

**Minutes  
Board of Directors  
GHI Regular Open Session  
April 20, 2017**

In Attendance: Brodd, Hess, Holland, James, Jones, Marcavitch (*arrived 7:30 pm*), McFadden, Novinski and Skolnik

Other Attendees:

Eldon Ralph, General Manager	Henry Haslinger, Audit Committee Member
Tom Sporney, Assistant General Manager	Paul Kapfer, Audit Committee Member
Joe Perry, Director of Finance	Diane Wilkerson
Joe Wiehagen, Director of Homes Improvement Program	Tom Jones
David Bowles, Director of Technical Services	Alan Cassel
George Bachman, Director of Maintenance	Laura Collier
Joan Krob, Director of Member Services	Ken Bitter
	Kathryn Reynolds
	Monica Johnson, Recording Secretary

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

1. Approval of Agenda

**Motion: The Board of Directors does approve the agenda.**

Moved: James

Seconded: Hess

Carried: 9-0

2. Visitors and Members (Comment Period)

Tom Jones, 1C Woodland Way solicited candidates for open elected positions in the upcoming elections in May.

3. Approval of Membership Applications

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

- **Brian J. Parkhurst and Jennifer L. Wivell, Joint Tenants;**
- **Joshua L. Crotty and Kara Brielmann, Tenants by the Entirety;**
- **Mary J. Heil, Sole Owner;**
- **Lynne C. Hardie, Sole Owner;**
- **Nicholas E. Crosby and Colleen T. McAndrew, Joint Tenants;**
- **Rebecca A. Beyth, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0



5e. Certification of Yard Lines for 9A-T Research Rd

The Yard line Committee recommends that the Board certify yard plats for 9 A-T Research Rd. Staff submitted the recommended yard plats to the pertinent members for comment and did not receive any adverse response. The member of 9-M Research Rd agrees with the new yard line boundary for his yard. However, he stated that GHI should bear the cost of relocating a portion of his fence and shed which encroach onto an adjacent non-GHI lot at 151 Research Rd.

**Motion: I move that the Board of Directors certify yard plats for 9A-T Research Rd as presented. Further, I move that the Board authorize the Manager to relocate the portion of fence and shed that currently encroach onto 151 Research Rd, within the certified yard line boundaries 9-M Research Rd, without cost to the member.**

Moved: Holland

Seconded: Marcavitch

Carried: 9-0

5f. Request for Exception to GHI's Rules to Install a Shed at 60-A Crescent Road

On 25 January 2017, Mr. Alan Cassel submitted a proposal to Technical Services staff to replace an existing shed in the service side yard of 60-A Crescent Rd with a new 6'X9' shed in the end yard. In addition, the site of the old shed will be replaced with a new garden. Technical Services reviewed the permit request and found that it was not in conformance with GHI Rule:

§IX. Storage-Sheds C. Size & Materials 1.

“A shed shall not exceed 8% of the yard area where it is to be located”

Technical Services informed Mr. Cassel that his fence is 5' into the City of Greenbelt's right of way and that space is not a part of his yard.

Technical Services Staff referred this issue to the Architectural Review Committee.

During the ARC meeting on 08 March 2017, the following points were discussed:

- Mr. Cassel presented a slide presentation with revised shed documentation
- Mr. Cassel stated that applying the 8% rule would result in a non-standard lumber size for constructing his shed
- Mr. Cassel in his revised documents proposed a 6'X8' shed that matches the color of his unit
- The committee stated the proposed window and door location on the new shed were not in balance with the window and door of the main house
- Mr. Cassel agreed to make these aesthetic changes
- The committee liked the idea of a new garden to replace the existing shed

ARC voted 5-0-0 to recommend to the Board of Directors that an exception be granted to permit a 6'X8' wood shed at 60A Crescent. The reasons given in favor of this motion were:

- The location of the new shed was appropriate
- The revised 6'X8' size, style, and materials of the proposed shed was suitable

The area of the revised shed (48 sq. ft.) still exceeds 8% of the end yard (~37.5 sq. ft.).

**Motion: I move that the Board of Directors grant the member of 60-A Crescent Rd an exception to GHI's rule which states that "a shed shall not exceed 8% of the yard area where it is to be located"; thereby allowing the member to install a 48 sq. ft. shed in the end yard of the unit.**

Moved: Holland

Seconded: McFadden

Carried: 9-0

*At this point, the Board moved ahead to Item 5h (and returned to Item 5g later in the evening).*

5g. Review 2016 Year-end Financial Statements

**Motion: I move to extend the meeting for 15 minutes.**

Moved: Marcavitch

Seconded: Jones

Carried: 8-0

*Hess was out of the room.*

Joe Perry, Director of Finance, presented the 2016 Year-End Financial Statements and answered questions from the Board and members.

*At this point, the Board moved ahead to Item 5k.*

5h. Review GHI's 2016 Investment Performance Report to be Included in the 2016-17 Annual Report

GHI's Bylaws state that the Board shall report to the members annually on the status and performance of all investments.

If the Board accepts the investment performance report, it will be included in the 2016-17 Annual Report, to be distributed to the membership before the annual meeting.

Perry, Director of Finance, presented the Investment Performance Report and answered questions from the Board.

**Motion: I move that the Board of Directors accept the 2016 investment performance report that was prepared by the Investment Committee and direct that it be included in the 2016-17 annual report that will be distributed to the membership.**

Moved: Hess

Seconded: James

Carried: 9-0

5i. Presentation of the Legislative & Government Affairs Committee's Report to the Board

Last year, the Legislative and Government Affairs Committee (LGAC) was established by the Board to monitor, be informed, and advise the Board about legislative, judicial, and governmental matters that may affect GHI and its members.

Director Marcavitch, Chair presented the Legislative & Government Affairs Committee's Report to the Board and pointed out key legislation that the committee will continue to monitor.

**Motion: I move that the Board of Directors accept the report presented by the Legislative and Government Affairs Committee on April 20, 2017.**

Moved: Hess

Seconded: McFadden

Carried: 9-0

5j. Audit Committee's Recommendation to the Board of Directors to Clarify GHI's Parking Rules

The Audit Committee recommended that the Board of Directors revisit GHI's parking rules, as adopted on September 1, 2016, in order to clarify the Board's intention with respect to the reassignment and re-designation of visitor spaces.

Ralph, stated that the Audit Committee has two issues with the parking rules and wants the board to clarify:

1. Was it the Board's intent to allow an existing visitor space, in a court designated as having Assigned Court Parking, to be re-designated as a assigned space reserved for a member residing in another court that also has Assigned Court Parking?
2. Similarly, may a visitor space in a court with Assigned Court Parking be re-designated as an assigned space reserved for a member who resides in a nearby court having no assigned parking?

Ken Bitter, 1D Eastway mentioned his concerns on the re-write of the Parking rules.

*Skolnik stated that a follow-up to the member request would be made by him or the General Manager.*

**Motion: I move that the Board of Directors not re-establish a "parking sub-committee of the Board of Directors" to recommend changes that should be made to the current parking rules with respect to the reassignment and re-designation of parking spaces.**

Moved: Hess

Seconded: Jones

Carried: 8-1

Opposed: Holland

*At this point, the Board moved back to Item 5d.*

5k. Optional Maintenance & Replacement Costs of HVAC Mini-split Systems

In April 2016, the Board discussed a proposed reserve plan that was prepared by DMA Associates for the future maintenance and replacement of member opt-ins offered during the Homes Improvement Program [HIP]. DMA Associates based the costs for the replacement and maintenance of mini-split heat pumps on two criteria:

- Maintenance of equipment during its operation: should any of the components fail prior to replacement; the system will be repaired to full operation. Some exclusions would apply such as filter replacement, batteries for the controller, lost controllers, or physical damage to the line set or components due to use of garden or other tools, or other accidental damage.
- Replacement of equipment at end-of lifetime: once the useful life of the system has been reached where it no longer performs as designed, the indoor air handlers and outdoor compressor components will be replaced as well any other components necessary for the proper operation of the system.

Staff recommends that semi-annual preventive maintenance services should be included in order to provide long-term reliable performance for the mini-split heat pumps, and enable the units to attain their expected life. The preventive maintenance checks will allow the contractor to verify the refrigerant temperature and pressure during operation, clean the indoor unit filters, inspect the

outdoor coils for excessive debris, and identify potential problems such as refrigerant losses, loose electrical power connections, and failing circuit boards. The current HIP contractor provided a quote of \$200/year for each unit on this semi-annual program; it is the lowest of the three contractor prices that were bid in 2017.

Thus the total monthly reserve contributions would be:

Unit Types	Initial cost, DMA-calculated Apr 2016 <b>(Payment would escalate by 2.4% per annum)</b>	Cost recommended by staff for preventive maintenance services	Proposed monthly fee
1- and 2-indoor terminals	\$42.50	\$16.67	\$59.17
3-indoor terminals	\$47.00	\$16.67	\$63.67
4-indoor terminals	\$54.17	\$16.67	\$70.84

Furthermore, staff has received inquiries from members who have had the 2016 HVAC contractor install a mini-split system ahead of their designated cohort as to whether they would be eligible for a GHI maintenance & replacement program.

**Motion: I move that the Board of Directors adopt the revised monthly charges stated in the table below, that members would pay GHI for undertaking routine maintenance and future replacement of their mini-split heat pump systems which were either:**

a) **Installed during the Homes Improvement Program.**

or:

b) **Installed during 2016 and beyond, if staff determines them to be comparable to the units installed by GHI's contractors during the Homes Improvement Program.**

**Table:**

Type of unit	Initial cost, DMA-calculated during April 2016	Preventive maintenance services	Proposed monthly fee (Fee would escalate by 2.40% per year)
<b>1- and 2-indoor terminals</b>	<b>\$42.50</b>	<b>\$16.67</b>	<b>\$59.17</b>
<b>3-indoor terminals</b>	<b>\$47.00</b>	<b>\$16.67</b>	<b>\$63.67</b>
<b>4-indoor terminals</b>	<b>\$54.17</b>	<b>\$16.67</b>	<b>\$70.84</b>

Moved: Marcavitch

Seconded: James

Carried: 9-0

## 6. **Items of Information**

6a. Board 12 month Action Plan and Committee Task List

6b. Monthly GHI and City Calendars

6c. Proposed Telecommunications Facility at Eleanor Roosevelt High School

7. President

Skolnik mentioned that he would propose two task forces, to look into two matters of GHI's web and email systems. Skolnik also stated that in the Strategic Plan it was decided that a Long Range Planning Committee be created.

9. Board Members

James mentioned that the elections are coming up soon, to please turn in your candidate forms.

Hess mentioned that he would like the Board to consider, if an item is put on the consent agenda unless it is taken off the consent agenda at the time the agenda is approved it is approved.

10. Manager

None

**Motion: To adjourn.**

Moved: Hess

Seconded: Marcavitch

Carried: 9-0

The meeting adjourned at 10:50 p.m.

Ed James  
Secretary