

Minutes
GHI Board of Directors
September 22, 2005

Present: Abell, Alexanderwicz, Alpers, Eichhorst, Hess, Lauber, Lewis, Moore

Excused Absence: Hudson

Others in Attendance: Gretchen Overdurff, General Manager
Stephen Ruckman, Director of Finance
Joan Krob, Director of Member Services
Tom Sporney, Staff Engineer
Diane Wilkerson, Chair, Audit Committee
Mary Crellin, Audit Committee
Diana McFadden, Audit Committee
Genevieve Courbois, Recording Secretary
Kris White
Chris Logan
Susan Ready
Kathleen Alman
Elizabeth Shepard
Ruth Wilson
Rose Remenick
Barbara Hamilton
Greg Johnson
Ed James
David Morse
Mary Moien, *Greenbelt News Review*
Bill Kellaheer, Jr., Laurel, MD
Eileen Tate, Laurel, MD
Alice Kellaheer, Laurel, MD
James Cooney
Kathleen Cooney

President Eichhorst called the meeting to order at 7:30 p.m. She stated there was no need for Executive Session as it was held prior to the meeting. President Eichhorst added *Item 6j. October 3rd Meeting with Greenbelt News Review* to the agenda.

1. Approval of Agenda

MOTION: MOVE APPROVAL OF THE AGENDA AS REVISED.

Moved: Lewis

Seconded: Lauber

Carried

2. Visitors and Members

There were no visitors or members who wished to address the Board at this time.

3. Discussion of Minutes

There were no minutes to discuss.

4. Approval of Membership Applications

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

- **JEANETTE M. HOMAN**
- **JOHN CORDITS**
- **RHONDIE L. VOORHEES**
- **ALEXANDER S. COOPER & GENEVIEVE E. COOPER**
- **SIOBHAN DALRYMPLE**
- **JUDITH S. FARRALL**
- **SUZANNE M. MCMICHAEL AND ROBERT C. DEFIBAUGH IV,**

Moved: Lauber

Seconded: Alexanderwicz

Carried

MOTION: THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE:

- **ANNE LADNIER, DIANE L. KING AND RAYMOND A. KING TO DIANE L. KING AND RAYMOND A. KING, TENANTS BY THE ENTIRETY**

Moved: Lauber

Seconded: Hess

Carried

5. Committee Reports

There were no written Committee reports.

6a. A&E Committee Funding Request for FY 2006

The A&E Committee submitted a funding request to the Board for anticipated 2006 projects and outlined the needs for and usage of the requested funds. Treasurer Lewis gave her support for the funding initiatives but questioned the need for consultants, as did other Board members, given the expertise of the GHI staff and their access to experts in the field. In particular, Lewis mentioned that some members of the staff are trained in mold remediation. She emphasized that during the budget process the Board will be looking at community outreach within the context of all committees. A& E Committee member Greg Johnson said that he would provide an itemized list to the Board of specific funding requests. Member Kris White, suggested coordinating with the ad hoc Sustainable Design and Practices Committee as some initiatives may overlap.

6b. Proposed Gardenside Shed- 37C Ridge Road

On May 11, 2005, Kathleen Alman, submitted a permit request for an 8' x 8' barn-type wooden shed in her gardenside yard. GHI rules state "Placement of sheds shall avoid interfering with the principal line of sight from common areas or street view, where possible." (§IX.C.7) Staff brought this request to the A&E Committee since there was concern that adding a structure in this court would block an open vista. On August 21, 2005, the A&E Committee considered this case and recommended 4-2-1 that the Board of Directors approve the proposed shed as amended, to a shed-type (gabled) roof. During A&E discussion, there was concern that once one shed is in the gardenside of 37 Court, more sheds will be added, creating another "shed alley" along the common path, and making the path an unpleasant walk.

At the onset of Board discussion, Ms. Alman stated that she has agreed to the A&E recommendation of a shed-type (gabled) roof, and justified the look, size and chosen location for the shed. She said she doesn't perceive the location of the shed as imposing on a vista or the size of the shed as promoting "largeness." She stressed that she is being cognizant in her decisions regarding the shed's characteristics and ensuring that it conforms to all requirements, and additionally, she questioned where she would place the shed if this location were not approved. Member Ed James, offered that he doesn't consider this vista to be a prominent one and doesn't see the aesthetic concern that has been raised. President Eichhorst stated that the Board must think about the future membership when preserving vistas today.

Directors Hess and Treasurer Lewis spoke against approving the permit. Treasurer Lewis felt that the court and yards are narrow while the shed is large. As a result, she said, the shed would be very obtrusive on a now open court. Director Hess voiced his concern about the creation of a "shed alley" and its long-term impact.

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE STAFF TO APPROVE THE PERMIT REQUEST FOR A GARDENSIDE SHED AT 37C RIDGE ROAD WITH A SHED ROOF.

Moved: Alpers

Seconded: Abell

Carried

Opposed: Hess, Lewis

6c. Proposed Deck & Privacy Screen Replacement - 6D Hillside Road

On May 26, 2005, Ms. Barbara Hamilton, submitted a permit request to replace a deteriorating gardenside deck and privacy screen. The request is being considered for exception on three issues:

1. Deck
§X.I.3 material must be treated wood or composite
2. Privacy Screen
§VIII. material must be treated wood or masonry
§VIII.A.4.a. length limited to 8'

On August 31, 2005, the A&E Committee considered the issue of the proposed vinyl decking material and recommended 7-0-0 that the Board of Directors not approve the vinyl decking material.

At the outset of Board discussion, Ms. Hamilton provided vinyl and composite decking samples as well as photographs of the existing conditions. While she is amenable to replacing the decking with composite, she said the composite is slightly more expensive than vinyl. She has reduced the size of the deck to 12.5' length x 17' width from the original size due to storm drain encroachment. Board members discussed the slipperiness of vinyl, the potential for noise created by footsteps on vinyl decking and the composite being more environment-friendly.

MOTION: THE BOARD OF DIRECTORS DOES NOT AUTHORIZE STAFF TO APPROVE THE PERMIT REQUEST FOR USE OF VINYL DECKING MATERIAL FOR A GARDENSIDE DECK AT 6D HILLSIDE.

Moved: Lewis
Opposed: Moore

Seconded: Hess

Carried

The A&E Committee recommended 4-0-3 that the Board of Directors approve the proposed 15' vinyl privacy screen at 6D Hillside.

Ms. Hamilton said the existing 15' wooden privacy screen has been there for over 25 years and was there when she purchased her membership. She explained that while the screen had originally been installed to obscure the view of an unmanaged yard next door, the yard has been greatly improved. She said of the 123' of fencing which runs between the yards, a 15' privacy screen (with 12% openness) is a small portion of this; she recommends that a formula be developed to allow such lengths based on the characteristics of one's yard. She noted that should the 15' length not be approved she would need to infill with chain link fencing which will increase her costs. In addition, she stated that a privacy screen of 8' is not very long once deck furniture is set up.

Director Hess said, in interpreting the rules, that it appears a permit request for a privacy screen longer than 8' requires an exception, however, the rules do not specifically prohibit screens longer than 8'. Staff Engineer Sporney noted that a 15' privacy screen was allowed in December 2004 at 73H Ridge Road. Member Kris White, suggested that noise and proximity to parking lots or walkways might justify a longer privacy screen.

Treasurer Lewis had concerns about the visual impact of the privacy screen being longer than the deck as well as perpetuating a length which does not conform to the rules. Both Directors Abell and Alexanderwicz were concerned with the look of a modified chain link fence as well as the appearance of vinyl rather than wood. Member Sue Ready, stressed the importance of looking at the merits of this case and "the need to correct mistakes" which have occurred in the past. Member Ed James, said he did not see how approving the requested length of screen would perpetuate mistakes. He suggested obscuring that portion of the privacy screen which would be longer than the deck with flora.

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE STAFF TO APPROVE THE PERMIT REQUEST FOR USE OF VINYL MATERIAL FOR A GARDENSIDE PRIVACY SCREEN AT 6D HILLSIDE.

Moved: Alpers

Seconded: Lewis

Carried

The A&E Committee voted 1-5-1 that the Board of Directors approve the proposed 15' long privacy screen. This matter is being brought to the Board of Directors for discussion/action.

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE STAFF TO APPROVE THE PERMIT REQUEST FOR A GARDENSIDE PRIVACY SCREEN 15' LONG AT 6D HILLSIDE.

Moved: Moore

Seconded: Abell

Failed

In favor: Abell, Alpers, Hess, Moore

Opposed: Alexanderwicz, Eichhorst, Lewis, Lauber

Because the motion was a split vote, the motion failed. Member James Cooney, questioned Robert's Rules of Order in reference to the President casting a vote. Director Hess clarified that the chair votes when that vote affects the outcome; in this case, he said, the chair's vote created a tie.

6d. Proposed Hot Tub- 9L Ridge Road

On August 18, 2005, James and Kathleen Cooney submitted a revised permit request for the purpose of installing the hot tub on a serviceside patio. Though GHI rules are silent as to the accepted placement of a hot tub, staff had concerns that the location of the tub (on the service side of the homes in this row) might be objectionable to the community on the grounds of general decorum and propriety. On August 31, 2005, the A&E Committee considered this case and voted 4-3-0 that the Board of Directors approve the proposed hot tub, on the condition that, if noise becomes an issue, it be relocated to the gardenside, and that the hot tub be removed at time of resale.

Staff Engineer Sporney said that staff is seeking direction from the Board regarding the placement of the hot tub in the serviceside location; it is not an exception request. Member James Cooney challenged some of the points that were raised in the A&E Committee discussion specifically the idea that hot tubs are "indecorous," the requirement to remove the hot tub at resale, and the notion that the hot tub may fall into disrepair. He emphasized his willingness to work with and resolve any complaints from neighbors. Member Lauber, voiced her support for the location, as the servicesides of homes in 9 Court are more private than the gardensides.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES STAFF TO APPROVE THE PERMIT REQUEST FOR A SERVICESIDE HOT TUB, AS PROPOSED, AT 9L RIDGE ROAD, WITH THE PROVISION THAT WRITTEN NEIGHBOR CONSENT IS PROVIDED BY 9K & 9M RIDGE ROAD, IT BE REMOVED ON RESALE, AND THAT

THE MEMBER AT 9L WORK DIRECTLY WITH NEIGHBORS TO RESOLVE ANY NOISE ISSUES, IF ANY OCCUR.

Moved: Alexanderwicz
Abstained: Lauber

Seconded: Lewis

Carried

6e. 2005 Fall Concrete Contract – First Reading

In August, staff solicited bids to replace concrete sidewalks and a number of steps at one hundred eight (108) locations throughout GHI. GHI formally solicited bids from eight independent concrete contractors who were all individually contacted to ascertain their interest. Two attended the pre-bid meeting, and staff followed up with the remaining contractors to confirm that they would still be bidding; of those six absent from the pre-bid meeting, four were left reminder messages and two indicated that they would bid. GHI received bids from three contractors; one of the two who stated its inclusion on follow-up did not submit a bid. The bids are summarized below:

NAME OF COMPANY	BASE BID	ADDITIONAL SIDEWALK 4” (Per Sq. Ft.)	STEP
CPE, INC.	\$46,629.00	\$7.25	\$250.00
FT. MYER CONST.	\$44,690.00	\$6.00	\$250.00
LANHAM CONST.	\$47,143.00	\$8.60	\$240.00

In 2005, GHI budgeted \$42,000 for spring and fall concrete repairs. The spring contract was completed at a cost of \$26,992. On 16Jun05, the GHI Board of Directors approved an increase of \$16,517 to 2005 concrete repair expenditures as an allocation of excess revenue and unallocated funds from 2004. Thus, funds available for the fall concrete project are \$31,525. Staff reviewed the original list of 108 sites to address the most significant concerns, reducing the list to fifty-three (53). The comparison of the two apparent low bidders for these specific sites is:

CPE	\$29,555
Fort Myer	\$27,375

Four additional sites have been identified as significant since the bid process, and their inclusion would bring the total contract to Fort Myer to \$28,865, for fifty-seven (57) sites.

Fort Myer is a large general contractor which has not worked at GHI in the past; it bid on GHI's 2005 spring concrete project, second in bid amount to the contractor who was awarded the work. Staff has reviewed Fort Myer's credentials and references and recommends them to perform the fall concrete sidewalk replacement for the amount of \$28,865, with an additional 9.2 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH FORT MYER

**CONSTRUCTION CORPORATION FOR THE FALL SEASON REPAIRS OF
CONCRETE SIDEWALKS FOR A COST NOT TO EXCEED \$31,525.**

Moved: Hess

Seconded: Lewis

Carried

6f. Yard Line Committee – Pilot Project Status

Since mid-August, staff has been gathering and cataloguing existing documentation of yard plats from individual member files in UDB to master binders in Technical Services, according to the procedure presented to the Board at its meeting of August 18, 2005. At its meeting of April 21, 2005, the Board approved 34 yard plats in 2, 4, 5, 21 Ridge, some with certain conditions, others as they exist on the ground. To date, no certified plats have been distributed.

According to Staff Engineer Sporney as of September 21, 1,282 yard plats have been catalogued which represents three-quarters of the project. He said that staff needs direction in terms of the distribution of the 34 approved yard plats and their use at resale. He emphasized that not all plats have been certified uniformly and, once they are released, they are “cast in stone.”

Board members voiced concern about a) ensuring that new problems are not perpetuated, b) the development of post-release procedures, c) how to address encroachments, and d) ensuring that new members are correctly informed during the settlement process of any certified yard plats as well as the yard line project. Sue Ready, a member of the Ad Hoc Yard Line Committee, said that in terms of encroachments, the A&E Committee has recommended minimizing the impact to the member, i.e., perhaps not requiring the member to correct an encroachment prior to settlement, but upon future replacement by the new member. Treasurer Lewis stated her concern that if an encroachment is determined after settlement, GHI may be responsible for correcting the encroachment rather than the new member. Within this context, Vice President Abell questioned the impact of the rule that if GHI removes a fence on behalf of a member, that member cannot erect a fence in its place for three (3) years. Staff was unsure of the impact.

CONSENSUS: TO USE THE 34 CERTIFIED YARD PLATS AT RESALE EFFECTIVE IMMEDIATELY, TO CONTINUE TO PULL THE REMAINING 318 YARD PLATS, TO DEVELOP POST-RELEASE PROCEDURES AND TO CONSIDER ENCROACHMENT ISSUE PROCEDURES PARTICULARLY IN TERMS OF FINANCIAL IMPACT TO GHI. STAFF MAY ACT ON CASES WHERE SHEDS HAVE BEEN INSTALLED BEYOND THE 75 FOOT LINE.

6g. Rules Change – CLEAR Revision of §VII. Fences & §VIII. Privacy Screens

During the process of the CLEAR (Clarify Language Eliminating Ambiguous Rules) Project, the A&E Committee and the CLEAR Subcommittee have kept in mind two main goals in regards to fences and privacy screens:

1. improve the aesthetics of fences and privacy screens throughout the community.
2. clarify the rules in the Member Handbook to improve member understanding, implementation and enforcement.

Both of these goals are addressed; (a) primarily by proposing limits to the number of fence and privacy screen styles that are permitted and (b) secondarily by proposing changes to the placement of fences and privacy screens by clarification and coordination with the Member Handbook policy for hedges. In addition, discretion to the staff to make minor adjustments to the required fence and privacy screens is being proposed to limit the exception requests that filter through the A&E Committee, and then heard by the Board of Directors.

Prior to the A&E Committee meeting of August 31, 2005, committee members received a two-page summary of all decisions made regarding fences and privacy screens during the CLEAR project. During discussion, the following points were made:

- There were no objections to the proposed rule changes for fences.
- The idea of including language to permit vinyl privacy screens was discussed. The environmental issues of vinyl were reiterated. In the end, the vote was in favor of including language to permit vinyl privacy screens as long as they meet the criteria already established for wood privacy screens, 4-1-2.

The A&E Committee recommended 6-0-0 that the Board of Directors adopt the proposed rules changes for fences, and 5-0-1 that the Board of Directors adopt the proposed rules changes for privacy screens, including the addition of a section to permit vinyl privacy screens.

The Board reviewed the proposed rule changes and offered suggestions and modifications. The Board stressed that it must be afforded the right to grant exceptions as each case has specific circumstances associated with it. In addition, Director Hess explained that one Board could not restrict future Board's actions. President Eichhorst said that the Board would draft a memo for the A&E Committee outlining the discussed changes. She said that the Board would expect to review the document again in November 2005. She thanked members of the A&E Committee for their thoughtful and hard work in this endeavor.

6h. Referral to Marketing Committee

Several members of the Yahoo! Greenbelters Group had recently been discussing unoccupied units as well as those units not currently being occupied by the member on the MOC; they have suggested various changes to GHI rules and policies governing these situations. The implication and impact of GHI's Two-Year Profit Limitation was also addressed in the on-line discussion.

General Manager Overdurff said that current policy does not address estate issues, sub-leasing or long-term absences and acknowledged that enforcing the two-year rule is difficult. She encourages having the Marketing Committee review the current guidelines and stated that GHI is aware of 13 unoccupied units and would like to hear from members about others in the community. Treasurer Lewis recommends changing the MOC requirement to two years of residence rather than two years of membership. Secretary Lauber said that when she worked with the former ad hoc Absentee Owner Committee the Board agreed that both the absent owner and the person responsible for the unit, or occupying it, had to complete informational paperwork to be kept on file by GHI. Director Hess emphasized that a vacant unit may be good for one individual, but is not good for the community.

6i. Meeting Announcement Signage

At the last Board meeting, Director Hudson proposed that signage be placed in the community to remind the membership of Board meetings. The Board suggested adapting the N&E Committee signs, which are used to advertise annual meetings, if possible. Treasurer Lewis proposed placing the signage on a trial basis. In addition to current advertisement for Board meetings, suggestions included posting it to the Yahoo! Greenbelters Group, setting up a telephone line and broadcasting it on Greenbelt's public access channel. Staff will report back in terms of the N&E Committee's signs at the next Board meeting.

6j. October 3rd Meeting with Greenbelt News Review

The October 3rd meeting will need to be rescheduled or a different location determined. President Eichhorst suggested combining this meeting with other Board business and offered October 24th as a possible date.

9. President

President Eichhorst said she was signing letters thanking Jeannette Grotke for her work on the A&E Committee as well as six-month letters to new members. She noted the upcoming annual recognition ceremony of the Prince George's County Beautification Committee on September 28, 2005 at the Newton White Mansion as well as Montgomery County Executive Doug Duncan's annual family barbeque. She reported on the NAHC annual conference in St. Louis (she and Treasurer Lewis were both attendees and presenters) and encouraged GHI staff to generate topics and proposals for upcoming NAHC meetings. She also reminded all of the GHI yard sale on Saturday, September 24th—all proceeds to benefit the October 9th celebration.

10. Board Members

Director Alexanderwicz reported that the rain garden workshop hosted by the Woodlands Committee went very well and that tree planting will be taking place on Saturday.

Treasurer Lewis said that her presentation at NAHC on budgeting for the future through replacement reserves was very successful thanks to handouts generated by Director of Physical Plant Services Ralph. She also participated in an AARP financial management panel. She noted that the next Finance Committee is Thursday, September 29.

On behalf of the Marketing Committee, Secretary Lauber reported a moderate turnout for the pre-purchase meeting and a good response at the new member coffee on September 12th.

Director Alpers said she attended the First Responder's meeting.

Director Hess announced the next Investment Committee meeting scheduled for October 6th and reported that he recently encountered problems with GHI's after-hours answering system.

11. General Manager

General Manager Overdurff said the County would like to know about any countywide hurricane evacuees needing social services at 1-866-952-7426. She reported that GHI has applied

for a \$1,000 grant for forestry work. In addition, she ordered subscriptions of the *Cooperative Housing Bulletin* for all Board and Audit Committee members.

MOTION: TO ADJOURN.

Moved: Hess

Seconded: Moore

Carried

The meeting adjourned at 10:47 p.m.

Dorothy Lauber
Secretary