

- **WILLIAM F. EDWARDS, III, SOLE OWNER.**

Moved: James

Seconded: Boswell

Carried 8

4. Committee Reports - None

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Boswell

Seconded: Novinski

Carried 8

6a. Approval of Minutes

APPROVED BY CONSENT: BOARD MINUTES OF SEPTEMBER 6, 2012.

6b. Alteration of Kitchen Window size from 36"x54" Double-hung to 36"x19" Horizontal Slider, 11A Laurel Hill (Attachment #2)

On September 4, 2012, staff received a written request from the members at 11A Laurel Hill to alter the kitchen window size from a 36"x54" double-hung to a 36"x19" horizontal slider. The request was referred to the Architectural Review Committee (ARC) because it conflicted with GHI rules. ARC voted 4-0-0 that an exception be granted to install a 36" w x 19" high outswing casement window to replace the existing 36" w x 54" high double-hung window in the original kitchen of 11A Laurel Hill Road. The reasons given for this motion were that:

- In changing the kitchen to a bathroom, the smaller window makes sense.
- The proposed window is similar in size to the original bathroom windows.
- A casement window will function better than a horizontal slider window in the shower location.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A 36"W x 19" HIGH OUTSWING CASEMENT WINDOW UNDER THE EXISTING HEADER OF THE LOCATION OF AN EXISTING 36"W X 54" HIGH DOUBLE-HUNG WINDOW IN THE ORIGINAL KITCHEN OF 11A LAUREL HILL ROAD.

Moved: James

Seconded: Jones

Carried 8

6c. Installation of Solid Glass Window on Gardenside Addition at Location of Through-wall A/C, 2M Research Road

On September 4, 2012, staff received a permit request from the members at 2M Research to install a non-opening window in the existing location of a through-the-wall air conditioner in the gardenside addition. Because it conflicted with GHI rules, the member was informed that the matter would be referred to the Architectural Review Committee, (ARC). ARC voted 2-2-0 that the exception be granted to install a solid glass window in place of the through-the-wall

air conditioner on the gardenside at 2M Research. The reason given for this motion was that the window would look better than the air conditioner. Reasons given against the motion were that the new window would look odd as it is too close to and too different from the double-hung windows already there, and the new window is too close to the corner of the addition.

MOTION: POSTPONE ACTION UNTIL THE MEMBERS OF 2M RESEARCH ROAD CAN BE PRESENT.

Moved: Morse

Seconded: Hess

Carried 8

6d. Installation of Door with Muntins in Addition, 22D Hillside

During an inspection of an addition being built, GHI staff identified a door that did not conform to GHI rules. On September 3, 2012, staff received a written request from the members at 22D Hillside seeking an exception to allow the door to remain. Since the door conflicts with GHI rules, the matter was referred to the Architectural Review Committee (ARC). ARC voted 4-0-0 that the exception for the installed door with muntins in the end yard addition at 22-D Hillside Road be granted. The member at 22D Hillside was present and during discussion answered questions posed by board members.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF A DOOR WITH MUNTINS IN THE ADDITION IN THE END YARD OF AT 22D HILLSIDE ROAD.

Moved: Morse

Seconded: Jones

Carried 8

6e. Charters for Marketing Committee & the Previously Named Member & Community Relations Committee

At its last Strategic Planning Review in July 2012, the Board decided to reconstitute Marketing and The Community Relations Committees and requested Directors Ready and DeBernardo to prepare committee charter statements for the Board's review. The Board reviewed the draft charters at its September 20th meeting and suggested changes. The Communications Committee has suggested the following names for the previously named Member & Community Relations committee:

- MEET – Membership Education & Engagement Team
- Member Outreach Committee
- Member Engagement Committee
- Co-operative Committee

The Communications Committee has also suggested one additional responsibility for the marketing Committee: *Create and maintain up-to-date marketing materials.*

MOTION: THE BOARD OF DIRECTORS ADOPTS THE PROPOSED CHARTERS FOR THE MARKETING COMMITTEE AND MEMBER OUTREACH COMMITTEE

AND DIRECTS THAT THEY BE PROMULGATED AND IMPLEMENTED AS THE OPERATING GUIDELINES FOR THESE TWO COMMITTEES.

Moved: James

Seconded: Jones

Carried 8

- 6f. Request from Communications Committee to Establish a GHI YouTube Channel for a Trial Period

MOTION: THE BOARD OF DIRECTORS APPROVES A 6 MONTH TRIAL PERIOD FOR ESTABLISHING AND TESTING A GHI YOUTUBE CHANNEL, TO BE MONITORED BY THE COMMUNICATIONS COMMITTEE.

Moved: Hess

Seconded: Morse

Carried 8

- 6g. Proposed Playground Renovation, 2 Ct. Laurel Hill & 12 Ct. Hillside

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE CITY OF GREENBELT'S PROPOSAL TO ELIMINATE TWO PLAYGROUNDS (ONE LOCATED BEHIND 12 COURT HILLSIDE ROAD AND THE OTHER BETWEEN 2 COURT LAUREL HILL RD AND 57 COURT RIDGE ROAD) AND CONSTRUCT ONE LARGER, MULTI-AGE PLAYGROUND.

Moved: Boswell

Seconded: Hess

Carried 8

- 6h. Addition Maintenance Program (AMP) Task Force Recommendations

The Board of Directors received the recommendations contained in the Addition Maintenance Task Force Report dated August 14, 2012.

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE FOLLOWING MONTHLY CONTRIBUTIONS TO GHI DURING 2013, BY MEMBERS WHO ARE ENROLLED ON THE ADDITION MAINTENANCE PROGRAM:

UNHEATED ADDITIONS - \$0.037 PER SQUARE FOOT

HEATED ADDITIONS - \$0.079 PER SQUARE FOOT

PLUMBING FIXTURES - \$1.70 PER FIXTURE

THE BOARD OF DIRECTORS FURTHER APPROVES AN INCREASE OF 4% PER YEAR TO THE ABOVE CONTRIBUTIONS FROM 2014 THROUGH 2017.

Moved: Morse

Seconded: Boswell

Carried 8

- 6i. Proposed WSSC Sewer Rehabilitation Project

Washington Suburban Sanitary Commission (WSSC) recently sent letters to GHI informing us of its intention to repair sewer pipes at two locations. WSSC has requested GHI to sign temporary right of entry agreements to enable the work. Staff met with a WSSC official who stated that WSSC will re-line the sewer pipes to minimize disturbance at the two locations which are listed in the table below. The work is expected to commence in July 2013.

Foam Insealators					\$26,755.00
Hawkeye Construction	\$5,700.00	\$5,807.00	\$4,524.00	\$5,380.00	\$21,411.00
NAHB-RC estimate	\$7,392.00	\$7,392.00	\$6,037.00	\$6,037.00	\$26,858.00

Hawkeye Construction is a contractor with whom GHI has not worked before. Staff checked the references of Hawkeye Construction, and has found them satisfactory. Staff recommends that the contract be awarded to Hawkeye Construction.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH HAWKEYE CONSTRUCTION, INC., FOR THE INSTALLATION OF ATTIC INSULATION AT 2 BRICK & 2 FRAME BUILDINGS ENROLLED IN THE ENERGY UPGRADE PILOT PROJECT, AT ITS BID, \$21,411, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$24,623.

Moved: Hess

Seconded: Jones

Carried 8

For the record, Director Boswell stated that his home is on the pilot project and would receive attic insulation.

61. Contract for Conversion of Boiler Room at 8F Southway to Storage Rooms, 1st Reading

The GHI Board decided to budget in 2012 for conversion of the boiler room at 8F Southway to a 4-unit storage building. On 24Feb2012, the GHI Board certified yard lines for the existing living unit at 8F Southway and the adjacent boiler room to be converted to storage. At the Board meeting of 6Sep12 the Board discussed the yard plat with the member via telecom, and voted to revise the plat as agreed by the member. \$29,000 has been allotted as a capital expense for this conversion, to be depreciated over time.

GHI formally solicited bids from four (4) local contractors, with whom GHI has had previous experience and were judged to be capable of performing this work. Bids were received from (3) contractors for this work as follows:

Greenbelt Builders	\$22,890
Gilbert General Contractors	\$25,000
Richard K. Gehring	\$29,000

Greenbelt Builders has previously bid on contract work for GHI, and is familiar with the boiler room conversion from bidding the previous one at 9N Southway. Staff recommends that GHI contract with Greenbelt Builders to perform the conversion of the boiler room at 8F Southway to storage, for the amount of its bid, with an additional 15 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 GREENBELT BUILDERS, INC., FOR THE CONVERSION OF THE BOILER ROOM AT 8F SOUTHWAY TO STORAGE AT ITS BID, \$22,890, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$26,324.

Moved: Hess

Seconded: Morse

Carried 8

6m. Review of Member Satisfaction Survey Form

Board members reviewed and suggested improvements to a Member Satisfaction Survey Form that staff developed.

6n. Proposed Installation of Ductless Heat Pump at 15D Ridge

The members of 15D Ridge would like to install a ductless heat pump unit in their masonry-block unit, which is enrolled on the pilot program. GHI proposes to install heating/cooling systems in pilot homes during phase 3 of the Pilot Program. Because of delays in phase 2 of the program, phase 3 might not begin until 2014. At its meeting on September 26, 2012, the Buildings Committee approved the members' proposal (by a vote of 6-1) to install the ductless heat pump unit.

MOTION: THE BOARD OF DIRECTORS APPROVES THE BUILDINGS COMMITTEE'S RECOMMENDATION TO ALLOW THE MEMBERS OF 15D RIDGE TO INSTALL A DUCTLESS HEAT PUMP UNIT IN THEIR UNIT.

Moved: Hess

Seconded: DeBernardo

Carried 7

Director Jones recused himself from the discussion and vote.

7. Items of Information

DeBernardo wanted to know if the Board would pay the tuition for any events listed under the Items of Information. Boswell answered that such fees would be paid under board training. Ready reviewed the items on the Board Work Plan.

8. President - None.

9. Board Members

- Jones said only one GHI Board member attended the dedication of the Stream Valley Park that GHI supported and thought more Board members should have appeared.

- McFadden gave an example of an encounter with an acquaintance to make a case about the importance of the newly minted member outreach committee.
- Morse talked about a recent city council work session he attended, and he reminded everyone of this weekend's annual picnic.
- James asked the Board if they were using the drop box.
- Novinski said she was concerned about a letter she and her neighbors received in error about an addition that neither she nor her neighbors have. She inquired of staff how such mistakes could be avoided in the future. She also said the leaf bags will be ready on October 13.

10. Manager

Eldon Ralph said he would meet on Tuesday, October 9, at 7 p.m. with pilot project members who will have attic insulation work performed.

MOTION: TO RECESS TO EXECUTIVE SESSION FOR MEMBER AND LEGAL ISSUES.

Moved: Hess

Seconded: McFadden

Carried 8

The meeting recessed at 9:20 p.m.

Ed James
Secretary