

Minutes
GHI BOARD OF DIRECTORS
November 1, 2012

Board Members Present: Boswell, DeBernardo, Hess, James, Jones, McFadden, Morse,
Novinski, and Ready

Others in Attendance:

General Manager Eldon Ralph
Joan Krob, Director of Member Services
Joe Perry, Finance Director
George Bachman, Assistance Maintenance Manager
Dianne Wilkerson, Audit Committee Chair
Ben Fischler, Audit Committee
Debbie Cooley, Audit Committee
Bob Snyder
Altoria Ross, Recording Secretary

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

Approval of Agenda

MOTION: TO APPROVE AGENDA

Moved: Hess

Seconded: James

Carried 8

2. Visitors and Members

Ready welcomed Bob Snyder.

3. Approval of Membership Applications

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

- **AMY L. BECKRICH, MARTIN C. KEITHLINE TO AMY L. BECKRICH, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8

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

- **KANDIS Y. WYATT, SOLE OWNER;**
- **RYAN S. MCCLELLAND, ANDREA TURNER MCCLELLAND, TENANTS BY THE ENTIRETY;**
- **CALVIN B. PARKER, SOLE OWNER;**
- **HELEN G. CORNEJO, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8

4. Committee Reports: None

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 8

6a. Approval of Minutes: October 4 & 18, 2012

APPROVED BY CONSENT: BOARD MINUTES OF OCTOBER 4, 2012 & OCTOBER 18, 2012

6b. 2013 Proposed Operating Budget, 2nd Reading

MOTION: THE BOARD OF DIRECTORS ADOPTS THE 2013 GHI OPERATING BUDGET FOR SECOND READING IN THE AMOUNT OF \$9,823,450.00 WITH DEPRECIATION OF MEMBERS' HOMES IN THE AMOUNT OF \$587,338.00.

Moved: Hess

Seconded: James

Carried 8

6c. Rules Revision Regarding Staff Permit Review and Acceptable Roof Pitch

For a substantial portion of the 2012 calendar year, the Architectural Review Committee has been discussing revising GHI rules concerning roof pitch. Staff has suggested to the committee that, if the ambiguity in the existing roof pitch rules is made quantitatively specific, there might still be cases where proposals could require review by ARC and the Board.

At its meeting of 10Oct, ARC recommended to add language to the Members' Handbook to allow staff to bring unusual designs to the ARC and the Board of Directors even if they meet the rules of the Member Handbook.

[*italics* – add]

§X.C.3. **APPROVAL.** All requests for additions must be accompanied by the written consent of each adjacent neighbor. This is required because the view, sunlight, and air circulation of each neighbor is affected. Screening or enclosure of an original porch requires the permission of GHI and the written consent of adjacent neighbors, except where screening or enclosure consists solely of adding a door to the existing porch.

Approval is granted by GHI for improvements and alterations based upon the information submitted by the member, preliminary inspections made by GHI personnel, and the criteria listed in these rules and regulations. *Staff has the prerogative to refer any issues not identified within these rules to the appropriate committee and/or the GHI Board of Directors.*

[new paragraph]

All additions must also meet the requirements of Prince George's County and City of Greenbelt codes as amended. Any work that requires a County permit also requires a City permit. Electrical work and plumbing work must also meet the requirements of Prince George's County and the City of Greenbelt or W.S.S.C. respectively. Approval is granted by GHI in writing by a GHI Building Permit. After GHI approval is obtained, building permits and electrical permits from Prince George's County and the City of Greenbelt, and plumbing permits from W.S.S.C. may then be obtained. Practically all work proposed will require a County, City, or W.S.S.C. permit. (The County and the City will not issue a permit without first having GHI approval.) **MEMBERS, NOT CONTRACTORS, MUST MAKE CERTAIN THAT PROPER PERMITS HAVE BEEN OBTAINED AND THAT COPIES HAVE BEEN SUBMITTED TO GHI BEFORE WORK MAY BEGIN.**

Regarding the roof pitch discussion, the following points were discussed:

- In a previous ARC meeting, the Committee discussed adding a table of acceptable roof types and slopes to the Member Handbook to clarify what roofs are compatible. A draft of that table is on the ARC agenda for final review and discussion.
- Within the acceptable roof types, specific roof slopes are given. Staff has concerns about how to enforce these stricter design guidelines, assuming a construction tolerance of $\frac{1}{2}$ plus or minus the stated roof slope in the permit drawings.

Replace existing:

§X.F.3. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines. In no case shall an addition have a higher roof than the original structure. (G/S, end)

§X.G.5. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines. In no case shall an addition have a higher roof than the original structure. (S/S frame)

§X.H.6. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines. In no case shall an addition have a higher roof than the original structure. (S/S masonry)

with

§X.F.3, X.G.5, X.H.6

The roof style and pitch shall be per table X. The as-built roof pitch tolerance shall be $\pm\frac{1}{2}/12$. In no case shall an addition have a higher roof than the original structure.

Table X. Addition roof style and pitch.

	Brick	Block	Frame
End Addition	Gable, 8/12	Flat, $\frac{1}{4}/12$ Gable, 8/12	Gable, 8/12
Service Side or Garden Side Addition	Gable, 8/12 or 4/12 Shed, 3/12	Flat, $\frac{1}{4}/12$ Shed, 3/12	Gable, 8/12 or 4/12 Shed, 3/12

Boswell amended the language in italics at the end of §X.C.3. stating, “Staff has the prerogative to refer any issues whether or not specifically clarified within these rules to the appropriate committee and/or the GHI Board of Directors.”

MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION TO THE GHI RULES §X.C.3. AS INDICATED AND REVISED, TO AUTHORIZE STAFF TO DIRECT ISSUES ARISING DURING PERMIT REVIEW TO THE APPROPRIATE COMMITTEE OR GHI BOARD.

Moved: Boswell
Jones abstained

Seconded: Novinski

Carried 7-0-1

Jones stated he is not opposed to the change in rule but the motion as presented.

MOTION: THE BOARD OF DIRECTORS DIRECTS THAT IN ADDITION TO THE GHI RULES §X.C.3., AS INDICATED AND REVISED, TO AUTHORIZE STAFF TO DIRECT ISSUES ARISING DURING PERMIT REVIEW TO THE APPROPRIATE COMMITTEE OR GHI BOARD BE PUT OUT TO THE MEMBERS FOR A 30-DAY PERIOD. .

Moved: Morse

Seconded: DeBernardo

Ruled Out-of-Order

Ready ruled the motion out of order.

MOTION: POSTPONED INDEFINITELY CONSIDERATION OF THIS MOTION.

Moved: Hess

Seconded: McFadden

Failed 1-7

Opposed: Boswell, DeBernardo, James, Jones, McFadden, Morse, Novinski

MOTION: THE BOARD OF DIRECTORS DIRECTS STAFF TO SUBMIT FOR 30-DAY MEMBER REVIEW, THE REVISION TO GHI RULES §X C.3 AS INDICATED AND REVISED, TO AUTHORIZE STAFF TO DIRECT ISSUES ARISING DURING PERMIT REVIEW TO THE APPROPRIATE COMMITTEE OR GHI BOARD.

Moved: Boswell

Seconded: Hess

Carried 8

CALL THE QUESTION:

Moved: Jones

Seconded: Hess

Carried 8

MOTION: TO REFER TO COMMITTEE

Moved: Jones

Seconded: Hess

Failed 3-5

Opposed: DeBernardo, Jones, McFadden, Morse, Novinski

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE THE REVISION TO THE GHI RULES §X.F.3, §X.G.5, §X.H.6 AS INDICATED, TO SPECIFY FOR ADDITIONS ACCEPTABLE ROOF PITCH AND ASSOCIATED AS-BUILT TOLERANCE.

Moved: Jones

Seconded: McFadden

Carried 8

6d. Rule to Prohibit Pit Bulls in GHI

MOTION: THE BOARD REQUESTS THE COMPANION ANIMAL COMMITTEE TO RECOMMEND LANGUAGE THAT SHOULD BE INSERTED IN GHI'S RULES TO PROHIBIT PIT BULLS IN GHI.

Moved: Hess

Seconded: James

Carried 8

6e. Forest Conservation Management Agreement and Forest Stewardship Plan Renewal

MOTION: THE BOARD OF DIRECTORS DIRECTS THE WOODLANDS COMMITTEE TO RESEARCH AND MAKE A RECOMMENDATION TO THE BOARD REGARDING THE DEVELOPMENT OF A NEW FOREST STEWARDSHIP PLAN AND THE RENEWAL AND OR RECREATION OF THE FCMA WITH THE STATE OF MARYLAND. THE WOODLANDS COMMITTEE SHOULD MAKE ITS FINAL RECOMMENDATION TO THE BOARD BY DECEMBER 2012 TO ALLOW FOR AMPLE TIME FOR FSP AND FCMA RENEWAL BY THE FEBRUARY 2013 DEADLINE.

Moved: Hess

Seconded: McFadden

Carried 8

6f. Contract for Underground Utility Repairs at Additional Sites

GHI formally solicited bids from four (4) contractors, and received bids from three (3), as summarized below:

NAME OF COMPANY	RI14J-K	SO04A-B		CR56G-H	total
	sewer	sewer	storm	sewer	
B & P Utilities, Inc.	\$14,915.00	\$8,880.00	\$4,250.00	\$9,310.00	\$37,355.00
Patriot Plumbing Services	\$9,969.62	\$8,837.97	\$7,754.62	\$6,916.40	\$33,478.61
Taylor Utilities, Inc.	\$18,125.00	\$10,125.00	\$5,250.00	\$10,250.00	\$43,750.00

Patriot Plumbing Services is presently providing contracted repairs to the sewer piping in the crawl space of 2N-T Plateau. Based upon its quotation and recent history, staff recommends that the Board of Directors endorse Patriot Plumbing Services for performing the underground utility repairs at the cited locations for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH PATRIOT PLUMBING SERVICES FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT THREE (3) SITES AT ITS BID, \$33,478.61, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$36,826.

Moved: Novinski

Seconded: Hess

Carried 8

6g. Contract for Repairs: 22B Hillside, 1st Reading

Staff prepared repair specifications and sought bids from three contractors. The bids submitted were as follows:

Name of Contractor	Bid Price
Maxwell Wallpaper and Painting Contractors	\$ 15,250.00
Gilbert General Contractor	\$10,300.00
Richard K. Gehring Home Improvements	\$9,350.00

Richard K. Gehring Home Improvements is the lowest bidder. This contractor has previously worked for GHI on similar projects and performed satisfactorily. Accordingly, staff recommends awarding the contract to Richard K. Gehring Home Improvements, with an extra 10% to cover any unforeseen contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH RICHARD K. GEHRING HOME IMPROVEMENTS, TO REPAIR THE UNIT LOCATED AT 22B HILLSIDE AS DIRECTED BY GREENBELT HOMES INC, AT ITS BID, \$9,350.00 PLUS 10% FOR CONTINGENCIES FOR A TOTAL, NOT TO EXCEED \$10,285.00.

Moved: Novinski

Seconded: Morse

Carried 8

6h. Contract for Repairs: 7U Research, 1st Reading

Staff prepared repair specifications and sought bids from three contractors. The bids submitted were as follows:

Name of Contractor	Bid Price
Maxwell Wallpaper and Painting Contractors	\$11,750.00
Gilbert General Contractor	\$9,500.00
Richard K. Gehring Home Improvements	\$8,100.00

The lowest bidder is Richard K. Gehring Home Improvements. This contractor has previously worked for GHI on similar projects and performed satisfactorily. Staff recommends awarding the contract to Richard K. Gehring Home Improvements with an extra 10% to cover any unforeseen contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH RICHARD K. GEHRING HOME IMPROVEMENTS TO REPAIR THE UNIT LOCATED AT 7U RESEARCH, AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$8,100 PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$8,910.00.

Move: Jones

Seconded: Morse

Carried 8

6i. Contract for Repairs: 53B Ridge Road, 1st Reading

Staff prepared repair specifications and sought bids from three contractors. The bids submitted were as follows:

Name of Contractor	Bid Price
Maxwell Wallpaper and Painting Contractors	\$20,475.00
Gilbert General Contractor	\$10,900.00
Richard K. Gehring Home Improvements	\$12,100.00

Gilbert General Contractor is the lower bidder. This contractor has previously worked for GHI on similar projects and performed satisfactorily. Accordingly, staff recommends awarding the contract to Gilbert General Contractor, with an extra 10% to cover any unforeseen contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR, TO REPAIR THE UNIT LOCATED AT 53B RIDGE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID,\$10,900 PLUS 10 % FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$11,990.00.

Moved: Jones

Seconded: Morse

Carried 8

7. Items of Information

Boswell referenced the RPC Regulations Affecting GHI regarding erecting antennas and cell towers. He said the language was not clear concerning erecting antennas and cell towers in the boatyard behind the Administrative Office Complex. He requested a written explanation of Terri Hruby's rationale. General Manager Eldon Ralph said he would follow up with her.

Novinski wanted to know how many vehicles had been towed in GHI in reference to the 2012 Regulations for Towing Vehicles at Community Associations in Maryland. Ralph said only two or three vehicles had been towed. He said the current signage does not allow GHI to enforce the towing requirements. He wants to wait to see the outcome of the pending legal challenge and has since stopped towing.

8. President

Ready said she signed a letter appointing Ben Fischler to the Woodland Committee. She said that when she met with Eldon on Wednesday they talked about trees threatening buildings. After the meeting, she said the problems had been resolved or was in the progress of being completed. Ready complimented staff on quickly taking care of the problems.

9. Board Members

- Boswell thanked the staff for being on the job during the storm.
- DeBernardo expressed interested in taking a class on financial management February 28 through March 1 in Northern Virginia.
- James said he will attend the city council stakeholder's meeting with WSSC on Wednesday, November 7. Eldon said State Senator Pinsky and Ingrid Turner will be intervening with the co-op's problem with WSSC. James mentioned the co-op's annual meeting will convene on Saturday.
- Hess said he is grateful to staff and that we didn't have a worse storm.
- Jones appreciated Sue's email to the co-op about the storm. He said it took nine days to complete the attic insulation.
- Morse thanked the god of foul weather and reported that he didn't have power loss.

10. Manager

Eldon Ralph said 22B Hillside was the only building that experienced damage as a result of the storm. He said Sue sent a letter to NAHB-RC authorizing a letter on behalf of the Department of Energy, so NAHB-RC can continue to work with the pilot program. He also said the tree trimming has gone well, and GHI has not received any complaints directly.

MOTION: TO RECESS TO DISCUSS LEGAL MATTERS AND MEMBER ISSUES.

Moved: Hess

Seconded: Morse

Carried 8

The meeting recessed at 9:35 p.m.

Ed James
Secretary