

Minutes  
**GHI BOARD OF DIRECTORS**  
February 27, 2014

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

Others in Attendance:

General Manager Eldon Ralph

Joan Krob, Director of Member Services

Tom Sporney, Director of Technical Services

Matt Barres, Maintenance Manager

Debbie Cooley, Chair of the Audit

Jonathan Gordy, Audit Committee

Robert Snyder

Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:30 p.m.

1. Approval of Agenda

The Board changed the agenda so that Item G. Proposed Energy Efficiency Upgrades for Administration Complex became Item C. Previous Items (C, D,) became Items (D, E).

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

Moved: Jones

Seconded: James

Carried 8-0

2. Visitors and Members

Ready welcomed visitors and members. Robert Snyder gave a presentation about preserving the GHI portion of the mini-meadow near the boat/storage yard. He also distributed a letter to some members of the Board. Ready said she would entertain the topic on a future agenda.

Marcavitch arrived at 7:40 p.m.

3. Living Will

**MOTION: THE BOARD OF DIRECTORS APPROVES THE ADDENDUM FOR TRUST OWNERSHIP AND TRUSTEE'S AFFIDAVIT OF KARAN TEMPLE TRUE, CO-TRUSTEE AND BENEFICIARY OF THE KARAN M. TEMPLE TRUE TRUST AS AMENDED AND RESTATED ON JANUARY 9, 2014, THEREBY ALLOWING HER TO PLACE THE MEMBERSHIP AND EQUITY INTEREST IN 7A HILLSIDE INTO A LIVING TRUST DATED JANUARY 9, 2014.**

Moved: Hess

Seconded: James

Carried 9-0

4. Approval of Membership Applications

No applications were presented.

5. Committee Reports

Skolnik said the Buildings Committee met last night to finalize the preparations for Sunday's Town Hall Meeting. James said the Woodlands Committee cleanup near the Spellman Overpass went well and that volunteers picked up trash and pulled weeds and invasives. He also said the committee also finished the Memorandum of Understanding between GHI and the gardeners.

6. Consent Agenda**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: James

Carried 9-0

7a. Unit Data Base Copier Lease, 2<sup>nd</sup> Reading

Staff developed an RFP and requested bids from the current service company, Commonwealth, and two other local copier lease/service companies, which were referred by local businesses. All three companies returned bids, listed in the chart below. While the prices submitted were also for 48 and 36 month leases, staff recommends a 60 month lease. The lease price will remain the same throughout the life of the lease, while there is a monthly service charge based on actual usage. The bid prices for the monthly service charges are based on GHI's current average production of 16,000 copies per month.

Company Name:	Commonwealth	Capitol Office Solutions	DCA Imaging
Type of machine:	Konica Minolta Bizhub 754	Xerox Work Centre D95	Sharp MS-M753
Lease charge per month (60 month lease):	\$470.00	\$559.00	\$453.00
Lease charge per month (48 month lease):	\$562.00	\$692.00	\$587.00
Lease per month (36 month lease):	\$676.00	\$819.00	\$684.00
Estimated Service charge per month: (based on 16,000 copies)	\$142.40 (.0089/page)	\$104.00 (.0065/page)	\$120.00 (.0075/page)
Estimated Total charge per month for 60 month lease:	\$612.40	\$663.00	\$573.00

DCA Imaging has the lowest price. Staff obtained satisfactory references about DCA's performance in providing leasing services for copiers. Staff recommends that the Board approve a 60-month lease with DCA Imaging, for a total cost of approximately \$27,180.00, plus 6% for taxes and monthly service charges of \$.0075 per page copied by GHI.

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A LEASE AGREEMENT WITH DCA IMAGING TO LEASE A SHARP MS-M753 COPY MACHINE OVER 60 MONTHS AFTER GHI'S CURRENT COPIER LEASE EXPIRES, BASED ON THE FOLLOWING CHARGES:**

- a) A TOTAL LEASING CHARGE AT ITS BID OF \$5,436 PER YEAR OR \$27,180 OVER 60 MONTHS PLUS AN AMOUNT OF 6% OR \$1630.80 FOR STATE TAXES OVER 60 MONTHS.
- b) A MONTHLY SERVICE CHARGE OF \$.0075 PER PAGE COPIED DURING THE DURATION OF THE 60-MONTH LEASE.

7b. Yard Line Certification: 5 Court Eastway

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 5A-L EASTWAY AS PRESENTED.**

Moved: Hess

Seconded: Jones

Carried 9-0

7c. Proposed Energy Efficiency Upgrades for GHI Administrative Complex

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO ALLOW THREE RIVER ELECTRIC TO CONVERT ALL INTERIOR LIGHTING FIXTURES IN THE ADMINISTRATION BUILDING COMPLEX FROM FLUORESCENT LAMPS TO HIGH EFFICIENCY LIGHT EMITTING DIODE (LED) LAMPS UNDER THE AUSPICES OF THE PEPSCO SMALL BUSINESS ENERGY SAVINGS PROGRAM, WITHOUT COST TO GHI.**

Moved: Hess

Seconded: Novinski

Carried 9-0

7d. Review of Maryland House Bill 1328

The Office of Maryland House Delegate, Ms. Ann Healey forwarded House Bill 1328, "Maryland Cooperative Housing Act - Transparency Requirements and Member Rights" to GHI for review and comment by February 28<sup>th</sup>. It is proposed that this Act shall take effect on October 1, 2014.

The Board decided not to make the suggested motion because it felt Bill 1328 would not be of any value to GHI. However, Ready will file a statement and send GHI representatives to attend the March 6 hearing.

7e. External Auditor's Recommendation to Change GHI's Capitalization Policy

**MOTION: THE BOARD OF DIRECTORS DIRECTS THE FINANCE COMMITTEE TO REVIEW GHI'S CAPITALIZATION POLICY. THE FINANCE COMMITTEE SHOULD PROVIDE ITS RECOMMENDATION TO THE BOARD ON OR BEFORE MARCH 27, 2014.**

Move: Hess

Seconded: James

Carried 9-0

6e. Electrical Equipment Repair Contract, 1<sup>st</sup> Reading

Electric contractors were solicited to bid for repairs to electrical panels within five abandoned boiler rooms for masonry homes.

An amount of \$50,000 has been budgeted in 2014 to perform these repairs. In January, staff sent out the bid request to 23 electrical contractors.

GHI received bids from three (3) contractors, as listed in the table shown.

Company	2 Ct Eastway (D-G)	58 Ct Crescent (E-H)	1 Ct Westway (C-H)	26 Ct Ridge (A-F)	13 Ct Laurel (A-F)	Total
PBI Restoration, Inc.	\$6,160	\$5,320	\$6,160	\$6,305	\$7,077	\$31,022.00
Brown Electric, Inc.	<b>\$3,975</b>	<b>\$3,975</b>	<b>\$6,091</b>	<b>\$5,025</b>	\$8,675	\$27,741.00
Prompt Restoration, Inc.	\$6,100	\$6,100	\$6,100	\$6,100	<b>\$6,100</b>	\$30,500.00

Brown Electric Inc. has performed projects before for GHI & GDC. Upon evaluation of these bids, staff recommends that the contract for the first four (4) listed sites be awarded to Brown Electric. The fifth site will be contracted separately to Prompt Restoration, and is within the authorized amount for the manager to contract without Board approval.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH BROWN ELECTRIC INC. TO PERFORM ELECTRIC SERVICE REPAIRS AT 2D-G EASTWAY, 58E-H CRESCENT, 1C-H WESTWAY, 26A-F RIDGE AT ITS BID OF \$19,066, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$21,926.**

Moved: Hess

Seconded: Novinski

Carried: 7-2

Against: Skolnik, Marcavitch

6f. Gutter Cleaning Contract, 1<sup>st</sup> Reading

An amount of \$62,000 has been budgeted in 2014 to clean all gutters during the spring and fall.

Prices were solicited for the different roof types, including roofs for detached garages. GHI solicited bids from twenty-one (21) gutter-cleaning contractors. Four (4) attended the pre-bid meeting. GHI received bids from six (6) contractors:

NAME OF COMPANY	SPRING GUTTER CLEANING				subtotal spring	FALL GUTTER CLEANING				subtotal fall	
	frame	brick	block	garages		frame	brick	block	garages		
	I-A	I-B	I-C	I-D	II-A	II-B	II-C	II-D			
<b>Gilbert Construction</b>	\$14,568	\$6,465	<b>\$3,669</b>	<b>\$1,600</b>	<b>\$5,269</b>	\$18,278	\$7,182	<b>\$4,347</b>	<b>\$2,240</b>	<b>\$6,587</b>	
<b>Aerotech Gutter</b>	\$18,000	<b>\$6,000</b>	\$5,300	\$6,000	<b>\$6,000</b>	\$18,000	<b>\$6,000</b>	\$5,300	\$6,000	<b>\$6,000</b>	
Hearn Insulation Co.	\$25,314	\$10,846	\$8,320	\$6,400		\$25,314	\$10,846	\$8,320	\$6,400		
<b>DGC Cleaning Services</b>	<b>\$13,400</b>	\$15,000	\$10,200	\$4,000	<b>\$13,400</b>	<b>\$13,400</b>	\$15,000	\$10,200	\$4,000	<b>\$13,400</b>	
Gutterman Services	\$21,781	\$6,996	\$5,830	\$3,350		\$30,304	\$9,540	\$8,636	\$3,520		
Dynasty Touch	\$47,475	\$15,900	\$9,485	\$8,000		\$52,085	\$17,490	\$14,695	\$11,200		
					<b>\$24,669</b>					<b>\$25,987</b>	<b>\$50,656</b>

References for DGC Cleaning and Aerotech were researched, as they have not been hired by GHI before. The information received was satisfactory. Gilbert Construction has undertaken projects before for GHI with satisfactory results. Upon evaluation of these bids, staff recommends the award of the contracts for both spring & fall gutter cleaning for frame homes to DGC, brick homes to Aerotech, and block homes and detached garages to Gilbert Construction.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH DGC CLEANING SERVICES TO PERFORM SPRING AND FALL CLEANING OF GUTTERS FOR GHI FRAME HOMES AT ITS BID OF \$26,800.**

Moved: Hess

Seconded: McFadden

Carried 9-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH AEROTECH GUTTER SERVICES TO PERFORM SPRING AND FALL CLEANING OF GUTTERS FOR GHI BRICK HOMES AT ITS BID OF \$12,000.**

Moved: Hess

Seconded: Jones

Carried 9-0

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH GILBERT CONSTRUCTION TO PERFORM SPRING AND FALL CLEANING OF GUTTERS FOR GHI BLOCK HOMES AND DETACHED GARAGES AT ITS BID OF \$11,856.**

Moved: Hess

Seconded: Jones

Carried 9-0

8. Items of Information

Items of Information included a letter to the Board from a member suggesting GHI obtain back-up generators, the March 22nd Washington Metropolitan Chapter Community Associations Institute, and the PEPCO Electrical Rehab Project completion.

9. President

Ready did not have a report.

10. Board Members

DeBernardo – Outreach Committee will have a plant swap on April 6. He will be absent from the March 26 Board meeting.

Skolnik – He will miss the March 13 Board meeting and mentioned he received an invitation from Columbia National Real Estate Finance, LLC for lunch. Ready said staff will look into the offer.

Marcavitch – He wanted to know what to do with data he has gathered for social media. Ready said he would make a recommendation and give it to staff. He also asked about the protocol on handling sales calls in regards to the Board. Ready said not answering the phone is suitable.

Novinski – She mentioned she also got a call from McCarl & McCarl as well. She also said the buildings committee has worked hard to prepare for the town hall meeting.

Cooley – Thanked GHI for the plowing and the sidewalk clearing.

Gordy – The audit committee would not approve the offered lunch from the Columbia National Real Estate Finance, LLC.

11. Manager

GM Ralph said PNC is replacing its GHI representative. Mr. Christian Dale is the new representative. Ralph also distributed the Board meeting packet for next meeting.

**MOTION: TO RECESS TO EXECUTIVE SESSION TO DISCUSS LEGAL AND MEMBER ISSUES.**

Moved: Hess

Seconded: Marcavitch

Carried 9-0

The meeting recessed at 9:20 p.m.

Ed James  
Secretary