

Minutes
GHI BOARD OF DIRECTORS
February 28, 2013

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

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
Ruth Wilson, Skylight Task Force
Lee DeWitt, M&T Bank
Leonard Wallace, Realty 1
Jeanette Holman
Henry Haslinger
Steve and Lola Skolnik
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:34 p.m.

1. Approval of Agenda

MOTION: TO APPROVE AGENDA

Moved: Hess

Seconded: James

Carried 8

2. Visitors and Members

Ready welcomed the visitors and members. Leonard Wallace of Realty 1 discussed GHI's Board polls policy.

3. Approval of Membership Applications

MOTION: THAT BOARD RESCINDS ITS APPROVAL OF MEMBERSHIP OF MR. & MRS. MARCAVITCH PASSED PRIOR TO FEBRUARY 27, 2013.

Moved: Boswell

Seconded: Hess

Carried 9

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

- **AARON MARCAVITCH, SOLE OWNER;**
- **ALONZO COLEMAN, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 9

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:

- **SUSAN ZWICKER, SOLE OWNER;**
- **JAMIE REYES, SOLE OWNER,**
- **BRENT WENSEL, KIMBERLY WENSEL, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried 9

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

- **JULIE K. PHELPS, SOLE OWNER;**
- **MICHAEL T. BURGER, SOLE OWNER**

Moved: James

Seconded: Hess

Carried 9

4. Committee Reports

None

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 9

6a. 2013 Gutter Cleaning Contract, 2nd Reading

APPROVED BY CONSENT: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM SPRING CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$20,416.

APPROVED BY CONSENT: THE BOARD OR DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM FALL CLEANING OF GUTTERS FOR ALL GHI HOMES AT ITS BID OF \$23,809.

6b. Request from M&T Bank to Become a GHI Lender

MOTION: THE BOARD OF DIRECTORS APPROVES M&T BANK TO PROVIDE SHARE LOANS FOR GHI MEMBERS AND DIRECTS STAFF TO ADD M&T BANK TO GHI'S LIST OF APPROVED LENDERS.

Moved: Hess

Seconded: Novinski

Carried 9

6c. Exception Request for Proposed Screen Porch, 8A Ridge

On 11Dec12, the Skolniks, members at 8A Ridge Road commenced discussion with GHI staff regarding a proposal for a screened porch at their unit. On 7Jan13, GHI staff received a written permit request for an elevated screen porch on the gardenside of the garage adjacent to their unit (attachment #2). After some discussion, GHI staff identified to the members that the proposal was in conflict with GHI rules:

- ❖ The total depth of the side yard is 28' 0". The width of the proposed porch, 19' 7", exceeds half the depth of the side yard which is 14' 0", by 5' 7".

§X.F.1. The maximum square footage of the addition is limited to the square footage of the original structure and shall not exceed one-half the distance between the original building and the yard line.

- ❖ The height of the proposed roof is 1' 9½" higher than the existing garage's roof.

§X.F.3. In no case shall an addition have a higher roof than the original structure.

- ❖ The roof material of the screened porch is to be clear FRP (fiberglass reinforced paneling) or polycarbonate corrugated panels, with appropriate corrugated peak cap.

§X.F.4. Roof covering material shall comply with X.D.13.

§X.D.13. Roof pitch \geq 3:12 (block homes) – shingles; Any corrugated roof panels – no.

- ❖ One existing window in main house living room shall be removed, wall opening beneath window cut to floor slab; a new exterior 'storefront' door is to be installed to give access from the main house to the new screened porch. Width of new door will not exceed existing window opening.

§X.N.1. Cutting in new windows or blocking up or changing the size of existing windows 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.

- ❖ The proposed addition is located over an existing underground storm drain.

§X.D.9.1. If an addition is constructed in an area where there is currently a storm drain, this storm drain must be extended/relocated to the outside edge of the addition in order to pick up the downspout.

ARC voted 3-0-0 to recommend to the Board of Directors that the exception requested for a screened porch that is 19'-7" wide be granted.

The reasons given for this motion were that:

- keeps the already establish building line of the garage
- not visible from the street or other units.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW AN EXCEPTION FOR THE CONSTRUCTION OF THE SIDE YARD ADDITION OF 19'7" THAT IS GREATER THAT HALF THE DEPTH OF THE YARD.

Moved: Morse

Seconded: McFadden

Carried 9

ARC voted 2-1-0 to recommend to the Board of Directors that the exception requested for a roof that is 21" above the garage roof be granted.

The reasons given for this motion were that:

- not visible from the street or other public area.

The reasons given against this motion were that:

- not convinced that it will not be visible.

MOTION: THE BOARD OF DIRECTORS DEFERS THE MOTION TO ALLOW AN EXCEPTION FOR THE CONSTRUCTION OF THE SIDE YARD ADDITION ROOF 21" ABOVE THE GARAGE ROOF

1. The current GHI rules on skylights should be modified to allow members the option of installing skylights on heated enclosed additions. Provided that all skylight installations comply with the following requirements and be submitted with a Type II permit request:
 - a) Skylight product must meet or exceed minimum performance criteria
 - 1) Curbed skylight (no flush mount) flashed to meet manufacturer's rating appropriate for type and slope of roof where the skylight is to be installed.
 - 2) Glass: Insulated, tempered.
 - 3) Fixed pane: Non-moveable/non-opening.
 - 4) Energy Star: Yes.
 - b) Members living in units with skylights shall be required to provide proof of obtaining and maintaining HO6 Insurance to cover potential future expenses associated with insurance-related losses. This requirement would extend to any new skylight installations and be required of all members moving into units with skylights at the time of resale.
 - c) Member must sign a Memorandum of Understanding to assume full responsibility for the labor and costs associated with maintenance & replacement of the skylight and any ancillary damage to the GHI maintained structure should the skylight fail in any way. Further, the member will be responsible for any additional costs associated with the skylight when the addition roof is scheduled for future replacement under the GHI AMP Replacement Reserves Plan. This requirement would extend to any new skylight installations and be required of all members moving into units with skylights at the time of resale.
 - d) Maintenance and replacement responsibility will convey with the home and all new members will be required to sign a new MOU at the time of settlement.

If this recommendation is accepted in principle, the Addition Maintenance Task Force on Skylights would be willing to work with Staff and appropriate committees to propose modified rule language for membership review and Board approval.

2. The Board of Directors and GHI Staff should promote the benefits of supplemental HO6 insurance coverage and encourage ALL GHI members to procure supplemental insurance. The Task Force suggests that content could be developed for the GHI newsletter, website and email alerts.
3. The Pre-Purchase Orientation presentation should be modified to include information informing prospective members about the member role in maintenance and replacement of non-standard items (such as skylights). Information should also be disseminated encouraging prospective members to procure supplemental HO6 insurance.

MOTION: THE BOARD RECEIVES THE ADDITION MAINTENANCE TASK FORCE RECOMMENDATIONS ON MODIFYING RULES REGARDING SKYLIGHTS AND REQUESTS THE MANAGER TO SUBMIT THE TASK FORCE’S REPORT TO THE MEMBERSHIP FOR COMMENT AND FEEDBACK FOR A PERIOD OF 30 DAYS.

Move: Boswell

Seconded: Hess

Carried 9

6f. Review of Task Force Recommendations on Unauthorized Rentals and Vacant Units

The board made the following changes for to the Report of the Task Force on Unauthorized Rentals (Attachment #5):

Ln 34 If GHI Staff determines that a particular unit is rented

Ln 35 Keep.

Ln 36 Omit it.

Ln 37 Staff informs the member that (a) they are in violation, (b) the situation must be corrected as promptly as feasible, and (c) to address...corrected

Omit lines 42-52

6g. Review of Recommendations From Task Force Regarding Unoccupied Units

MOTION: THE BOARD OF DIRECTORS DIRECTS THE MANAGER TO SUBMIT THE PROCEDURES FOR ADDRESSING UNOCCUPIED UNITS AS REVISED, TO THE GHI MEMBERSHIP FOR COMMENT OVER A 30 DAY PERIOD.

Moved: Boswell

Seconded: McFadden

Carried 8-0

Boswell was not in the room at the time of the vote.

6h. Revision Regarding GHI Rules for Landscaping

At the GHI Board meeting of 24Jan13 and 14Feb13, 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 Director opinion 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 request 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. Pavers are acceptable without staff review and written approval, provided that they do not negatively affect drainage. [previous sentence new 14Feb13] 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

Carried 9

6i. Schedule a Date for Committee Training Program

APPROVED BY CONSENSUS: THE BOARD OF DIRECTORS AGREED TO MEET FOR THE COMMITTEE TRAINING PROGRAM ON APRIL 23 WITH A FALL BACK DATE OF APRIL 30.

8. President

Ready said she has signed letters appointing Stephanie Love, 51C Ridge Road, as a court liaison and Lola Skolnik, 8-A Ridge Road, as chair of ARC making Novinski the Board

liaison. She said she also signed thank you letters to Ruth Wilson and Ryan McClelland for their past service to ARC.

9. Board

Boswell thanked board members for their help on Pilot Project, stating he forgot to do so at the town hall meeting. He also said the Building Committee responded to town hall meeting questions and has a time crunch to select windows and doors for the pilot program. Staff requests the committee's recommendation by the end of March.

- DeBernardo said he is in the middle of a financial class given by CAI.
- James said last Sunday the Woodlands Committee had 20 volunteers to clean up invasive plants near Hillside.
- Ready said the town hall meeting went well and demonstrated how the Board works collaboratively.
- Morse said he enjoyed the town hall meeting and suggested posting no parking signs in front of firehouse.

10. Manager

Ralph said he has divided up the town hall meeting questions and will have answers by the end of next week in time for the next board meeting. He also said the WSSC Taskforce will meet on March 20 at 6 p.m.

12. Staff

Tom Sporney said work has begun on the roof at 2 Laurel Hill.

MOTION: TO RECESS TO EXECUTIVE SESSION FOR MEMBER ISSUES AFTER THE BREAK.

Moved: Hess

Seconded: Jones

Carried 8

The meeting recessed at 10:06 p.m.

Ed James
Secretary