

**Minutes
GHI Board of Directors
March 3, 2016**

In Attendance: James, Jones, Hess, Marcavitch, McFadden, Ready, Skolnik

Excused Absence: Novinski, Brodd

Other Attendees:

Eldon Ralph, General Manager

Patrick Flynn

Joe Perry, Director of Finance

Montrese Hamilton

Joan Krob, Director of Member Services

Dianne Wilkerson

Tom Sporney, Director of Homes

Jen Ruffner

Improvement Program

Lauren Cummings

David Williams, HIP Project Manager

Gail Phillips

Bijan Khorsand, Director of Technical Services

Lore Rosenthal

Paul Kapfer, Audit Committee Member

Anna Bedford

Anna Socrates

Kimberly Keyes

Phillip Payette

Monica Johnson, Recording Secretary

Stephen Holland

President Skolnik called the meeting to order at 7:32 p.m.

1. Approval of Agenda

Skolnik added item 7i to the agenda: *Request the Legislative and Government Affairs Committee to Monitor Developments re: P.G. County Bills CB-49, 50 and 58-2015 pertaining to the County's Common Ownership Community Program.*

Motion: The Board of Directors does approve the agenda as revised.

Moved: Hess

Seconded: Jones

Carried: 7-0

2. Report on Executive Session

Skolnik stated that there is no report on the executive session since it will continue after the open session.

3. Visitors and Members (Comment Period)

Gail Phillips thanked GHI staff and Public Works on the snow removal; she also wanted to know since the HIP renovations are starting, would they address the old piping in the homes.

Philip Payette stated that he wishes the Board to support and facilitate the matter that he sent to the Audit Committee about the history of asbestos. He also wanted the letter he received from Skolnik dated November 25 to be addressed.

4. Approval of Membership Applications

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- **The City of Greenbelt A Municipal Corporation of the state of Maryland Greenbelt, MD;**
- **Larry S. Beyna, Barbara W. Beyna, and Gregory J. Beyna, Joint Tenants;**
- **Elan Zafir, Lindsay Zafir, and Janet Lial, Joint Tenants;**
- **Brian Iaffaldano and Yingxiao Zhang, Tenants by the Entirety;**
- **Richard A. Finzel, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee Reports

Before committee reports were given, President Skolnik asked General Manager Ralph to report on the asbestos discovery. Ralph stated that letters were sent to all members of masonry homes regarding the discovery of asbestos that had been hidden in the cavities in some crawlspaces. He explained staff has begun to address the issue including inspecting the crawl spaces testing and sealing areas that have been tested, and that Vertex Engineering was hired to conduct air testing within the homes.

Marcavitch, Chair of the Historic Preservation Task Force, announced the group would meet on March 8th to finalize its report so it could be submitted for members' comments.

Sporney, Director of the Homes Improvement Program, stated that staff completed the exterior inventory of home features for the 2017 Improvements, and is waiting for comments from the Buildings Committee that they wish to make regarding the improvements survey.

6. Consent Agenda

Moved: Hess

Seconded: James

Carried: 7-0

6a. 2016 Spring & Fall Gutter Cleaning Contract, 2nd Reading

Approved by Consent: I move that the Board of Directors authorizes the manager, for second reading and final passage, to sign a contract with Gilbert General Contractor to perform spring and fall cleaning of gutters for GHI brick homes and garages at its bid of \$13,880.

Approved by Consent: I move that the Board of Directors authorizes the manager, for second reading and final passage, to sign a contract with DGC cleaning services to perform spring and fall cleaning of gutters for GHI frame and block homes at its bid of \$35,440.

6b. Contract for Designing Drainage System Improvements, 2nd Reading.

Approved by Consent: I move that the Board of Directors authorize the Manager, for second reading and final passage, to enter into a contract with Oyster Imus and Petzold to develop designs of drainage improvement systems for yards at 14 U-V Hillside, 13 A-B Ridge Rd, 18V Ridge Rd, 9 L-M Research Rd and 2A Westway, at its bid of \$13,200, plus 10% for contingencies, for a total not to exceed \$14,520.

7a. Approval of Minutes: January 21, 2016.

Motion: I move that the Board of Directors approve the minutes for the January 21, 2016 meeting.

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: McFadden

7b. Yard Line Certification: 52A-F Ridge Road and 54A-M Ridge Road

Motion: I move that the Board of Directors certify yard plats for 52A-F and 54A-M Ridge Road as presented.

Moved: Marcavitch

Seconded: Hess

Carried: 7-0

7c. Review Member Consent Rules in the Member Handbook

Ralph mentioned that one of the items in the Board's current action plan is to review the neighbor consent rules in the member handbook and recommend those specific instances where "neighbor consent" should be changed to "neighbor inform." Ralph stated that the Board should review the various sections of the rules and decide which ones should be submitted to the ARC for review and a recommendation regarding whether they should be changed from "neighbor consent" to "neighbor inform".

Motion: I move that the Board of Directors authorize the Architectural Review Committee to review the member handbook and recommend those sections where "neighbor consent" should be changed, removed, or added, with pros and cons for the changes that are recommended. The Architectural Review Committee should submit its recommendations by June 30, 2016.

Moved: Jones

Seconded: Marcavitch

Carried: 5-2

Opposed: Ready, McFadden

7d. Assignment of Tasks in the Board Action Plan to the Communications Committee

During its strategic planning update session last July, the Board decided that it would assign the following three tasks to the Communications committee:

- Develop a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information; social media consultant; define GHI staff responsibility with respect to social media).
- Explore better ways of obtaining member feedback on controversial topics, e.g. hearings, use of social media.

- Recommend internet technologies that GHI could employ to increase membership participation in meetings.

Motion: I move that the Board of Directors assign the following tasks to the Communications Committee:

- Recommend a proactive social media strategy for GHI by considering all but not limited to the following components: planned, regular tweets; use of GHI's Facebook page for official dissemination of information; hiring a social media consultant; definition of GHI staff's responsibility with respect to social media.**
- Recommend better ways for GHI to obtain member feedback on controversial topics such as hearings, use of social media.**
- Recommend internet technologies that GHI could employ to increase membership participation in meetings.**

The Committee should submit its recommendations to the Board by August 3, 2016.

Moved: Hess

Seconded: James

Carried: 7-0

7e. Recommendation to Revise "Article XVI: Occupancy Criteria" in the Member Handbook

In 2014, staff recently encountered three cases where the members felt justified in renting rooms in their homes because they were "part-time" residents. The members believed that spending a few nights per month in their unit satisfied GHI's member occupancy standard. Over the years, GHI has not intervened when members occupy units and rent rooms to subtenants without GHI's authorization.

The definition of "subtenant" in the MOC is any person occupying the Premises at a time **when the Member is not occupying the Premises.**

In the past, staff has received a few complaints about members who do not fully reside in their units and only stay in them for a few nights annually. Staff was unable to establish whether those units were unoccupied, since there are no specific definitions of occupancy in the Bylaws, MOC and the Member Handbook.

In 2014, the Board appointed a task force to review and recommend criteria that define the meaning of occupancy of a GHI unit. The Board reviewed those recommendations on December 4, 2014 and tabled discussions on the matter.

During a strategic planning update meeting in July 2015, the Board directed that staff should request an attorney to define occupancy. Mr. McAndrew has recommended changes to the rule in Article XVI: Occupancy Criteria in the Member Handbook.

Motion: I move that the Board of Directors receive the changes to Article XVI; Occupancy Criteria as revised and direct the Manager to submit the revised article to the membership for comment over a period of 30 days.

Moved: Hess

Seconded: James

Carried: 7-0

7g. 2016 HIP Building Envelope, HVAC & Electrical Contracts, 2nd Reading

2016 HIP Envelope Contract, 2nd reading

After further research staff found that Acadia Builders LLC has provided services similar to GHI's scope in other large-scale communities. Staff reviewed prior customers; bank, vendor references, and recycling plan and find them satisfactory. With this background and the basis of the bid submitted, staff recommends contracting with Acadia Builders LLC for the envelope portion of the 2016 HIP.

Motion: I move that the Board of Directors authorize the manager, for second reading and final passage, to enter into a contract with Acadia Builders LLC for the installation of envelope components of 2016 HIP at 326 units at its bid of \$2,975,292, plus 10% for contingencies and opt-in member changes, for a total not to exceed \$3,272,821.

Moved: Hess

Seconded: James

Carried: 7-0

2016 HIP HVAC contract, 2nd reading

During the February 18 meeting, the Board requested the following information:

- Bid costs for Mitsubishi units.
- Maintenance experience: Carrier vs. Mitsubishi.
- Consumer Report reviews on Mitsubishi & Carrier split system HPs. Research has indicated no Consumer Reports reviews on this equipment.
- Warranty terms for Carrier Heat pumps. Warranties are as follows:
 - Carrier: 1 year labor and 7 years on all parts including compressor.
 - Mitsubishi: 1 year labor, 5 years on all parts and 7 years on the compressor. If the resident registers the equipment within 90 days from installation there is a 10 year warranty on all parts including compressor. The 10 year parts and compressor warranty is nontransferable.

After obtaining the requested information, Staff found that, Capps Mechanical has provided mechanical HVAC services similar to GHI's scope in other communities. Capps has quoted Carrier equipment; staff and Homes Improvement Research Labs (HIRL) reviewed the components offered, and find them to be equal to Mitsubishi. GHI staff reviewed prior customers, bank, vendor references, and recycling plan and finds them satisfactory. With this background and the basis of the bid submitted, staff recommends contracting with Capps Mechanical for the HVAC portion of the 2016 HIP.

Motion: I move that the Board of Directors authorize the manager, for second reading and final passage, to enter into a contract with Capps Mechanical for the installation of optional HVAC components (minisplit heat pumps) of 2016 HIP at 63 units at its bid of \$401,799.00 , plus 10% for contingencies and opt-in member changes, for a total not to exceed \$441,979.

Moved: James

Seconded: Hess

Carried: 7-0

2016 HIP Electrical Contract, 2nd reading

As recommended in the first reading, Best Way Electric has provided electrical services to GHI before in the pilot project, and performed satisfactorily. Staff received and reviewed the recycling

plan. With this background and the basis of the bid submitted, staff recommends contracting with Best Way Electric for the electrical portion of the 2016 HIP.

Motion: I move that the Board of Directors authorize the manager, for second reading and final passage, to enter into a contract with Best Way Electric for the installation of electrical components of 2016 HIP at 326 units at its bid of \$467,892, plus 10% for contingencies and opt-in member changes, for a total not to exceed \$514,681.

Moved: James

Seconded: Hess

Carried: 7-0

7h. Proposed Agenda for the March 13th Membership Town Hall Meeting

A draft of the agenda (proposed by President Steve Skolnik) for the March 13 Membership Town Hall Meeting was discussed and no changes were made.

By Consensus: To approve the Town Hall agenda.

7i. Request the Legislative and Government Affairs Committee to Monitor Developments re: P.G. County Bills CB-49, 50 and 58-2015 pertaining to the County's Common Ownership Community Program

Motion: I move that the Board of Directors direct the Legislative and Government Affairs Committee to inform itself of Prince George's County Bills CB-49, 50 and 58-2015 pertaining to the County's Common Ownership Community Program, and report to the Board on legislative and regulatory developments related to those bills.

Moved: Hess

Seconded: Ready

Carried: 7-0

8. Items of Information

- a. Board Member Liability Training – The Washington Metropolitan Chapter of the Community Associations Institute is offering a free training program regarding 'Board Member Liability' for Board Members and Managers on Tuesday, March 22. The training will be held at the Stella B. Werner Council Building at 100, Maryland Avenue Rockville, MD from 6:30 to 9:00 p.m. Sheri Swaim will register those Board members who desire to attend; please contact her directly if you are interested.
- b. WSSC Sewer Relining Project – On December 4, 2012, the Board of Directors authorized the Manager to sign temporary right of entry agreements with Washington Suburban Sanitary Commission (WSSC) to allow them to undertake sewer rehabilitation projects at the following two sites:

Actual Address	Nature of work
58 Crescent to 35 Ridge	Re-line a main sewer line between manholes
6 Court Ridge	Re-line a sewer main between a manhole on the serviceside of 6J-K Ridge to a manhole in the woods

WSSC had originally notified GHI that the work would be performed in July 2013. However, they intend to undertake the repairs shortly.

c. Board Action Plan Status & Committee Task List

d. Monthly GHI and City Calendars

9. President

Skolnik -Will be on travel March 8-23. Ready will chair the Town hall meeting on March 13 and the Board meeting on March 17.

10. Board Members

Ready – Will be on travel March 18-April 4.

Hess – Will be out on March 17.

11. Manager

Ralph – Councilman Turner will be holding Lessoning Session on March 10 at 7 p.m. (Greenbelt Municipal Building)

Introduced David Williams – HIP Project Manager

Perry – Greenbelt Federal Credit Union Seminar on March 31 at 7 p.m.

Motion: To recess to Executive Session for the purpose of litigation and member issues.

Moved: Hess

Seconded: Marcavitch

Carried: 7-0

The meeting adjourned at 10:00 p.m.

Ed James
Secretary