

**Minutes
Greenbelt Homes Inc.
Special Membership Meeting – December 12, 2019
Greenbelt Firehouse 125 Crescent Road, Greenbelt MD**

1. **Issuance of Voting Cards:** Voting cards were issued to members beginning at 6:30 pm.
2. **Proof of Due Notice of Meeting:**

Secretary Ed James presented a receipt from the Greenbelt Post Office certifying that on November 22, 2019 1,600 pieces of prepaid first-class mail with postage totaling \$800.00 were delivered by Greenbelt Homes, Inc. to the facility. This mailing constitutes due notice of meeting in accordance with Article IV, Section 4 of the GHI Bylaws.

3. **Certification of Presence of a Quorum:**

Ed James announced that at 7:30 p.m. 78 members had registered signifying that a quorum was present to conduct business. President Steve Skolnik called the meeting to order at 7:31p.m.

4. **Approval of Order of Agenda Items:**

The order of the items on the agenda was approved.

5. **Motions to be presented to the membership by the Board of Directors:**

A. Proposed contract for tree maintenance services during 2020 to 2022- (refer to the attachment)

- *Proposition by the Board of Directors that the membership approve a motion to authorize the Board to enter into a 3-year contract for tree maintenance services within the GHI community during 2020 to 2022.*
- *Membership vote on the motion presented.*

B. Proposed contract for landscape maintenance services during 2020 to 2022 -(refer to the attachment)

- *Proposition by the Board of Directors that the membership approve a motion to authorize the Board to enter into a 3-year contract for landscape maintenance services in common areas within the Gill community during 2020 to 2022.*

A. WHY IS THE MEMBERSHIP BEING REQUESTED TO AUTHORIZE THESE CONTRACTS?

In GHI's bylaws, Article VIII. Financial Regulations§11. Expenditure of Funds and Contracts Paragraph d. states: *The total aggregate costs of the following multi-year contracts shall not exceed \$400,000 at any one time: (i) every outstanding multiyear contract costing more than*

\$40,000 per year, without regard to the total duration of the contract, and (ii) every outstanding multiyear contract costing \$40,000 or less per year, if such contract runs for a period of more than five years.

The \$400,00 aggregate limit shall not apply to the following contracts:

- I. Contracts for which the purpose and amount shall be approved at a membership meeting by a two-thirds vote;
- II. Contracts with respect to borrowing money, mortgages, and mortgage notes;
- III. Contracts relating to insurance with a one-year cancellation clause;
- IV. Contracts relating to assignments now or hereafter made by members of their Mutual Ownership Contracts; or
- V. Contracts relating to matters connected with loans to members.

The estimated total aggregate costs of the proposed 3-year tree maintenance contract and the 3-year landscape maintenance contract exceed \$400,000; hence the Board is requesting the membership to approve them.

B. SUGGESTED MOTION #1 RE: PROPOSED CONTRACT FOR TREE MAINTENANCE SERVICES DURING 2020-2022 AND RATIONALE FOR THE MOTION

Motion #1: Be it moved that the membership of Greenbelt Homes Inc. authorize GHI's Board of Directors to enter into a contract with Brightview Landscapes LLC, to provide tree maintenance services to GHI, covering the period January 1, 2020 to December 31, 2022, in accordance with the price schedule for 2020 listed below, with options of renewal for the years 2021 and 2022 and price increases of 3% for 2021 and 3% for 2022.

Price Schedule

| Diameter Sizes | Tree Trimming | Tree Removals |
|---------------------------------------|---------------|---------------|
| Up to 6 ¹¹ | \$29.00 | \$61.00 |
| >6 ¹¹ to 12 ¹¹ | \$97.50 | \$152.00 |
| >12 ¹¹ to 18 ¹¹ | \$100.00 | \$242.00 |
| >18 ¹¹ to 24 ¹¹ | \$296.00 | \$483.00 |
| >24 ¹¹ to 30 ¹¹ | \$380.50 | \$929.00 |
| >30 ¹¹ to 36 ¹¹ | \$507.00 | \$1,520.00 |
| >36 ¹¹ to 42 ¹¹ | \$676.00 | \$1,690.00 |
| >42 ¹¹ to 48 ¹¹ | \$886.00 | \$2,570.00 |
| >48 ¹¹ | \$929.00 | \$2,906.00 |
| Miscellaneous Services | | |
| Remove branches from roofline | | \$171.00 |
| Fertilization cost per sq. ft. | | \$74.00 |
| Cabling, bracing, guying cost per ft. | | \$43.00 |
| Vertical mulching cost per sq. ft. | | \$86.00 |
| Air spade excavation cost per sq. ft. | | \$74.00 |
| Stump grinding cost per sq. ft. | | \$15.00 |

Moved: Ed James
56-D Crescent Road

Carried: By a wide
margin

Rationale for suggested motion #1

GHI's current contract with Brightview Landscapes LLC, to provide tree maintenance services within our community expires at the end of 2019.

During the 2nd quarter of 2019, staff solicited bids for a new tree maintenance contract from ten firms. Bids were requested for a one-year contract period, commencing from January 2020, with options for renewal in 2021 & 2022. Three contractors attended a pre-bid meeting to discuss the specifications and tour the site. Two contractors i.e. Pro Arbor Tree Care and Brightview Landscapes, submitted bids.

Companies were requested to quote unit prices for the following services:

- a) Trimming trees for 9 diameter sizes
- b) Removing trees for 9 diameter sizes
- c) Trimming cost to remove a branch from a roofline
- d) Fertilization cost per sq. ft.
- e) Cabling, bracing, guying cost per sq. ft.
- f) Vertical mulching cost per sq. ft.
- g) Air spade excavation cost per sq. ft.
- h) Stump grinding cost per sq. ft.

In order to determine the lowest overall bidder, staff utilized statistics on the average annual historical quantities of services and calculated estimated costs that GHI would incur for each contractor over a 3-year period based on their bid prices. The estimated tree maintenance costs per contractor are summarized in the table below:

| TRIMMING TREES | AVERAGE QUANTITY PER YR | PRO ARBOR TREE CARE | | BRIGHTVIEW | |
|---------------------------------|-------------------------|---------------------|-----------------|---------------|-----------------|
| | | Unit Cost bid | Total | Unit Cost bid | Total |
| Up to 6" | 0 | \$125.00 | \$0 | \$29.00 | \$0 |
| >6" to 12" | 12 | \$200.00 | \$2,400 | \$97.50 | \$1,170 |
| >12" to 18" | 16 | \$400.00 | \$6,400 | \$100.00 | \$1,600 |
| >18" to 24" | 38 | \$600.00 | \$22,800 | \$296.00 | \$11,248 |
| >24" to 30" | 25 | \$800.00 | \$20,000 | \$380.50 | \$9,513 |
| >30" to 36" | 9 | \$1,200.00 | \$10,800 | \$507.00 | \$4,563 |
| >36" to 42" | 7 | \$2,000.00 | \$14,000 | \$676.00 | \$4,732 |
| >42" to 48" | 4 | \$2,600.00 | \$10,400 | \$886.00 | \$3,544 |
| >48" | 4 | \$2,800.00 | \$11,200 | \$929.00 | \$3,716 |
| Sub-Total: Tree Trimming | | | \$98,000 | | \$40,086 |
| REMOVAL OF TREES | AVERAGE QUANTITY PER YR | PRO ARBOR TREE CARE | | BRIGHTVIEW | |
| | | Unit Cost bid | Total | Unit Cost bid | Total |

| Up to 6" | 1 | \$125.00 | \$125 | \$61.00 | \$61 |
|--|-------------------------|---------------------|------------------|--------------------|------------------|
| >6" to 12" | 26 | \$200.00 | \$5,200 | \$152.00 | \$3,952 |
| >12" to 18" | 30 | \$400.00 | \$12,000 | \$242.00 | \$7,260 |
| >18" to 24" | 24 | \$1,200.00 | \$28,800 | \$483.00 | \$11,592 |
| >24" to 30" | 24 | \$1,600.00 | \$38,400 | \$929.00 | \$22,296 |
| >30" to 36" | 9 | \$3,000.00 | \$27,000 | \$1,520.00 | \$13,680 |
| >36" to 42" | 8 | \$3,400.00 | \$27,200 | \$1,690.00 | \$13,520 |
| >42" to 48" | 1 | \$3,600.00 | \$3,600 | \$2,570.00 | \$2,570 |
| >48" | 0 | \$3,800.00 | \$0 | \$2,906.00 | \$0 |
| Sub-Total: Removal of Trees | | | \$142,325 | | \$74,931 |
| MISC. SERVICES | AVERAGE QUANTITY PER YR | PRO ARBOR TREE CARE | | BRIGHTVIEW | |
| | | Unit Cost bid | Total | Unit Cost bid | Total |
| Remove branch from roofline | 0 | \$300.00 | \$0 | \$171.00 | \$0 |
| Fertilization cost/sq. ft. | 10 | \$15.00 | \$150 | \$74.00 | \$740 |
| Cabling, bracing, guying per ft. | 0 | \$31.00 | \$0 | \$43.00 | \$0 |
| Vertical mulching per sq. ft. | 0 | \$0.65 | \$0 | \$86.00 | \$0 |
| Air spade excavation per sq. ft. | 0 | \$2.25 | \$0 | \$74.00 | \$0 |
| Stump grinding per sq. ft. | 0 | \$50.00 | \$0 | \$15.00 | \$0 |
| Sub-total: Misc. Services | | | \$150 | | \$740 |
| Total estimated costs for Year 1 | | | \$240,475 | | \$115,757 |
| Total estimated costs for Year 2 | | 3% increase | \$247,689 | 3% increase | \$119,229 |
| Total estimated costs for Year 3 | | 3% increase | \$255,120 | 3% increase | \$122,806 |
| Total estimated costs for 3 years | | | \$743,284 | | \$357,792 |

The lowest bidder over a three-year period is Brightview Landscapes, LLC. This company is currently under contract with GHI and has provided satisfactory service to GHI in the past. On September 5, 2019 GHI's Board of Directors reviewed the bids that were submitted and accepted the proposal from Brightview Landscapes, LLC. The Board of Directors therefore recommends that the membership authorize it to enter into a contract with Brightview Landscapes for tree maintenance services during 2020 to 2022 in accordance with the price schedule for 2020 listed in the table below, and price increases of 3% for 2021 and 3% for 2022.

Price Schedule

| Diameter Sizes | Tree Trimming | Tree Removals |
|---------------------------------------|---------------|---------------|
| Up to 6" | \$29.00 | \$61.00 |
| >6" to 12" | \$97.50 | \$152.00 |
| >12" to 18" | \$100.00 | \$242.00 |
| >18" to 24" | \$296.00 | \$483.00 |
| >24" to 30" | \$380.50 | \$929.00 |
| >30" to 36" | \$507.00 | \$1,520.00 |
| >36" to 42" | \$676.00 | \$1,690.00 |
| >42" to 48" | \$886.00 | \$2,570.00 |
| >48" | \$929.00 | \$2,906.00 |
| Miscellaneous Services | | |
| Remove branches from roofline | | \$171.00 |
| Fertilization cost per sq. ft. | | \$74.00 |
| Cabling, bracing, guying cost per ft. | | \$43.00 |
| Vertical mulching cost per sq. ft. | | \$86.00 |
| Air spade excavation cost per sq. ft. | | \$74.00 |
| Stump grinding cost per sq. ft. | | \$15.00 |

C. Suggested motion #2 re: Proposed Contract for Landscape Maintenance Services During 2020 –2022 and rationale for the motion

Motion #2: Be it moved that the membership of Greenbelt Homes Inc. authorize GHI's Board of Directors to enter into a contract with Brightview Landscapes LLC, to provide landscape maintenance services to GHI's common areas at the contractor's bid price of \$64,662 for the year 2020, with options for renewal in 2021 with a 2% price escalation and in 2022 with a further 2% price escalation, plus a 5% allowance for contingencies that may arise, for costs not to exceed \$67,895 in year 2020, \$69,253 in year 2021, and \$70,638 in year 2022.

Moved: Ed James
56-D Crescent Road

Carried: By a wide
margin

Rationale for suggested motion # 2

GHI's current contract with LandCare USA to provide landscape maintenance services within GHI common areas expires at the end of 2019.

During the 3rd quarter of this year, staff solicited bids from a total of eight landscape maintenance firms. Bids were requested for a one-year contract period, commencing from January 2020, with options for renewal in 2021 & 2022. The summary of the scope of work to be performed within the GHI common areas is detailed below.

| | | |
|--------------------------------|-----------------------------|--|
| Landscape Maintenance Activity | General Common Areas in GHI | Administration Building and Garages at 17 Ct. Ridge. |
|--------------------------------|-----------------------------|--|

| | | |
|----------------------------------|---|---|
| Mowing & trimming | Required 18 times per year | Required 18 times per year |
| Edging curbs and sidewalks | Required every other mowing or 9 times per year | Required every other mowing or 9 times per year |
| Manual weed control and mulching | | All landscaped beds and tree wells |

Overall, five Contractors attended a pre-bid meeting to discuss the specifications and tour the site. These same five contractors submitted bid prices for the year 2020 along with the percentage increases to perform the work in years 2021 and 2022. The summary of these bids is presented in the following table:

| Company | 2020 Base Bid for GHI | % increase for 2021 & 2022 | | 2020-22 Costs for GHI |
|----------------------------|-----------------------|----------------------------|----|-----------------------|
| Brightview Landscapes, LLC | \$64,662 | 2% | 2% | \$197,892 |
| LandCare USA, LLC | \$92,000 | 0% | 3% | \$278,760 |
| Davey Tree Expert Company | \$72,286 | 2% | 2% | \$221,224 |
| Artistic Landscaping, Inc. | \$147,490 | 0% | 0% | \$442,470 |
| Complete Industries, Inc. | \$43,040 | 0% | 0% | \$129,120 |

On October 17, 2019, GHI's Board of Directors reviewed the bids that were received and accepted the proposal from Brightview Landscapes LLC, after staff informed the Board that it was unable to verify references that Complete Industries (the lowest bidder) provided; references did not return calls and the company did not respond to staff's requests for additional references. Brightview Landscapes LLC, the second lowest bidder, is a large landscape maintenance company with a good reputation. Staff has worked with Brightview's Tree Maintenance department in the past with satisfactory results.

The Board recommends that the membership approve a contract with Brightview Landscapes LLC to provide landscape maintenance services to GHI's common areas for the amount of its bid of \$64,662 for the year 2020, with 2% and 2% escalation in year 2021 and year 2022 respectively, plus a 5% allowance for contingencies that may arise, for costs not to exceed \$67,895 in year 2020, \$69,253 in year 2021, and \$70,638 in year 2022.

6. **Adjournment**

Motion: I move to Adjourn.

Moved: Chuck Hess
42-D Ridge Road

Seconded: Bill Jones
15-D Ridge Road

Carried: Unanimously

The meeting adjourned at 7:44 p.m.

Ed James
Secretary