

Minutes
GHI BOARD OF DIRECTORS
April 26, 2012

Present: James, Jones, McHugh, Morse, Novinski, and Wartell

Excused Absence: Boswell, Hess, McFadden

Others in Attendance:

General Manager Eldon Ralph
Joan Krob, Director of Member Services
Tom Sporney, Mgr. of Technical Services
Dianne Wilkerson, Audit Committee Chair
Debbie Cooley, Audit Committee
Bill Edwards, Audit Committee
Kathleen Gallagher
Laura Mann
Velma Kahn
CJ Thomas
Susan Harris
Annie Shaw
Dianna Hosteler
Philip Young
Johanna and Tom Jones
Lauren Commings
Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Jones declared 6i 2011 Audit Report a special order of the day at 8 p.m. because of a prescheduled call with the auditing firm and suggested item 6l. Dorothy Lauber Memorial Report be moved to become 6b1.

MOTION: TO APPROVE AGENDA AS AMENDED

Moved: James

Seconded: McHugh

Carried 5

2. Visitors and Members

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

Approval of Membership Applications

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

- **PATRICIAL ANN VON BROOK, SOLE OWNER**

Moved: James

Seconded: McHugh

Carried 5

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

- **THEODORE JACKSON, DENISE JACKSON, IS CHANGED TO JOSEPH S. JACKSON, THEODORE JACKSON, DENISE JACKSON, JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP**
- **LIAM FORRISTAL AND LINDA FORRISTAL, IS CHANGED TO WILLIAM LAURENCE FORRISTAL, LINDA JOYCE FORRISTAL, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: Wartell

Carried 5

3. Committee Reports

ARC – Novinski reported the committee has five members and will lose one in June. As a result, she solicited committee members from the audience.

Companion Animal Committee – Wartell said the committee has put together a committee staffing schedule for manning a table during the Pet Expo. The committee has also finalized the design for placement in the community to remind people to pick up after their animals. The sign design will be presented to the Board for concurrence/approval.

Woodlands – For Earth Day, James said the committee had a cleanup between 58 and 62 Ridge Road.

Buildings Committee – Jones stated the committee is looking into insulating the interior of the block units to retain its historic look. He said contracts should arrive in June in response to the RFP for phase 2b. Jones added the project should be completed by November's end.

Communications – Morse said the committee continues to prepare the GNR ads and next edition of the Communicator. Jones brought in figures to the committee for advertising fees that could be generated by Amazon.com if linked to the GHI website.

4. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: Novinski

Seconded: James

Carried 5

Jones commented that the contractor who was awarded the 2012 Concrete Sidewalk Contract was the lowest bidder.

6a. Approval of Minutes

**APPROVED BY CONSENT AGENDA: GHI BOARD MEETING
MINUTES OF MARCH 22, 2012.**

6b. 2012 Concrete Sidewalk Contract, 2nd Reading.

**APPROVED BY CONSENT AGENDA: 2012 CONCRETE SIDEWALK
CONTRACT, 2ND READING**

6b1. Dorothy Lauber Memorial Report

MOTION: THE BOARD OF DIRECTORS APPROVES THE TRANSFER OF \$675.00 IN FUNDS COLLECTED BY GHI FOR A DOROTHY LAUBER MEMORIAL, TO THE CITY OF GREENBELT FOR THE ACQUISITION OF RAIN GARDEN PLANTINGS AND A BENCH NEAR THE RAIN GARDEN AT BUDDY ATTICK PARK, IN MEMORY OF DOROTHY LAUBER.

Moved: Novinski

Seconded: Morse

Carried 5

6c. Revision/correction to Rules Regarding Original Windows with New Screened Porches

ARC voted 4-0-0 to recommend that GHI rules be revised to read (*italics* = add)

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

- Where windows and doors are lost because of the construction of a *heated* addition, or..."

MOTION: THE BOARD OF DIRECTORS DOES REVISE THE GHI RULES IN §X.N.1.FOR WINDOWS REPLACEMENT WITH DOORS AS INDICATED ABOVE.

Moved: McHugh

Seconded: Novinski

Carried 4-1

Opposed: Morse

6d. Request for Replacement of a Gardenside Window with a Sliding Door

ARC voted 4-0-0 that the exception request not be granted to convert windows to doors on the gardenside at 5J Ridge Road. The reasons given for this recommendation were:

- Highly visible.
- Doesn't maintain the existing structure.

There was some additional discussion about the sliding door. The committee felt that it would be necessary to see drawings before it could make a decision. Some other design ideas were discussed.

GHI staff understood at the conclusion of the ARC meeting that the member was not interested in pursuing the window-to-door issue further. However, GHI staff was notified on 11Apr12 that the member wished to proceed with a request to the Board to convert the window on the dining room side to a door leading into the future screen room.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF AN ENTRY DOOR FROM THE DINING ROOM TO THE PROPOSED SCREEN PORCH AT THE LOCATION OF THE ORIGINAL WINDOW.

Moved: McHugh

Seconded: (none)

Failed -
lack of a
seconder)

The Board sent the exception request back to ARC because the member did not have a graphic for the proposed changes.

At 8:00 p.m., the Board conducted a conference call with the auditors to discuss the 2011 Audit Report - item 6i on the agenda.

6i. 2011 Audit Report

The Board asked questions of the auditors concerning the 2011 financial statements.

6e. Request for Permanent Conversion of 3BR to 2 BR Floor Plan, (Attachment #3)

ARC voted 4-0-0 that the member be allowed to permanently convert from 3-BR to 2BR. The reasons given for this recommendation were that:

- The interior renovations are completely reasonable.
- There are no exterior alterations, or impacts to structure.
- There are many units just like this one; creating a different unit type is seen as a positive.

In addition, ARC voted 4-0-0 that the Board of Directors (along with Staff) look into the history and reasoning behind the practice of requiring members to return their unit to the original state before resale. If there were a reason for this policy, it would make sense to make the policy explicit by putting it into the member handbook. If not, the policy should be dropped. The reason given for this recommendation is that this policy potentially places an unexpected burden on members.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE PERMANENT CONVERSION OF A 3-BR FLOOR PLAN TO A 2-BR FLOOR PLAN.

Moved: Novinski

Seconded: Wartell

Carried 5

6f. Reconsideration of Request for Unpermitted Incompatible Entry Doors.

ARC voted 5-0-0 that the exception request be granted for the installed entry door. The reasons given for this recommendation were that:

- Unit had been sold, and the original owners had left.

Staff pointed out, as represented in attachment #4, discussed in the ARC meeting, and written in a general addendum to the sales contract, that the new member had offered to comply with the request on the resale inspection to remove the muntins from the door and caulk the open areas of the trim.

The new members did not attend the Board meeting of Oct 6, 2011, and, as a result, the Board deferred discussion on this issue to allow another opportunity for the members to attend and present their case. This issue was again brought to the Board of Directors on October 20, 2011 for discussion/action. At that Board meeting, the Board voted to not allow the entry door with muntins, and directed the member to remediate it in 90 days. The Board minutes for this issue are shown in attachment #5.

On Nov 2, 2011, staff sent the members a letter informing them of the Board's decision. After ninety days, staff contacted the members on Mar 20 2012, to inquire why the members had not complied. The members gave reasons for their noncompliance and requested to appeal the issue to the GHI Board.

The issue is again being brought to the Board of Directors for discussion/action. If the Board does not allow the doors with the muntins, it does not need to take further action in view of their prior decision on October 20, 2011.

If the Board allows the doors with the muntins, it should rescind the previous motion and pass a new motion as suggested.

MOTION: THE BOARD OF DIRECTORS RESCINDS ITS PRIOR MOTION OF OCTOBER 20, 2011, THAT DID NOT ALLOW THE INSTALLATION OF THE ENTRY DOORS WITH MUNTINS AT THE GLAZING.

Moved: James

Seconded: Morse

Failed 2-2

Opposed: Wartell and Novinski

The Board returned the matter of permissible and non-permissible doors to ARC.

6g. Unpermitted, Nonconforming Gardenside Entry Door, 11E Hillside (Attachment #6)

ARC voted 4-0-0 that the exception for the gardenside door not be allowed since the member installed a noncompliant door.

Staff subsequently communicated with the members, who stated that they would not be able to attend the April 12th meeting of the Board. On April 12th, the Board re-scheduled the case to April 26.

On April 18th, the Manager contacted the members who stated that they would not be able to attend the Board meeting on April 26th because they both have to work that evening. However, the members affirmed that if the Board approves the door, they would be more than willing to pay GHI through its fee-for-service program to repair the door frame and siding.

The members have pointed out that there are four similar doors on units in Courts 11-14 Hillside. The Board should also consider the ramifications of allowing those four doors to remain in place without exceptions, if those members installed them after the current rule went into effect.

MOTION: THE BOARD OF DIRECTORS ALLOWS THE INSTALLATION OF THE NONCONFORMING DOOR AT THE GARDENSIDE ENTRY, AND DIRECTS THE MEMBER TO REPAIR THE DEFECTIVE SIDING AND DOOR FRAME IN 60 DAYS AT THE MEMBER'S EXPENSE.

Moved: Morse

Seconded: Wartell

Carried 5

6h. Revised Criteria for Subleasing of GHI Units

MOTION: THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO PRESENT THE RECOMMENDED REVISED CRITERIA FOR SUB-LEASING OF GHI UNITS TO THE GHI MEMBERSHIP FOR COMMENT, OVER A PERIOD OF 30 DAYS.

Moved: Novinski

Seconded: James

Carried 4

(Novinski stepped away and was out of the room during the vote on the motion.)

6j. WSSC Proposed Project to Repair Sewer Pipes at Various Locations

Washington Suburban Sanitary Commission (WSSC) recently sent four (4) letters (contained in attachment #8) to GHI informing us of their intent to undertake construction activities for rehabilitation and repairs of sewer pipes at several sites. Based on the drawings provided by WSSC, the following sites will be affected:

- 11A-D Southway
- 16A-D Ridge
- 34A Ridge and 36R Ridge
- 24A-F Ridge and parking lot at 24 Ct Ridge

WSSC has requested GHI to sign temporary right of entry agreements (shown in the attachment) to enable them to undertake the work.

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE MANAGER TO SIGN TEMPORARY RIGHT OF ENTRY AGREEMENTS WITH WASHINGTON SUBURBAN SANITARY COMMISSION (WSSC) TO ENABLE WSSC TO UNDERTAKE SEWER REHABILITATION PROJECTS AT FOUR SITES AS IDENTIFIED BY THE FOLLOWING PROPERTY IDENTIFICATION NUMBERS ON WSSC DRAWINGS: 212331627, 212331395, 212331361, AND 212331379.

Moved: James

Seconded: Morse

Carried 5

6k. 2012 Parking Lot Repairs Contract, 1st Reading

Staff conducted an inspection of all GHI parking lots in 2007, and re-evaluated them earlier in 2010, to assess and prioritize the needed repairs. The proposed 2012 parking lot repair program consists of repairs to the sites that are shown:

STRIPE & NUMBERS/LETTERS	SEALCOAT/STRIPE/ NUMBERS/LETTERS		MAJOR RECONSTRUCTION
19 Ct. HILLSIDE ROAD (SPACES A-H & J-M)	ADMIN BUILDING LOT	13 Ct. RIDGE ROAD	3 Ct. LAUREL HILL ROAD
1 Ct. LAUREL HILL ROAD (SPACES D & E)	2 Ct. CRESCENT ROAD	17 Ct. RIDGE ROAD	36 Ct. RIDGE ROAD (OIP)
2 Ct. NORTHWAY ROAD	3 Ct. CRESCENT ROAD	18 Ct. RIDGE ROAD	
4 Ct. PLATEAU PLACE	5 A-B CRESCENT ROAD	20 Ct. RIDGE ROAD	
6 Ct. RIDGE ROAD	1 A-B GARDENWAY	23 Ct. RIDGE ROAD	
52-54 Ct. RIDGE ROAD	1 Ct. GARDENWAY (GARAGE 11 DRIVEWAY)	43 Ct. RIDGE ROAD	
7 Ct. SOUTHWAY ROAD	4 Ct. GARDENWAY	47 Ct. RIDGE ROAD (ABC & DEF)	MINOR RECONSTRUCTION
	2 Ct. HILLSIDE ROAD	8 Ct. SOUTHWAY ROAD	GHI ADMIN BLDG. LOT
	6 Ct. HILLSIDE ROAD	1 C-D WESTWAY ROAD	18 Ct. RIDGE ROAD
	8 A-B HILLSIDE ROAD	1 H WESTWAY ROAD	38 Ct. RIDGE ROAD
	5 Ct. LAUREL HILL ROAD	1 Ct. WOODLAND WAY (AB & CD)	
	15 Ct. LAUREL HILL ROAD	2 Ct. WOODLAND WAY (AB & CD)	
	3 Ct. RESEARCH ROAD		

In April, GHI formally requested bids from eleven (11) contractors who indicated that they specialize in this type of work for projects of this magnitude. GHI eventually received bids from four (4) contractors:

NAME OF COMPANY	STRIPE, NUMBER & LETTERS	SEAL, STRIPE, NUMBER & LETTERS	MINOR REPAIRS	COURT 3 LAUREL HILL ROAD	ALTERNATE OVERLAY	COURT 36 RIDGE ROAD	TOTAL MAJOR RECONTR.	OVERALL TOTAL
CPE Incorporated	\$1,845.00	\$20,247.00	\$8,959.00	\$16,523.00	\$21,141.00	\$13,773.00	\$30,296.00	\$61,347.00
Finley Asphalt & Sealing	\$4,900.00	\$25,525.00	\$18,759.00	\$22,686.00	n/a	\$19,586.00	\$42,272.00	\$91,456.00
GMC Contractors, Inc.	\$1,200.00	\$16,265.00	\$9,150.00	\$6,500.00	\$10,950.00	\$45,500.00	\$52,000.00	\$78,615.00
NVM Contractors, Inc.	\$2,025.00	\$25,301.00	\$9,826.00	\$15,065.00	\$28,800.00	\$21,072.00	\$36,137.00	\$73,289.00

The 2012 budget has an allocation of \$25,310 for parking lot reconstruction at 3Ct Laurel and 36Ct Ridge. CPE bid \$30,296 for the reconstruction work. The operations budget has an allocation of \$22,600 for seal coating, striping and minor repairs. CPE bid \$30,051 for those repairs.

CPE is a local contractor that undertook the parking lot repairs during past years, as recently as 2009, 2010, & 2011, and has performed well on both concrete sidewalk and parking lot repair contracts. Staff recommends that the Board of Directors endorse CPE, Inc. for performing the Parking Lot Repairs at all the 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 CPE, INC., FOR THE REPAIRS OF PARKING LOTS, AT ITS BID, \$61,347, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$67,482.

Moved: Novinski

Seconded: Morse

Carried 5

6m. Donation Request from Greenbelt Labor Day Festival Committee

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE A DONATION OF \$250 FOR THE GREENBELT LABOR DAY FESTIVAL.

Moved: Novinski

Seconded: Morse

Carried 5

6n. Request from City of Greenbelt to Sponsor Bike to Work Day

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE A DONATION OF \$100 FOR THE CITY OF GREENBELT TO SPONSOR BIKE TO WORK DAY.

Moved: McHugh

Seconded: Novinski

Carried 5

James will be there at 6:15 a.m. to help set up.

7. Items of Information

Jones commented on the following item of information:

“My Co-op Rocks” Contest – On April 3rd, GHI was invited by Ms. Judy Sullivan, the National Association of Housing Cooperative's (NAHC) Government Relations Representative and their representative on the National Cooperative Business Association's International Year of the Cooperative Steering Committee to enter a contest, “My Co-op Rocks,” in celebration of 2012 International Year of Cooperatives. GHI is being requested to submit photographs or videos that show how we are making our coop a better place.

8. President

Jones talked about Pepco meeting Tuesday night and that there was 60 percent reduction in outages recently. Smart meters will be installed and operational in two months. He appointed Velma Kahn to the Finance Committee.

9. Board

- Director Novinski mentioned that a friend, who was happy about a plumbing job GHI completed, wrote a note to maintenance and Matt Berres responded. She said this type exchange is a healthy step to better communication between staff and members.
- Director Morse reminded people about the 75th Anniversary Symposium this weekend.
- Director James suggested that directors get their consents in to N&E if they are running for reelection.
- Director Wartell commented favorably on the employees' appreciation breakfast.
- Director McHugh mentioned how ill prepared Pepco was to discuss smart meters.

MOTION: TO ADJORN.

Moved: James

Seconded: Wartell

Carried 5

The meeting adjourned at 9:30 p.m.

Ed James
Secretary