

**Minutes
Board of Directors
GHI Regular Open Session
January 3, 2019**

Board Members Present: Brodd, Holland, James, Jones, Skolnik and Watkins

Excused Absences: Hess, Seely

Others in Attendance:

Eldon Ralph, General Manager
Tom Sporney, Assistant General Manager
Stuart Caplan, Director of Technical Services
Molly Lester, Audit Committee Member
Henry Haslinger, Audit Committee Member
Carol Griffith, Audit Committee Member
Marc Seiden
Kris White
Robert Crejo
Robert Wiegard
Neron Adams-Escalera, Recording Secretary

President Skolnik called the meeting to order at 8:26 p.m.

1. Approval of Agenda

Motion: To approve the agenda.

Moved: James

Seconded: Brodd

Carried: 6-0

2. Announcement of Executive Session Meeting

2a. Announcement of Informal Complaint Hearing Held in an Executive Session on November 27, 2018

GHI's Board of Directors conducted a formal complaint hearing on November 27, 2018 with members of five units regarding complaints of dog barking and objectionable conduct. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Paul Kapfer, Linda Seely, Steve Skolnik, and Tami Watkins, and Audit Committee member Henry Haslinger attended the hearing.

The motion to call this meeting was made during an Executive session meeting on November 1, 2018 and approved by Board members Brodd, James, Jones, Kapfer, Seely and Watkins.

The hearing commenced at 7:00 p.m. and adjourned at 9:27 p.m.

Authority for the above closed meetings was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation or their agents." Paragraph (e) (1)

2b. Announcement of Executive Session Meeting Held on January 3, 2019

Executive Session is in recess.

3. Visitors and Members (Comment Period)

Molly Lester asked how will the Finance department notify the membership about their tax assessments.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following Mutual Ownership Contract change.

- Marianne E. Jig, Sole Owner, is changed to Marianne E. Giltrud.

Moved: James

Seconded: Holland

Carried: 6-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported:

- Siding – 44 % completed
- HVAC – 75 % completed
- Frame crawlspaces – 75 % completed

6. Consent Agenda

Motion: I move the Consent agenda.

Moved: James

Seconded: Jones

Carried: 6-0

6a. Proposed Purchase of a Vehicle for the Maintenance Department – 2nd Reading

The maintenance department proposes to purchase one utility van to accommodate the daily activities of the maintenance team. It will be replacing a Ford Van (#19) that is 23 years old and the oldest of the fleet.

The replacement reserve plan has budgeted \$28,000 for the purchase of vehicles in 2018.

Staff received the following 3 bids for the same type of vehicle, a 2019 Ford Transit Connect XL with an interior bin package; price inclusive of registration and fees

Dealership		Vehicle only	Price
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			MSRP	
Koons Silver Spring	long wheelbase	cloth seats	\$26,490.00	\$24,699.00
Academy Ford	long wheelbase	vinyl seats	\$26,520.00	\$25,029.50
Darcars Lanham/Severn	short wheelbase	vinyl seats	\$25,955.00	\$25,693.75

In the event that any of these particular vehicles are not available by the time that the Board authorizes a purchase, staff suggests that the Board pre-approve the purchase of another vehicle which shall be either a Chevy, Ford or Toyota 2-wheel drive, 4 cylinder utility van, whose cost shall not exceed \$26,500.

Approved by Consent: I move that the Board of Directors authorize the Manager for first reading to purchase a 2019 Ford Transit Connect XL van with an interior bin package from Koons Silver Spring at a cost not to exceed \$24,699, or if not available at time of approval, one new Chevy, Ford or Toyota 2-wheel drive, 4 cylinder utility van at a total cost not to exceed \$25,000.

7. For Action or Discussion

7a. Approve Minutes of Special Open Session Meeting held on December 6, 2018

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on December 6, 2018 as presented.

Moved: James

Seconded: Brodd

Carried:6-0

7b. Approve Minutes of Regular Open Session Meeting held on December 6, 2018

Item 7b has been deferred to the next meeting.

7c. Request for Exception to GHI Rule IX.B.3 to Install a Proposed Shed at 45-E Ridge Rd.

Robert and Chiu Wiegand, the members at 45-E Ridge Road, submitted a permit request (Attachment #4.) on November 26, 2018, to install an 8'x10' x 8' shed in the serviceside yard. GHI rules state:

§IX.B.3. A unit must have at most one shed, and it must not be in the service side yard.

During the ARC meeting of December 12, 2018, the committee discussed the following:

- The member is requesting a shed in the service side yard, not in the garden side.
- In this court, there are existing sheds in service side yards. There are no garden side sheds in this row.
- There are also garages on the service side, while the garden side is free of structures.

The ARC recommended by a vote of 5-0-1 that the Board of Directors allow an exception for the member to install a shed in the service side yard at 45-E Ridge Road. The reason supporting the

Minutes: GHI Board of Directors Meeting of January 3, 2019

motion was that it fits in with conditions of the court. The reason for the abstention was that the committee member did not have time to visit the site.

Motion: I move that the Board of Directors grant an exception to Rule IX.B.3 in the GHI Member Handbook; thereby allowing the members at 45-E Ridge Road to install a shed with dimensions of 8' length x10' width x 8' height in the serviceside yard since it fits with the condition of 45 Ridge Court.

Moved: Jones

Seconded: James

Carried: 6-0

7d. Request for Exception to GHI Rule IX.C.4 to Install Proposed Shed at 12-K Plateau Place

Robert Crejo, the member at 12-K Plateau Place, submitted a permit request (Attachment #5.) on November 19, 2018 to install an 8'x10' shed with a 10' high roof. GHI's rules state:

§IX.C.4 "The height of sheds is limited to 9 feet from floor to exterior peak.

During the ARC meeting of December 12, 2018, the committee discussed the following:

- The member would like to install a shed that is taller than 9 feet.
- He is replacing an existing shed that had rotted away. The new shed will be on concrete block footers as required.
- The proposed shed is 8' wide x 10' deep x 10' tall. It is an 'Amish' shed, and the height is set by the designs offered.
- The shed will back up to the woods, and is not very visible from public spaces.
- Neighbors on either side have given their consent to the proposed shed.
- Prior to 2007, sheds were permitted to be 10' x 10' x 10'.
- There is concern that this will be seen as setting a precedent to allow taller sheds.

The ARC recommended by a vote of 3-1-2 that the Board of Directors allow an exception permitting the installation of the proposed 10' tall shed at 12-K Plateau Place. The reason supporting the motion was that there is neighbor consent, and low visibility of the shed. Reason against is that there is no exceptional reason for giving an exception; reason given for abstaining is that there are concerns about setting a precedent for taller sheds.

Motion: I move that the Board of Directors grant an exception to Rule IX.C.4 in the GHI Member Handbook; thereby allowing the member at 12-K Plateau Place to install a shed with dimensions of 8' length x 10'width x 10'height, in the gardenside yard, due to neighbor consent and low visibility.

Moved: James

Seconded: Holland

Failed: 3-3

For: Holland, James, Watkins

Opposed: Brodd, Jones, Skolnik

7e. DMA Inc. Revisions to the Replacement Reserves Report for Frame Homes

During preparation for the GHI's replacement reserves' presentation for the membership town hall meetings on December 9 and 13, 2018, the manager discovered some apparent errors in the analyses for frame homes that DMA Inc. undertook. Mr. Doug Green (DMA's reserve analyst) confirmed the errors which were as follows:

- In the original frame home cash flow sheets, the costs for shared components were not converted from present (2018) values to future values.
- In the frame home cash flow sheets, crawl space expenditures for 2018 and 2019 were included. Since the current crawlspace improvements are not being funded by the replacement reserves fund, these costs should not have been included in the analysis.

Mr. Greene corrected the errors. The future expenditures for crawlspace improvements are outside the current 30-year windows. The overall adjustments for the frame homes had a significant impact on the funding plan – reducing the projected annual contribution escalation from 6.0% to 3.4%; which is equivalent to an approximate overall co-op fee reduction of 0.36 percent.

The revised final report for frame homes is in Attachment #6.

Motion #1: I move that the Board of Directors rescind acceptance of DMA’s final replacement reserves’ report for frame homes that was presented on October 18, 2018.

Moved: James

Seconded: Holland

Carried: 6-0

Motion #2: I move that the Board of Directors accept DMA Inc.’s revised final report for frame homes as presented on January 3, 2019 and authorize use of the data within the report, during the preparation of GHI’s budgets until a reserve advisor next updates the analyses.

Moved: James

Seconded: Jones

Carried: 6-0

7f. Review Strategic Action Plan and Decide on Priorities for Remainder of Board Year

This item is on the agenda for the Board to review its 12-month action plan in Attachment #7. and decide on the priority that should be given towards accomplishing those items that are in progress or not yet started.

Work session scheduled for January 31, 2019 at 7 pm.

8. Items of Information

8a. Committee Task List

8b. Monthly GHI and City Calendars

8c. President’s items

8d. Board Members’ items

8e. Audit Committee’s items

8f. Manager’s items

Motion: To adjourn.

Moved: James

Seconded: Brodd

Carried: 6-0

The meeting adjourned at 9:26 p.m.

Ed James
Secretary