

Minutes  
**GHI BOARD OF DIRECTORS**  
October 2, 2014

Present: Hess, James, Jones, Marcavitch, McFadden, Novinski, Ready, and Skolnik  
Excused: DeBernardo

Others in Attendance:

Eldon Ralph, General Manager	Neil and Melissa Sloan
Joe Perry, Director of Finance	Barbara and Francis Rondeau
Joan Krob, Director of Member Services	Kris White, CAC
Brenda Lewis, Director of Human Resources	Midge Cruz, CAC
Tom Sporney, Director of Technical Services	Montrese Hamilton
Jonathan Gordy, Audit Committee	Jim Warner
Ben Fischler, Audit Committee	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:40 p.m.

1. Approval of Agenda

**MOTION: TO APPROVE THE AGENDA.**

Moved: Hess

Seconded: James

Carried 8-0

2. Report on Executive Session

Skolnik reported that in Executive Session the board discussed two membership issues with the affected parties.

3. Visitors and Members

None.

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:**

- **PATRICIA M. MISCHE, SOLE OWNER;**
- **CHELSEA P. TURNER, SOLE OWNER;**
- **ROBERT WIEGAND AND CHIU WIEGAND TENANTS BY ENTIRETY.**

Moved: James

Seconded: Hess

Carried: 8-0

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

- **RICHARD BODA AND MARY VAN DOLSEN, TENANTS IN COMMON;**
- **ALICE A. MITCHELL, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee Reports

Communications Committee – Director Marcavitch reported that he recently participated in a meeting of the Communication Committee. He stated that he provided the group with some clarification on the Social Media Policy they will be recommending to the Board.

Investment Committees: Director Hess reported that the CDARS Program was not appealing to the Committee for a number of reasons. The Committee will continue to look for other programs.

Buildings Committee: Director Skolnik reported that responses for the Phase II Home Improvements were returned from Board members and sent back to the Buildings Committee for further analysis.

6. Consent Agenda

**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: James

Carried: 8-0

7a. Approval of Minutes: July 24, 2014

**APPROVED BY CONSENT: BOARD MINUTES OF THE SEPTEMBER 4, 2014 AND SEPTEMBER 18, 2014 REGULAR SESSION MEETINGS.**

7b. Member Request to Remove Six Trees at 3E Laurel Hill Road

The member at 3E Laurel Hill Road would like to remove six cedar trees at his own expense for the following reasons:

- To allow more light into the gardenside yard.
- The trees are well over eight feet tall, and considered by GHI to be in good health.
- The trees were originally planted for screening, but have grown so tall and have lost so many lower branches that they are now ineffective at screening anything but sunlight.
- They appear spindly and unsightly.
- The trees are located in a swale.
- There is drainage issues associated with the swale and the member and GHI are hoping to use alternate landscaping to address some of the drainage issues.
- Member plans to plant rhododendrons or azaleas in place of the removed trees.
- The trees will be removed by professionals.

The Architectural Review Committee reviewed the request and recommends that the Board grant the member permission to remove the subject trees.

**MOTION: THE BOARD OF DIRECTORS DOES GRANT PERMISSION TO REMOVE SIX (6) CEDAR TREES AT THE GARDENSIDE OF 3E LAUREL HILL ROAD BY THE REQUESTING MEMBER.**

Moved: Jones

Seconded: Hess

Carried: 8-0

7c. Member Request to Install an In-Ground Electric Dog Fence at 8A Crescent Road

Brenda Lewis, staff liaison to the Companion Animal Committee (CAC), stated that CAC discussed a permit request for an In-Ground Electric Dog Fence. Lewis noted that the CAC provided the Board with its recommendation that the request be denied. Mr. Warner, the member at 8A Crescent Road, told the Board that his request for an underground electric fencing system is because his dog jumps the chain link fence and the electric fence would help contain the dog within the yard. Warner opined that the fence is no danger to humans or animals.

Discussion centered on: a) current rules; b) the shocking factor to the animal; and c) possible malfunction of the equipment that would impose physical damage to the animal.

**MOTION: THE BOARD OF DIRECTORS DOES NOT AUTHORIZE AN EXCEPTION TO THE FENCE RULES TO PERMIT THE MEMBER AT 8-A CRESCENT TO INSTALL AN IN-GROUND ELECTRIC FENCE.**

Moved: Hess

Seconded: Ready

Carried: 7-1

Opposed: Marcavitch

7d. External Auditor Selection for 2015

The Board reviewed the results of proposals received from three auditing firms to perform the GHI's 2014 and 2015 consolidated audit.

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE PROPOSAL OF WEGNER LLP. MADISON, FOR FIRST READING, TO PERFORM THE CONSOLIDATED AUDIT FOR GHI AND GDC, AND PREPARE STATE AND FEDERAL TAX RETURNS FOR THE YEARS 2014 AND 2015 AT COSTS NOT TO EXCEED \$16,800 FOR 2014 AND \$17,640 FOR 2015.**

Moved: Hess

Seconded: Ready

Carried: 8-0

7e. Staff's Report Re: Incorporation of Electric Vehicles into GHI's Vehicle Fleet

At the request of the Board of Directors, staff investigated whether electric vehicles could be incorporated into staff's vehicle fleet. The Board was provided a copy of staff's detailed report which included their investigation into electric vehicles and the pros and cons that electric vehicles pose. Staff recommends that the Board consider purchasing a Vantage cargo van in 2014 for use of the contracts/fee-for-service coordinator.

**MOTION: THE BOARD OF DIRECTORS ACCEPTS STAFF'S REPORT REGARDING THE INCORPORATION OF ELECTRIC VEHICLES INTO GHI'S VEHICLE FLEET.**

Moved: Ready

Seconded: Skolnik

Carried: 8-0

7f. Proposed Acquisition of an Electric Van for the Maintenance Department, 1<sup>st</sup> Reading

An amount of \$30,000 has been allocated in this year's budget for a new van. Based on its investigation of possibly including electric vehicles into GHI's maintenance fleet, staff recommends that the Board consider the purchase of a Vantage Electric Cargo van with a ladder rack from the Werres Corporation in Maryland, for use by the Contracts/Fee-for-Service Coordinator. Staff does not propose any vehicles to be purchased in 2015.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO PURCHASE ONE NEW VANTAGE ELECTRIC CARGO VAN WITH A LADDER RACK FROM THE WERRES CORPORATION AT A COST NOT TO EXCEED \$23,373.70 PLUS AN EXTRA \$200 FOR TAG AND TITLE FEES.**

Moved: Skolnik

Seconded: Hess

Carried: 8-0

7g. 2014 Masonry Repair Contract – 1<sup>st</sup> Reading

The GHI Board and staff have received comments from the community in recent years about the condition of exterior surfaces of brick homes. Staff surveyed brick home exteriors, and identified several locations (as shown on the table below) which are significantly deteriorated and in need of current repair. An amount of \$50,000 has been budgeted in 2014 for these Masonry Repairs.

1a.	2-L Gardenway; repoint
1b.	2-M Gardenway; repoint
1c.	2-P Gardenway; repoint
1d.	2-Q Gardenway; repoint
1e.	2-S Gardenway; repoint
1f.	2-T Gardenway; repoint
2	6-F Ridge Road; crack repair
3	6-R Ridge Road; crack repair
4	11-P Ridge Road, crack repair
5a.	14-Y Ridge Road, crack repair
5b.	14-Z Ridge Road, crack repair
6a.	17-A Ridge Road, crack repair
6b.	17-B Ridge Road, Crack repair
6c.	17-C Ridge Road; crack repair
6d.	17-D Ridge Road; crack repair
7	1A Woodland Way CMU repair
8	2A Woodland Way CMU repair

Staff sought bids from sixteen independent preservation contractors. Three contractors attended the pre-bid meeting. GHI received the following three bids:

NAME OF COMPANY	TOTAL
<b>American Exteriors</b>	<b>\$ 18,925.00</b>

Mighty Construction, LLC	\$ 29,872.31
Eastern Waterproofing	\$ 90,142.00

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST AND ONLY READING, DUE TO THE NECESSITY FOR COMPLETING THE WORK BEFORE THE ONSET OF WINTRY WEATHER, TO ENTER INTO A CONTRACT WITH AMERICAN EXTERIORS, INC. FOR MASONRY REPAIRS AT 8 LOCATIONS, WITH A 10% CONTINGENCY, FOR A COST NOT TO EXCEED \$20,818.**

Moved: Hess

Seconded: Jones

Carried: 7-1

Opposed: Ready

7h. 2014 Fall Concrete Contract – 1st Reading

Staff solicited bids to replace concrete sidewalks and steps at twenty-eight locations throughout GHI. Reasons for the replacements vary: disintegration of concrete, sections of sidewalk heaving and replacement of gardenside walks at 33 Ridge Road. Members reported some of these defects to the Maintenance Department, while others were observed during a community-wide survey of sidewalks. \$50,000 is budgeted in 2014 for concrete repairs from replacement reserves; \$15,258 was expended for the spring contract. The list of sites is:

6 E Crescent Road	33 J Ridge Road
56 C-D Crescent Road	33 N-P Ridge Road
2 A-B Hillside Road	33 Q-R Ridge Road
6 E Hillside Road	33 S-T Ridge Road
10 C-D Hillside Road	33 U-V Ridge Road
13 W-X Hillside Road	37 G-H Ridge Road
14 A-B Hillside Road	44 J-K Ridge Road
6 L-M Research Road	45 S-T Ridge Road
5 G-H Ridge Road	46 G-H Ridge Road
14 V2-V3 Ridge Road	59 D-E Ridge Road
19 N-P Ridge Road	8 E Southway
20 A-D Ridge Road	2 C-D Westway
20 Ct. Ridge Road	Admin Building
30 A-B Ridge Road	

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH JMR CONCRETE FOR THE FALL REPAIRS OF CONCRETE SIDEWALKS AT 27 SITES AT ITS BID, \$18,598.25, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$20, 458.08.**

Moved: Hess

Seconded: James

Carried: 8-0

8. Items of Information

Skolnik reported that on October 9<sup>th</sup> the Board will be meeting to review the 1<sup>st</sup> draft of the 2015 budget. He also called the Board's attention to the Board Action Plan Status & Committee Task List and Monthly GHI and City Calendars.

9. President

Skolnik reported that one member has decided to submit an application to install an electric vehicle charger outside his home. President Skolnik also mentioned that he received a letter from a member questioning some aspects of our Investment Committee and Investment Policy, and the letter has been referred to the Finance and Investment Committees and the Director of Finance for comments.

10. Board Members

Novinski – reported that she noticed the signs on the fleet of trucks that indicates the years of service; she inquired if it meant the employee or the truck.

Marcavitch – reported that the sidewalk at the new playground has been replaced. He also mentioned that walk to school day is on October 8, and the pumpkin walk.

Jones – commended the General Manager for his policy on the assignment of maintenance vehicles to specific individuals for their sole use.

McFadden –commended the General Manager for the employees' star program. McFadden also questioned where the member at 8A Crescent Road got the impression that it was ok to purchase an Electric Fence.

11. Manager

General Manager Ralph reported that at 44 Court Ridge Road water has been trickling there for several weeks, and that he contacted WSSC to fix the problem.

**MOTION: TO RECESS TO EXECUTIVE SESSION FOR A MEMBERS ISSUE.**

Moved: Hess

Seconded: Marcavitch

Carried: 8-0

The meeting recessed at 9:12 p.m.

Ed James  
Secretary