

Minutes  
**GHI BOARD OF DIRECTORS**  
August 23, 2012

Present: Hess, James, Jones, McFadden, Morse, Novinski, and Ready

Excused Absences: Boswell, DeBernardo

Others in Attendance:

General Manager Eldon Ralph	Ruth Wilson
Joseph Perry, Director of Finance	Jim Hancock
Joan Krob, Director, Member Services	Barbara Buckley
Brenda Lewis, Director of HR	Jeanette C. Holman
Tom Sporney, Dir. Technical Services	Regina McLaughlin
Dianne Wilkerson, Audit Comm Chair	Joseph Connor
Ben Fischler, Audit Committee	Elizabeth Shepard
Catherine McHugh	Barrett Dillow
Judith Davis, Mayor of Greenbelt	Robin Sarracine
Emmett Jordan, Mayor Pro Tem	Michael Hartman
Lore Rosenthal	Sara N. Johnston
Stephanie Moore, Interpreter for the deaf	Alice Mitchell
Bob Snyder	Neil Williamson
Robert Cochran	Henry Haslinger
Daniel Short	Altoria Ross, Recording Secretary
Thomas Ahmann, AIA Architect	

President Ready called the meeting to order at 7:40 p.m.

1. Approval of Agenda

Ready added to the agenda, item 6n. "Revision to the 2012 Addition Roof Repair – 1<sup>st</sup> Reading."

**MOTION: TO APPROVE AGENDA AS REVISED.**

Moved: Hess

Seconded: Jones

Carried 6

2. Visitors and Members

Ready welcomed visitors and members. Barbara Buckley of Ridge Road explained a problem about weeds growing on her fence. General Manager Eldon Ralph said he made a note of the work to be completed. Catherine McHugh of Ridge Road solicited volunteers for the GHI booth during the Labor Day festivities. Ruth Wilson of Southway wanted to know the process for the Yard Beautification Program. Eldon Ralph said he would have George Bachmann who heads up the program call her about her recommendations. Barrett Dillow wanted to know if GHI had looked into an ISP for individual homes and volunteered to head a taskforce. Ed James said the effort had been attempted in the past, and there was lack of interest in launching such a program.

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:**

- **MEGHAN TOMPKINS AND SEAN TOMPKINS, TENANTS OF THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried: 6

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

- **ELLEN GRAY, SOLE OWNER.**
- **JENNIFER MURRAY, SOLE OWNER.**
- **JOHN M. HAYES, SOLE OWNER.**
- **MICHAEL LAMMONS, SOLE OWNER.**
- **MARGARET M. GUTCHELL, SOLE OWNER.**
- **STEPHEN HOLLAND, SOLE OWNER.**

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

- **JOHN A. BLUE, OLIVE F. BLUE, TO OLIVE F. BLUE, SOLE OWNER**
- **DALE N BARISH, TO DALE N. WILDING, SOLE OWNER**
- **CHRISTOPHER STREB, LUISA F. ROBLES DIAZ DE LEON, TO LOUISA F. ROBLES DIAZ DE LEON, SOLE OWNER**
- **STELLA UBER, TIMOTHY UBER , TO TIMOTHY UBER AND MICHELLE KADZIEL-UBER, JOINT TENANTS**
- **LAURIE ANN SCHEINHAUS, TO LAURIE ANN WOOD, SOLE OWNER**
- **DOROTHY STRICKLIN FIGLIA-TRUSTEE, CHARLES A. FIGLIA-TRUSTEE, MARY F. BITTER-TRUSTEE, TO KENNETH C. BITTER, MARY F. BITTER, LIVING TRUST-TRUSTEES UNDER TRUST**

• Moved: James

Seconded: Morse

Carried 6

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

- **CHARLES E. ROLAND, SOLE OWNER**

- **CHRISTIAN J. CHE-CASTALDO, JUDY CHE-CASTALDO, TENANTS BY THE ENTIRETY**
- **WILLIAM J. MELENDEX DIAZ, SOLE OWNER**
- **STEPHANIE LOVE, SOLE OWNER**

Moved: James

Seconded: Hess

Carried 6

4. Committee Reports

- a. Woodlands Committee: James said the committee is reviewing the playground proposal and will present a report in the future.
- b. Finance Committee: Hess said next Thursday, August 30, a Members Input session will be held at 8 p.m. to discuss the 2013 budget.

5. Consent Agenda**MOTION: APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: James

Carried 6

6a. Approval of Minutes**APPROVED BY CONSENT: GHI BOARD MINUTES OF MAY 10, 2012 AND JUNE 19, 2012.**6b. Yard Line Certification: 1 Laurel Hill**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 1 LAUREL HILL AS PRESENTED.**

Moved: Hess

Seconded: McFadden

Carried 6

6c. Proposed End Addition: 33D Ridge

In mid-February 2012, members at 33D Ridge Road began discussions with GHI staff regarding a proposed addition. On 4Jun12, the members submitted architectural/concept plans for a 2-story end addition with basement. Staff reviewed the proposal, and identified several items in conflict or of questionable interpretation with regard to GHI rules.

- Extension of various components above the 2nd floor roof level:
  - handrail
  - HVAC equipment & lattice enclosures
  - vegetation
  - solar panels

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

- Neighbor consent

§X.C.3. APPROVAL. All requests for additions must be accompanied by the written consent of each adjacent neighbor. This is required because the view, sunlight, and air circulation of each neighbor is affected.

- Installation of solar panels on GHI maintained, original-bldg EPDM roof.

At the meeting of 11Jul12, ARC took a concept vote  
ARC is favorable to a roof garden, but not with solid walls. It is suggested that the wall be replaced with a metal railing pulled back 18” from the edge. Passed: 4-0-0

Concept vote: Panels should not modify the original roof, incur additional expense or otherwise create a burden on GHI, and be aesthetically acceptable. Passed: 4-0-0

Motion was made by Ms. Shepard & seconded by Mr. Brandon, and ARC voted 5-0-1 (Mr. McClelland abstained due to having missed the discussion at the previous meeting) to approve the amended design (i.e. posts will be steel and square, 36” or less parapet, railings 18” from the edge, and flat or shingled shed roof) and recommend that the addition be allowed to proceed. The reasons given for this motion were that:

- All architectural concerns were addressed and the plans were amended to the satisfaction of the ARC.
- Overwhelming neighbor consent
- Other aspects of the project have been previously scrutinized (see minutes from the July ARC meeting)

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE CONSTRUCTION OF THE PROPOSED END ADDITION AT 33D RIDGE ROAD AS INDICATED IN THE MOST RECENTLY SUBMITTED DRAWINGS, ALLOWING EXCEPTION TO GHI RULES §X.F.3. ...In no case shall an addition have a higher roof than the original structure.**

Moved: Jones

Seconded: Morse

Carried 6

6d. Proposed Policy: Sign Language Interpreters for Deaf Members of GHI

A task force was formed to develop guidelines for members’ use in requesting sign language interpreters for GHI meetings. Members of the task force provided an overview of the guidelines proposal and answered questions posed by the board. During discussion a question arose that the content provided the board differed from that which a member of the task force had in possession.

**CONSENSUS: TO RETURN THE PROPOSED POLICY FOR SIGN LANGUAGE INTERPRETERS FOR DEAF MEMBERS OF GHI BACK TO THE TASK FORCE FOR CLARIFICATION/REVISION.**

6e. Replacement of Existing Picket Fence: 32F Ridge

On 11Jul12, the member at 32F Ridge Road submitted a permit request to replace an

existing picket fence ‘exactly as is, except for wood color instead of white’ at the perimeter of the serviceside and end yards. GHI staff advised the member that this would be in conflict with GHI rules in these areas:

- Reinstallation of serviceside & end picket fence, with gardenside chain-link & remainder in row chain-link.
  - §VII.B.9. Fence styles within the row should harmonize.
- Location of fence 5” off sidewalk
  - §VII.B.1.a. Fence placement shall be setback twelve (12) inches from paved walkways or sidewalks, except where GHI staff determines a need for more room, and twenty-four (24) inches from parking areas or driveways.

At the ARC meeting of 8Aug12, a motion was made by Mr. Brandon and seconded by Ms. Wilson, and ARC voted 6-0-0 to grant the harmonizing exception request with the stipulation that the fence be set back 12” from the sidewalk on the service-side. The reasons given for this motion were that:

- Fairness: there is a well-known loophole allowing members to work around this rule.
- Existing situation. The fence has been this way for forty years.
- Neighbor consent.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE REPLACEMENT OF THE EXISTING PICKET FENCE AT THE PERIMETER OF THE SERVICESIDE AND END YARDS AT 32F RIDGE ROAD, PROVIDED THAT THE 12” SETBACK BE ADHERED TO, ALLOWING EXCEPTION TO GHI RULE: §VII.B.9. FENCE STYLES WITHIN THE ROW SHOULD HARMONIZE.**

Moved: James

Seconded: McFadden

Carried 6

6f. Proposed Oversized Shed: 53M Ridge

The member at 53M Ridge Road submitted a permit request for an 8’x10’ wood-framed vinyl-sided shed replacement in the gardenside yard. Upon review, staff advised the member that the size exceeded that allowed for the size of yard (17’x50.5’= 858.5sf):

§IX.C.1. Sheds shall not exceed 8% of the yard area where they are to be located.

At the ARC meeting of 8Aug12, the following points were discussed:

- The existing shed is an 8’ x 10’ rusty metal shed and would be replaced with a wood shed with a concrete base. Based on 8% of the yard area, the maximum shed area would be 68.7 sq. ft.

Motion was made by Ms. Shepard and seconded by Mr. Snyder to allow an exception for the proposed shed. ARC voted 6-0-0 that an exception be granted for an 8' x 10' shed. No specific reason was reflected in the meeting minutes for this exception.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW AN EXCEPTION TO §IX.C.1. OF GHI RULES TO REPLACE AN 8'x10' SHED WITH AN 8'x10' SHED IN THE GARDENSIDE YARD OF 53M RIDGE ROAD.**

Moved: Hess  
Jones opposed.

Seconded: James

Carried 5-1

6g. Request for Use of Boiler Room Space, 4C Ridge

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE MEMBER AT 4C RIDGE ROAD TO PURCHASE THE BOILER ROOM SPACE ADJACENT TO HER BASEMENT FOR A COST OF \$500 FOR THE PURPOSE OF ADDING A BATHROOM AND STORAGE SPACE. THIS SPACE BECOMES AN ADDITION NOT REQUIRING NEIGHBOR CONSENT PRIOR TO CONSTRUCTION. IT WILL BECOME PART OF THE MAIN UNIT TO BE CONVEYED WITH THE MAIN HOME AT THE TIME OF RESALE. THIS CONVERSION SHALL BE COMPLETED WITHIN TWO YEARS.**

Moved: Hess

Seconded: McFadden

Carried 6

6h. 2<sup>nd</sup> Quarter Financial Statements

Director of Finance, Joe Perry presented and answered questions about the GHI's financial statements for the second quarter.

6i. Distribution of Real Estate Tax Refund

**MOTION: THE BOARD OF DIRECTORS APPROVES A REAL ESTATE TAX REFUND OF \$122,987.49 FOR 2010 AND 2011 REAL ESTATE TAXES TO COOP MEMBERS AS A REDUCTION IN THEIR DECEMBER 2012 COOP FEES AND IN PROPORTION TO THE REAL ESTATE TAXES THEY PAID IN YEAR 2011. REFUNDS SHALL BE MADE ONLY TO THOSE PERSONS WHO WERE MEMBERS ON DECEMBER 31, 2011. FOR PERSONS WHO WERE MEMBERS ON DECEMBER 31, 2011 BUT ARE NO LONGER MEMBERS, REFUND CHECKS SHALL BE SENT TO THEM IN DECEMBER 2012.**

Moved: Hess

Seconded: Morse

Carried 6

6j. Surplus Allocations to Reserves Funds

**MOTION: THE BOARD OF DIRECTORS APPROVES THE FOLLOWING ALLOCATION OF 2011 YEAR-END EXCESS REVENUE OVER EXPENSES: \$149,878.80 TO THE FRAME REPLACEMENT RESERVE, \$25,562.00 TO THE FRAME CONTINGENCY RESERVE; \$87,479.66 TO THE MASONRY REPLACEMENT RESERVE, \$15,013.00 TO THE MASONRY CONTINGENCY RESERVE; \$4,381.54 TO THE LARGER HOMES REPLACEMENT RESERVE AND \$7,705.00 TO THE LARGER HOMES CONTINGENCY RESERVE.**

Moved: Hess

Seconded: Morse

Carried 6

6k. Approval of Board's Strategic Plan

The Board met on July 29 to revise its strategic plan, which includes an action plan for the last 6 months of this year.

**CONSENSUS: THE BOARD OF DIRECTORS APPROVES THE REVISIONS TO THE STRATEGIC PLAN.**

6l. Date for 2013 Annual Membership Meeting

**CONSENSUS: THE BOARD OF DIRECTORS ESTABLISHES THURSDAY, MAY 16, 2013, AS THE DATE FOR THE ANNUAL MEETING.**

6m. Proposed Purchase of 22B Hillside from PNC Bank

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO NEGOTIATE THE PURCHASE OF 22B HILLSIDE FROM THE PNC BANK AT A PRICE NOT TO EXCEED THE AMOUNT DECIDED DURING THE BOARD'S EXECUTIVE MEETING ON AUGUST 23, 2012.**

Moved: Hess

Seconded: McFadden

Carried 6

6n. Revision to 2012 Addition Roof Repair Contract – 1<sup>st</sup> Reading

In July, the GHI Board approved a contract with Hearn Insulation to perform roof repairs according to the following schedule:

Additions at four (4) homes found to be in need of repair:

- 17H Ridge Rd (G/S)
- 2B Laurel Hill Rd (G/S)
- 2C Laurel Hill Rd (G/S)
- 2D Laurel Hill Rd (G/S)

Other significant roof repairs found to be needed:

- 6 Woodland Way, main roof
- 45 Ct. Ridge Road, garage roofs #1-5

Fee-for-service requests for roofs presently member responsibility:

- 45Q Ridge Road (GS) [not on AMP]
- 2B Laurel Hill Road (G/S), skylight [member responsibility]

The first category would be funded from the Addition Maintenance Program [AMP], the second from Replacement Reserves [RR], and the third from accepted fee-for-service [FFS] proposals.

NAME OF COMPANY	AMP	RR	subtotal GHI expense	FFS	Total	Add'l roof deck plywood, sf
Global Roofing & Const.	\$6,070.00	\$11,730.00	\$17,800.00	\$2,460.00	\$20,260.00	\$2.00
Harry & Sons Contracting, Inc.	\$4,950.00	\$11,650.00	\$16,600.00	\$3,000.00	\$19,600.00	\$2.00
RRH Associates, LLC	\$3,780.00	\$13,210.00	\$16,990.00	\$2,240.00	\$19,230.00	\$1.90
Hearn Insulation Co. (original)	\$2,239.52	\$5,625.48	\$7,865.00	\$1,900.56	\$9,855.56	\$2.32
Hearn (revised)	\$3,650.00	\$9,351.00	\$13,001.00	\$1,498.00	\$14,499.00	
<b>Greenbelt Builders</b>	<b>\$3,020.00</b>	<b>\$6,850.00</b>	<b>\$9,870.00</b>	<b>\$1,800.00</b>	<b>\$11,670.00</b>	<b>\$2.50</b>

**MOTION: THE BOARD OF DIRECTORS RESCINDS ITS PRIOR DIRECTIVE OF 19 & 29 JULY TO THE MANAGER, TO ENTER INTO A CONTRACT WITH HEARN INSULATION TO REPAIR (4) ADDITION ROOFS AND MAKE OTHER ROOF REPAIRS.**

Moved: Hess

Seconded: James

Carried 6

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GREENBELT BUILDERS TO REPAIR (4) ADDITION ROOFS (RI17H & LA2B/C/D, A SINGLE FAMILY HOME AT 6 WOODLAND WAY, A RENTED GARAGE ROOF AT 45 RIDGE, AND MEMBER-RESPONSIBILITY REPAIRS AT RI45Q AND LA2B AT ITS BID,**



**\$11,670, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$12,837.**

Moved: Hess

Seconded: James

Carried 6

7. Items of Information - None discussed.

8. President – Nothing to report.

9. Board

- Novinski – Asked for the Labor Day Booth list from the members in the audience to circulate to the Board for sign up.
- Jones – Told members to watch for the GHI Labor Day Festival float.

10. Manager

Ralph spoke about the Annual Member Picnic on Sunday, October 7 and the employees' picnic on Friday, August 24.

**MOTION: TO RECESS TO EXECUTIVE SESSION TO DISCUSS A CONTRACT, MEMBER ISSUES AND THREE M-3 LETTERS.**

Moved: Hess

Seconded: McFadden

Carried 6

The meeting recessed at 9:45 p.m.

Ed James  
Secretary