



DC Cooperative Housing Coalition News

Representing the interests of the cooperative community in the District of Columbia since 1984

September – December | 2014

Serving the District's cooperative housing community for 30 years

Mark Your Calendar!



The Coalition is pleased to once again participate as an Allied Partner at the Washington Metropolitan Chapter Community Associations Institute's Conference & Expo, the largest community association industry event in the Washington metropolitan area. The event will be held on **March 7, 2014**, at the Washington Convention Center.

WMCCAI's Conference & Expo is the largest event of its kind for the community association industry in the Washington metro area. The 2014 WMCCAI Conference & Expo attracted more than 1,700 industry leaders and management company executives.

The Expo enables you to visit with key decision-makers from communities in the region including community board members, portfolio managers, on-site managers, management company executives, and supporting vendors of all types.

Don't miss the largest and most important Conference & Expo in the Washington metro area for community associations. Once again, it will be

held at the **Walter E. Washington Convention Center** with nearly 190 industry-leading companies exhibiting at the 2015 Conference & Expo.

We hope Coalition members will take advantage of this event to attend informative presentations and meet and talk with vendors with whom you currently are doing business or might in the future. Stop by the Coalition's information table and get your copy of our booklet, Co-ops 101.

Coalition members will receive a personal invitation with more information about the event in February. The CAI periodically updates its web site with the most current information about the event at <http://www.caidc.org/page/221-64755/2/2015-Conference-Expo>.

Need a service? Consider a Coalition Sponsor First!

See pages 3 & 4

Occasionally, the Coalition will get a request from a member seeking a service provider. While the Coalition does not endorse any businesses, there are several that advertise on the Coalition web site and have served the District's market-rate housing cooperative community. The Coalition is pleased to provide the names and contact information for those service providers. That list appears on pages 3 and 4.

New Member!



Lightview Cooperative

The Coalition is pleased to welcome our 73rd member, Lightview Cooperative, Inc, a 75 unit building located at 6606 Georgia Avenue, NW.

Sponsor update



Nextility

Many of you may recall our June 22, 2013 Energy Savings Seminar. One of the presenters has expanded its services. Formerly called Skyline Innovations and specializing in solar panels, it has a new name, new location, and has expanded its offerings. Here is the updated information:

Nextility

1606 20th Street, NW
Washington, DC 20010
202/719-5297

Contact: [David Hoedeman](#), Business Development

Financial Seminar

By Russ Rader, The Westmoreland Co-op Seminar Organizer and Moderator

Taking out a loan for a capital project can be one of the most challenging tasks a co-op board can tackle. The Coalition sponsored a seminar that was held on Saturday, Sept. 13, with
("Seminar" Continued page 2)

Seminar *(Continued from page 1)*

presentations covering what co-op members should know about bank financing. The seminar covered the ins and outs of loans not only for large projects like elevator replacements, but also for individual purchases of co-op units.



(L-R) Mary Alex Blanton, James Buckley, Ruth Sando, Russ Rader

Mary Alex Blanton, Senior Vice president of National Cooperative Bank (NCB) outlined the process for securing loans. She provided information on the loan products available, the bank's underwriting criteria, and what information co-ops need to be prepared to provide.

Ruth Sando, a former banking executive and a former treasurer of The Westmoreland co-op, provided insight into the process a board should be prepared for. She offered advice on communicating effectively with co-op members and working with management company experts.

James Buckley, Vice President of Columbia National Real Estate Finance, discussed ways his firm can help co-ops get the best loan terms through a bank or other lending source such as an insurance company. He outlined interest rate trends, and provided recommendations on how co-ops can avoid the most common causes of loan closing delays.

The seminar was attended by more than 40 board members and managers, and was hosted by the Harbour Square Cooperative. NCB

was generous in providing the continental breakfast and coffee.



PowerPoint slides from the presentations are available to Coalition members by sending an email to CooperativeDC@aol.com.

Annual Meeting

By Art Leabman, 1870 Wyoming Co-op
Coalition Secretary

The annual meeting was held October 28, 2013, at the Community Room of the Broadmoor Cooperative Apartments, 3601 Connecticut Avenue, NW, Washington, DC. Prior to the start of the business meeting, Coalition President, Carl Gerber, introduced the guest speaker, Mr. Leland Kiang.

Mr. Kiang is a licensed social worker and the manager of the information and referral program at Iona Senior Services, an organization that has been providing essential services to older adults and caregivers in the DC area since 1975. Mr. Kiang presented a comprehensive overview of the kinds of services available to help older residents meet an array of needs as they age, including, for instance, housing adaptations, in-home care, assistive devices such as wheelchairs, transportation, access to health care and pharmacies, home-delivered meals, access to groceries, legal services, and access to social opportunities.

Mr. Kiang answered a number of questions from the audience and also provided copies of Iona's current **Resource Guide**, as well as an outline

of the topical points covered in his presentation. His presentation was posted on the home page of the Coalition's web site and will be available later in the Coalition's archives.



Following the presentation, 13 directors were elected to the Coalition board of directors. Immediately following the annual meeting, the directors met and elected officers. The list of the 2015 Board of Directors appears on the last page of this newsletter.

e-Mail surveys

The following surveys were conducted between September 1 and December 31:

- Rental Surcharges (December)
- Airbnb (November)
- Fire Escapes (November)
- Units in Default (October)
- Sales & Rental Application Fees (September)
- Fines for House Rule Violations (September)
- Personal Businesses in Co-ops (September)

Member-only e-mail surveys are conducted at members' requests to enable Coalition members to share their experiences and knowledge with one another. Results for each survey are shared directly with Coalition members via e-mail.



Coalition Sponsors

The following two pages contain the contact information for several categories of work frequently needed by our members. Please consider contacting them the next time you need their service. The Coalition does not endorse any businesses, but these service providers have supported the District's cooperative housing community so consider supporting them. They are also listed on the Coalition web site (<http://coopsdc.org/service-providers/>). **Don't forget:** Should you contact anyone, let them know that you learned about them via the DC Cooperative Housing Coalition!



ACCOUNTANTS

DeLeon & Stang, CPAs and Advisors

100 Lakeforest Boulevard, Suite 650
Gaithersburg, MD 20877
301/948-9825
Contact: [Jeanie Price](#), Partner and Director of Administration

Goldklang Group CPAs, P.C.

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191
703/391-9003
Contact: [Laura Monahan](#), Firm Administrator



BANKS

Citibank

5700 Connecticut Avenue, N.W.
Washington, DC 20015
202/302-9692
Contact: [Matthew Palmer](#), Home Lending Officer

Community Association Banc/Condo Certs

1797 Hawthorne Ridge court
Vienna, VA 22182
703/899-8805
Contact: [S. Hayden Miller-Luczka](#), Regional Account Executive

National Cooperative Bank

2011 Crystal Drive, Suite 800
Arlington, VA 22202
703/302-8176
Contact: [Jared Tunnell](#)



ELEVATOR MAINTENANCE AND MODERNIZATION

Potomac Elevator Company

5125 MacArthur Boulevard, N.W.
Suite 41
Washington, D.C. 20016
202/244-2333
Contacts: [Ann Brien](#), Service Coordinator



ENERGY SAVINGS

Nextility

1606 20th Street, NW
Washington, DC 20010
202/719-5297
Contact: [David Hoedeman](#), Business Development



INSURANCE

Associated Insurance Management, Inc.

3140 West Ward Road, Suite 105
Dunkirk, MD 20754
301/812-2080
Contact: [Joe Rice](#), Vice President



LEGAL SERVICES

Rees Broome, P.C.

1900 Gallows Road, Suite 700
Tyson's Corner, VA 22182
Telephone: 703/790-1911
Contact: [Leslie Brown](#), Attorney

Whiteford Taylor & Preston

1025 Connecticut Avenue, NW #400
Washington, DC 20036
Telephone: 202/659-6800
Contact: [Joseph D. Douglass](#), Partner



LANDSCAPE / MAINTENANCE

The Brickman Group

5601 Van Dusen Road
Laurel, MD 20707
301/500-4823
Contacts: [George Killian](#), Account Manager



MANAGEMENT COMPANIES

BRIM, Inc.

4400 MacArthur Blvd, N.W., Suite 101
Washington, DC 20007
202/625-2400
Contact: [Bernie Robinson](#), President

Community Management Corporation

4840 Westfields Boulevard, Suite 400
Chantilly, VA 20151
703-230-8586
Contact: [Nick Mazarella](#), Executive Vice President

Crescent Property Management

3711 Macomb Street, N.W., #3B
Washington, DC 20016
202/505-5454; 202/491-4726
Contact: [Sam LeBlanc](#), President

Delbe Management

4200 Wisconsin Ave., NW – Suite 500
Washington, DC 20016
202-237-0187
Contact: [Scott R. Burka](#), President

EJF Real Estate Services

1428 U Street, N.W.
Second Floor
Washington, DC 20009
202/537-1801 ext. 212
Contact: [Peter Greeves](#), President

GHA Community Management, LLC

3020 Hamaker Court, Suite 300
Fairfax, VA 22031
703/752-8300
Contact: [Haley Fisher](#), Client Relations Manager

Wexford Property Management

816 E Street, N.E., Suite 109
Washington, DC 20002
215/290-1036
Contact: [Genevieve Markofski](#), Vice
President – Business Development

**MORTGAGE LENDERS
SHARE LOANS****BB&T Mortgage**

7220 Wisconsin Avenue
Bethesda, MD 20814
301-493-8361 or 301-767-6354
Contact: [Kari Sansom-Elwood](#),
Mortgage Loan Officer/Asst. VP

Caliber Home Loans

1899 L Street, N.W.,
Suite 1050
Washington, DC 20036
240/297-3820
Contact: [Chris Washburn](#), Area
Manager

Clark Financial Services

10230 New Hampshire Ave.
Suite 350
Silver Spring, MD 20903
301/434-2008
Contact: [Daniel M. Caplan](#), Senior
Vice President

Chase

3190 Fairview Park Drive
Falls Church, VA 22042
301/922-9391 (mobile)
Contact: [Deborah Densford-Sloan](#),
Mortgage Banker- NMLS 496541

National Cooperative Bank

2011 Crystal Drive, Suite 800
Arlington, VA 22202
202/349-7455
Contact: [Brittney Baldwin](#)

PNC Mortgage

800 17th Street, N.W.
Washington, DC 20006
301/775-0262 (mobile)
866/551-5796 (fax)
Contact: [George Bretting](#), Mortgage
Loan Officer

PNC Mortgage

123 N. Pitt Street #525 (XM-YMBK-
05-1)
Alexandria, VA 22314
703/577-8175 (mobile)
866/260-7264 (fax)
Contact: [Cam Carson-Wagnon](#),
Mortgage Loan Officer

The PNC Financial Services Group

110 Thomas Johnson Drive,, Suite
#100
Frederick, MD 21701
202/271-1822 (mobile and office)
866/260-7264 (fax)
Contact: [JeanMarie Pace](#),
Residential Mortgage and Cooperative
Specialist

Wells Fargo Home Mortgage

4926 Wisconsin Avenue, NW
Washington, DC 20016
202/895-5161
Contact: [Steve Palladino](#), Branch
Manager

**MORTGAGES LENDERS -
UNDERLYING LOANS****ColumbiaNational Real Estate
Finance, LLC**

1667 K Street, NW – Suite 510
Washington, DC 20006
202-872-0742
Contact: [James Buckley](#), Vice
President

**NATURAL GAS
SUPPLIER, ENERGY
BROKER, HEATING OIL
SUPPLIER****Bollinger Energy**

405 Williams Court, Suite 100
Baltimore, MD 21220
443/248-3927
Contact: [Gary Murphy](#), Energy
Specialist

**TRANSFER
AGENTS/SETTLEMENTS****Edmund J. Flynn Company**

5100 Wisconsin Ave., N.W.
Suite 514
Washington, D.C. 20016
202/537-1800
Contacts: [Joyce Rhodes](#), President

**SOFTWARE - WEB SITES****ASAA Multimedia**

Washington, D.C.
301/365.5793
Contact: [Andrew Aurbach](#)

Buildinglink.com

2465 Centreville Road, J-17-198
Herndon, VA 20171
703/295-0853
Contact: [Robert Garcia](#)

**DC Cooperative
Housing Coalition**

Since 1984 ♦ CoopsDC.org

Do you know of a vendor that has provided good service to your cooperative but isn't listed here? Either let them know they can be listed on our web site and we will also notify our members when their listing is posted, or, give us their name and contact information and we'll contact them directly to let them know someone has recommended them. Either way, there are 3 groups who will benefit: our members, the vendors, and the Coalition.

The Hiring Process: What You Should Never Ask

By Jennifer S. Jackman, Esq.
Whiteford Taylor & Preston
Community Associations Update
December 2014

Associations should exercise care when hiring new employees -- not only in selecting the right candidate but in avoiding questions that could create liability. This can be especially important when boards of directors, who typically include directors with little to no experience in the human resources and hiring arenas, are involved in the hiring process. Make sure to review these areas of inquiry with your boards to ensure they understand what they can and cannot ask in an interview or consider in the hiring process.

Convictions:

Depending on the job being filled, there may be a compelling reason to want to know whether the applicant has been convicted of any crimes -- particularly crimes involving violence or theft if the applicant will have access to condominium units.

While inquiries into convictions and arrests may seem reasonable at first blush, several states and localities have passed "ban the box" laws in recent years. The "box" referenced is the one applicants are asked to check if they have ever been convicted of a crime, regardless of the nature of the crime, when it occurred or what relevance it has to the job for which they are applying. Some of the recent changes to ban the box laws prohibit employers from asking about prior convictions (with some exceptions) and from conducting criminal background checks prior to a first live interview or conditional offer of employment.

Even if your state or county doesn't have a ban the box law, employers should always avoid asking about arrests. Before asking about

convictions, make sure you know the limitations in your jurisdiction. For example, in D.C., there is currently no prohibition, although this could change as ban the box laws pick up momentum. Maryland and Virginia prohibit asking about expunged or pardoned convictions. Some local jurisdictions, like Baltimore, have already enacted legislation prohibiting inquiries into convictions. When in doubt -- don't ask.

Health:

What about health issues and family planning? Associations need reliable employees who will be there as scheduled, particularly when they have very few employees. Finding coverage for an employee who takes time off to have a baby or for a chronically ill employee who has frequent doctors' appointments can be a hassle.

In light of those issues, can you ask an applicant about their health or family planning? NO! Never, ever ask an applicant about their health or family planning as this information is protected from disclosure under federal and local laws, such as the Americans with Disabilities Act and the Pregnancy Discrimination Act. Under no condition, should an Association ask an applicant about any of these topics.

Military Service:

There is no prohibition against favoring veterans in the hiring process. However, if you are interviewing veterans, steer clear of asking what type of discharge they received (unless a security clearance is required as part of the job -- unlikely in the association setting). Likewise, do not ask about disciplinary actions or post-traumatic stress. While you can (but are not required to) give preferential treatment to veterans, employers cannot discriminate against someone because they served in the military.

Facebook:

Facebook, particularly when the person has not set privacy settings,

can seem like a good tool to really get to know a candidate. If you choose to look at public posts on Facebook, do so with caution. As a general principle, employers who review applicants' Facebook pages run some legal risks. Why? Because you may learn information you would not otherwise know in the application process -- race, age, pregnancy, sexual orientation, and health information could all be discovered by simply reviewing an applicant's Facebook page.

If the employer decides against hiring a person based upon information learned from looking at the Facebook page, liability could result. Further, even if the applicant is not hired for reasons unrelated to their Facebook page, if the applicant knows their Facebook page was reviewed, the applicant might allege that the decision not to hire was based upon a protected factor discovered when looking at the Facebook account. For applicants who have privacy settings on Facebook, employers should avoid asking for passwords or taking steps to get around the privacy settings.

Associations certainly want to make the right choice in selecting an employee who may have access to units and confidential information. There are many questions that can be asked which will help determine whether an applicant has the requisite experience and is a good fit. That said, as explained above, there are many questions that should never be asked.

If you have further questions as to what is appropriate in the hiring process, please contact Jennifer Jackman. Phone: 202-659-6794 or jjackman@wtplaw.com.



**DC Cooperative
Housing Coalition**

Since 1984 ♦ CoopsDC.org

Board of Directors

President

Russ Rader
The Westmoreland, 60 units

Vice President

Carl Gerber
The Cathedral Avenue, 145 units

Secretary

Art Leabman
1870 Wyoming Avenue, 28 units

Treasurer

Dottie Moskowitz
Tiber Island, 389 units

Directors

Jacob Adams
Winchester-Underwood, 81 units

Fred Dyda
Tilden Gardens, 170 units

Jessee Lyons
Potomac Plaza Apartments, 249 units

Stephen McKeivitt
Beverly Court, 39 units

Lynn Ohman
Shoreham West, 60 units

Michael O'Dell
Harbour Square, 447 units

Ray Olson
River Park Mutual Homes, 518 units

Nancy Skinkle
The Broadmoor, 194 units

Janet Sten
3020 Tilden Street, 20 units

Counsel

Joseph Douglass
Whiteford, Taylor & Preston, LLP
1025 Connecticut Avenue, NW
Washington, DC 20036
202- 659-6779
jdouglass@wtplaw.com

Administrative Assistant

Jim Smith
700 7th Street, SW #633
Washington, DC 20024
200-488-3670
DCHC@aol.com

Contact us:

CooperativesDC@aol.com
www.CoopsDC.org



**DC Cooperative
Housing Coalition**

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About DC/CHC, the Coalition

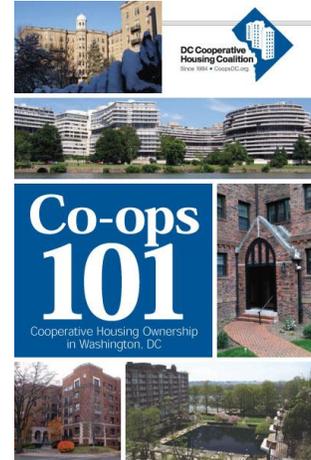
Established in 1984, the DC Cooperative Housing Coalition exists to advance the common interests of cooperative housing associations in the District of Columbia and to promote cooperative housing as a desirable form of home ownership. It is therefore both an advocacy organization that articulates the interests of members before government officials and regulatory agencies and a service organization that provides information and education to members.

Membership is open to all District housing cooperatives, regardless of size. A volunteer board of directors, elected by member co-ops, governs the Coalition. Activities are financed through annual dues, \$1.50 per unit per year (12.5 cents per month)

The Coalition grew out of an ad-hoc group of District cooperatives that formed in response to a judicial ruling that had cast a cloud over many cooperatives by banning proportionate voting. By marshaling the forces of more than 3,000 housing cooperative units, the ad-hoc group persuaded the District's City Council to resolve the matter.

Recognizing the importance to the cooperative housing community of speaking in a single voice and maintaining the ability to respond quickly and knowledgeably to matters affecting cooperative housing, the ad-hoc group decided to form a permanent organization.

The Coalition was established in 1984 and was incorporated as DC/CHC, Inc., a nonprofit, IRS Code Section 501(c)(6) organization in the District of Columbia, May 24, 1993.



Co-ops 101 Free download:
<http://www.coopscdc.org/Co-ops101%20PDF.pdf>

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Member Profile Page

Does your cooperative have its own dedicated page on the Coalition's web site? It's free and it is one of the Coalition membership benefits. See what your co-op is missing at www.CoopsDC.org/Membership.htm and click on members with a photo to the left of their names. **Don't let your co-op miss out on this members-only benefit**

www.CoopsDC.org

*The first place to look for a
service provider*