

Minutes
GHI BOARD OF DIRECTORS
September 8, 2011

Present: Morse, Hess, Jones, James, Moore, Wartell, McFadden, and Novinski

Excused Absence: Boswell

Others in Attendance:

General Manager Gretchen Overdurff	Don Comis, Greenbelt.Patch.com
Eldon Ralph, Assist. General Manager	Lauren Cummings
Joan Krob, Dir. of Member Services	Dan Obester
Matt Barres, Maintenance Manager	Kris White
Tom Sporney, Mgr.of Technical Svcs.	Tom Jones
Debbie Cooley, Audit Committee	Johanna Jones
Dianne Wilkerson, Audit Committee Chair	Patricia Lynch
Leta Mach, Greenbelt City Council	Altoria Ross, Recording Secretary

Vice President Moore called the meeting to order at 7:30 p.m.

1. Approval of Agenda.

Item n. *Candidates Night* was added.

MOTION: TO APPROVE AGENDA, AS AMENDED

Moved: James

Seconded: Hess

Carried 7

2. Visitors and Members

Vice President Moore welcomed visitors and members.

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:

- **JAMES W. HANCOCK, JR., HOLLY D. HANCOCK, TENANTS BY THE ENTIRETY**
- **ELIOT SILVERSTONE, SOLE OWNER**
- **NICOLETTA HAWKINS, SOLE OWNER**

Moved: James

Seconded: Hess

Carried 7

FOR THE RECORD: BOARD POLL ON AUGUST 21, 2011 ACCEPTED THE FOLLOWING PROSPECTIVE MEMBERS INTO THE

COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **ERNIE GALICINAO, CHARLOTTE GALICINAO, TENANTS BY THE ENTIRETY**

4. Committee Reports

- Communicator Task Force – Director Morse talked about editorial matters.
- Additions Maintenance Task Force – Director McFadden noted that the task force has an item on the agenda.
- Buildings Committee – Director Jones said the committee has been very active, resulting in two agenda items.
- Woodlands Committee – Director James said the committee is trying to schedule a work session to take photographs and prepare graphs for a display at the annual meeting.
- Companion Animal Committee - Director Wartell said the CAC information table during the Labor Day Festival was successful which resulted in possibly recruiting two potential members.
- Bylaws Committee – Director Novinski said the committee would be resuming its task and would next meet on Monday, October 17, 7 p.m.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: James

Seconded: Hess

Carried 7

6a. Approval of Minutes, July 14, 2011

APPROVED BY CONSENT AGENDA: GHI BOARD MEETING MINUTES, JULY 14, 2011.

6b. Review of Annual Meeting Minutes: May 18, 2011

Director Hess suggested that on page 3, clarification was needed to the wording regarding Article 3, Section one.

6c. Exception Request for Proposed Addition, 9A Southway

At the last board meeting, members at 9A Southway presented further revisions to their drawings to construct an addition to their home. Because ARC had not reviewed this revision, the board referred it to that body for review and recommendation.

ARC voted 4-1-0 to recommend to the Board that an exception be granted to permit a non-continuous foundation as long as GHI staff is comfortable with the design and detailing of this foundation.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A NONCONTINUOUS FOUNDATION ON THE BEARING WALL OF THE PROPOSED ADDITION AT 9A SOUTHWAY, PROVIDED THAT DESIGN AND SUPPORTING CALCULATIONS BE SUPPLIED BY A DESIGN PROFESSIONAL (ARCHITECT OR ENGINEER) ACCEPTABLE TO STAFF, SIGNED, SEALED, AND DATED.

Moved: Jones

Seconded: McFadden

Carried 7

ARC voted 5-0-0 to recommend to the Board that if the tree dies within 5 years of construction, the member will be required to have the tree removed and replaced at their expense. The reason given in favor was that the member is motivated to keep the tree.

MOTION: .THE BOARD OF DIRECTORS DOES ALLOW THE CONSTRUCTION OF THE FOUNDATION WITHIN THE CURRENT DRIPLINE OF THE ADJACENT TREE, AND, GIVEN THE POSSIBILITY OF DEMISE OF THE TREE, REQUIRES THAT THE MEMBER BE RESPONSIBLE FOR THE COST OF FUTURE REMOVAL AND REPLACEMENT, SHOULD THE HEALTH OF THE TREE DECLINE WITHIN 5 YEARS OF THE COMPLETION OF CONSTRUCTION. THIS RESPONSIBILITY FOR REMOVAL AND REPLACEMENT SHALL CONVEY TO ANY FUTURE MEMBER WITHIN THIS TIME PERIOD.

Moved: Hess

Seconded: Morse

Carried 7

ARC voted 5-0-0 to recommend to the Board of Directors that an exception *not* be granted to allow the proposed addition at 9A Southway to extend into the end side yard beyond one-half the distance between the original structure and the yard line. The reason given for this position was that there was no compelling reason to for an exception.

MOTION: .THE BOARD OF DIRECTORS DOES ALLOW THE CONSTRUCTION OF THE PROPOSED ADDITION AT 9A SOUTHWAY TO EXTEND TO 10'6" INTO THE SIDE YARD.

Moved: Jones

Seconded: Morse

Carried 6-2

ARC voted 5-0-0, that if the Board of Directors grants an exception allowing the end side yard addition at 9-A Southway to extend 10'-6"; the Board consider the hipped roof plan to be compatible with the original roof design. The reason given in favor is that it presents a clear, resolved geometry.

MOTION: THE BOARD OF DIRECTORS DOES ACCEPT THE HIP ROOF CONSTRUCTION OF THE PROPOSED ADDITION AT 9A SOUTHWAY AS COMPATIBLE.

Moved: Jones

Seconded: Hess

Carried 7

ARC voted 5-0-1 that that an exception be granted for a horizontal sliding bathroom window of the same design and size as the current bathroom window, to be placed in a proposed addition at 9A Southway. The reason given for this recommendation was that the window is compatible in design and size to existing windows in this court.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A HORIZONTAL SLIDING BATHROOM WINDOW IN THE ADDITION AT 9A SOUTHWAY.

Moved: Jones

Seconded: Hess

Carried 7

6d. Exception Request for Privacy Reasons, 42L Ridge

In October 2010, GHI staff reviewed deck plans for the member at 42L Ridge Road, and discussed the use of the perimeter trellis rail on the deck. At that time, the member stated clearly that the rail was intended for the use of hanging plants. After completion of the deck in July 2011, staff noted that the member had installed roll-up blinds. Staff discussed this issue with the member, the prior stated intention, and suggested that, because of the visibility of this location, the community would have differing viewpoint as to whether these blinds were in conflict with GHI rules.

The Architectural Review Committee reviewed the issue and voted 3-2-1 that the roll-up screens at 42L Ridge Road be allowed to remain. The reasons given for this recommendation was that the roll up blinds do not fit the definition of a privacy screen; the reason given against was that the blinds are aesthetically unappealing, and setting bad precedent.

MOTION: THE BOARD OF DIRECTORS DOES NOT ALLOW THE USE OF ROLL-UP BLINDS AT THE PERIMETER OF THE DECK AT 42L RIDGE ROAD, AND DIRECTS THE MEMBER TO REMOVE THEM.

Moved: Jones

Failed for lack of a Second

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE USE OF ROLL-UP BLINDS AT THE PERIMETER OF THE DECK AT 42L RIDGE ROAD.

Moved: James

Seconded: Wartell

Carried 5

Directors Hess and Novinski abstained.

6e. Administrative & Volunteer Resources Required to Process Permits & Exceptions

The issue of the excessive amount of time being utilized by staff and volunteers (committees and the board of directors) on requests for improvements and/or exceptions by individual members and how it impacts the operations budget, the cost of which is borne by all members, was discussed.

MOTION: THE BOARD OF DIRECTORS DIRECTS STAFF TO PREPARE A REPORT REGARDING THE RESOURCES REQUIRED FOR PROCESSING PERMITS AND EXCEPTIONS, AND FORWARD IT TO THE FINANCE COMMITTEE FOR REVIEW.

Moved: James

Seconded: Jones

Carried 7

6f. Sublease Extension Request, 18K Ridge Road

The members of 18K Ridge Road have requested permission to extend their subleasing privileges to accommodate their next assignment to Sao Paulo, Brazil. At the last meeting, the request was discussed and staff was asked to obtain information to substantiate certain facts that were provided the board. Management presented its findings and after further deliberation, the following action was taken:

MOTION: THE BOARD OF DIRECTORS DOES GRANT PERMISSION TO MR. AND MRS. TABOR, OF 18K RIDGE ROAD, TO EXTEND THEIR SUBLEASING PRIVILEGES THROUGH JULY 2015.

Moved: Novinski

Seconded: Wartell

Carried 6-1

6g. Buildings Committee/Addition Maintenance Task Force Recommendation for Survey of Additions

On July 14, 2011, the Board of Directors accepted the Addition Maintenance Task Force's recommendation to initiate a survey of a representative sample of additions that are currently enrolled in the addition maintenance program. Subsequently, the task force met with the Buildings Committee and discussed the criteria to be utilized, the optimal size of the sample and who should conduct the survey. There was consensus that the survey scope should identify and describe all major components and record the condition, expected life expectancy, and estimated cost of replacement for each component. It is recommended that the Board of Directors retain the services of a replacement reserve specialist to conduct a comprehensive interior and exterior field survey of a sample of additions enrolled in the GHI Addition Maintenance Program and prepare a detailed report for the Board that extrapolates expected future costs for addition maintenance and replacements.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES STAFF TO PREPARE A REQUEST FOR PROSPOSAL FOR A REPLACEMENT RESERVES FIRM TO:

- **UNDERTAKE A COMPREHENSIVE INTERIOR AND EXTERIOR FIELD SURVEY OF A SAMPLE OF HEATED ADDITIONS THAT ARE ENROLLED ON THE ADDITION MAINTENANCE PROGRAM.**
- **PROVIDE A REPORT THAT DESCRIBES THE CONDITION OF THE MAJOR COMPONENTS WITHIN THE ADDITIONS, AND THEIR FUTURE MAINTENANCE AND REPLACEMENT COSTS. THE FIRM SHALL EXTRAPOLATE THE FINDINGS OF THE SURVEY AND ESTIMATE FUTURE MAINTENANCE AND REPLACEMENT COSTS FOR ALL HEATED ADDITIONS.**

Moved: Novinski

Seconded: Hess

Carried 7

6h. Buildings Committee Recommendation: Solar Photo Voltaic Electric System for Administration Building

In July, 2010, the Board of Directors requested the Buildings Committee to investigate the feasibility of installing a Solar Photo-voltaic Electric System (PVES) on the roof of the Administration Building. A task force from the Buildings Committee, chaired by Steve Skolnik, undertook the assignment. A Request for Proposal (RFP) was prepared and bids solicited. Three bids were subsequently received. The task group recommends that GHI should proceed with the solar PVES project by awarding a contract to Astrum Solar for the installation of a Solar PVEs at the Administration Building Complex only. At a meeting on August 24, 2011, the Buildings Committee by a 4-0 vote adopted the task group's recommendation.

The Board was provided some details on the project as well as a list of issues for consideration. After considerable discussion, the following motion was made:

MOTION: REFER THE BUILDINGS COMMITTEE RECOMMENDATION ON THE SOLAR PHOTO VOLTAIC ELECTRIC SYSTEM FOR THE ADMINISTRATION BUILDING TO THE FINANCE COMMITTEE FOR REVIEW.

Moved: Jones

Seconded: James

Carried 7

6i. Web Team Final Report

Web Team Chair, Tom Jones delivered a final report for the team along with several recommendations for Board consideration.

MOTION: THE BOARD MOVES TO SINCERELY THANK THE CHAIR AND THE TASK FORCE FOR THE EXTRAORDINARY FINE WORK THEY DID WORKING ON THE TASK FORCE, RESULTING IN AN EXEMPLARY WEBSITE.

Moved: Hess

Seconded: Morse

Carried 7

6j. CAC Disaster Plan

Companion Animal Committee chair, Kris White presented a preliminary report on a comprehensive disaster plan for GHI, as directed by the Board. The Board will review the report at a future meeting.

6k. Contribution Requests

The Board made contribution suggestions for the following organizations: Greenbelt Emergency Relief \$1,200; Greenbelt Labor Day Festival, \$300; NASCO Low-Income Scholarship Fund, \$200; Greenbelt Volunteer Fire Department, \$100; Greenbelt Arts Center, \$100.

6l. 401-K Plan – Provider Change to AUL

During the 401-K review by plan fiduciaries this year, our advisor, The Meltzer Group, brought several alternative investment service providers to our attention. One in particular, American United Life Insurance Company, a OneAmerica company (AUL), offers an opportunity to move our 401-K Plan funds and avoid over \$6,000 in yearly administrative fees as well as a reduction in plan assets fees charged participants based on the funds they select. The Board was provided additional information about the provider and the positive impact it provides to GHI and employees. Concern was raised that the provider being recommended is an insurance company and might not be the right one to best serve the employees. Director Jones offered to review all options with staff prior to the Board reaching a decision.

MOTION: TO DEFER ACTION TO ALLOW FURTHER REVIEW OF THE RATIONALE FOR CHANGING GHI'S 401K PROVIDER AND STAFF'S RECOMMENDATION FOR SERVICE PROVIDER.

Moved: Jones

Seconded: Hess

Carried 7

MOTION: MOVE TO EXTEND THE MEETING BY FIFTEEN MINUTES.

Moved: Hess:

Seconded: Wartell

Carried 7

6m. GHI List Serve for Announcements

Member, Lauren Cummings of suggested adding a checkbox to the membership application form for prospective members to check if they want to be added to the GHI email subscription service. She offered to work with staff to implement other electronic communications between GHI and members via the website.

MOTION: MOVE TO EXTEND THE MEETING BY 5 MINUTES.

Moved: Hess:

Seconded: McFadden

Carried 6

Director Novinski Abstained

6n. Candidates Night

Director James will contact the city clerk to arrange for a city council candidates night.

7. Vice President

Vice President Moore thanked Bill Jones for meeting with members about their real estate tax assessments.

8. Board Members

- Director Jones said solar panels would be discussed at the next week's building committee.
- Director Morse said a tree fell and damaged three houses in his court.
- Director Hess said the infrastructure has to get more proactive to have more effective electrical service in Old Greenbelt than he had while living in Lesotho.
- Director McFadden noted that she enjoyed the Labor Day Festival.

9. Staff

- Finance Director Joe Perry said the Finance Committee agreed upon the timeline for the 2012 budget.
- Assistant General Manager Eldon Ralph said a tree fell on houses at 20 Hillside. Electrical panels were pulled away from the houses and a contractor provided generators so families could have electricity. Ralph estimated the damage from the recent series of storms to be approximately \$73,000.

10. Manager

General Manager Overdurff reminded everyone of the meeting with Pepco on Wednesday and the estate taxes seminar next Thursday.

MOTION: TO ADJOURN

Moved: Hess

Seconded: McFadden

Carried 6

The meeting adjourned at 10:25 p.m.

Ed James
Secretary