

Minutes
GHI BOARD OF DIRECTORS
May 9, 2013

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

Others in Attendance:

General Manager Eldon Ralph	Debbie Cooley, Audit Committee
Joan Krob, Member Services Director	Ethan & Jacqueline Tabor
Bruce Mangum, Contract Processing	Alice Mitchell
Matt Barres, Maintenance Director	Michelle Kretsch
Tom Sporney, Technical Services Director	Terry Henderson
Dianne Wilkerson, Audit Committee Chair	Tom Jones
Ben Fischler, Audit Committee	Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:38 p.m.

1. Approval of Agenda

MOTION: TO APPROVE AGENDA, AS PRESENTED.

Moved: James

Seconded: Hess

Carried 8-0

2. Visitors and Members

Ready greeted members and visitors. No one wished to address the Board at this time.

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:

- **JOHN C. MARTINEZ, SOLE OWNER.**
- **CHRISTINA DAW, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8-0

The final loan approval has not been received for the units listed in the motion below.

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

- **JORGE GENDRA MOLINA, MANUEL FRAU-CORTES, JOINT TENANTS.**

Moved: James

Seconded: McFadden

Carried 8-0

FOR THE RECORD: THE FOLLOWING MEMBER WAS ACCEPTED INTO THE COOPERATIVE BY A BOARD POLL AND MEMBERSHIP WAS AFFORDED HER AND AT THE TIME OF SETTLEMENT.

- **MELINDA MELONE, SOLE OWNER.**

MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT RECREATION:

- **JOHN M. DOW, SOLE OWNER.**

Moved: James

Seconded: Hess

Carried 8-0

MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGES.

- **WILLIAM F. ARNDT, BE CHANGED TO WILIAM F. ARNDT, JOSEPH A. YANDOW, JR., TENANTS BY THE ENTIRETY.**
- **LINWOOD F. WARD, BETTY F. WARD, JOANNE WARD BE CHANGED TO JOANNE WARD, SOLE OWNER.**

Moved: James

Seconded: McFadden

Carried 8-0

4. Committee Reports

Member Outreach Committee had submitted a written report.

5. Consent Agenda

MOTION: APPROVE THE CONSENT AGENDA.

Moved: James

Seconded: Hess

Carried 8-0

6a. Approval of March 28 and April 11, 2013 Minutes

APPROVED BY CONSENT: MINUTES FOR THE GHI BOARD MEETINGS OF MARCH 28 AND APRIL 11, 2013.

6b. Proposed Policy for Addressing the Issue of Unoccupied Units

MOTION: THE BOARD OF DIRECTORS DIRECTS THE MANAGER TO IMPLEMENT THE POLICY, AS REVISED, THAT IT HAS FORMULATED FOR ADDRESSING THE ISSUE OF UNOCCUPIED GHI UNITS.

Moved: Hess

Seconded: James

Carried 8-0

6c. Proposed Policy for Addressing Unauthorized Rentals

MOTION: THE BOARD OF DIRECTORS DIRECTS THE MANAGER TO IMPLEMENT THE POLICY THAT IT HAS FORMULATED FOR ADDRESSING UNAUTHORIZED RENTALS OF GHI UNITS.

Moved: Hess

Seconded: Jones

Carried 8-0

During a lengthy discussion of the drafted policy, the Board suggested several minor changes in verbiage which staff agreed to include in the final document.

MOTION: TABLE ITEM C AND MOVE TO ITEM F.

Moved: DeBernardo

Seconded: Jones

Carried 8-0

MOTION: CALL THE QUESTION.

Moved: Hess

Seconded: Jones

Carried 6-2

Morse and DeBernardo opposed.

MOTION: REMOVE THE MOTION FROM THE TABLE.

Moved: Jones

Seconded: Hess

Carried 8-0

6f. Member Outreach Committee's Proposal to Prepare and Publish Articles on Pilot Program

In its report, the Member Outreach Committee proposes to prepare and publish a series of four articles about the pilot program and proposed upgrade project.

APPROVED BY CONSENT: THE BOARD OF DIRECTORS APPROVES THE PROPOSAL FROM THE MEMBER OUTREACH COMMITTEE TO PREPARE AND DISTRIBUTE A SERIES OF FOUR ARTICLES ABOUT THE PILOT PROGRAM AND PROPOSED UPGRADE PROJECT TO THE GHI MEMBERSHIP.

6d. Proposed Revisions to Sublease Policy

CONSENSUS: USE "WHO" INSTEAD OF "THAT" WHEN REFERRING TO MEMBERS FOR SENTENCE.

MOTION: THE BOARD OF DIRECTORS DIRECTS THE MANAGER TO IMPLEMENT THE REVISED SUBLEASE POLICY THAT IT HAS FORMULATED.

Moved: James

Seconded: Hess

Carried 8-0

Prior to voting on the motion, the Board and members in the audience entered into a lengthy discussion. Minor changes were made to the draft document.

6e. Proposed Revision to Rules for Building Openings, Windows, Doors, and Skylights

Last November, the Addition Maintenance Task Force was requested by the Board to review the permitting of skylights on additions enrolled in the GHI Addition Maintenance Program. The Board requested the task force to make recommendations on the following:

- a) Inspection requirements if skylights are allowed.
- b) If skylights are allowed, who should be responsible for their maintenance and repairs as well as the repair of any roof leaks that could be attributed to a defective skylight?
- c) If skylights are allowed and accepted into the addition maintenance program as a GHI maintenance responsibility, what fees should GHI charge members for their maintenance and replacement?
- d) For existing skylights, should GHI be responsible for their future maintenance and replacement?

After accepting the recommendations of the task force and receiving the members' feedback after the 30-day comment period, the Board requested staff to propose modified rule language for its further review. A draft of the modified rule language follows with modifications to the existing rules noted in *italics* or by ~~strike through~~:

X.N. Building Openings: Windows, Doors, Skylights

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2. All replacement windows must be reviewed by the Technical Services office. A GHI permit is required.

Installation of window types different from those listed as acceptable in the chart below requires approval by the Board of Directors before the Technical Services office will issue a permit.

Type of Window	Acceptable	Unacceptable
Masonry (brick or block) [original home or addition]		
Double-hung (vertical slider)		except for small bath opening and 2 nd floor end locations of end units only
Horizontal slider	X	
Casement	X	
Glass block		X
Bay/bow/garden		X
Skylight / light tube	X <i>(in additions only per X.N.2.a)</i>	X <i>(prohibited on original home)</i> except where allowed for porches/covered decks per §X.J.5.
Picture		X

Hexagonal / octagonal / round		X
Frame [original home or addition]		
Double-hung (vertical slider)	X	
Horizontal slider		X
Casement		except where allowed to be shortened per §X.N.1.
Glass block		X
Bay/bow/garden		except acceptable for gardenside additions
Skylight / light tube	X <i>(in additions only per X.N.2.a)</i>	X <i>(prohibited on original home)</i> except where allowed for porches/covered decks per §X.J.5.
Picture		X
Hexagonal / octagonal / round		X

Security bars on windows are prohibited.

a. Skylights and light tubes

- i. Maintenance of any skylight or light tube is the responsibility of the member, and is a component excluded from the Addition Maintenance Program (X.L.6.c.)*
- ii. Any skylight/light tube product must meet or exceed minimum criteria. Members must provide a product information sheet from the manufacturer when submitting a permit request.*
 - a) Curbed installation (no flush mount), flashed to meet manufacturer's rating appropriate for type and slope of roof where the skylight/light tube is to be installed.*
 - b) Insulated, tempered glass.*
 - c) Fixed pane (e.g. Non-moveable/non-opening)*
 - d) Energy Star rated*
- iii. Members having any skylight or light tube shall obtain HO-6 insurance coverage, and provide evidence of such insurance coverage prior to final inspection for new skylight/light tube installations. Members are required to continue to carry HO-6 coverage as long as the skylight/light tube is present. This requirement extends to members in units with existing skylights at the time of the replacement of the existing skylight/light tube or at the time of resale whichever comes first.*
- iv. Members must sign a Memorandum of Understanding to assume full responsibility for the labor and costs associated with maintenance & replacement of the skylight/light tube and any ancillary damage to the GHI maintained*

structure should the skylight/light tube fail. Maintenance and replacement responsibility conveys with the unit and new members are required to sign a new MOU at the time of settlement.

- v. *Members are responsible for all additional costs associated with the skylight/light tube when the addition roof is scheduled for replacement under the GHI Addition Maintenance Program.*

X.J. Porches / Covered Decks

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5. Skylights may be used to allow for interior daylight *per X.N.2.a.*

MOTION: THE BOARD OF DIRECTORS APPROVES THE REVISION TO GHI'S RULE X.N. BUILDING OPENINGS: WINDOWS, DOORS, SKYLIGHTS, AND X.J. PORCHES/COVERED DECKS AS INDICATED AND REVISED.

Moved: James

Seconded: McFadden

Carried 8-0

6g. 2013 Parking Lot Repair Contract, 1st Reading

Staff conducted an inspection of all GHI parking lots in 2007, and re-evaluated earlier in 2010, to assess and prioritize the needed repairs. The proposed 2013 parking lot repair program consists of repairs to the sites that are shown:

- | | | | |
|----|--|-----|------------------------------|
| 1. | <u>STRIPE & NUMBER/LETTERS</u> | | |
| | 1. Court 12 – Laurel Hill Road | 3. | Court 36 – Ridge Road |
| | 2. Court 7 – Plateau Place | 4. | Court 45 – Ridge Road |
| 2. | <u>SEALCOAT/STRIPE/NUMBERS & LETTERS</u> | | |
| | 1. Court 6 – Crescent Road | 7. | Court 24 – Ridge Road |
| | 2. Court 2 – Eastway Road | 8. | Court 38 – Ridge Road |
| | 3. Court 3 – Eastway Road | 9. | Court 53 – Ridge Road |
| | 4. Court 3 – Gardenway | 10. | Court 9 – Southway Road |
| | 5. Court 6 – Plateau Place | 11. | Court 7 – Woodland Way |
| | 6. Court 5 – Ridge Road | 12. | Court 8 – Woodland Way |
| 3. | <u>MAJOR RECONSTRUCTION</u> | | |
| | 1. Court 1 – Eastway Road | | |
| | 2. Court 11 – Laurel Hill Road | | |
| | 3. Court 10 – Plateau Place | | |
| | <u>MINOR RECONSTRUCTION</u> | | |
| | 1. Court 4 – Hillside Road | 8. | Court 19 – Ridge Road |
| | 2. Court 3 – Laurel Hill Road | 9. | Court 21 (JK) – Ridge Road |
| | 3. Court 4 – Laurel Hill Road | 10. | Court 21 (LM) – Ridge Road |
| | 4. Court 9 – Laurel Hill Road | 11. | Court 23 Ridge Road |
| | 5. Court 14 – Laurel Hill Road | 12. | Court 43 Ridge Road |
| | 6. Court 8 D – Ridge Road | 13. | Court 53 – Ridge Road |
| | 7. Court 13 – Ridge Road | | |

In April, GHI formally requested bids from twelve contractors, five of whom attended the pre-bid meeting. Staff followed up with those who failed to attend the pre-bid. Five bids were received:

NAME OF COMPANY	1	2	4	<u>subtotal</u> <u>operations</u>	3. MAJOR REPAIRS				<u>subtotal</u> <u>reserves</u> <u>w/alternate</u>	TOTAL w/alternate
	STRIPE, NUMBER & LETTERS	SEAL, STRIPE, NUMBER & LETTERS	MINOR REPAIRS		1 CT. EASTWAY	11 LAUREL HILL	10 PLATEAU - remove / replace	10 PLATEAU - overlay alternate		
CPE Incorporated	\$375.00	\$9,340.00	\$17,393.00	\$27,108.00	\$9,600.00	\$22,949.00	\$49,875.00	\$20,960.00	\$53,509.00	\$80,617.00
Espina Paving, Inc.	\$2,000.00	\$13,580.00	\$46,575.00	\$62,155.00	\$19,100.00	\$52,400.00	\$55,950.00	\$43,195.00	\$114,695.00	\$176,850.00
GMC Contractors, Inc.	\$869.00	\$6,841.00	\$33,933.00	\$41,643.00	\$17,698.00	\$60,000.00	\$69,260.00	\$25,775.00	\$103,473.00	\$145,116.00
NVM Paving & Concrete	\$1,000.00	\$7,160.00	\$23,311.00	\$31,471.00	\$13,182.00	\$28,450.00	\$38,346.00	\$28,729.00	\$70,361.00	\$101,832.00
Finley Asphalt	\$279.00	\$5,804.00	\$13,078.00	\$19,161.00	\$17,132.00	\$34,858.00	\$40,489.00	\$34,440.00	\$86,430.00	\$105,591.00
budget				\$23,750.00					\$47,075.00	

Finley Asphalt is a paving contractor from Manassas, VA that has bid on GHI parking lots in previous years. Staff has contacted Finley’s references and found them satisfactory. CPE is a local contractor that undertook the parking lot repairs during past years, as recently as 2009, 2010, 2011, and 2012 and has performed well on both concrete sidewalk and parking lot repair contracts. Staff recommends that the Board of Directors endorse Finley for the minor repairs (sealing, striping, numbering, patching), and CPE, Inc. for performing the major parking lot repairs for the amount of their bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH FINLEY ASPHALT & SEALING, FOR THE MINOR REPAIRS (SEALING, STRIPING, NUMBERING, PATCHING) OF PARKING LOTS AT ITS BID, \$19,161, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$21,078.

Moved: Hess

Seconded: Morse

Carried 8-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE MAJOR REPAIRS OF PARKING LOTS AT 1 EASTWAY, 10 PLATEAU, 11 LAUREL HILL, AT ITS BID, \$53,509, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$58,860.

Moved: Hess

Seconded: Morse

Carried 8-0

6h. 2013 Underground Utility Contract, 1st ReadingUnderground Utility Repairs -

During the past year, the Physical Plant Operations' staff investigated problems that were reported by members concerning sewer backups within their units or flooding in their yards. It was found that the primary causes for the problems were due to fractures in the underground terra cotta piping by tree root infiltration and rupture due to soil pressures. Because of the severity of the problems investigated, staff recommends repairs of underground sanitary sewer and storm drain piping at the following locations, to be funded from the Replacement Reserves fund.

Sewer only (11)

9 A-D Hillside Road

13 J-P Hillside Road

14 A-F Hillside Road

3 A-D Laurel Hill Road

14 U-V Laurel Hill Road

5 E-F Plateau Place

1 A-B Research Road

20 A-H Ridge Road

55 A-B Ridge Road

10 U-X Southway Road

4 Woodland Way

Storm only (5)

6 C-D Crescent Road

10 D Hillside Road

2 K Northway Road

2 D-E Plateau Place

9 N Southway Road

Sewer & storm (15)

Court 3 A-H Crescent Road

Court 6 A-D Crescent Road

Court 58 L-M Crescent Road

Court 2 B-C Eastway Road

Court 1 J-K Gardenway Road

Court 2 A-F Gardenway Road

Court 9 C-D Ridge Road

Court 13 C-D Ridge Road

Court 14 C-D Ridge Road

Court 30 A-B Ridge Road

Court 43 E-F Ridge Road

Court 45 T Ridge Road

Court 47 C-D Ridge Road

Court 4 G-H Southway Road

Court 2 C-D Woodland Way

Drainage Improvements –

For several years, flooding has occurred at the following locations during rainfall: 14 Q-S Laurel Hill Road; 16L-P Ridge Road, 20A-B Ridge Road; 61G-H Ridge Road and 62F-H Ridge Road. An amount of \$30,000 is budgeted in 2013 for swale and drainage improvements. Such improvements are funded from the operations budget.

Staff researched and subsequently solicited bids from eight underground utility companies, two of which attended the pre-bid meeting. GHI received five bids as follows:

Company	Schedule A	Schedule B	subtotal replacement reserves	Schedule C	Total
B & P Utilities	\$152,350	\$232,200	\$384,550	\$31,820	\$416,370
Humphrey & Sons	\$191,490	\$286,910	\$478,400	\$43,250	\$521,650
Taylor Utilities	\$169,580	\$264,860	\$434,440	\$38,775	\$473,215
City Contractors	\$125,800	\$130,400	\$256,200	\$44,865	\$301,065
ManeLine Utilities	\$186,166	\$224,155	\$410,321	\$28,876	\$439,197
budget				\$30,000	

City Contractors, based in Upper Marlboro MD, performed underground utility work for GHI many years ago, but not in recent history. Staff performed financial, vendor and reference checks on this company, and found them to be satisfactory. ManeLine Utilities has worked with GHI in the past on both regular and emergency contracts. Based upon this information and the bid analysis, staff recommends that the Board of Directors endorse City Contractors for performing the Underground Utility Repairs for schedules A & B, and ManeLine for Surface Drainage Improvements for schedule C, at the cited locations for the amount of their bids, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CITY CONTRACTORS FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT THIRTY-ONE (31) SITES AT ITS BID, \$256,200, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$281,820.

Moved: Hess

Seconded: McFadden

Carried 8-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH MANE-LINE UTILITIES FOR THE DRAINAGE IMPROVEMENTS AT THREE (3) SITES AT ITS BID, \$28,876, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$31,764.

Moved: Hess

Seconded: James

Carried 8-0

7. Items of Information

None discussed.

8. President

Ready announced Morse's and Wilkerson's last night. She said Morse gave good service and that Wilkerson been a wealth of information, rendering incredible service. Ready also said that at the annual meeting, members were interested in circulating petitions about FEMA and the school system take over.

9. Board Members

- Novinski - ARC members plan to take a tour of the community at 9 a.m. on June 15.
- DeBernardo – Expressed appreciation of Morse’s service.
- James – Asked those present to vote for the Old Greenbelt Theatre as part of the Partners in Preservation contest.
- Hess – Said Morse will be missed. He also said he has received a letter about rehab in the fall and that he would like to resume having the portraits of the GHI boards on the wall.
- Jones – Stated Morse worked really hard.
- McFadden – Said she looked forward to Morse’s return. She also mentioned an upcoming communities conference.
- Morse – Said he enjoyed working with the Board and has learned a lot. He also thanked the staff.
- Wilkerson – Thanked staff.
- Cooley – Announced the Companion Animal Committee will have a table at the Green Man Festival.

10. Manager

Ralph said he was sorry to see Morse to go. He said Morse is very diligent and conscientious. He also said that he will miss Wilkerson and that she was a consummate professional. He also said that GHI has received the new teleconference system. Ralph said he had met with Terry Hruby about the WMATA reinvention project. He said Hruby wanted the names and addresses of the members at 1, 2, 3 Gardenway because they will not be able to park on the street. Ready added 27 and 28 Ridge to the list.

11. Staff

Berres said Morse and Wilkerson helped make things better at GHI. Sporney thanked Morse and Wilkerson for their dedication to the community.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: McFadden

Carried 8-0

The meeting adjourned at 10:11 p.m.

Ed James
Secretary