

**Minutes**  
**GHI BOARD OF DIRECTORS**  
**July 23, 2015**

Board Members Present: Hess, James, Jones, Marcavitch, McFadden, and Skolnik

Excused Absences: DeBernardo, Novinski, and Ready

Others in Attendance:

Eldon Ralph, General Manager	Stefan Brodd
Tom Sporney, Director of Homes Improvement Program	Ed Neuschler
Joan Krob, Director of Member Services	Anna Socrates
Bijan Khorsand, Director of Technical Services	Jean Lombardo
Bruce Mangum, Contract Processing Coordinator	Matt McLaughlin
Leeann Irwin, Audit Committee	Judith Davis, Greenbelt City Council
Paul Kapfer, Audit Committee	Sharon Walton
Stephen Holland	Regina McLaughlin
Barbara Hamilton	Gary Cousin
Cynthia Rodriguez	Jessica Skretch
Jim Gray	Barbara Jacobs
Kelly McLaughlin	Lola Skolnik
	Chris Endozo
	Mara Hemminger
	Altoria Ross, Recording Secretary

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

1. Approval of Agenda

**Motion: To approve the agenda.**

Moved: Hess

Seconded: James

Carried 5-0

Director Jones was out of the room at the time of the vote.

2. Report on Executive Session

Skolnik said that the Board did not finish the executive session. Consequently, he said he would give a report of the session at the next Board meeting.

3. Visitors and Members

Skolnik welcomed visitors and members. Jean Lombardo spoke about her high electric bill, and inquired if she could get new windows or door now. Skolnik said that the HIP replacement covers a 5 year span and suggested Lombardo to make an appointment with HIP Director Tom Sporney to discuss the schedule.

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

**Motion: The Board of Directors approves the Addendum for Trust Ownership and Trustee Affidavit of Deborah J. Hartwick, Trustee of The Deborah J. Hartwick Revocable Trust of 2015, thereby allowing her to place her membership and equity interest into a living trust dated June 22, 2015.**

Moved: Hess

Seconded: Marcavitch

Carried 6-0

5. Approval of Membership Applications

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

- Rosemary F. Hubbard, James Hubbard, Tenants by the Entirety;
- Christopher Adams, Sole Owner; and
- Jessica R. Tussing, Sole Owner.

Moved: James

Seconded: Hess

Carried 6-0

**Motion: That the Board of Directors approve the following Mutual Ownership Contract recreation:**

- Elizabeth A. Chandler, Kenneth J. Chandler, Tenants by the Entirely.

Moved: James

Seconded: Hess

Carried 6-0

**Motion: That the Board of Directors approves the following Mutual Ownership Contract change:**

- Deborah J. Hartwick, Sole Owner is changed to Deborah J. Hartwick, Trustee.

Moved: James

Seconded: Hess

Carried 6-0

6. Committee Reports

- Marketing Committee – Jones said the GHI orientation video is progressing well, and the Board would be invited to a preview in August to give their input.
- Building Committee – Skolnik said the committee is investigating gutter screens to save money on cleaning gutters.

7. Consent Agenda

None.

8a. Exception Request to Allow Installation of a Gardenside Sliding Patio Door at 10H Southway Road

In May 2015, Mr. Thomas Ogden submitted a proposal to Technical Services staff to build a deck on the gardenside yard at 10H Southway. Staff inspected the site and discovered that member had already installed a sliding door in place of the original double hung windows. It was pointed out to the member that:

The most recent revision to Section X.N.3.b removed the wording that specifically permitted sliding glass doors.

Staff referred this issue to the Architectural Review Committee. ARC voted (6-0) to recommend that the Board of Directors grant an exception to allow the installed sliding glass door to remain.

**Motion: The Board of Directors does grant an exception to GHI's rules, thereby allowing the installed sliding glass doors in the gardenside addition of 10H Southway to remain in place.**

Moved: Hess

Seconded: McFadden

Carried 6-0

8b. Request to Allow Installation of Rooftop Solar Photovoltaic System at 1B Ridge Road

In June 2015, Mr. Edward Neuschler submitted a proposal to Technical Services staff for installation of a 4.2kw solar photovoltaic system on the roof of 1B Ridge Rd. Staff inspected the site and discovered that:

- The roof on this building was installed in 2003; it is due for replacement in 2023, thus 8 years life remain. Prior Board policy for solar domestic hot water heaters states that installation shall be allowed only if there are [10] years of life remaining on the existing roof.
- The Board of Directors currently approves installation of solar domestic water heating systems only.

Staff referred this issue to the Architectural Review Committee. ARC members voted (6-0) to recommend that the Board of Directors grant an exception to allow the installation of solar photovoltaic panels on the roof of 1B Ridge, pending GHI staff approval of details, with the understanding that the member bears responsibility for the expense of removal when the roof is replaced.

**Motion: The Board of Directors does permit the installation of solar photovoltaic panels on the roof of 1B Ridge, pending GHI staff approval of details, with the understanding that the member bears responsibility and expense of removal when the roof is replaced.**

Moved: Skolnik

Seconded: McFadden

Carried 6-0

8c. Additional H.I.P. Questions to be Answered

- CRAWL SPACE IMPROVEMENTS: TREATMENT OF 22 BASEMENTS AND CHOICE OF UNITS

In the pilot program for envelope improvements, the scope of work for crawl space improvements for the block control building at 3A-D Crescent Road included insulation of the 2 units with crawl spaces at 3A-B Crescent, and interior wall framing, fiberglass insulation in the stud cavities, and drywall finish on the gardenside basement wall of 3C Crescent. No work was done to alter the gardenside basement walls of 3D Crescent, as the basement of this unit had been insulated and finished previously.

Average cost for insulating a crawl space in a 4-unit masonry building was approximately \$2,000/unit. The estimated cost to insulate the gardenside interior basement wall is approximately \$2,000/unit.

In planning for crawl space improvements, the Finance Committee excluded consideration of improvements to the 22 units with basement walls exposed on the gardenside. Some of these, like 3D Crescent, are known to be already finished.

**Motion: The Board of Directors directs that the scope of work for crawl space improvements shall include insulation & drywall finish in those masonry units with basements where there is no insulation installed on the interior of unfinished gardenside and end exterior wall where not underground.**

Moved: James

Seconded: Jones

Carried 6-0

- SHOULD INDIVIDUAL MEMBERS PAY THE FULL COST FOR NON-RESERVE ITEMS INSTALLED IN THEIR UNIT DURING THE PILOT PROGRAM?

The Memorandum of Understanding (MOU) signed by pilot members in 2011 stated:

*3.If the pilot home has improvements which are selected for the community-wide upgrade, and the community-wide upgrade does occur, the pilot member will begin repaying the cost of those improvements when the first community-wide upgrade costs are charged to members.*

*4.The cost of components installed in pilot homes as phase 2 of the Pilot Program, but which are not selected to be part of a community-wide upgrade, will be shared by the membership as a whole, including their maintenance. However, if an alternative component is approved for the community-wide upgrade, the Pilot Program participants will be responsible for the less costly of the following:*

- a .The component installed in the Pilot Program unit;*
- b .The component selected for the community-wide upgrade.*

The following non-reserve pilot improvements were subsequently specified by the Board as optional and not required items:

- Attic insulation
- Exhaust fans
- Wall insulation and siding for (4) block units
- Wall insulation for (8) frame units

Based on the MOU language, it is not clear whether the entire costs of the above-mentioned improvements should be borne by the specific pilot members who obtained them or by the membership as a whole.

Based upon the pilot program for each category of home, averaged costs are:

		lot			each unit		
		brick	block	frame	brick	block	frame
attic	insulation, air sealing, weatherstrip access	\$12,419		\$9,904	\$1,552.38		\$1,238.00
	# units	8		8			
bath exhaust fan		\$12,220	\$19,565	\$10,910	\$1,527.50	\$1,630.42	\$1,363.75
	# units	8	12	8			
wall insulation			\$28,630	\$31,885		\$7,157.50	\$3,985.63
	# units		4	8			
siding			\$21,629			\$5,407.19	
	# units		4				
		\$24,639	\$69,824	\$52,699	\$3,080	\$14,195	\$6,587
				\$147,162			

**Motion: Defer whether members pay the full cost for non-reserve items installed in their unit during the pilot program to a later meeting.**

Jones clarified because he and Skolnik agreed to defer the matter, a vote was not needed.

8d. Letter of Intent to Engage GreeNewit as Contractor to Facilitate GHI Participation in an Energy Rebate Program during the H.I.P.

The State of Maryland has established an “EmPOWER Maryland” initiative, with a goal of reducing energy consumption. As part of the EmPOWER Maryland legislation, Pepco is offering programs to improve the energy efficiency of homes, including rebates for energy improvements like insulation and air sealing, and installations of HVAC systems.

Earlier this year, GHI’s technical staff, Jim Cohen and Steve Skolnik of the Buildings Committee met with two representatives of GreeNewit to discuss the firm’s proposal to participate with GHI in the Pepco energy rebate program. GreeNewit proposes to conduct home audits, with blower door tests for those members who desire to participate in the energy rebate program. GreeNewit would provide contractors to install specific energy improvements such as insulation and air sealing. GreeNewit would also file the rebate applications through Pepco. Since insulation, air sealing and heat pumps are optional choices for members during the Homes Improvement Program, it would not cost GHI any monies to participate with GreeNewit in obtaining energy rebates during the H.I.P. for optional items.

Ms. Julie Roby of GreeNewit has proposed that GHI should meet with the program fund administrators to negotiate terms and establish if and how the rebate program could be applied to GHI’s Homes Improvement Program. In order to convene such a meeting, Ms. Roby stated that her firm wants a Letter of Intent from GHI; since it has put in many hours so far, and will put in many more, on GHI's behalf. They need to have confidence that, provided GHI gets involved

with the rebate program, it will be working with GreeNewit.

**Motion: The Board of Directors authorizes Director Skolnik, President of the Board of Directors, to issue a letter of intent to GreeNewit stating that GHI will employ GreeNewit as its contractor if GHI gets involved in the EmPower/Pepco rebate program.**

Moved: Marcavitch

Seconded: James

Amended and  
Carried 6-0

**Amendment: Add “non-binding” in front of “letter.”**

Moved: Skolnik

Seconded: Marcavitch

Carried 6-0

**Motion as Amended: The Board of Directors authorizes Director Skolnik, President of the Board of Directors, to issue a non-binding letter of intent to GreeNewit stating that GHI will employ GreeNewit as its contractor if GHI gets involved in the EmPower/Pepco rebate program.**

Moved: Marcavitch

Seconded: James

Carried 6-0

8e. 2015 Garage Roof Repairs Contract, 1<sup>st</sup> Reading

The roofs of the detached garages at 9 Ridge Road are in need of replacement, and in the second quarter of 2015, GHI staff wrote a specification for replacement of the roofs for 12 garages. Replacement of detached garage roofs are funded from replacement reserves.

GHI solicited bids from six local contractors, with whom GHI has had previous experience and were judged to be capable of performing this work. Bids were received from three contractors for this work as follows:

NAME OF COMPANY	BASE BID
Global Roofing & Construction Inc.	\$19,000.00
Katchmark Construction	\$22,260.00
<b>HEARN Insulation and Improvement</b>	<b>\$17,500.00</b>

HEARN Insulation and Improvement has previously bid on contract work for GHI. Staff recommends that GHI contract with HEARN Insulation and Improvement to perform the roof & rafter repairs of the detached garage roofs at 9 Court Ridge for the amount of its bid, with an additional 10 percent to cover contingencies during the performance of the contract.

**Motion: The Board of Directors authorizes the Manager, for first reading, to enter into a contract with Hearn Insulation & Improvement for the repairs to garage roofs at 9 Ridge at its bid of \$17,500, plus 10% for contingencies, for a total not to exceed \$19,250.**

Moved: Hess

Seconded: Jones

Carried 6-0

8f. Request for Woodlands Committee to Assist Staff with Review of Pepco's Vegetation Management Plan

Staff met with representatives of Pepco on July 8<sup>th</sup> to discuss its proposed vegetation management plan for our community. Pepco presented maps showing that 126 trees are earmarked for removal; some of which may be in City of Greenbelt rights-of-way. Pepco has promised to provide maps showing all trees to be pruned.

Staff suggests that the Board request the Woodlands Committee to assist staff with the review of Pepco's vegetation management in order to inform the Board about adjustments that may be necessary. The review would include visiting sites to inspect trees that are earmarked for pruning/removal.

**Motion: The Board of Directors directs the Woodlands Committee to form a taskforce to assist staff with a review of the vegetation management plan for GHI, proposed by Pepco, for the purpose of recommending whether adjustments should be made to the plan. Recommendations should be submitted for inclusion in a Manager's Memorandum to the Board of Directors by August 12<sup>th</sup>.**

Moved: Marcavitch

Seconded: Hess

Carried 6-0

8. Items of Information

Items of information included letter staff received addressed to the Board from Mr. Thomas Jordan, the member at 11C Ridge, the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars. This year's Employees' Summer Picnic will be held on July 24<sup>th</sup> at noon at Acredale Park in College Park. Board and Audit Committee members are invited to attend. In addition, electronic recycling is Saturday.

9. President

Skolnik said 84 percent of steam tunnels in crawl spaces have been sealed. He said that at its recent work on strategic planning the Board determined a need for member education and outreach that would include the benefits and responsibility of cooperative membership.

10. Board Members

James – The Woodlands Committee is working on creating a pollinator garden on GHI property at the Gardenway Community Gardens.

Hess will not be able to attend the picnic; Marcavitch announced New Member Social is on August 11 at 7 p.m.; McFadden will miss the August 6 Board meeting.

11. Manager

The Manager offered no comments.

**Motion: To recess to discuss member issues.**

Moved: Hess

Seconded: Marcavitch

Carried 6-0

The meeting adjourned at 9:15 p.m.

Ed James  
Secretary