

Final Approved GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**December 16, 2021**  
**7:45 pm**

Board Members Present: Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Carter-Woodbridge, and Mortimer

Others in Attendance:

Eldon Ralph, General Manager  
Joe Perry, Director of Finance  
Stuart Caplan, Director of Technical Services  
Bruce Mangum, Contract Processor  
David Benack, Audit Committee  
Sam Lee, Audit Committee  
Dale Wilding, Audit Committee  
Molly Lester  
Wendy Young  
Bill Jones  
Pat Holobaugh  
Natalia Buzulukova  
Claudia Jones  
Stephanie O'Brien  
Ben Fischler  
James Hsu  
Naomi Liittlefield  
Carl Kirk  
Ann Samuel, Recording Secretary

President Brodd called the meeting to order at 7:46 pm.

1. Approval of Agenda

**Motion: To approve the agenda, as revised.**

Moved: Hess

Seconded: McKinley

Carried: 9-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting Held on December 16, 2021

President Brodd announced that the Closed Meeting was still in progress and that a statement would be provided at the next Open Meeting.

### 3. Visitors and Members (Comment Period)

Claudia Jones informed members that Monica Johnson has left GHI after 10 years. She requested the Board recognize Ms. Johnson for her contributions to GHI.

Claudia Jones also requested the Board include announcements of new members in the GHI newsletter, as well as educational seminars be provided to all members, and more information on the project to upgrade and replace pipes.

Claudia Jones inquired about the Board-approved 6% salary increase for GHI staff. President Brodd clarified for Ms. Jones that the Board approved 6%, but distribution of that increase will be at the discretion of the General Manager.

Molly Lester also inquired about the 6% salary increase from General Manager, Eldon Ralph.

General Manager Ralph stated that he would be distributing the 6% in two allotments; one at 3% for cost-of-living increases and one of up to 3% based on merit.

### 4. Approval of Membership Applications

**Motion: I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time of settlement:**

- **Nicholay V. Fishburne, Sole Owner**
- **Derrick A. Early and Piper D. Early, Joint Tenants**
- **Shawnda Atkins, Sole Owner**
- **Alix-Anne Bush, Sole Owner**
- **Ramona Rai and Eric Stenberg, Tenant by the Entirety**
- **Nicholas C. Grabon, Tenants by the Entirety**
- **Justin W. Long, Sole Owner**

Moved: James

Seconded: Hess

Carried: 9-0

**Motion: I move that the Board of Directors approve the following Mutual Ownership Change:**

- **Shaine Siegel, Sole Owner is changed to Shaine Siegel and Michael R. Burriss, Jr., Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 9-0

### 5. Committee Reports

Director McKinley updated the Board on the report from the Storm Water Management Subcommittee. She also mentioned that she attended a work session with the Architectural

Review Committee with regards to the previous service rules on which the subcommittee is currently working. The Board was also informed that the subcommittee is scheduled for a work session with the Buildings Committee and the Architectural Committee on 28<sup>th</sup> December to discuss the draft of the impervious surface rules the subcommittee is currently working on.

Director Luly updated the board that the Investment Committee has finished its contributions to the RFP for the Investment Advisory services. The draft of the RFP is being worked on and will be presented to the Board once completed.

6. For Action or Discussion

6a. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 6-M Ridge Road – (Attachment #2)

The member at 6-M Ridge Road, requested approval of the Addendum for Trust Ownership and Trustee's Affidavit of Carl T. Kirk, Trustee of The Carl T. Kirk Revocable Trust of 2021 (Attachment #2). Carl T. Kirk will serve as trustee and beneficiary under a trust agreement. The updated Mutual Ownership Contract will be presented for approval under new memberships.

**Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of Carl T. Kirk, Trustee of The Carl T. Kirk Revocable Trust of 2021, thereby allowing him to place the membership and equity interest in 6-M Ridge Rd into a living trust.**

Moved: Hess

Seconded: James

Carried: 9-0

6b. Approve Minutes of the Open Meeting Held on November 4, 2021 – (Attachment #3)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on November 4, 2021, as presented.**

Moved: James

Seconded: Bilyeu

Carried: 9-0

6c. Approve Minutes of the Open Meeting Held on November 18, 2021 – (Attachment #4)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on November 18, 2021, as presented.**

Moved: James

Seconded: Hess

Carried: 9-0

6d. Review 2021 3rd Quarter Financial Statements – (Attachment #5)

Mr. Perry updated the board on the 3<sup>rd</sup> Quarter Financial Statements. He reviewed the Balance sheet and stated that the investment is when the bond matures, over a period of time. In the Income Statement summary, the service income is higher since it includes the collections, for the optional improvement reserves. The other income includes the collection for the optional items. Attachment #5 has a detailed explanation of the financial statements.

6e. Proposal to Hire a Technical Writer to Update the GHI Member Handbook and Board Policies

The Board's current action plan states as follows:

- Update and improve the member handbook to reflect current operations and be internally consistent. Restructure the handbook for ease of use and maintenance. Update how members access the handbook and its updates.
- The Board needs to address resources to get this work done faster. Possible approaches include work sessions, a Task Force, staff and/or more intensive recruitment.
- Develop an accompanying quick reference guide / FAQ.

On December 2, 2021, the Board discussed whether it should establish a Task Force of volunteer members to collaborate with technical staff, and eventually a technical writer to accomplish the task of updating the GHI Member Handbook; but did not take any action.

Directors McKinley and Brodd have requested that the Board discuss this item further and consider taking action.

**Motion: I move that the Board of Directors authorize the Manager to seek the services of a technical writer, technical editor, or other professional with the necessary skill set to update, standardize, format, and revise the Member Handbook and Board policies for clarity and consistency and to formulate an employment contract with said professional for Board authorization. The Manager is further authorized to utilize the services of a recruiting firm to identify potential candidates.**

Moved: Carter-Woodbridge

Seconded: Hess

Carried: 9-0

6f. Review the Permit Task Force's Final Report – (Attachment #6a-6c)

On January 21, 2021, the Board directed the Finance Committee to recommend fees that GHI should charge for processing permit requests for improvements, including a refundable fee that would be returned to members who comply fully with GHI inspection requirements.

The Board reviewed the Finance Committee's recommendations on March 4, 2021 and directed the Manager to publish the Committee's recommendations in GHI's e-newsletter for member feedback. On April 15th, the Board decided to establish a Task Force under the direction of the Buildings Committee to review the member comments and recommend the following:

a) Actions that GHI should implement to improve its permit process for improvements, alterations, and additions.

b) Whether GHI should charge fees for permit reviews and if so, what amounts should be charged?

The Task Force comprised Michael Campbell (Chair), Debbie McKinley (Alternate Chair), Tom Sporney (Staff Liaison), Stuart Caplan (replacement Staff Liaison), Erin Bilyeu (Board and Buildings Committee Liaison), Ben Hille, Wendy Young, Alison Gary, Jennifer Tschabrunn, and Bill Jones.

Attachment #6a is the report that the Task Force submitted. At the Board's directive, staff published the report on GHI's website and requested members to submit their comments over a 30-day period. Four members submitted comments (refer to Attachment #6b). Staff's comments on the report are stated in Attachment #6c.

The Task Force recommended that GHI should not charge fees for the review of permits, and at a minimum, staff should implement the following recommendations:

a) Create and post on the GHI website and Yardi portal, a list of items requiring permits, a list of items not requiring permits, and a list of prohibited items. Include a list of member responsibilities regarding permits and the consequences of not upholding their responsibilities.

b) Create and post a permitting decision tree, where processes and appropriate staff are identified for the Type I, II, III and IV permit types, regarding member and staff actions, and when these actions are to be performed during the permit process.

c) Ensure that website links work properly and that proper and current staff listings are correct.

d) Institute a method for gathering member feedback as projects are completed and identifying room for improvement.

e) Offer informational meetings/webinars to educate members about the responsibilities in the permit process, as well as GHI's obligations.

The report also recommended changes to the Member Handbook to increase member understanding of permits per se:

a) Clarify Section X.C.3 as to whether items not specifically requiring a permit can be utilized to penalize a member due to the requirements in either Section III.B.5 or otherwise affecting structure or historical integrity.

b) Update Section X. of the Member's Handbook to address the permit requirements and ensure consistency throughout this section as well as the rest of the Handbook so that there is agreement between the governing documents.

**Motion: I move that the Board of Directors accept the recommendations of the GHI Permits Task Force Report as presented.**

Moved: Bilyeu

Seconded: McKinley

Carried: 9-0

**Motion: I move that the Board of Directors direct the Manager to implement the recommendations stated in the Permit Task Force report that require staff involvement, including accomplishment of the following assignments, at a minimum, by January 31, 2023.**

**a. Create and post on the GHI website and Yardi portal a list of items requiring permits, a list of items not requiring permits, and a list of prohibited items. Include a list of member responsibilities regarding permits and the consequences of not upholding their responsibilities.**

**b. Create and post a permitting decision tree, where processes and appropriate staff are identified for the Type I, II, III and IV permit types.**

**c. Institute a method for gathering member feedback as projects are completed.**

**d. Offer an informational meeting/webinar to educate members about the responsibilities in the permit process, as well as GHI's obligations.**

Moved: Bilyeu

Seconded: Carter-Woodbridge

Carried: 9-0

6g. Review Proposed Recreational Vehicle/Boat Lot Regulations – (Attachments #7a-7b)

On December 3, 2020, the Board established a Task Force to recommend regulations governing the storage of vehicles in GHI's Boat Lots. On March 18, 2021, the Board reviewed draft regulations that the Task Force developed and forwarded them to the Communications Committee for editing. The draft regulations (Attachment #7a) that the Communications Committee edited, were published in the GHI e-newsletter over a period of 30 days. Three members submitted comments that are detailed in Attachment #7b.

**Motion: I move that the Board of Directors adopt GHI's Recreational Vehicle (RV)/Boat Lots Procedure as presented on December 16, 2021.**

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

6h. Floater Holidays for Staff During 2022

GHI full time regular employees are offered twelve holidays per year. During 2022, New Year's Day falls on a Saturday and would have been observed on the Friday of the previous year. Also, Veteran's Day and the day after Thanksgiving fall on Friday of compressed work weeks, when the office will be closed.

Staff therefore requests that the Board designate three Floater Holidays for full time employees as substitute holidays for January 1, 2022, Friday, November 11, 2022, and Friday, November 25, 2022.

**Motion: I move that the Board of Directors authorize three floater holidays for full time employees during 2022, as replacement holidays for January 1st (New Years' Day), November 11th (Veteran's Day) and November 25th (day after Thanksgiving).**

Moved: Hess

Seconded: James

Carried: 9-0

6i. Motion to Hold a Closed Meeting on January 6, 2022

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on January 6, 2022.**

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

7. Items of Information

7a. President's Items

None

7b. Board Member's Items

Director Luly informed members that the Finance Committee would be inviting Mr. Monks to conduct a seminar for GHI staff.

7c. Audit Committee's Items

None

7d. Manager's Items

None

**Motion: To adjourn.**

Moved: Hess

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 9:20 pm.

Ed James  
Secretary