

Minutes
GHI BOARD OF DIRECTORS
December 6, 2012

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

Excused Absence: Novinski

Others in Attendance:

General Manager Eldon Ralph	Ben Fischler, Audit Committee
Brenda Lewis, Human Resources Director	Christine V. Walters, FiveL Company
Joe Perry, Finance Director	Jude Maul
Joan Krob, Member Services Director	Richard and Jane Menis
Tom Sporney, Technical Services Director	Lauren B. Cummings
Dianne Wilkerson, Audit Committee Chair	Tom and Johanna Jones
	Jonathan Murray
	Eric Zhang
	Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7: 31p.m.

1. Approval of Agenda

MOTION: TO APPROVE AGENDA.

Moved: James

Seconded: Hess

Carried 7

2. Visitors and Members

Ready welcomed the visitors and members. Jonathan Murray asked for permission to run a nature camp on GHI's property. Ed James invited Murray to attend the next Woodlands Committee.

3. Approval of Membership Applications

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **HEATHER M. SCOTTEN AND ADRIAAN G. PASSCHIER**
- **CHRISTOPHER A. RYTTING AND MEGAN C. RYTTING**
- **WINARD R. BRITT**

Moved: James

Seconded: Hess

Carried 7

FOR THE RECORD: THE FOLLOWING MEMBERS WERE ACCEPTED INTO THE COOPERATIVE BY A BOARD POLL AND MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **DONNA PETERSON**
- **JAMIE B. MOSES**

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

- **LAUREN B. CUMMINGS IS CHANGED TO LAUREN B. CUMMINGS AND GRETCHEN S. SCHOCH**
- **JESSICA L. SKRETCH AND FRANK R. SKRETCH, IS CHANGED TO JESSICA L. SKRETCH**
- **JONATHAN K. SKOVRON AND GRETCHEN S. SCHOCH-SKOVRON IS CHANGED TO JONATHAN K. SKOVRON**

Moved: James

Seconded: Hess

Carried 7

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

- **SUSAN D. LESSER, SOLE OWNER;**
- **HEATHER S. COADY, ZACHERY L. FERIS, TENANTS BY THE ENTIRETY; AND**
- **ZEJUN WANG, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 7

4. Committee Reports

The Woodlands Committee submitted a report prior to the meeting. The Board did not express any comments or ask questions.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 7

6a. Approval of Minutes: November 1, 2012 Meeting

APPROVED BY CONSENT: APPROVAL OF MINUTES FROM NOVEMBER 1, 2012 MEETING.

6b. Contract for Repairs: 11A-H Ridge Road, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH MONA ELECTRIC FOR THE REPAIRS TO THE ELECTRICAL SERVICE TO 11A-H RIDGE AT ITS BID, \$7,575 AND THE PEPCO DISCONNECT CHARGE \$506, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$9,293.

6c. Contract for Repairs: 14J Laurel Hill, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AN FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR, TO REPAIR THE UNIT LOCATED AT 14J LAUREL HILL RD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$7,200.00 PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$7,920.00.

6d. Expenditure Authorization for 2013 Operating Budget, 2nd Reading

APPROVED BY CONSENT: THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, EXPENDITURE AUTHORIZATION FOR THE 2013 OPERATING BUDGET IN THE AMOUNT OF \$9,823,450.00.

6e. Exception Request for Conversion of Gardenside Window to Door, 4E Ridge

On 1Nov12, GHI staff received a written request from the members at 4E Ridge Road to alter the basement floor of their unit, as phase 2 of a 3-phase project (see attachment #2). Phase 1 includes installation of a full bath within an abandoned boiler room that is adjacent to the basement (the boiler room was purchased by the members), wall insulation, and alteration of the gardenside window in the basement to a door. Phase 2 will include renovation of the upper two floors. Phase 3 will include construction of a garden side addition.

A permit for phase 1 only, is being requested at the current time. Phase 3 is planned for the future. If the members had submitted a permit for phase 3 (construction of the gardenside addition) now, it would not be necessary for them to seek an exception for converting the gardenside window to a door, since in that event it would be considered an interior modification. For the current permit request, staff informed the member that the proposal was in conflict with GHI rules:

X.N.1. Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except:

- when windows are lost because of the construction of a heated addition, or
- in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.

ARC voted 3-1-0 to recommend to the Board of Directors that an exception be granted to allow the current basement window at 4E Ridge Road to be converted to a French door during the Phase 1 renovations of this unit. Two years after the final GHI inspection of the Phase 1 work, the Phase 3 addition should be under construction or the members will be required to replace the current exterior door with an appropriately sized and designed window.

The reasons given for this motion were that:

- The alteration would not be easily visible from public space. The basement door and windows are an atypical situation for GHI units.
- The proposed doors will not look inappropriate.

The reasons given against this motion were that:

- The door will be in an outside wall. It is possible to do all three phases of the renovations and additions at one time, eliminating the need for an exception.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE CONVERSION OF THE CURRENT BASEMENT WINDOW AT 4E RIDGE ROAD TO A FRENCH DOOR DURING PHASE 1 RENOVATIONS OF THIS UNIT, WITH THE CONDITION THAT TWO (2) YEARS AFTER THE FINAL GHI INSPECTION OF THE PHASE 1 WORK, THE PHASE 3 ADDITION SHALL BE UNDER CONSTRUCTION OR THE MEMBERS WILL BE REQUIRED TO REPLACE THE CURRENT EXTERIOR DOOR WITH AN APPROPRIATELY SIZED AND DESIGNED WINDOW.

Moved: Morse

Seconded: McFadden

Carried 7

6f. Job Classification and Salary Survey for GHI Employees

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE RETURN OF THE REPORT TO FIVEL FOR AN EXECUTIVE SUMMARY.

Board requests an executive summary from FiveL Company that includes the following information:

- We think some positions need to be regraded to make them match up with the industry standards;

Minutes: Board of Directors, GHI December 6, 2012

- Some positions need to have their mid-point changed to make them match up with industry standards and that's why we adjusted the range;
- We see a much greater pay change at the top of the pay scale than at the bottom. Give a list of what you are seeing out there;
- Provide the actual comparison summaries to have real data. The Board wants to see the midpoints.
- Recommendation from management. Want Eldon and Brenda say this is what we recommend. This is justified by the staff we have here. Yes, this would mean moving several people up to a minimum, and we can afford this because of the people they are and the position they are in—the immediate impact. Need hard information.
- Don't force the range overlap. Let them fall at the national industry midpoint. What does that look like? How does that affect the whole scale?

6g. 2013 Property and Business Owner's Insurance Policy Renewal, 1st Reading

Polkes and Goldberg Insurance, Inc. has been GHI's insurance broker for approximately 20 years. In Dec 2011, Polkes and Goldberg solicited bids from four companies for GHI's insurance coverage in 2012 – Travelers, Westminster American, Hartford Mutual and Continental National American. Based on the bids received, the following three companies were selected to provide various types of insurance coverage:

Company	Type of Coverage	2012 Premium Cost
Westminster American	Property Coverage	\$340,886
Continental National American	Umbrella Coverage	\$ 27,625
Travelers	Additional Property Coverage, Commercial General liability, Automobile, Commercial Market Bond, Directors & Officers liability, Workers' compensation	\$161,876
	Total premium cost	\$530,287

On Oct 9th of this year, staff requested nine (9) brokerage firms to submit bids for GHI's 2013 insurance coverage. Bids were due by November 15th. The responses were as follows:

Company	Response
Polkes and Goldberg Insurance Inc.	Submitted bid
Cascade Insurance Group	No response received
Community Associations' Underwriters of America Inc.	No response received
Griffin-Owens & Associates	Needed more time
John Manougian Insurance Agency	Declined to bid. Stated they are not competitive

Inc.	
USI Insurance Services LLC	No response received
The Capital Group	No response received
Potomac Basin Group Associates, LLC	Declined to bid because of previous GHI's loss runs
Andy McDonald Associates	Requested until December 15 th to submit bid.

The bid from Polkes and Goldberg Insurance Inc. for GHI's 2013 insurance coverage is as follows:

Company	Type of Coverage	2013 Premium Cost
Westminster American	Property Coverage	\$321,968
Continental National American	Umbrella Coverage	\$ 27,625
Travelers	Additional Property Coverage, Commercial General liability, Automobile, Commercial Market Bond, Directors & Officers liability, Workers' compensation	\$168,222
	Total premium cost	\$517,815

If the bid from Polkes and Goldberg is approved, the overall premium cost in 2013 will be \$12,472 less than the cost for 2012. The 2013 budgeted cost for insurance is \$540,200.

The proposed coverage and premium summary for 01/01/2013-01/01/2014 is included as attachment #4.

MOTION: THE BOARD OF DIRECTORS APPROVES FOR 1ST READING THE EXPENDITURE OF \$517,815.00 FOR RENEWING THE PROPERTY AND BUSINESS OWNERS' INSURANCE PACKAGE FOR 2013 AS PROPOSED BY POLKES & GOLDBERG INSURANCE COMPANY.

Moved: Hess

Seconded: Boswell

Carried 7

6h. Revision of GHI Rules for Landscaping Improvements

At several meetings during the 2012 calendar year, the Architectural Review Committee has discussed revising GHI rules regarding permission for landscaping. Staff has suggested that there is a conflict in §X.A. between item #4 and item #8. Item #4 gives blanket approval for minor improvements, including patios. Item #8 states that patios require written approval.

At its meeting of 14Nov, the following points were discussed:

- Item #8 uses the word “major” to describe landscaping improvements that require written approval. “Major” implies that this is work more significant than planting a few petunias or adding a garden gnome.

After some discussion, ARC recommended a revision of the language in the Member Handbook as follows:

[italics – add, strike]

§X.A. Minor Improvements (blanket approval allowed)

[remove completely]

~~4. Construction of patios other than poured concrete and grounds improvements, except changing the grade of the lot, provided the work is performed in a workmanlike manner.~~

[relocate]

~~8. Major landscaping improvements (e.g. ponds, pavers, patios, retaining walls, grade changes) require written approval.~~

X.C.2.a. GENERAL. When requesting permission for decks and additions, the member must submit detailed drawings and specifications including a section and elevation drawing, a floor plan of the unit and proposed addition, and a plot plan of the unit’s yard (available from GHI). Elevations of additions must include such details as the height and type of windows and doors. All requests must state who is planning to do the work, and the license number of any contractors.

Approximate starting and completion dates shall also be included. For all additions and certain other improvements, the written consent of all adjacent neighbors is required. Technical Services may also request other information, including insurance certificates for contractors, depending on the nature of the contemplated work.

Major landscaping improvements (e.g. ponds, pavers, patios, retaining walls, grade changes) require written approval.

MOTION: THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO PRESENT THE ARCHITECTURAL REVIEW COMMITTEE’S RECOMMENDATIONS FOR REVISING THE GHI RULES §X.A. AND §X.C.2.A. AS INDICATED AND REVISED, TO THE GHI MEMBERSHIP FOR COMMENT OVER A PERIOD OF 30 DAYS.

Move: Boswell
Jones opposed.

Seconded: Morse

Carried 6-1

6i. Revision of GHI Rules on Doors

During several meetings in 2012, the Architectural Review Committee has discussed revising GHI rules concerning entry doors, as directed by the GHI Board on 26Apr12. Discussion included the historical origin of this section of rules, the existence of many doors throughout the community, permitted and unpermitted, that are contrary to the GHI rules and apparent confusion among members about what type of doors are allowed.

At its last meeting on 14Nov, the following points were discussed:

- Adding “See figure for illustration of appropriate doors” at the end of the second paragraph of section §X.N.3” and inserting the graphics, rather than having them only as an on-line resource.
- The proposed addition of “Doors with vertical or diagonal muntins are not acceptable” should be changed to “Doors with vertical or diagonal muntins.” since the bullet point occurs at the end of a list of incompatible door features that are not acceptable.

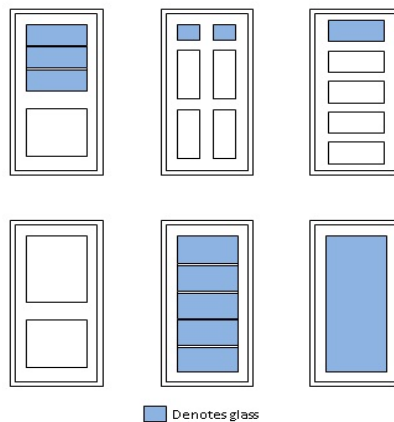
ARC recommended a revision of the language in the Member Handbook as follows:

[*italics* – add, ~~strike~~]

§X.N.3.

All exterior replacement doors shall be reviewed and permitted by the Technical Services office.

Exterior doors for replacement use in the original building or existing additions, as well as any exterior doors for new additions, shall be of a simple, rectangular design. These doors may have recessed panels or glass panes. *See figure following for illustration of appropriate doors.*



The following doors are considered incompatible with the design of the original building and require approval by the Board of Directors before the Technical Services office will issue a permit.

- Doors with rounded features, scrolling or ornate trim
- Doors with stained, colored, opaque, beveled, edged or otherwise decorative glass

- *Doors with vertical or diagonal muntins*

These requirements also apply to storm doors.

~~Visual examples of compatible and incompatible styles may be obtained from the Technical Services office.~~

Security bars on entry doors or storm doors are prohibited.

MOTION: THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO PRESENT THE ARCHITECTURAL REVIEW COMMITTEE'S RECOMMENDATIONS FOR REVISING THE GHI RULE §X.N.3 AS INDICATED, TO THE GHI MEMBERSHIP FOR COMMENT OVER A PERIOD OF 30 DAYS.

Moved: Hess

Seconded: McFadden

Failed 1-6

Jones, McFadden, Morse, James, McFadden and Boswell opposed.

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE REPORT TO BE SENT BACK TO THE ARCHITECTURAL REVIEW COMMITTEE FOR REVISED LANGUAGE CONCERNING THE PERMIT, APPROPRIATE DOORS, OPTIONS FOR INCOMPATIBLE DOORS AND ALLOWANCE FOR VERTICAL MUNTINS AND COMMENTS FOR REGULATIONS CONCERNING EXTERIOR DOORS.

At 10:00 p.m., the motion below was made.

MOTION: TO EXTEND THE MEETING BY 5 MINUTES TO DISCUSS ITEM 6K.

Moved: Boswell

Seconded: Hess

Carried 7

6j. Review Comments from Members Regarding Proposed Rules' Revision Regarding Staff Permit Review

This item was skipped in the interest of time.

6k. Contract for Repairs: 8F Plateau Place, 1st Reading

The member of 8F Plateau Place is deceased and the unit has been vacant for over a year. GHI recently terminated the mutual ownership contract. The unit will be repaired to bring it into compliance with resale standards and re-sold. After recovering all monies owed to GHI, the remaining sales' proceeds will be paid to PNC Bank, the mortgage lender. Staff prepared repair specifications and sought bids from three contractors. The bids received were as follows:

Name of Contractor	Bid Price
Maxwell Wallpaper and Painting Contractors	\$18,300.00
Gilbert General Contractor	\$18,000.00
Richard K. Gehring Home Improvements	\$16,150.00

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 8F PLATEAU PLACE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$16,150.00 PLUS 10 % FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$17,765.00.

Moved: Hess

Seconded: James

Carried 7

6l. Establish Date for Work Session on Sublease Policy, Unauthorized Rentals & Vacant Units

APPROVED BY CONSENSUS: THE BOARD ESTABLISHED THURSDAY, JANUARY 31, AT 7 P.M. FOR THE WORK SESSION.

6m. Establish Date for Updating Board's Action Plan

APPROVED BY CONSENSUS: THE BOARD ESTABLISHED THURSDAY, FEBRUARY 7, AT 7 P.M. FOR THE ACTION PLAN.

7. Items of Information

President Ready discussed the GHI holiday party in her remarks.

8. President

Ready said a non-member asked the Board to consider establishing a dog park behind the GHI Administration Building. The Board declined. Ready also welcomed George Bachmann back to work. Ready reminded the Board of the employees holiday party on December 14 at noon at Sir Walter Raleigh's Inn. In addition, she asked the Board to prepare questions in advance with reference to tonight's salary classification presentation.

9. Board Members

- McFadden said the Additions Maintenance Taskforce will meet Wednesday, December 12, to discuss skylights.
- DeBernardo asked when the Board would be establishing the membership and charter committees. Ready said her column in the recent Communicator solicited committee volunteers.
- James said he attended the WSSC meeting.

10. Manager

Eldon Ralph said at the recent stakeholder meeting with WSSC that the City was supportive and put forth questions that WSSC was not prepared to answer. The City will send a letter stating that WSSC could not make changes to the contract and encourage them to meet with GHI to break the impasse. Ralph also said Pepco's infrastructure upgrade pole replacement work is planned to begin the week before Christmas and that Matt Berres will be coordinating the work in the GHI community.

11. Staff

Joe Perry said adjustments have been made to members' accounts for December 17-20 real estate tax reimbursements.

Tom Sporney said the ARC's December meeting has been cancelled.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: McFadden

Carried 7

The meeting adjourned at 10:19 p.m.

Ed James
Secret