TO PLACE THE REVERSE SHARE LOAN PROPOSAL ON A FUTURE AGENDA FOR ACTION.**

6d. Skylight Committee Report

Director Hickey stated that the recommendation of the Skylight Committee is to not allow skylights in GHI homes. He added that GHI needs to develop strict, specific guidelines for skylights, the addition maintenance program, and the process of applying for an addition; these guidelines would need to be added to the members' handbook. The Upon a question pertaining to the International Building Code, it was explained that nothing would be gained by investigating the code further because it is written in such generic terms. It was suggested that skylights be permitted on a case-by-case basis, with a further observation that if the board proceeded in this manner, it would be necessary to create standards for skylight installation to avoid subjectivity in the approval process. Board members were reminded that the ad hoc Skylight Committee suggested that standards related to skylights not be set until new addition maintenance policies are established.

Mr. Monke, who desires to replace skylights, explained that his current skylights do not leak and only need replacing because they have become cloudy. He proposes to use skylights of standards similar to those suggested in the ad hoc committee's report. There was agreement that the Board is not prepared to make a policy decision regarding skylights this evening. It was suggested that it is not fair to force Mr. Monke to wait for the Board to set such policy so the discussion moved to item 6e, Mr. Monke's request for replacing skylights at 13S Hillside Road

6e. Proposed Skylight Replacement, Gardenside Addition: 13S Hillside

Staff Engineer Sporney summarized the history of the request for the exception at 13S Hillside. A question was asked about the possibility of requiring an inspection of skylights at the time of installation to ensure proper installation. Sporney replied that such an inspection while technically feasible may not be practically feasible, based on the availability of staff at the time when the roofer or contractor is ready for such an inspection.

Director James voiced hesitation to vote against a unanimous ARC recommendation. Upon question, Sporney affirmed that the proposed skylight could be considered if allowed by the Board, and is an acceptable type as recommended in the committee's report. Mr. Monke explained that the water damage, as seen in the photograph provided the board, was a result of a leak in his original roof, and not the skylight.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE REPLACEMENT OF SKYLIGHTS ON A GARDENSIDE ADDITION AT 13S HILLSIDE, PROVIDED THE RESIDENT ENSURES THAT HIS CONTRACTOR MAKES AN APPOINTMENT WITH STAFF TO INSPECT THE INSTALLATION OF THE SKYLIGHT.**

Moved: Mazursky

Seconded: Lewis

Carried 6-1

6f. Buildings Committee Report

In the absence of Director Boswell, Assistant General Manager Ralph briefly summarized the Buildings Committee's progress. The committee: (a) would like more time to work on the Addition Maintenance Program report, (b) discussed forming itself into two subcommittees to expedite completion of the Addition Maintenance Program report, and an energy study. In the meantime, the committee seeks an extension of the timeline for the Addition Maintenance Program project.

**MOTION: TO EXTEND THE DEADLINE FOR THE BUILDINGS COMMITTEE REPORT ON THE ADDITION MAINTENANCE PROGRAM UNTIL JANUARY 2010, AND WAIT FOR A SPECIFIC RECOMMENDATION FROM THE COMMITTEE ABOUT HOW THEY WANT TO CONTINUE.**

Moved: Lewis

Seconded: Morse

Carried 7

6g. Addition Maintenance Addendum to the Mutual Ownership Contract

The Board discussed the addendum to the Mutual Ownership Contract (MOC) regarding the Addition Maintenance Program (AMP). It was pointed out that an existing member cannot be forced to sign a new MOC, but that prospective members would sign a new MOC that included this addendum at settlement. (Members already enrolled in the AMP would be required to sign a new MOC containing the addendum in order to maintain enrollment in the program.)

General Manager Overdurff explained that prospective buyers should be made aware of the addendum before the purchase and it will be included during pre-purchase orientation; however, she felt it might be difficult to ensure that buyers receive the information before signing a sales contract. Discussion turned to the mechanics on how to ensure prospective members are provided the information beforehand. It was noted that the Addition Maintenance Addendum would be different for each individual unit's addition with information sharing tied into the inspection process, and possibly expanded to include all documents pertinent to the unit. The language "use and occupancy" was discussed. The addendum would state that if an addition on the Addition Maintenance Program needed to be replaced, GHI would not be responsible for replacement of the addition.

**MOTION: THE BOARD OF DIRECTORS APPROVES OF THE REVISED ADDENDUM TO COOPERATIVE HOUSING PROPRIETARY LEASE AND MUTUAL OWNERSHIP CONTRACT, DATED JUNE 8, 2009, AND DIRECTS STAFF TO BEGIN USING IT FOR ALL NEW ENROLLEES IN THE ADDITION MAINTENANCE PROGRAM (AMP). MEMBERS CURRENTLY IN THE AMP WHO HAVE NOT SIGNED A MUTUAL OWNERSHIP CONTRACT ADDENDUM WILL BE ASKED TO DO SO NOW.**

Moved: Lewis

Seconded: James

Carried 6

At 9:00 p.m. Director Mazursky ceased responding to questions over the phone; six Directors remained.

6h. Underground Utility Contract, Additional Sites – 1<sup>st</sup> Reading

Vice President Novinski opened the floor to questions from the Board. Director Lewis asked if her court/unit would need to be added to the list of sites at which underground utility work would be completed. Assistant General Manager Ralph stated that a full analysis of all sites had not yet been completed.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH B&P UTILITIES, INC., FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT SIX (6) SITES AT ITS BID, \$47,215, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$51,937.**

Moved: James

Seconded: McFadden

Carried 6

6i. Compressed Work Week Report

Director of Human Resources Brenda Lewis summarized the history of the compressed workweek, including the marketing program for members, utility usage, use of leave, and feedback from members. She explained that the compressed workweek seems to be working well. Results from staff surveys were shared: 80% of staff liked the compressed workweek, while 20% found it to be unfavorable. There was a slight reduction in kilowatt hours used by the GHI office complex, as well as a reduction of personal and sick leave hours used. Members reportedly did not know which Friday was the “off” Friday, and some members stated that they did not realize that GHI was closed on some Fridays in some instances. Lewis also shared an article in Time Magazine about a four-day compressed workweek used by State of Utah employees. If the Board votes to continue the compressed workweek, Brenda Lewis suggested that advertising directed at members continue.

(New member) Jason Barrett explained to the Board that he was forced to push his settlement date back because approval of his membership application happened the night before the “off” Friday on a holiday weekend. He suggested that the Board should consider the impact of the compressed workweek’s “off” Friday following a meeting of the Board of Directors. Overdurff apologized to Mr. Barrett and explained that there are ways to avoid holding up a settlement, such as taking a Board poll to approve new membership applications.

The Board also discussed findings from the staff surveys, and commended Brenda Lewis on taking the survey in two different formats.

**MOTION: THE BOARD OF DIRECTORS DOES ENDORSE THE FOLLOWING COMPRESSED WORK WEEK SCHEDULE FOR GHI EMPLOYEES: ADMINISTRATIVE OFFICES, 8:00 A.M. TO 6:00 P.M., MONDAY THROUGH THURSDAY AND 8:00 A.M. TO 5:00 P.M. ALTERNATE FRIDAYS. MAINTENANCE SCHEDULE – 7:30 A.M. TO 5:30 P.M., MONDAY THROUGH THURSDAY AND 7:30 A.M. TO 4:30 P.M., ALTERNATE FRIDAYS, ALL OFFICES CLOSED ALTERNATE FRIDAYS.**

Moved: James

Seconded: McFadden

Carried 6

6j. Holiday Schedule

There are two holidays that will occur during 2009 that necessitates a decision to be made because the compressed workweek continues to be endorsed by the Board. For 2009, the Thanksgiving and Christmas holidays fall on a scheduled closed Friday. It is suggested that for 2009 only, the holiday schedule be adjusted as follows:

For Thanksgiving Friday, Nov. 27, substitute Columbus Day, Monday, Oct. 12, 2009.

For Christmas holiday, Dec. 25, substitute Christmas Eve, Dec. 24<sup>th</sup>.

Emergency maintenance service will be offered for company holidays and compressed workweek Fridays when the office is closed.

**MOTION: THE YEAR 2009 HOLIDAY SCHEDULE IS ADJUSTED TO SUBSTITUTE MONDAY, OCTOBER 12<sup>TH</sup> (COLUMBUS DAY) IN PLACE OF THANKSGIVING FRIDAY, NOVEMBER 27<sup>TH</sup>, AND THURSDAY, DECEMBER 24<sup>TH</sup> FOR THE CHRISTMAS DAY HOLIDAY.**

Moved: Lewis

Seconded: Morse

Carried 6

6k. Addendum to the Verizon FTTP License Agreement: Paragraph Change for the Record

General Manager Overdurff explained that this item was brought to the Board as a point of information. An agreement with Verizon was signed based on the Board's approval given at the last meeting. No comments or questions were forthcoming.

6l. Requests for Contributions

General Manager Overdurff explained that this process is done twice a year, but there were no requests for contributions in March. Three organizations have requested contributions from GHI this year; the Board has \$2,000 available to contribute to charitable organizations. Director Lewis suggested that if part of the \$2,000 remained after contributions were made to the three requesting organizations, additional requests could be brought to the Board this year. The three existing requests will not be acted on until the next meeting. The Board discussed suspending the rules to allow the Board to act on the contribution to the Labor Day Festival at this meeting. It was decided that the Board could wait until the next meeting to act on all three requests. Additional charitable organizations were discussed; it was decided that funds would only be given to those organizations that requested them.

7. Items of Information - There were no notes about the items of information.

8. President

Vice President Novinski shared information from President Agans regarding conversions from rental properties to housing cooperatives from NCBA. President Agans also wanted the committee liaisons to remember the committee training on the 24<sup>th</sup>, and to let the committee members know that the Board is asking them to attend the training.

9. Board Members

Director Hickey shared information about a surge protector that protects all circuits in the home from an electrical surge; Assistant General Manager Ralph will look into it for GHI members/homes.

Director James shared that M&CR did not meet this week because it was too close to Labor Day. He encouraged Board members to join the committee to assemble the GHI booth for the Labor Day Festival, and to march in the parade on Monday. He is not sure if the Woodlands walk happened; he did not go.

Director Novinski shared that work on both Yard Line and ARC committees is going wonderfully. The Yard Line Committee has exceeded 25% completion, with over 400 yards platted. The ARC has decided to include their decision making process at the end of each vote for better understanding by the board.

Director Lewis explained that M&CR and Communications Committee worked together to create a brochure about volunteering. Yesterday was the new member social; Mr. Barrett added that it was nice to be welcomed into the community and meet some people. Lewis stated that the Labor Day booth is fully staffed except for the time slated to Director Boswell on Saturday from 9-11 p.m.; Director Morse may be able to assist at that time. Director Lewis encouraged the Board members to go to the booth, and advertised the great raffle prizes.

Director McFadden was also at the new members social last night. She encouraged Mr. Barrett to attend the next new member coffee social if he has any more questions after he has moved in. She stated that she is impressed with the CAC report, and that they are an amazing self-starting, proactive committee. She was not at the last CAC meeting because she attended a meeting of transit riders of Greenbelt, stressing the importance of encouraging public transportation.

Director Morse stated that he was not at last meeting of the Communications Committee, but that they are a fun group. He asked Assistant General Manager Ralph a question about WSSC activity/construction at Gardenway and Ridge Road. Ralph will look into it.

10. Manager

General Manager Overdurff shared updates on the rights of way work. Terry Hruby is in the process of obtaining bids, which will be taken to the council. The status of the project may be known by the next meeting.

An update on the Maryland Accessible Housing Initiative was shared: two members were finally approved for a loan, which is a nice benefit. One member who was waiting will have an additional bathroom downstairs, allowing him to stay in his home.

Overdurff shared updates on locations for the upcoming Board retreat. The Patuxent River 4H Center is available on December 12 and 13 and is affordable, but does not offer vegetarian friendly options. In addition, the “rustic” setting may not have very comfortable seating. Director Lewis suggested that the retreat be held on Sunday, December 13, as most previous Board functions have been held on Saturdays. More expensive venues were discussed and rejected because of the cost. Director James suggested having the Board retreat at the GHI office building; Directors McFadden and Morse agreed.

Overdurff discussed possible planners/calendars for the Board and committee chairs, and showed samples to the Board. Some Board members preferred month-at-a-glance planners, while others preferred the smaller planners.

**MOTION: TO ADJOURN.**

Moved: Morse

Seconded: McFadden

Carried 6

The meeting adjourned at 9:48 p.m.

Ed James  
Secretary