Minutes GHI BOARD OF DIRECTORS

March 26, 2015

Board Members Present: Hess, James, Jones, Marcavitch, McFadden, Ready, and Skolnik

Excused Absences: DeBernardo, Novinski

Others in Attendance:

Eldon Ralph, General Manager Lauren Cummings

Joseph Perry, Finance Director Ken Shields

Joan Krob, Director of Member Services Dianne Wilkerson

Bruce Mangum, Contracts Manager
Anna Bedford, Audit Committee
Ben Fischler, Audit Committee
Stephen Holland
Bruce Mangum, Contracts Manager
Kathie Jarva
Betty Wellborn
David R. Whaples
Susan Nicholson

Anna Socrates Altoria Ross, Recording Secretary

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

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA.

Moved: James Seconded: Marcavitch Carried 6-0

Director Hess was out of the room.

2. Report on Executive Session

Skolnik said during executive session, the Board approved a set of minutes, discussed a public auction of one unit, distressed units, an applicant with issues, and a contractor that is not getting along with a member.

3. <u>Visitors and Members</u>

Skolnik welcomed visitors and members. Lauren Cummings distributed a set of photographs with row homes containing various color doors and urged the Board to approve a uniform color for doors in GHI. Anna Socrates wanted to know if a HIP information meeting would be held. Skolnik said the meeting will be held on April 25. The location will be determined.

4. <u>Approval of Membership Applications</u>

<u>MOTION</u>: THAT THE FOLLOWING MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED THEM AT THE TIME OF SETTLEMENT.

- MICHAEL J. KERDOCK, SOLE OWNER;
- ANDREY TIMOKHIN, TATIANNA TIMOKHINA, TENANTS BY THE ENTIRETY.

Moved: James Seconded: Hess Carried 7-0

(Note: Final loan approval for the next two units has not yet been received.)

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

- SHERYL L. DICKERSON, SOLE OWNER;
- SABRINA A. BARON, SOLE OWNER.

Moved: James Seconded: Hess Carried 7-0

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

• ALEXANDER G. CARUSO, AMY B. CARUSO, TENANTS BY THE ENTIRETY.

Moved: James Seconded: Hess Carried 7-0

<u>MOTION:</u> THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE:

• META LAGERWERFF, MARK C. LAGERWERFF IS CHANGED TO MARK C. LAGERWERFF, SOLE OWNER.

Moved: James Seconded: Jones Carried 7-0

5. Committee Reports

The Woodlands Committee submitted a written report which appears as item 7b. of the agenda.

6. <u>Consent Agenda</u>

None

7a. Approval of Minutes: February 26, 2015

MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES FROM THE FEBRUARY 26, 2015 MEETING, AS REVISED.

Moved: James Seconded: Hess Carried 6-0-1

Abstained: Ready

7b. Woodlands Committee Report to the Board

The Woodlands Committee submitted a comprehensive report of its activities during 2014 which highlighted major activities and community outreach during each month of the year. In summary, the Committee hosted six "workdays" to remove invasive plants and debris from the woodlands, attended board meetings, new member socials, various other committee meetings for relevant topics or input, the annual meeting, and manned a booth at the Greenbelt Farmer's Market. Additionally, they disseminated woodlands information at various functions throughout the year and wrote three articles that were published by GHI.

<u>MOTION</u>: THE BOARD OF DIRECTORS ACCEPTS THE REPORT FROM THE WOODLANDS COMMITTEE.

Moved: Marcavitch Seconded: Hess Carried 7-0

7c. Yard Line Certification for 53A-R Ridge Rd

The Yard Line Committee requests that the Board grant an exception to the 75' gardenside rule for units G, H, J and K of 53 Ridge. The exception would enable the yards to extend to the man-made boundaries thereby avoiding the establishment of a common area between the yards and the sidewalk which curves behind the units. Rule §VI.H. GARDENSIDE YARD LINE BOUNDARIES states:

•The maximum gardenside yard depth allowable for both masonry and frame homes shall be seventy-five (75) feet in all cases.

MOTION: THE BOARD OF DIRECTORS DOES CERTIFY YARD PLATS FOR 53A-R RIDGE ROAD AS PRESENTED, RECOGNIZING THAT THE DEPTHS FOR THE GARDENSIDE YARDS OF 53G-K RIDGE IN THE PLATS, REPRESENT AN EXCEPTION TO EXISTING RULES THAT STIPULATE A MAXIMUM GARDENSIDE YARD DEPTH OF 75 FEET FOR MASONRY AND FRAME HOMES.

Moved: Hess Seconded: Jones Carried 6-1-0

Opposed: Ready

7d. <u>Yard Line Certification for 10-U Southway</u>

MOTION: THE BOARD OF DIRECTORS DOES CERTIFY YARD PLATS FOR 10U SOUTHWAY AND ADJACENT BOILER ROOM AS PRESENTED.

Moved: Hess Seconded: McFadden Carried 7-0

7e. Review Member Request to Construct a Serviceside Addition at 1E Northway

Mr. and Ms. Ken Shields became members of 1E Northway on 5 Nov 2013, and in January 2014, submitted conceptual drawings for improvements to 1E Northway. At that time, the member's proposal for a 9' deep serviceside addition conflicted with the GHI rule §X.H.3:

•The maximum depth of the addition shall not exceed thirty percent (30%) of the distance as measured from the service side of the building to the edge of the yard in front of it or seven (7) feet, whichever is less.

ARC voted 5-0 to recommend to the Board of Directors that exceptions be granted to permit the proposed addition at 1-E Northway to extend eight feet into the service side yard and to permit the flat fiber-cement panels as shown on Sheet A.2, dated February 25, 2015.

<u>MOTION</u>: BASED ON LIMITED VISIBILITY, THE BOARD OF DIRECTORS DOES APPROVE EXCEPTIONS TO GHI'S RULES, THEREBY ALLOWING THE MEMBER OF 1E NORTHWAY TO CONSTRUCT A SERVICESIDE & END ADDITION WITH A 8' SERVICESIDE DEPTH.

Moved: Marcavitch Seconded: Jones Amended

<u>AMENDMENT</u>: TO ADD: "CEMENT BOARD UNDER SERVICESIDE WINDOWS AND ON THE STORAGE UNIT OF THE ADDITION."

Moved: Ready Seconded: McFadden Carried 6-1

Opposed: Marcavitch

Vote on the amendment carried 6-1.

MOTION AS AMENDED: BASED ON LIMITED VISIBILITY, THE BOARD OF DIRECTORS DOES APPROVE EXCEPTIONS TO GHI'S RULES, THEREBY ALLOWING THE MEMBER OF 1E NORTHWAY TO CONSTRUCT A SERVICESIDE & END ADDITION WITH A 8' SERVICESIDE DEPTH WITH CEMENT BOARD UNDER SERVICESIDE WINDOWS AND ON THE STORAGE UNIT OF THE ADDITION.

Vote on the MAIN motion as amended carried 6-1 with Marcavitch opposed.

7f. Proposed Changes to Rules for Control of Invasive Plants in Yards

At the Board meeting of 20Nov14, the Board considered Rules' changes proposed by ARC regarding invasive plants. The Board directed the proposed changes to be distributed for 30-day comment & and feedback by the Woodlands Committee and the GHI community. At ARC's March 11 meeting it proposed changes as follows: delete: strikethrough; *italics*: add; crosshatch shading, zig-zag border: (bottom 3 lines in table): reinstatement suggested by Board, discussed and re-recommended by ARC to remain struck out.

Plant/Type	Action	Status
English Ivy, <i>Poison Ivy</i> , and non-native <i>Wisteria</i>	Remove ivy vines climbing on trees, buildings, and structures and prevent spread beyond yard boundary. Yards backing woodland areas must also maintain a thirty [30] foot ivy-free buffer from the rear yard line.	Required by GHI
Running Bamboo	Prevent from spread beyond yard boundary. Maintain height of five [5] feet within hedgerow.	Required by GHI
Poison Ivy	Remove as indicated in §III.B.10., §IV.D.6., §V.D.4.f.	Required by GHI
Climbing Invasive Vines	Remove from trees, buildings, and structures and prevent spread beyond yard boundary.	Required by GHI
Woody shrubs (esp. bush honeysuckle and burning bush)	Remove from yard and replace with native plant alternatives.	Recommended by GHI
Seeding vines (esp. honeysuckle and bittersweet)	Remove from yard and replace with native plant alternatives.	Recommended by GHI

English Ivy

Remove from yard completely and replace with native plant alternatives.

Recommended by GHI

grey shading: (poison ivy in column 1, row 1 & added 3rd row): prohibition of poison ivy questioned by Board, ARC response in compliance with Board request

§V.F. Invasive Plant Control

Members are asked to follow a program to gradually eliminate all invasive plants from their yards. GHI requires members to remove control certain invasive plants within their yards.

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE THE RULES REVISIONS PROPOSED BY ARC FOR CONTROL OF INVASIVE PLANTS.

Moved: Hess Seconded: Ready Failed 3-3-1

Opposed: Skolnik, Jones, Marcavitch

Abstained: McFadden

<u>MOTION:</u> THE BOARD OF DIRECTORS DOES NOT APPROVE DISCLOSURE IN LIEU OF COMPLIANCE WITH THE RULES FOR CONTROL OF INVASIVE PLANTS AT RESALE.

Moved: Ready Seconded: Hess Carried 7-0

<u>MOTION:</u> THE BOARD OF DIRECTORS DOES APPROVE THE RULES REVISIONS PROPOSED BY ARC FOR CONTROL OF INVASIVE PLANTS.

Moved: Jones Seconded: Marcavitch Carried 4-3

Opposed: James, Ready, Hess

7g. 2014/15 Community Beautification Program

George Bachman, Director of Maintenance and supervisor for the Beautification Program gave an overview of last year's program. Bachman stated that the revised form used last year for assessing yard conditions and recording infractions to the rules proved successful. Staff proposes to use the same format during 2015, providing the Board is in agreement.

MOTION: THE BOARD OF DIRECTORS APPROVES THE USE OF THE INSPECTION FORM AS PRESENTED THAT WILL BE USED BY GHI'S INSPECTOR DURING THE 2015 COMMUNITY BEAUTIFICATION INSPECTION PROGRAM.

Moved: Hess Seconded: Ready Carried 7-0

7h. Review Draft Minutes of November 18th Special Membership Meeting

$\underline{\text{MOTION:}}$ THE BOARD OF DIRECTORS ACCEPTS THE DRAFT MINUTES FOR THE SPECIAL MEMBERSHIP MEETING THAT WAS HELD ON NOVEMBER 18TH 2014, AS REVISED.

Moved: James Seconded: Ready Carried 7-0

7i. <u>Contract for Conversion of Boiler Room at 10U Southway to a Storage Room – 1st Reading</u>

The GHI Board budgeted in 2015 for conversion of the boiler room at 10U Southway to a 4-unit storage building. \$30,000 has been allotted as a capital expense for this conversion, to be depreciated over time. GHI formally solicited bids from six (6) 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:

		Seal coat concrete deck	
		in front of	
Company	Base bid	boiler room	Total
Greenbelt Builders	\$21,900.00	\$990.00	\$22,890.00
Richard Gehring	\$42,000.00	-	\$42,000.00
Gilbert General			
Contractors	\$21,000.00	\$1,000.00	\$22,000.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GILBERT GENERAL CONTRACTORS, FOR THE CONVERSION OF THE BOILER ROOM AT 10U SOUTHWAY TO STORAGE UNITS AT ITS BID OF \$21,000, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$24,150.

Moved: Hess Seconded: James Carried 7-0

7j. Roof Repair Contract for 8 Woodland Way – 1st Reading

In January 2015, GHI formally solicited bids from nineteen (19) roofing contractors. GHI received bids from three (3) contractors, as listed in the table shown.

Company	Bid
Katchmark Construction	\$13,688
Gordon Contractors, Inc.	\$41,003
Ruff Roofers, Inc.	\$34,688
GHI reserves budget	\$14,300

<u>MOTION:</u> THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH KATCHMARK CONSTRUCTION TO REPLACE THE FLAT ROOF AT 8 WOODLAND WAY AT ITS BID OF \$13,688, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$15,057.

Moved: Hess Seconded: Ready Carried 7-0

7k. 2015 Spring Concrete Repair Contract – 1st Reading

In the first quarter of 2015, staff solicited bids to replace concrete sidewalks, and steps at thirty-one (31) locations throughout GHI. Reasons for the replacements include the disintegration of

concrete and heaving of sections of sidewalks. Some of these defects were reported to the Maintenance Department by members, while others were observed during a community-wide survey of sidewalks. \$50,000 is budgeted in 2015 for concrete repairs from replacement reserves. The list of sites is:

56 C-H Crescent Road	6 G-K Research	37 A-B & K-L Ridge
30 C-11 Clescent Road	Road	Road
60 J-K Crescent Road	3 C-D Ridge Road	37 C-D Ridge Road
2 A-B Eastway Road	13 G-K Ridge Road	37 E-F Ridge Road
4 L-M Gardenway	13 S-T Ridge Road	47 A-B Ridge Road
19 G-H Hillside Road	15 C-D Ridge Road	1 A-H Southway Road
20 A-T Hillside Road	16 U-V Ridge Road	9 D-E Southway Road
22 A-B Hillside Road	18 Z3 Ridge Road	10 U Southway Road
8 C-F Laurel Hill Road	21 C-D Ridge Road	1 G-H Westway Road
1 A-H Northway Road	21 E-F Ridge Road	1 A-B Woodland Way
3 A-B Research Road	24 A-B Ridge Road	6 Woodland Way
	35 D-E Ridge Road	

GHI formally solicited bids from sixteen (16) concrete contractors and received bids from five (5) as follows:

	BASE
NAME OF COMPANY	BID
Alcoa Concrete &	
Masonry	\$19,810.00
JMR Concrete Const.	\$21,868.00
M & R Contracting	
Svcs.	\$23,350.00
Classic Concrete Ltd	\$24,332.00
Pro-Pave Incorporated	\$26,675.00
GHI annual budget	\$50,000.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH JMR CONCRETE CONSTRUCTION FOR THE SPRING REPAIRS OF CONCRETE SIDEWALKS AT 31 SITES AT ITS BID OF \$21,868, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$24,055.

Moved: Hess Seconded: Ready Carried 7-0

71. Contract for Repairs to 24-R Ridge Rd - 1st Reading

GHI sought bids from three (3) contractors. The following bids were received:

Name of Contractor	Bid Price
Richard K. Gehring Home Improvements	\$22,200.00
Rainbow International Restoration	\$18,775.75
Gilbert General Contractor	\$17,700.00

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR TO REPAIR 24-R RIDGE RD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$ 17,700.00 PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$ 19,470.00.

Moved: Hess Seconded: Ready Carried 7-0

7m. Renewal of Information Technology Services Contract – 1st Reading

<u>MOTION</u>: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO RENEW THE IT SUPPORT AND BACKUP SERVICES' CONTRACT WITH FEDSOLUTIONS AT A MONTHLY COST OF \$2,548 FOR A FURTHER ONE-YEAR PERIOD, AFTER EXPIRY OF THE CURRENT CONTRACT.

Moved: Hess Seconded: Jones Carried 7-0

8. <u>Items of Information</u>

Items of information included the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars.

9. President

Skolnik said the Chandlers have installed an electric vehicle charger at 62 Court Ridge and will document the process.

10. Board Members

- Ready will miss the next two board meetings.
- Marcavitch said the Historic Preservation Ad hoc Taskforce will be looking at additions.

11. Manager

GM Ralph said the video of the last town hall meeting has been posted to YouTube and will be advertised in the next e-news. He said GHI will send a thank you to Malia Murray.

- Director of Finance Perry said the auditors would be conducting their field work next week in the library.
- Director Member Services Krob said she looks forward to receiving reports for the annual report.

12. Executive Session

<u>MOTION:</u> TO RECESS TO EXECUTIVE SESSION FOR A MEMBERSHIP APPLICATION AND CONTRACT ISSUES.

Moved: Hess Seconded: Marcavitch Carried 7-0

The meeting recessed at 8:52 p.m.

Ed James Secretary