

**NOTICE OF MEETING AND AGENDA**  
**GHI BOARD OF DIRECTORS**

Thursday, December 6, 2012  
**GHI BOARD ROOM**

**EXECUTIVE SESSION (Board & Audit Committee Only) 7:00 PM**  
**REGULAR SESSION (Open to Members) 7:30 PM**

1. **Approval of Agenda**
2. **Visitors and Members**
3. **Approval of Membership Applications**
4. **Committee Reports**
5. **Consent Agenda**

*(Items on the Consent Agenda, italicized and marked with CA, will be approved as recommended by staff, subject to removal from the Consent Agenda by the Board.)*

6. **For Action or Discussion**

- a. *Approval of Minutes: November 1, 2012* CA  
*(Attachment #1)*

- b. *Contract for Repairs: 11A-H Ridge Road, 2<sup>nd</sup> Reading* CA

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH MONA ELECTRIC FOR THE REPAIRS TO THE ELECTRICAL SERVICE TO 11A-H RIDGE AT ITS BID, \$7,575 AND THE PEPCO DISCONNECT CHARGE \$506, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$9,293.

- c. *Contract for Repairs: 14J Laurel Hill, 2<sup>nd</sup> Reading* CA

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT GENERAL CONTRACTOR, TO REPAIR THE UNIT LOCATED AT 14J LAUREL HILL RD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$7,200.00 PLUS 10% FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$7,920.00.

- d. *Expenditure Authorization for 2013 Operating Budget, 2<sup>nd</sup> Reading* CA

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS APPROVES, FOR SECOND READING AND FINAL PASSAGE, EXPENDITURE AUTHORIZATION FOR THE 2013 OPERATING BUDGET IN THE AMOUNT OF \$9,823,450.00.

- e. Exception Request for Conversion of Gardenside Window to Door: 4E Ridge (Attachment #2) 15 minutes Discussion/Action

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS [DOES/DOES NOT] ALLOW THE CONVERSION OF THE CURRENT BASEMENT WINDOW AT 4E RIDGE ROAD TO A FRENCH DOOR DURING PHASE 1 RENOVATIONS OF THIS UNIT, WITH THE CONDITION THAT TWO (2) YEARS AFTER THE FINAL GHI INSPECTION OF THE PHASE 1 WORK, THE PHASE 3 ADDITION SHALL BE UNDER CONSTRUCTION OR THE MEMBERS WILL BE REQUIRED TO REPLACE THE CURRENT EXTERIOR DOOR WITH AN APPROPRIATELY SIZED AND DESIGNED WINDOW.

- f. Job Classification and Salary Survey for GHI Employees (Attachment #3) 35 minutes Discussion/Action

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO IMPLEMENT THE 2013 SALARY SCALE AS PRESENTED AT THE DECEMBER 6, 2012 BOARD MEETING, EFFECTIVE JANUARY 1, 2013. MINIMUM SALARY RANGES ARE TO BE APPLIED TO EMPLOYEES' SALARIES AFTER THE 2012 PERFORMANCE EVALUATION PROCESS.

- g. Business Owners' Insurance Policy Renewal, 1<sup>st</sup> Reading 20 minutes Discussion/Action  
(Attachment #4)

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS APPROVES FOR 1<sup>ST</sup> READING THE EXPENDITURE OF \$517,815.00 FOR RENEWING THE PROPERTY AND BUSINESS OWNERS' INSURANCE PACKAGE FOR 2013 AS PROPOSED BY POLKES & GOLDBERG INSURANCE COMPANY.

- h. Revision of GHI Rules for Landscaping Improvements 5 minutes Discussion/Action

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO PRESENT THE ARCHITECTURAL REVIEW COMMITTEE'S RECOMMENDATIONS FOR REVISING THE GHI RULES §X.A. AND §X.C.2.A. AS INDICATED, TO THE GHI MEMBERSHIP FOR COMMENT OVER A PERIOD OF 30 DAYS.

- i. Revision of GHI Rules on Doors 5 minutes Discussion/Action

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS REQUESTS THE MANAGER TO PRESENT THE ARCHITECTURAL REVIEW COMMITTEE'S RECOMMENDATIONS FOR REVISING THE GHI RULE §X.N.3 AS INDICATED, TO THE GHI MEMBERSHIP FOR COMMENT OVER A PERIOD OF 30 DAYS.

- j. Review Comments from Members Regarding Proposed Rules' Revision Regarding Staff Permit Review 10 minutes Discussion/Action

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS APPROVES THE REVISION TO THE GHI RULES §X.C.3. AS INDICATED, TO AUTHORIZE STAFF TO DIRECT ISSUES ARISING DURING PERMIT REVIEW TO THE APPROPRIATE COMMITTEE OR GHI BOARD.

- k. Contract for Repairs: 8F Plateau Place, 1<sup>st</sup> Reading 5 minutes Discussion/Action

**SUGGESTED MOTION:** THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH RICHARD K. GEHRING HOME IMPROVEMENTS, TO REPAIR THE UNIT LOCATED AT 8F PLATEAU PLACE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$16,150.00 PLUS 10 % FOR CONTINGENCIES FOR A TOTAL NOT TO EXCEED \$17,765.00.

- l. Confirm Work Session on Sublease Policy, Unauthorized Rentals and Vacant Units 5 minutes Discussion/Action

No motion for this item.

- m. Confirm Date for Updating Board's Action Plan 5 minutes Discussion/Action

No motion for this item.

## 7. Items of Information

- a. GHI Holiday Party
- b. Playground Update
- c. Board Work Plan & Committee Task Lists (Attachment #5)
- d. Monthly GHI and City Calendars (Attachment #6)

## 8. President

## 9. Board Members

## 10. Manager

## 11. Executive Session

Ed James, Secretary

**NOTE:** AT 10:00 PM, THE BOARD WILL IMMEDIATELY MOVE TO ITEMS 8-10, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED, FOLLOWED BY EXECUTIVE SESSION, IF NEEDED.