

Minutes  
**GHI BOARD OF DIRECTORS**  
December 5, 2013

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

Excused Absence: Marcavitch

Others in Attendance:

General Manager Eldon Ralph  
Joan Krob, Director of Member Services  
Joe Perry, Director of Finance  
Tom Sporney, Director of Technical Services  
Brenda Lewis, Director of Human Resources  
George Bachman, Assistant Maintenance Manager  
Jonathan Gordy, Audit Committee  
Ben Fischler, Audit Committee  
Barbara Hamilton  
Lola Skolnik  
Miriam Jacik

Benjamin Skolnik  
Eric Leuliette and Xochitl Zamora-Thompson  
Kristin Fletcher  
Lauren Cummings  
Brent Polkes, Polkes & Goldberg Insurance  
Molly Lester  
Susan Walker, Ad-Hoc Bylaw Committee/ Communications Committee  
Sheila Ostdiek  
Yevgeniy Trapeznikov, Greenbelt News Review  
Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:35 p.m.

1. Approval of Agenda

The Board removed the October 17, 2013 minutes from the consent agenda.

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

Moved: James

Seconded: Hess

Carried 8-0

2. Visitors and Members

Barbara Hamilton of 6-D Hillside Road asked the Board to revisit the parking policy in reference to visitors' spaces.

3. Approval of Membership Applications

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

- **RAGHUCHANDRA ADIRAJU, SOLE OWNER;**
- **DOLLY FRIEND-GOMEZ AND DONNA FRIEND-GOMEZ, JOINT TENANTS;**

- **DANIEL STANDRIDGE, JANA E STANDRIDGE, TENANTS BY THE ENTIRETY;**
- **PETER BUCKLEY, ANGELA BUCKLEY, TENANTS BY THE ENTIRELY;**
- **MARGARET STRONG, CATHERINE MEETRE, JOINT TENANTS.**

Moved: James

Seconded: Hess

Carried 8-0

4. Committee Reports

Lauren Cummings, Communications Committee Chair, submitted a written report. Skolnik praised the report as an outstanding one, noting the website upgrades and audiovisuals at the annual meeting were excellent.

5. Consent Agenda

The Board removed the October 17, 2013 GHI minutes from the consent agenda.

6a. Approval of Minutes: October 17, 2013

The Board removed the minutes of October 17, 2013 for corrections and resubmittal on the next agenda.

6b. Presentation of Prizes for ARC's Kitchen Renovation Photo Contest

Lola Skolnik, ARC chair, told the Board the Committee received 32 entries for the kitchen renovation photo contest - 16 frame home category and 16 all other homes type - from which three winners in each category were chosen. Winners are Kristen Fletcher, Eric Leuliette and Xochitl Zamora-Thompson, Angela and Christopher Stark, Mara Hemminger, and Richard & Erin Olsen. An additional winner desired to remain anonymous. Ms. Skolnik presented appropriate prizes to those winners who were present at the meeting.

6c. 2014 Property and Business Owner's Insurance Policy Renewal, 1<sup>st</sup> Reading

Polkes and Goldberg Insurance, Inc. has been GHI's insurance broker for approximately 20 years. In October 2012, of nine brokerage firms solicited to submit a bid for GHI's 2013 insurance coverage, Polkes and Goldberg was the only company that responded. Polks and Goldberg has a proposal for GHI's 2014 insurance coverage in the amount of \$558,873. The figure is \$31,306 or 5.9% higher than the 2013 premium of \$527,567. Brent Polks presented the proposal and responded to questions from Board and members in the audience.

**MOTION: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, THE EXPENDITURE OF \$558,873 FOR RENEWING GHI'S PROPERTY AND BUSINESS OWNERS' INSURANCE PACKAGE FOR 2014 AS PROPOSED BY POLKES & GOLDBERG INSURANCE CO.**

Moved: James

Seconded: Hess

Carried 8-0

6d. Exception Request to Allow a Fixed Window at 4M Plateau Place

On 23Oct13, GHI staff received a written request from the member at 4M Plateau Place to replace a through-wall air conditioner in the living room of her one-bedroom, first floor unit with a fixed window. Staff identified that the proposed installation was in conflict with GHI rules:

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

when windows are lost because of the construction of a heated addition, or in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.

§X.N.2. Installation of window types different from those listed as acceptable in the chart above require approval by the Board of Directors before the Technical Services office will issue a permit.

ARC voted 6-0-0 to recommend to the Board of Directors that an exception be granted to allow a fixed window to be installed at 4M Plateau Place to replace the existing through-wall air conditioning unit that is to be removed.

Frame [original home or addition]		
Double-hung (vertical slider)	acceptable	
Horizontal slider		unacceptable
Picture		unacceptable

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW AN EXCEPTION TO THE MEMBER AT 4M PLATEAU PLACE TO REPLACE THE EXISTING THROUGH WALL AIR CONDITIONER WITH A FIXED WINDOW.**

Moved: James

Seconded: McFadden

Carried 8-0

6e. Exception Request to Allow an Exposed Stove Flue at 135A Northway

On 31Oct13, GHI staff received a written request from the members at 135A Northway to install a freestanding stove in the 1<sup>st</sup> floor living area. The proposal indicated that the flue would exit the wall and extend to its termination point above the roof. GHI staff informed the member that the proposal was in conflict with GHI rules:

§XXI.B.7. In new installations the exposed chimney pipe shall be covered with material compatible with the original house exterior. With frame homes, brick or vinyl would be compatible; with brick or block homes, brick or stucco would be compatible. On brick or block additions, the chimney covering should be compatible with the covering of the addition.

ARC voted 3-3-0 to recommend to the Board of Directors that an exception be granted to permit the exposed flue at 135A Northway.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW AN EXCEPTION TO THE MEMBERS AT 135A NORTHWAY TO INSTALL A STOVE WITH AN EXPOSED FLUE.**

Moved: James

Seconded: McFadden

Carried 6-1-1

Opposed Novinski. Abstained Skolnik.

6f. Expenditure Authorization for 2014 GHI Budget, 1<sup>st</sup> Reading

**MOTION: THE BOARD OF DIRECTORS APPROVES, FOR FIRST READING, EXPENDITURE AUTHORIZATION FOR THE 2014 OPERATING BUDGET IN THE AMOUNT OF \$9,932,065.00.**

Moved: Hess

Seconded: Novinski

Carried 8-0

6g. Review of the 2013 Community Beautification Program

Staff has completed the 2013 Community Beautification Inspection Program. Mr. George Bachman, Assistant Maintenance Manager, who supervised the program and prepared a report, presented it and responded to questions.

Skolnik congratulated Bachman for an excellent report.

6h. Finance Committee's Recommendation Re: Allocation of Investment Interest to Reserve Funds

Previously, GHI has allocated interest income to the replacement reserve fund for main units and the addition maintenance reserve fund, based on a budgeted interest rate instead of an actual earned interest rate. At a meeting on November 14, 2013 the Finance Committee passed the following motion:

*The Finance Committee recommends to the Board of Directors that interest income allocated to replacement reserves should be the actual interest earned during the year*

*rather than the interest income included in the replacement reserve plan. This is to begin with 2013 interest income.*

**MOTION: THE BOARD OF DIRECTORS STIPULATES THAT INTEREST INCOME ALLOCATED TO REPLACEMENT RESERVE FUNDS SHOULD BE THE ACTUAL INTEREST EARNED ON REPLACEMENT RESERVE FUND INVESTMENTS, COMMENCING WITH 2013 INTEREST INCOME.**

Moved: Hess

Seconded: Jones

Carried 8-0

6i. Ad-Hoc Bylaw Committee's Recommendations for Changes to GHI's Bylaws

The Ad-Hoc Bylaws Committee recommended changes to the bylaws to be presented at the Annual Membership meeting on May 15, 2014. The Bylaws Committee is comprised of members Susan Ready, Bill Jones, Chuck Hess, Susan Walker, Ronnie Scotkin, Catherine McHugh, and staff liaison Brenda Lewis. The Committee has recommended changes to the following articles:

- a) Article IV, Section 8: Nominations and Elections
- b) Article VIII, Section 11: Expenditure of Funds and Contracts
- c) Article VIII, Section 11: Expenditure of Funds and Contracts

The Board reviewed the recommended changes to the bylaws and considered submitting them to the GHI membership for review and comment over a 30-day period.

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE AD-HOC BYLAWS COMMITTEE'S RECOMMENDATIONS FOR CHANGES TO GHI'S BYLAWS, AS REVISED, AND DIRECTS THE MANAGER TO PUBLISH THE RECOMMENDED CHANGES TO THE MEMBERSHIP FOR COMMENT OVER A PERIOD OF 30 DAYS**

Moved: Hess

Seconded: James

Carried 8-0

6j. Proposed Revision to Formal Hearing Procedures

Paragraph J of the Member Complaints Procedures in the Members' Handbook outlines actions the Board could take in reaching its decision during a formal hearing. At a recent such hearing, some concern was raised that the actions that could be taken were too restrictive and that the Board should be allowed to adopt any other action based on the circumstances of a particular hearing.

**MOTION: THE BOARD OF DIRECTORS SPECIFIES THAT PARAGRAPH J. OF THE MEMBER COMPLAINTS PROCEDURE BE AMENDED TO INCLUDE THE FOLLOWING ACTION THAT THE BOARD COULD TAKE WHEN REACHING A DECISION IN A FORMAL HEARING:**

**5. ANY OTHER ACTION THAT THE BOARD DECIDES BASED ON THE CIRCUMSTANCES OF A PARTICULAR HEARING.**

Moved: Hess

Seconded: James

Withdrawn

During discussion DeBernardo offered modified wording to the motion as follows:

#### J. BOARD REACHES DECISION

In executive session, the Board reviews the evidence. If a decision is possible **based on the circumstances of a particular hearing**, then a formal motion is made and acted on **which may include but is not limited** to ~~de~~ one of the following:

1. Dismiss the complaint because of lack of sufficient evidence or because of mitigating circumstances.
2. Allow a certain time for the respondent to correct the matter which was the subject of the hearing before final action is taken.
3. Direct the Manager to initiate action to terminate the member's contract within a reasonable period (30 to 45 days), or
4. File for administrative or judicial relief. A two-thirds vote of the entire Board is required on actions to terminate a contract. Other actions require only a majority vote of those Board members present.

The motion as presented was then withdrawn.

#### 7. Items of Information

Items of Information included the GHI employee holiday party on December 15 at Sir Walter Raleigh Inn.

#### 8. President

Ready said staff has prepared the numbers to help pilot program members make a decision on selecting a method of heating their units. She thanked Tom Sporney for his work.

#### 9. Board Members

Novinski – Will attend the Employees' Holiday Party. She noted that the siding at 4-A Laurel Hill Road makes the building look new.

Skolnik – Will also attend the party. He said the Building Committee will hold a meeting on Saturday at 1 p.m. for Pilot Program members' heating systems to be tested.

Hess – Announced his first grandson was born on Saturday. He also will attend the party. He stated that WSSC came out to 42 Ridge and turned off the water to solve a leaking problem; the water is now back on.

DeBernardo – Complimented staff on revising the cover letter for the 2014 member fees.

#### 10. Manager - No comments were made by Ralph.

#### 11. Staff

Joe Perry responded to DeBernardo concerning the revised cover letter.

Tom Sporney asked Ready for clarification on the numbers for the fan-forced heat.

**MOTION: TO ADJOURN.**

Moved: Hess

Seconded: Jones

Carried 8-0

The meeting adjourned at 9:52 p.m.

Ed James  
Secretary