

Minutes  
**GHI BOARD OF DIRECTORS**  
February 14, 2013

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

Excused Absence: Boswell

Others in Attendance:

General Manager Eldon Ralph  
Joe Perry, Finance Director  
Joan Krob, Member Services Director  
Tom Sporney, Technical Services Director  
Matt Barres, Maintenance Director  
Dianne Wilkerson, Audit Committee Chair  
Ben Fischler, Audit Committee  
Elizabeth Jay  
Ginny Jones  
Sue Krofchik, News Review  
Emmett Jordan, Mayor Pro-tem, Greenbelt City Council  
Tom Hand  
Judy Bell  
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:33 p.m.

1. Approval of Agenda

**MOTION: TO APPROVE AGENDA**

Moved: James

Seconded: Hess

Carried 8-0

2. Visitors and Members

Ready welcomed the visitors and members. No one wished to address the board on items not on the agenda.

3. Approval of Membership Applications

**MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBER IS ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED HER AT THE TIME OF SETTLEMENT:**

- **SUSANNAH D. REED, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8-0

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

- CATHERINE MORRISSETTE, DAVID MORRISSETTE, JOINT TENANTS;
- RHONDA NEUHAUS, SOLE OWNER;
- JESSICA HARTWICK, DEBORAH HARTWICK, JOINT TENANTS.

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

- RICHARD J. HESS, MAURA A. SISSON IS CHANGED TO RICHARD J. HESS, BETH S. HESS, TENANTS BY THE ENTIRETY.

Moved: James

Seconded: Hess

Carried 8-0

4. Committee Reports

A report from the Companion Animal Committee was submitted prior to the Board meeting. Ready cited it as thorough and an exemplary example for other committees to follow.

5. Consent Agenda

**MOTION: APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: James

Carried 8-0

6a. Approval of Minutes: January 10, 2013 and January 24, 2013 Meeting

**APPROVED BY CONSENT: APPROVAL OF MINUTES FROM JANUARY 10 AND JANUARY 24, 2013 MEETINGS.**

6b. Purchase of Replacement Vehicles, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING, TO PURCHASE ONE USED PICKUP AT A COST NOT TO EXCEED \$18,881 AND ONE USED CARGO VAN AT A COST NOT TO EXCEED \$20,700 BY MARCH 31, 2013.**

6c. Yard Line Certifications: 14A-Z3 Laurel Hill**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 14A-Z3 LAUREL HILL ROAD AS PRESENTED.**

Moved: James

Seconded: Hess

Carried 8-0

6d. Revision Regarding GHI Rules for Landscaping

At the GHI Board meeting of 24Jan13, the Board discussed a proposed rules' change regarding landscaping. The Board directed staff to review the discussed changes, and bring back a revised proposal incorporating the point of the discussion. Staff further solicited opinions from board members for changes, and has arrived at the following proposal:

[*italics* – add, ~~strike~~]

§X.B. 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. Major Improvements

2. SUBMITTAL REQUIREMENTS...

a. GENERAL. When requesting permission for decks and additions, *members 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) ~~must be submitted~~. 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 completing 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.

*g. LANDSCAPING. Major landscaping improvements (e.g. ponds, pavers, patios, retaining walls, grade changes) require written approval. This is because even small changes could cause drainage problems. Catalog data, descriptions, installation drawings must be submitted to convey the concept of the installation.*

**MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION TO THE GHI RULES §X.B. AND §X.C.2. AS INDICATED, TO CLARIFY THE INTENTION OF REQUIREMENTS FOR MEMBERS' PROPOSED LANDSCAPING CHANGES.**

Moved: Hess

Seconded: Novinski

Withdrawn

**MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION TO THE GHI RULES §X.B. AND §X.C.2., STRIKING PAVERS, TO CLARIFY THE INTENTION OF REQUIREMENTS FOR MEMBERS' PROPOSED LANDSCAPING CHANGES AND ASKED A SENTENCE DEDICATED TO PAVERS.**

Moved: Jones

Seconded: James

Withdrawn

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS RETURNS TO STAFF TO REVISE THE GHI RULES §X.B. AND §X.C.2. REGARDING PAVERS.**

6e. ARC Review Re: Member Feedback on Proposed Rules Revision Regarding Staff Permit Review

On 20Dec2012, the GHI Board approved a rule change to X.C.3., indicating that staff has the prerogative to direct issues regarding rules to the appropriate committee or Board. During the 30-day community feedback period, one member indicated several suggestions regarding the referenced section of the rules. At the ARC meeting of 9Jan2013, the suggestions were discussed, summarized as follows:

- ARC thinks that referring to “types of revisions”, essentially creating a grading scale for renovations, would be difficult to define and difficult to interpret, and given the complexities, it is better to have members bring proposed projects to staff and let staff guide them as to what types of permits are required.
- ARC thinks that it is important to leave to staff discretion what adjacent neighbors should be included in the process of getting neighbor consent for additions and alterations, as they have the best sense of who would be impacted by what proposed work. Again, it would be difficult to write a definition of “adjacent neighbors” that would fit every project without being too encompassing.
- ARC is in favor of using consistent terminology when referring to GHI staff members. If the Board of Directors could agree on a term, ARC will strive to use that term consistently in future proposed rule changes. It would be a large, but useful project to have an editor review and revise the entire member handbook to correct such inconsistencies.

6f. Review of Minutes for 2012 Annual Meeting

Board members commented on the document and offered several clarifications.

**MOTION: THE BOARD RECOMMENDS THE MINUTES FOR THE 2012 ANNUAL MEMBERSHIP MEETING AS PRESENTED AND REVISED ON FEBRUARY 14, 2013, TO THE MEMBERSHIP.**

Moved: Hess

Seconded: James

Carried 8-0

6g. Review Attorney's Opinion on Special Committee's Recommendations for Establishing Non-smoking Rows of Units

At GHI's Annual Meeting last May, members voted to direct the Board of Directors to develop a proposal for consideration by the membership that would allow members of an entire row of units to unanimously agree to revise their Mutual Ownership Contracts to indicate that smoking inside these units is not allowed. Directors Chuck Hess, Bill Jones, Diana McFadden and Sue Ready served on the special committee and offered several recommendations that were provided to the Board.

At the directive of the Board, the Manager requested an attorney from Lerch, Early and Brewer (Attorneys-at-Law) to provide an opinion on specific issues associated with the creation of an alternative MOC with a Smoke-free Building restriction. The Attorney's opinion was also provided to the Board. After Board discussion, the following motion was made.

**MOTION: THE BOARD OF DIRECTORS REFERS THIS ITEM TO THE PREVIOUSLY APPOINTED SUBCOMMITTEE.**

Move: Hess

Seconded: Jones

Carried 8-0

6h. Finalize Agenda for Town Hall Meeting on February 23, 2013.

Ready added Bill Jones to the agenda to discuss GDC's proposal to purchase Strathcona Apartments. "Top 3" was struck from the first bullet under the Question and Answer Period, and "Most Recent" was added prior to "frequent questions or other recurring issues." Time for member comment was also reduced from three to two minutes.

6i. NCBA Proposed Action to Obtain FEMA Disaster Assistance for Co-ops

**MOTION: THE BOARD OF DIRECTORS DIRECTS THE PRESIDENT OF THE BOARD TO SEND A LETTER TO OUR CONGRESSIONAL AND PRESIDENTIAL REPRESENTATIVES, REQUESTING THEM TO URGE FEMA AND THE DEPARTMENT OF HOMELAND SECURITY TO RECOGNIZE HOUSING**

**COOPERATIVES AS RESIDENTIAL HOUSING AND ELIGIBLE FOR THE SAME RELIEF PROVIDED TO OTHER HOMEOWNERS DURING DISASTERS.**

Moved: Hess

Seconded: Morse

Carried 8-0

6j. Schedule Manager's Annual Performance Evaluation

The Board scheduled the manager's annual performance evaluation for Tuesday, March 7, 2013 at 7 p.m.

6k. 2013 Gutter Cleaning Contract, 1<sup>st</sup> Reading

An amount of \$62,000 has been budgeted in 2013 to clean all gutters in the spring and fall by contractors. Prices were solicited for the distinct categories of roof types, including detached garages. GHI formally solicited bids from ten (10) independent gutter-cleaning contractors, who were all individually contacted to ascertain their interest. Two (2) attended the pre-bid meeting, and staff followed up with the remaining contractors to confirm their status for bidding, speaking directly with two (2) others who indicated that they would bid.

GHI received bids from five (5) contractors, as listed in the table shown.

NAME OF COMPANY	SPRING GUTTER CLEANING				SPRING TOTAL	FALL GUTTER CLEANING				FALL TOTAL	FALL/SPRING TOTAL
	frame I-A	brick I-B	block I-C	garages I-D		frame II-A	brick II-B	block II-C	garages II-D		
<b>Gilbert Construction</b>	<b>\$12,040</b>	<b>\$5,343</b>	<b>\$3,033</b>	\$1,493	\$21,909	<b>\$14,280</b>	<b>\$5,936</b>	<b>\$3,593</b>	\$1,727	\$25,536	\$47,445.00
Aerotech Gutter	\$18,940	\$6,360	\$5,300	\$6,400	\$37,000	\$18,940	\$6,360	\$5,300	\$6,400	\$37,000	\$74,000.00
Hearn Insulation Co.	\$25,314	\$10,846	\$8,320	\$6,400	\$50,880	\$25,314	\$10,846	\$8,320	\$6,400	\$50,880	\$101,760.00
City Clean	\$20,884	\$6,996	\$6,414	\$6,400	\$40,694	\$20,884	\$6,996	\$6,414	\$6,400	\$40,694	\$81,388.00
<b>Petria</b>	<i>No bid</i>	<i>No bid</i>	\$4,160	<b>\$960</b>	\$5,120	<i>No bid</i>	<i>No bid</i>	\$4,360	<b>\$960</b>	\$5,320	\$10,440.00

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM SPRING CLEANING OF GUTTERS FOR ALL GHI HOMES AT THIS BID OF \$20,416.**

Moved: Hess

Seconded: McFadden

Carried 8-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM FALL CLEANING OF GUTTERS FOR ALL GHI HOMES AT THIS BID OF \$23,809.**

Moved: Hess

Seconded: Jones

Carried 8-0

6l. Review of Revised Action Plan

For the action plan, Ready added developing a plan on how to handle members who want to upgrade their heating system or other items before the community wide upgrade as Item 18 on two-year indicators and 15 on half-year work plan. She also added investigation and installation of a phone system suitable for phone meetings as Item 19 on two-year indicators and 16 on the half-year work plan.

**APPROVED BY CONSENSUS: TO ADOPT THE REVISED BOARD ACTION PLAN AS REVISED.**

7. Items of Information

None discussed.

8. President

Ready said she was preparing to sign an official letter appointing DeBernardo as Member Outreach Committee chair and Lauren Cummings and Bill Edwards as co-chairs of the Marketing Committee. She also said Ryan McClellan had resigned from ARC and would also be receiving an official letter.

9. Board Members

Hess moved the following motion in honor of Valentine's Day.

**MOTION: THE BOARD OF DIRECTORS THANKS THE STAFF FOR THEIR EFFORTS AND EXPRESSES OUR CONDOLENCES TO THEIR SPOUSES FOR HAVING TAKEN THEM AWAY ON THIS DAY.**

Moved: Hess

10. Guests

Mayor Pro-Tem Jordan said at this time of year the city is looking forward to budgeting. He said a pre-budget session is scheduled at the end of February. Jordan said the city is getting somber news in reference to property assessments, and as a result, the city manager is placing a freeze on hiring.

11. Manager

Ralph said getting permits for the fire restoration at 2 Court Laurel Hill has been slower than expected and that the fire department report and results of the autopsy are

forthcoming. He thanked the city council for sending the letter to WSSC and stated that WSSC responded that they are willing to meet with GHI to discuss moving forward.

12. Staff

Joe Perry said he would respond by email regarding the budget component for real estate taxes in reference to Fischler's question posed prior to the meeting by email.

Tom Sporney said GHI had received funds from the insurance company for the repairs at 2 Laurel Hill. He also said he and Matt Barres also met with a contractor to review some of the member requests and stated that roof work will begin next week pending good weather.

**MOTION: TO RECESS TO EXECUTIVE SESSION AFTER THE BREAK.**

Moved: Hess

Seconded: McFadden

Carried 8-0

The meeting recessed at 9:00 p.m.

Ed James  
Secretary