

Minutes  
**GHI BOARD OF DIRECTORS**  
February 26, 2015

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

Excused Absence: Novinski

Others in Attendance:

Eldon Ralph, General Manager	Ben Fischler, Audit Committee
Joseph Perry, Finance Director	Lola Skolnik
Joan Krob, Director of Member Services	Velma Kahn
Tom Sporney, Director of Technical Services	Mary Ernsberger
Bruce Mangum, Contract Processing Specialist	Barbara Havekost
Anna Bedford, Audit Committee	Michelle Kretsch
	Altoria Ross, Recording Secretary

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

1. Approval of Agenda

6a. *2015 Spring and Fall Gutter Cleaning Contract, 2<sup>nd</sup> Reading* was moved from the consent agenda to the regular agenda and 7a .

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

Moved: Hess

Seconded: James

Carried 8-0

2. Report on Executive Session

Skolnik said that during executive session, the Board had a discussion with a member about an extension of a rental permit and that Director of Finance Perry gave a report on delinquencies.

3. Visitors and Members

Skolnik welcomed visitors and members. None of the members present wished to address the Board regarding an item that was not already on the agenda.

4. Approval of Membership Applications

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

- **OLIVER GAYCKEN, CAITLIN MCGRATH, JOINT TENANTS.**
- **JONATHAN FERGUSON, XIAOGE LUO, JOINT TENANTS.**

Moved: James

Seconded: McFadden

Carried 7-0-1

Abstained: Hess

5. Committee Reports

- The Companion Animal Committee submitted a report, covering the committee's activities for the period July to December 2014. The Board postponed discussion of the report until committee chair Kris White could be present.
- The Historic Preservation Ad hoc Taskforce met and gave each member a research project. On March 10, Howard Berger of the Prince Georges County Historic Preservation will speak.
- The Finance Committee will meet on Thursday, March 5.

6. Consent Agenda

**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: James

Seconded: Hess

Carried 8-0

6a. *2015 Spring and Fall Gutter Cleaning Contract, 2<sup>nd</sup> Reading* was moved off the consent agenda to the regular agenda at 7a.

6b. Masonry Crack Repair Contract, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH AMERICAN EXTERIORS, INC. FOR MASONRY REPAIRS AT 8 LOCATIONS, WITH A 10% CONTINGENCY, FOR A COST NOT TO EXCEED \$39,765.**

6c. Contract for Repairs to 8G Research Road, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH MAXWELL PAINTING AND WALLCOVERING TO REPAIR 8G RIDGE RD AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$9,670, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$10,637.00.**

6d. Contract for Preparing Specifications for Crawl Space Improvements Project, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH HOME IMPROVEMENT RESEARCH LABS FOR PREPARATION OF SPECIFICATIONS, TESTING, AND MONITORING OF CRAWL SPACES AT 4 LOCATIONS, WITH A 10% CONTINGENCY, FOR A COST NOT TO EXCEED \$40,040.**

7a. Approval of Minutes: January 29, 2015

**MOTION: THE BOARD OF DIRECTORS APPROVES THE MINUTES FROM THE JANUARY 29, 2015 SPECIAL MEETING.**

Moved: James

Seconded: Hess

Carried 8-0

7a. 2015 Spring and Fall Gutter Cleaning Contract, 2<sup>nd</sup> Reading

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH DGC CLEANING SERVICES TO PERFORM SPRING CLEANING OF GUTTERS FOR GHI BRICK HOMES AT ITS BID OF \$5,240.**

Moved: Ready

Seconded: James

Carried 8-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH DGC CLEANING SERVICES TO PERFORM FALL CLEANING OF GUTTERS FOR GHI FRAME AND BRICK HOMES AT ITS BID OF \$20,120.**

Moved: Ready

Seconded: James

Carried 8-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM SPRING CLEANING OF GUTTERS FOR GHI FRAME AND BLOCK HOMES, AND DETACHED GARAGES AT ITS BID OF \$18,419.**

Moved: Ready

Seconded: Hess

Carried 8-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM FALL CLEANING OF GUTTERS FOR BLOCK HOMES AND DETACHED GARAGES AT ITS BID OF \$6,587.**

Moved: Ready

Seconded Hess

Carried 8-0

7b. Proposed Revisions to Rules for Privacy Screens

In Q2 through Q4 2014, ARC has been discussing revisions to rules for privacy screens.

ARC proposes the following revision to GHI rules regarding privacy screens:

delete: ~~strikethrough~~  
italics: *add*

§VIII. Privacy Screens

Our historic town of Greenbelt was designed to be a garden community. It is more in keeping with the original concept of a garden community to use living plants as privacy screens rather than to construct screens. However, this cannot always be done, and other materials must be used. The following guidelines outline the policy to be followed.

A. GUIDELINES

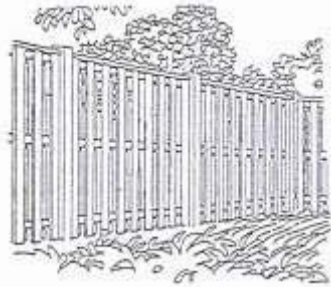
- a. All privacy screens require written GHI approval prior to construction. A county building permit must be obtained for any *privacy screen* ~~over four (4) feet in height and/or four (4) feet in length.~~
- ~~b. All screens are taxable by the county and city as improvements to the property involved.~~
- ~~c. All screens should be set in three (3) inches from the yard line in order to avoid future unforeseen disputes over rights and responsibilities.~~
- d. *Screens may be located anywhere in the yard; they are not limited to directly next to the unit or addition, or on yard lines.*
- e. *A maximum of two (2) privacy screens are permitted per unit, with a minimum space of four (4) feet between privacy screens, including privacy screens in adjacent yards.*
- f. *The height of a privacy screen will be between four (4) feet and six (6) feet tall, with a maximum area of forty eight (48) square feet. Screens less than four (4) feet tall are considered fences and must meet the rules in the Member Handbook applying to fences.*
- g. Written permission from the adjoining neighbors shall accompany any request to GHI for an installation of a privacy screen, ~~whose maximum length shall be eight (8) feet, and whose maximum height shall be six (6) feet.~~ If an adjoining neighbor should refuse permission, the request shall be referred to the Board of Directors.

- h. The applicant will install a terminal post, if a *metal* fence exists, at the end of the *privacy* screen, to maintain tension on the existing *metal* fence. The *privacy* screen is not to act as a terminal post for a metal fence.
- ~~i. Screens cannot be longer than eight (8) feet unless specific permission is granted by the Board of Directors.~~
- ~~j. Privacy Screens shall not be used to hide areas whose upkeep may be in violation of GHI regulations.~~

## B. WOODEN TYPES

1. Materials - ~~Three choices are allowed:~~
  - a. The posts used to erect the screen shall be ~~CCA treated to a retention of 40 pounds~~ pressure treated wood *or redwood*.
  - ~~b. The posts shall be CCA treated to a retention of 40 pounds, and lumber shall be white wood (spruce, pine, etc.).~~ b. *The lumber not in contact with the ground may be pressure treated, redwood or other woods.*
  - ~~c. The posts and lumber shall be redwood.~~
2. Erection
  - a. Posts shall be a minimum of 3 ½ inches square, placed perfectly upright and set a minimum of eighteen (18) inches deep in concrete *below grade*.
  - b. ~~On frame buildings the center line of the first post shall be set 6" from the face of the building. Screens shall not be attached to the building.~~
  - ~~c. Screen construction shall be accomplished in a neat, workmanlike manner.~~
  - ~~d. Hot dipped galvanized or other approved nails for exterior application shall be used.~~
3. Finishing
  - ~~a. Pressure treated material shall be stained or painted.~~
  - b. ~~White wood~~ *Woods not naturally rot resistant* shall be treated with a wood preservative before being stained or painted. Use of a preservative-treated stain shall satisfy this requirement.
  - ~~c. Redwood shall be sealed with a clear finish. Finishes may be gloss or semi-gloss.~~
  - ~~d. No creosote shall be used.~~
  - ~~e. The finished screen must present a neat appearance on all four sides.~~
  - ~~f. First coating each board or post prior to construction will assure no exposed ends or bare spots between boards.~~
4. Styles
 

The *privacy* screen used shall present an equally attractive face on either side. Screens shall have an open pattern to allow for both air and light penetration, such as:



a) Alternate Board



b) Basket Weave



c) Lattice Panel

Minimum openness for screens of single-plane construction shall be 15%. Minimum openness of one side for screens of double-plane construction shall be 40%; for example, a 3½" board space Alternate Board screen is 46% open, and a 3 board/3 space Basketweave screen is 50% open.

#### C. MASONRY TYPE

1. In some cases, especially for the brick and block homes, a masonry privacy screen may be desirable.
2. Masonry screen material and *color shall* be the same as or complimentary to the house.
3. Screens shall have an open pattern to allow for both air and light penetration. Minimum openness shall be 15%.
- ~~4. Due to the many variations possible, all masonry screen plans shall include construction details, all elevations and location in relation to the house. These shall be filed with Technical Services department of GHI for approval.~~
- ~~5. If construction is approved, it must be done in neat workmanlike, professional manner.~~

#### D. VINYL TYPE

*Vinyl privacy screens that conform to the styles approved for wood fences and to all other applicable requirements are allowed. All vinyl privacy screens must be installed according to manufacturer's instructions.*

ARC voted 5-0 that the rule in §VIII be revised as proposed.

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE REVISIONS AS STATED IN THE FEBRUARY 26 MANAGERS MEMORANDUM, AND, AS REVISED, TO GHI RULES FOR PRIVACY SCREENS.**

Moved: Jones

Seconded: James

Tabled

**AMENDMENT: REMOVE D. VINYL TYPE FROM GHI RULES FOR PRIVACY SCREENS.**

Moved: Jones

Seconded: Hess

Failed 3-5

Opposed: DeBernardo, McFadden, Skolnik, Marcavitch, James

**MOTION: TO TABLE**

Moved: Hess

Seconded: Jones

Carried 7-1-0

Opposed: Skolnik

Ready will receive comments and redraft the proposal.

7c. Member Outreach Committee's Report Re: How to Increase Member Involvement

During a strategic planning meeting on July 20, 2014, the Board specified a goal in its 12-month action plan to improve the effectiveness of GHI committees through increased member recruitment, training and recognition. Last September 18<sup>th</sup>, the Board passed the following motion:

*"The Board of Directors directs the Member Outreach Committee to provide the Board with recommendations on actions that should be taken to improve the effectiveness of GHI committees through increased member recruitment, training and recognition. The committee shall provide its recommendations on or before January 31<sup>st</sup> 2015."*

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE MEMBER OUTREACH COMMITTEE'S REPORT DATED FEBRUARY 10, 2015, ABOUT HOW TO INCREASE MEMBER INVOLVEMENT.**

Moved: Hess

Seconded: Marcavitch

Carried 8-0

Directors Jones and James requested that this topic be on a future agenda.

7d. Proposal to Reinstate Policy of Collecting Working Capital Contributions from New Members**MOTION: THE BOARD OF DIRECTORS APPROVES THE REINSTATEMENT OF THE POLICY OF COLLECTING FROM EACH NEW MEMBER A REFUNDABLE CONTRIBUTION TO WORKING CAPITAL, AND DIRECTS THAT WITH EFFECT FROM MARCH 31<sup>ST</sup> 2015 EACH NEW MEMBER SHALL BE REQUIRED TO MAKE A REFUNDABLE WORKING CAPITAL CONTRIBUTION EQUIVALENT TO 1% OF THE PURCHASE PRICE OF THE UNIT.**

Moved: Hess

Seconded: Ready

Carried 8-0

7e. Proposal to Hire Manager for Homes Improvement Program

In accordance with the planning schedule for the Homes Improvement Program, the Manager is seeking approval from the Board to hire a full-time HIP Director by the end of May 2015. The Director will manage all construction activities for the Homes Improvement Program, and needs to be fully involved in pre-construction activities during June to December 2015 as depicted in the planning schedule.

Since it may take several months to fill this position, the Manager proposes to begin the recruitment process in March. A recommendation about the number of employees, who should be hired to support the Director throughout the construction activities, will be made to the Board after the membership

vote to select the non-reserve components that will be installed during the Homes Improvement Program.

The 2015 operations budget includes a Project Manager position which has been vacant since the beginning of this year. This position has been abolished. The Project Manager was a Grade F position. An amount of \$68,978 was budgeted for the Project Manager position in 2015. Assuming the Director's position is filled in June of this year, there should be sufficient funds in the operations budget to pay the Director's salary for the remainder of 2015.

**MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE MANAGER TO HIRE A DIRECTOR TO MANAGE ALL CONSTRUCTION ACTIVITIES FOR THE HOMES IMPROVEMENT PROGRAM AND TO PAY THE DIRECTOR A SALARY THAT IS WITHIN THE GRADE H CATEGORY OF GHI'S ADMINISTRATIVE PAY SCALE.**

Moved: Ready

Seconded: Hess

Carried 8-0

7f. Review 4<sup>th</sup> Quarter Financial Statements

Director of Finance Perry presented a report of the 2014 fourth quarter Financial Statements for GHI and answered Board questions.

7g. Review Draft Responses to Questions from Jan 25<sup>th</sup> Townhall Meeting

During the Membership Town Hall meeting that was held on January 25<sup>th</sup>, members submitted questions on index cards that could not be answered due to time constraints. Responses to those questions have been prepared.

Staff proposes to publish the approved list of questions and responses on GHI's website

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS WILL FORWARD COMMENTS TO SHERI SWAIM, SPECIAL ASSISTANT TO THE MANAGEMENT OFFICE/COMMUNICATIONS COORDINATOR, BY THURSDAY, MARCH 5.**

8. Items of Information

Items of information included the Board Action Plan Status & Committee Task List, and the Monthly GHI and City Calendars and the planning schedule for the Homes Improvement Plan.

9. President

Skolnik thanked everyone for allowing him time away for a vacation. He also gave an update on solar domestic water heating. He said a member sent him an article, stating such heating is outmoded and that GHI should consider instead solar PV combined with heat pump water heaters.



10. Board Members

- Ready thanked the Board for her one week away. She said she will miss the first meeting in April and possibly the second one as well.
- Hess said he will miss the next Board meeting and asked the Board to review adding legal fees to the new MOC in the event GHI is sued and prevails. He also asked about the policy of running trees through the chipper, stating larger diameter logs could be left as firewood for members.
- Marcavitch said to be careful of children stepping into the street, and he reminded members of the time change on March 8.
- McFadden said she might not be able to attend the March 12 meeting because she will be participating in an event of the League of American Bicyclists held March 10-12.
- DeBernardo said he was disappointed that the Board didn't discuss the Member Outreach Report even though 30 minutes was allotted for the item and he had committee members present. He said the report should have been treated as a major agenda item.

11. Manager

GM Ralph said House Bill 741 and Senate Bill 678 (Senate) would drastically affect collecting delinquent charges in condominiums. However, GM Ralph such legislation would not affect GHI. He also said maintenance activity increased extensively by the extended bad weather that caused many frozen pipes and heating problems. He said last weekend maintenance received 86 calls and that staff incurred 100 overtime hours during the previous weekend.

GM Ralph also said 73% of buildings have had sump pump and crawl spaces work done, but staff hadn't done much over the past week due to the maintenance issues created by the weather. However, he said the work is scheduled to be completed by the end of April. He said staff has also begun sealing tunnels and have completed 28% of the work. He said it should be finished by the end of July.

12. Staff

No report.

**MOTION: TO RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF MEMBER ISSUES.**

Moved: Hess

Seconded: Marcavitch

Carried 8-0

The meeting recessed at 9:35 p.m.

Ed James  
Secretary