

**Minutes
GHI Board of Directors
July 7, 2016**

Board Members Present: Brodd, Hess, Holland, James, Jones, Marcavitch, McFadden, and Skolnik

Excused Absence: Novinski

Others in Attendance:

Eldon Ralph, GHI General Manager
Joan Krob, GHI Director of Member Services
Joe Perry, GHI Director of Finance
Tom Sporney, GHI Director of Homes Improvement Program
Paul Kapfer, Audit Committee
Molly Lester, Audit Committee
Laurie & Ben Hertz
Laurie & Garrett Kowaluk
Waymond & Helen Joynes

Beth Fendlay
John S. Powelson, Naylor Gardens Co-op
Iris A. Avery, Naylor Gardens Co-op
Sonja Mitchell, Naylor Gardens Co-op
Marc Ferrara, Naylor Gardens Co-op
Judith Davis, Mayor Pro Tem, City of Greenbelt
Claudia Jones
Henry Haslinger
Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:37 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: McFadden

Carried: 8-0

2. Report on Executive Session

None

3. Visitors and Members (Comment Period)

None

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:

- Nancy E. Newton, Sole Owner;
- Alison Barlow, Sole Owner;
- Jeniece Weddington, Sole Owner;
- Amy McTighe, Sole Owner;
- Cherokee Dunkley, Sole Owner.

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee Reports

Legislative and Government Affairs Committee – Marcavitch mentioned that the July 12, LGAC meeting has been cancelled so that he could attend the Town Hall meeting on zoning codes at Roosevelt High School.

Building Committee – Skolnik mentioned that the Buildings Committee had a meeting with the Pilot Home members to officially wrap up the Pilot Program.

Homes Improvement Program – Sporney mentioned that the field work is non-stop, and that staff is at full blast, with Windows installed at 27%, Siding installed at 17½%, Baseboard Heaters installed at 30%, Split Heat Pumps installed at 26%, He stated staff is expecting the delivery of entry doors next week, and attic installation improvements tentatively starts August 8th.

6. For Action or Discussion

6a. Approval of Minutes: June 2, 2016

Motion: I move that the Board of Directors approve the minutes for the June 2, 2016 meeting.

Moved: James

Seconded: Hess

Carried: 8-0

6b. Request for an Exception to Install a Mt. Vernon Picket Fence at 20-J Ridge Road

On May 3rd, Waymond and Helen Joynes (the members of 20-J Ridge Rd) submitted a permit request to the Technical Services department for approval to erect a 150' long, 42 inch high, 1"x 4" Mt. Vernon picket fence in place of an existing two-board wooden split-rail fence that is located around the yard of their unit. The image below is a Mt. Vernon picket fence.



Mt. Vernon Picket Fence

GHI's rules for fences state:

- *Fence styles within the row should harmonize.*

Staff did not approve the permit request, since there are no Mt. Vernon fences around any other yards in the court. Most of the fences in the court are chain-link types, though there is a wooden picket fence around the yard at 20-N Ridge Rd. The members referred the permit request to the Architectural Review Committee.

The ARC discussed the matter during its June 8 meeting and passed a motion by a vote of 5-0 to recommend that the Board grant an exception to the member to erect the Mt. Vernon picket fence based on the following reasons:

- The picket fence will be harmonious with the woodland setting and other fences in the court.
- The picket fence replaces an existing wooden fence.

Motion: I move that the Board of Directors allow an exception to the members at 20-J Ridge Rd to erect a new 150' long, 42 inch high, 1"x 4" Mt. Vernon picket fence around the yard of the unit.

Moved: Marcavitch

Seconded: James

Carried: 8-0

Amendment: To strike the word "an exception to".

Moved: Hess

Seconded: Jones

Failed: 2-6

Opposed: Brodd, Holland, James, Marcavitch, McFadden, Skolnik

6c. Request for an Exception to Install a 6'x6'x6'11" Shed in the Serviceside Yard of 36-L Ridge Road

Last May 14, Ms. Eunice Barber, the member of 36-L Ridge Rd, submitted a permit request for approval to erect a new 6' wide x 6' deep x 6' 11" high vinyl resin shed in place of an old metal shed that is currently located in the serviceside yard of her unit.

GHI's rules for sheds stipulate:

A unit must have at most one shed, and it must not be in the serviceside yard, with the following exception:

- *A shed may be permitted in the serviceside yard instead of the gardenside yard or end yard if the shed is determined by staff to be less visually intrusive in this location, or if the unit is a one-bedroom frame unit with only a serviceside yard.*

Staff did not approve the permit request because of the above-mentioned provision in the Members' Handbook; hence the member referred the matter to the Architectural Review Committee.

The ARC discussed the matter on June 8 meeting and passed a motion by a vote of 5-0 to recommend that the Board grant an exception to the member to erect the shed in the proposed serviceside location. The ARC based its recommendation on the following factors:

- There is a steep slope, swale, and large drain in the gardenside yard.
- A shed in the gardenside yard would be hard to access because of the steep incline.
- A shed in the gardenside yard would also interfere with the principal line of sight to the common areas and street view.

Motion: I move that the Board of Directors allow an exception to the member at 36-L Ridge Rd to erect a new 6' wide x 6' deep x 6'11" high vinyl resin shed in the unit's serviceside yard as a replacement for the existing metal shed.

Moved: Hess

Seconded: McFadden

Carried: 8-0

6d. Request for an Exception to Install a 12'x8' Storage Shed in the Gardenside Yard of 4-A Gardenway

On May 11, 2016, the Technical Services Department received a permit request from Laurie Chvatal Hertz (the member of 4-A Gardenway Rd) for approval to erect a new 12' x 8' or 96 square foot wooden storage shed in the gardenside yard. GHI's rules for sheds stipulate:

- *Sheds shall not exceed 8% of the yard area where they are to be located.*
- *A shed shall not exceed 80 square feet, except that a shed for a multi-bedroom unit with neither an attic nor an attached garage shall not exceed 100 square feet.*

Staff did not issue a permit since the shed exceeded the 80 square feet limit; hence the member referred the matter to the Architectural Review Committee for consideration.

The ARC reviewed the matter on June 8 meeting and passed a motion by a vote of 4-0 to recommend that the Board grant an exception to the member to erect the shed in the proposed gardenside location, with the agreement that the old cinder block shed be deconstructed within a month after the new shed is built. ARC recommended an exception to allow the oversized shed since it is less than 8% of the size of the large gardenside yard.

Motion: I move that the Board of Directors allow an exception to the member at 4-A Gardenway to erect a new 12' wide x 8' deep shed in the unit's gardenside yard with the provision that the member shall deconstruct the old cinder block shed within a month after the new shed is built.

Moved: Marcavitch

Seconded: James

Failed: 4-4

Opposed: Hess, Brodd, Skolnik, Jones

6e. Request for an Exception to Install a 6' x 4' Shed in the Serviceside Yard of 39-E Ridge Road

Last April 21, Loretta and Garrett Kowaluk (the members of 39-E Ridge Rd) submitted a permit request for approval to erect a new 6' x 4' shed in the unit's serviceside yard.

GHI's rules for sheds stipulate:

A unit must have at most one shed, and it must not be in the serviceside yard, with the following exceptions:

- *A shed may be permitted in the serviceside yard instead of the gardenside yard or end yard if the shed is determined by staff to be less visually intrusive in this location, or if the unit is a one-bedroom frame unit with only a serviceside yard.*

Staff did not approve the permit request because of the member's desire to install the shed in the serviceside yard; hence the member referred the matter to the Architectural Review Committee.

The ARC reviewed the matter on June 8th and passed a motion by a vote of 3-2 to recommend that the Board grant an exception to allow the member to erect the shed in the proposed serviceside location.

Pros in favor of the motion were as follows:

- The new members would like to eventually add a screened porch to their gardenside and think that there would not be room for a shed without blocking the gardenside view.

Arguments against the motion were:

- Placement of the shed in the serviceside yard detracts from appearance of the yard and other options are available.

Motion: I move that the Board of Directors allow an exception to the member at 39-E Ridge Rd to erect a new 6' x 4' wooden shed in the unit's serviceside yard.

Moved: McFadden

Seconded: Holland

Carried: 6-1-1

Opposed: Marcavitch

Abstained: Jones

6f. Architectural Review Committee's Recommendations re: Neighbor Consent Rule

Last March 3rd, the Board passed a motion that directed the Architectural Review Committee to review the neighbor consent rules in the Member Handbook and recommend specific instances where the "neighbor consent" rule should be changed to "neighbor inform."

In its report, the ARC has defined its interpretation of "adjoining units" and "adjacent units" and advocates changes to the neighbor consent rule for only two items – decks/porches and entry door paint color. ARC stated that the Board has yet to review and adopt the changes to Privacy Screens that the ARC has proposed; in fact the Board finalized revisions to the privacy screen rules in 2015.

Motion: I move that the Board of Directors accept the Architectural Review Committee's report related to its review of current Neighbor Consent Requirements in GHI's Member Handbook as presented and direct the Manager to revise the neighbor consent rules by incorporating the recommendations that are contained in the Report.

Moved: Marcavitch

Seconded: James

Carried: 7-0-1

Abstained: McFadden

6g. Architectural Review Committee's Recommendations re: Colors and Placement of Line Sets for Split-System Heat Pumps

In Q4 2015, the Architectural Review Committee [ARC] considered rules modifications to address location and color of exterior linesets for minisplit HVAC systems being installed for HIP commencing in 2016 and for individual installations in GHI. On 5Nov15, the GHI board passed the following rules change:

§X.K.4. Central Units and Ductless Split Systems

- e. Routing layouts for HVAC piping shall be submitted for review & approval.
- f. HVAC refrigerant piping and electric cable shall be concealed from direct view on a building exterior, and covers that conceal shall be finished to match the color of the wall or siding to which it is attached. Contrasting colors are not acceptable.

HIP staff accumulated ARC suggested changes to the draft rules presented, and emailed text to ARC members for concurrence. 5 of 6 ARC members in attendance, and 1 Board member responded in agreement that it represented what ARC agreed to; no response was received from the 6th ARC member.

[~~added; deleted~~]:

§X.K.4. Central Units and Ductless Split Systems

- e. Routing layouts for HVAC ~~piping~~ *connections between outdoor units and indoor units* shall be submitted for review & approval. *Criteria for acceptance, in order of priority, shall include:*
 - i. *minimize the quantity of / eliminate elbows and changes of direction in a straight run*
 - ii. *keep horizontal runs as low as possible*
 - iii. *route sets together where possible*

- f. ~~HVAC refrigerant piping and electric cable~~ *Connections between outdoor units and indoor units shall be concealed from direct view covered on a building exterior, and covers that conceal shall be finished to match the color and the wall or siding to which it is attached. Contrasting colors are not acceptable. as follows:*
- i. *for homes painted or sided a uniform color, the color of lineset covers shall match the wall or siding*
 - ii. *for unpainted brick homes, the color of the lineset covers shall be dark brown to match gutters and downspouts*
 - iii. *for brick homes previously painted and currently in the weathered condition, where the remaining paint is single or multiple colors, the color of the lineset covers shall be determined by staff, and*
 - a) *be dark brown where predominant wall color is darker*
 - b) *match one of the wall colors, where the predominant wall color is lighter*
 - iv. *for homes where the member states that s/he intends to paint it a different color in the future, the color of the lineset covers shall match the current color*
- Colors are limited to approved exterior paint colors & dark brown.*

Motion: I move that the Board of Directors approves the proposed rules changes in §X.K.4.e & f. Central Units and Ductless Split Systems.

Moved: Brodd

Seconded: Hess

Carried: 8-0

6h. Draft Procedures re: Commencing Executive Session Meetings

Prior to regular open session Board meetings, the Board commences executive sessions or closed meetings shortly after 6:30 p.m. or 7:00 p.m. to accommodate members who (because of time constraints) may be unable to attend, if a closed meeting commences after a regular open meeting is adjourned.

GHI Bylaws Article III.3: states “*Members of the Corporation shall be permitted to attend meetings of the Board of Directors and shall be excluded from such meetings only if the Board by a three-fourths vote should enter into an executive session for the consideration of stated particular subjects, **the nature of which shall be announced publicly before the Board enters into Executive Session.** The Board shall not make policy decisions in Executive Session, but may decide in such sessions matters affecting individual members, employees, pending litigation, or contract negotiations.”*

Last June 2nd, the Board requested Director Bill Jones and the Manager to recommend a procedure with the steps that should be followed to comply with the provision of Bylaws Article III.3.

Motion: I move that the Board of Directors approve the procedure for commencing executive session meetings of the Board as presented to the Board on July 7, 2016.

Moved: Jones

Seconded: Hess

Carried: 8-0

6i. Proposed Membership Survey to Ascertain Interest in Washington Gas's Proposal to Provide Gas to GHI

On June 16, 2016, two officials from the Washington Gas Company presented a Letter of Intent to the Board with the following main provisions:

- a) Washington Gas would extend its gas mains throughout our community if GHI made a commitment to install 1600 gas hot water heaters, and 600 members utilized gas heating appliances over a five year period after the construction of the gas mains was completed.
- b) The estimated construction completion date of the gas mains would be no more than three years following the signing of definitive agreements.
- c) GHI would have to contribute \$300,500 if we do not install the agreed upon number of hot water heaters and heating appliances within a 5-year period after construction of the gas mains. This amount must be paid in advance of the project and will be waived, should Washington Gas and GHI come to an agreement on the number of gas appliances to be installed.

During the June 16th meeting, there was consensus among Board members that it may be prudent to establish a task force to analyze Washington Gas' proposal and undertake a survey of the membership to determine the level of interest in utilizing gas for heating and other purposes.

Motion: I move that the Board of Directors direct the Buildings Committee to review the Letter of Intent from Washington Gas and undertake a survey of the membership to determine the level of interest from members in utilizing gas for heating and other purposes. The Buildings Committee shall submit its report to the Board by October 31, 2016.

Moved: Hess

Seconded: Marcavitch

Carried: 8-0

6j. Task Force Recommendation re: Revisions to Occupancy Rules

Last March 3rd, the Board directed the Manager to submit an attorney's recommendation regarding proposed amendments to Article XVI; Occupancy Criteria in the Member Handbook to the membership for comment over a period of 30 days. On April 21, the Board passed a motion to establish a task force to review the attorney's recommendations and members' comments and recommend to the Board what changes should be made to the occupancy criteria.

The task force recommended that Article XVI, Paragraph F should be modified as follows:

F. GHI is an owner-occupied community; in all cases, the member must occupy the unit subject to the subletting provisions of the Mutual Ownership Contract. Homes may not be sublet except in special circumstances and only with permission of the GHI Management and/or Board of Directors.

A unit is deemed to be owner-occupied if and only if at least one of the members on the Mutual Ownership Contract is living and at least one of the following is true:

1. *The unit has a valid current Homestead Tax Credit.*

2. Any of the members on that Mutual Ownership Contract, or the spouse of any such member, shows proof of a valid current state Driver's License or Identification Card naming that person with that unit listed as the home address.

3. The unit does not have a Homestead Tax Credit and none of the members has a valid current state Driver's License or Identification Card, but at least one of the members on that Mutual Ownership Contract shows proof of 2 of the following 5 documents naming that member at that unit address: bank statement, utility bill, voter registration, auto registration, HO-6 insurance, car insurance.

4. The Board of Directors votes that the unit is owner-occupied by at least one of the members on its Mutual Ownership Contract.

It was pointed out that the phrase "following 5 documents" was incorrect and needs to be revised to "following 6 documents".

Amendment: To change in paragraph F "Homes must not be sublet" to "Homes may not be sublet".

Moved: Brodd

Seconded: McFadden

Carried: 8-0

Motion: I move that the Board of Directors adopt the task force's recommendations to revise Article XVI, Paragraph F, Occupancy Criteria in the Member Handbook as revised.

Moved: Marcavitch

Seconded: Brodd

Carried: 7-1-0

Opposed: Hess

6k. Audit Committee Recommendation re: Investment Oversight

A letter dated May 15, 2016 from the Audit Committee to the Board. The letter includes communication from GHI's external auditors to supplement the recommendations in the Audit Committee's letter. The Board deliberated the first two recommendations on June 16, 2016 but postponed discussion of the third recommendation as follows:

Investment Oversight

The audit committee suggests establishing a task force to implement the audit recommendation that an individual outside of the committee membership be appointed for oversight of the committee.

In 2014, staff prepared a Request for Proposal for Investment Advisory Consultant services that was edited by the Finance Committee and sent to fourteen (14) firms. One proposal was received from Hopkins Investment Management LLC. The Investment Committee reviewed the proposal and recommended that the Board not accept the bid.

By Consensus: That the Director of Finance change the specification for the annual audit.

7. Items of Information

- a. GHI Employee Picnic – The annual employee picnic will be held on Friday, July 22nd at Acredale Park in College Park, beginning at 12 noon. Board members are invited. Please RSVP to Sheri Swaim: sswaim@ghi.coop.

- b. Strategic Planning Meeting – The Board will hold its Strategic Planning Work Session on Sunday, July 24th from noon to 6pm.
- c. Prince George’s County Community Associations Conference – Hold the date: Saturday, October 15, 2016. More information will be provided as staff receives it.
- d. Board Action Plan Status & Committee Task List
- e. Monthly GHI and City Calendars

8. President

Skolnik thanked the members of Naylor Gardens Co-op from SE Washington, DC for their visit.

9. Board Members

Brodd inquired about the board binders.

James inquired about the update of the GHI Board phone list.

10. Manager

Ralph mentioned that WSSC was constructing a road between 6 and 8 Ridge Road through the woodland and that the work has been stopped due to a breach in the agreement. Ralph also stated that a new work plan would be provided from WSSC.

Krob mentioned that the New Member Social will be held on August 9th.

Motion: To recess to Executive Session for a member issue and a legal matter, following the break.

Moved: Hess

Seconded: McFadden

Carried: 8-0

The meeting recessed at 10:09 p.m.

Ed James
Secretary