

Minutes
GHI Board of Directors
Special Meeting
June 12, 2008

Present: Agans, Hickey, James, Lewis, McFadden, Morse, Novinski, Robles

Excused Absence: Mazursky

Others in Attendance:

Gretchen Overdurff, General Manager
Eldon Ralph, Assistant General Manager
Dianne Wilkerson, Chair, Audit Committee
Michael Iacangelo, Audit Committee
Dorothy Lauber, Audit Committee
CJ Evans, Recording Secretary
Bill Duncan,

President Lewis called the meeting to order at 7:11 p.m.

1. Approval of Membership Applications

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

- CYNTHIA A. HENNEBERGER, 11F HILLSIDE ROAD
- LORI C. WILSON
- ELIZABETH A. CHANDLER AND KENNETH J. CHANDLER
- JANET A. HUGHES AND BRIAN A. HUGHES

Moved: James

Seconded: Hickey

Carried 7-0

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

- BARBARA KEPPERT SOLE OWNER, TO BARBARA KEPPERT AND ROBERT W. KEPPERT, TENANTS BY THE ENTIRETY.

Moved: James

Seconded: Robles

Carried 7-0

2. 2008 Summer Concrete Sidewalk Contract – 1st Reading

In April, staff solicited bids to replace concrete sidewalks and a number of steps at nineteen (19) locations throughout GHI. Reasons for the replacements include the disintegration of concrete and heaving of sections of sidewalks. Some of these defects were reported to the

Maintenance Department by members, while others were observed during a community-wide survey of sidewalks. \$45,000 is budgeted in 2008 for concrete repairs. The list of sites is:

1.	58 C Crescent Road	11.	4 B Ridge Road
2.	2 C & D Eastway Road	12.	9 E-F Ridge Road
3.	1 C-D Gardenway	13.	18 U & V Ridge Road
4.	2 N-T Gardenway	14.	24 N-P Ridge Road
5.	5 C-D Gardenway	15.	32 K Ridge Road
6.	6 P-T Hillside Road	16.	36 Ct. Ridge Road
7.	20 C-D Hillside Road	17.	36 J-K Ridge Road
8.	3 E Laurel Hill Road	18.	52 E-F Ridge Road
9.	5 J-K Laurel Hill Road	19.	59 C Ridge Road
10.	6 Z2 & Z5 Plateau Place		

GHI formally solicited bids from twelve (12) independent concrete contractors, who were all individually contacted to ascertain their interest. GHI received bids from six (6) contractors.

NAME OF COMPANY	BASE BID	ADDITIONAL SIDEWALK (Per Sq. Ft.)	STEP
GMC Contractors, Inc.	\$15,682.00	\$7.90	\$240.00
CPE, Incorporated	\$17,572.82	\$8.00	\$175.00
Willis Concrete Const.	\$18,236.00	\$9.00	\$100.00
PCM Construction	\$19,989.46	\$7.45	\$184.00
Image Asphalt Maint.	\$22,396.50	\$9.50	\$500.00
O'Leary Asphalt, Inc.	\$32,371.80	\$15.00	\$593.75

GMC Contractors, Inc. [www.gmccontractors.com] has installed concrete sidewalks and parking lots for many management companies & general contractors in the Maryland, Delaware, Pennsylvania, Virginia, & DC area since 1995. References contacted by GHI staff have indicated that GMC performs well. Staff recommends that GHI contract with GMC Contractors, Inc. to perform the summer concrete sidewalk replacement, for the amount of its bid, with an additional 10 percent to cover contingencies or additional sites found necessary during the performance of the contract.

Assistant General Manager Eldon Ralph added that GMC Contractors, the lowest bidder, has not worked in GHI previously, but has very strong references.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GMC CONTRACTORS, INC., FOR THE SUMMER SEASON REPAIRS OF CONCRETE SIDEWALKS AT 19 SITES AT ITS BID, \$15,682, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$17,250.

Moved: Morse

Seconded: McFadden

Carried 7-0

3. 2008 Parking Lot Contract 1st Reading

Staff conducted an inspection of all GHI parking lots last year, to assess and prioritize the needed repairs. The proposed 2008 parking lot repair program consists of repairs to the sites that are shown:

STRIPE & NUMBERS/ LETTERS	SEALCOAT/ STRIPE/ NUMBERS/ LETTERS	MINOR RECONSTRUCTION	MAJOR RECONSTRUCTION
9 Ct. Hillside Road	62 Ct. Crescent Road	31 C-D Ridge Road	7 Ct. Crescent Road
11 Ct. Hillside Road	1 Ct. Gardenway		4 Ct. Plateau Place
6 Ct. Research Road	133 Greenhill Road	51 Ct. Ridge Road	7 Ct. Southway Road
8 Ct. Research Road	7 A/B Hillside Road		
49 Ct. Ridge Road	9 Ct. Laurel Hill Road	73 Ct. Ridge Road	
62 Ct. Ridge Road	135 B Northway		
	7 Ct. Ridge Road	2 Ct. Gardenway	
	16 Ct. Ridge Road		
	36 Ct. Ridge Road	52-54 Ct. Ridge Road	
	51 Ct. Ridge Road		
	11 Ct. Southway		

In April, GHI formally requested bids from twelve (12) contractors who indicated that they specialize in this type of work for projects of this magnitude.

GHI eventually received bids from four (4) contractors:

NAME OF COMPANY	SEAL, STRIPE, NUMBER & LETTERS	STRIPE, NUMBER & LETTERS	MINOR REPAIRS	MAJOR RECONTR. OPTIONS	TOTAL
Image Asphalt Maintenance, Inc.	\$5,616.00	\$1,270.00	\$5,851.00	\$57,479.00	\$70,216.00
CPE, Inc.	\$7,619.61	\$1,056.00	\$9,185.00	\$88,093.33	\$105,953.94
American Striping	\$9,655.00	\$450.00	\$8,300.00	\$90,780.00	\$109,185.00
Colonial Paving & Concrete, Co.	\$49,874.00	\$458.00	\$7,770.00	\$76,360.00	\$134,462.00

The 2008 budget has an allocation of \$95,000 for parking lot repairs.

Staff has reviewed the qualifications, references, and company information of Image Asphalt Maintenance Inc., of Pasadena MD, the low bidder. Image Asphalt has performed sealing, minor & major parking lot repairs for customers such as the MD State Highway Administration, Towson University, and property management companies, all with positive feedback. Further information available during this contractor review has indicated that the current dramatic increases in the oil market have affected related industries, including roadway asphalt materials. As a result, Image Asphalt has requested that its bid be adjusted to \$78,348, based upon anticipated material cost increase (\$8,132) for the major reconstruction portion. Based upon the contractor’s quotation and background review, staff recommends that the Board of Directors endorse Image Asphalt Maintenance, Inc. for performing the Parking Lot Repairs at the cited locations for the amount of its revised bid, with an additional 10 percent to cover contingencies.

Assistant General Manager Ralph noted that the low bidder has not previously worked in GHI. His bid came in considerably lower than the others, which caused a little concern. The bidder was invited back to talk to Staff Engineer Tom Sporney and Eldon Ralph to be sure it was possible to do the work for the price bid. He revised his bid, but still came back significantly lower than the other bidders. Seven references were contacted and all were very good. The company has also worked with other community associations. Staff feels Image Asphalt Maintenance, Inc. can do the job satisfactorily.

Director David Morse asked if the other bidders should be given a second shot, because this situation might give incentive to “low-ball” the first bid. Ralph responded that the bid was significantly lower than all other bids, even after the revision. If the bids had been closer, that might have been considered.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH IMAGE ASPHALT MAINTENANCE INC. FOR THE REPAIRS OF PARKING LOTS AT SITES INDICATED ABOVE AT ITS REVISED BID, \$78,348, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$86,183.

Moved: Agans

Seconded: Morse

Carried 7-0

President Lewis noted that her court was on the list of courts to be repaired, but repair had already been done recently. Assistant General Manager Ralph responded that her court was overlaid 8 years ago. A patch was done 4 years ago. The proposed project is another patch to fill a depression. These repairs are done to keep the lots from deteriorating.

4. 2008 Slate Roof Contract, Additional Building: 11J/M Ridge – 1st Reading

At previous Board meetings, the Board has approved contracts for the slate roof and copper gutter & downspout replacement for 36 brick units, and at 2 additional units at 6A&B Ridge Road. On May 11, a tree fell on 11J Ridge Road, substantially damaging the slate roof & gutters on that unit. This roof is scheduled for replacement in 2010. GHI staff recommends that the roof of this building be replaced now, instead of partial repairs now & full replacement in two years. Staff requested quotes for this building from the contractors already scheduled to replace slate roofs in 2008:

NAME OF COMPANY	11J-M Ridge
HEARN INSULATION & IMPROVEMENT COMPANY	\$47,565.80
RRH ASSOCIATES, LLC	\$45,870.00

The unit prices are comparable to those bid for the units in the original contract scope, and funds derive from replacement reserves. RRH Associates has been contracted to replace roofs on 12 units this year, and has commenced work on its contract. It is recommended that a contingency of 10% above the bid prices be authorized for any unforeseen changes before the completion of the project.

Assistant General Manager Ralph noted that RRH is not only the lowest bidder, but has bid three hundred dollars less per unit than Hearn Insulation has bid.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH RRH ASSOCIATES, TO PERFORM THE SLATE ROOF AND GUTTER & DOWNSPOUT REPLACEMENT FOR 11J-M RIDGE AS DESCRIBED ABOVE, AS DIRECTED BY GREENBELT HOMES, AT ITS BID, \$45,870.00, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$50,457.

Moved: Agans

Seconded: Novinski

Carried 7-0

5. 2008 Underground Utility Contract – 2nd Reading

Underground 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. Maintenance personnel utilized GHI's video camera equipment to diagnose the problems. The primary causes were due to fractures in the underground terra cotta piping caused in the main part by the tree root infiltration and rupture due to soil pressures.

Based upon the severity of the problems investigated, staff is recommending repairs of underground sanitary sewer and storm drain piping at eleven locations

Sewer only

2C/D Gardenway

13Y Hillside

16L/M Ridge

Storm only

6E Crescent

10J/K Plateau

3R Research

3D Plateau

Sewer & storm

9E/F Ridge

13G/H Ridge

14W/X Ridge

37A/B Ridge

These repairs will be funded from the Replacement Reserves fund.

Drainage Improvements –

For several years, flooding has occurred in the yards of 20C Hillside, and 55E/F Ridge during rainfall. An amount of \$25,000 has been budgeted in 2008 for Swale and Drainage Improvements. Drainage improvements are funded from the Operations budget.

Bids Received –

Staff researched opportunities with independent mechanical/plumbing contractors. All were individually contacted to ascertain their interest. In April, GHI formally solicited bids from ten (10) of these who indicated that they specialize in this type of underground utility work. Of the four (4) contractors who responded with bids, Magnolia Plumbing, Inc. was the lowest bid.

COMPANY	Sewer & storm replacements (reserves)	Drainage improvements (operating budget)
Magnolia Plumbing, Inc.	\$44,470.00	\$8,275.00
Joseph Canova & Son, LLC	\$99,226.00	\$24,051.00
B & P Utilities, Inc.	\$67,350.00	\$16,090.00
Taylor Utilities	\$78,460.00	\$17,950.00

Magnolia Plumbing has worked with GHI on recent projects. Based upon its quotation and past history, staff recommends that the Board of Directors endorse Magnolia Plumbing, Inc. for performing the Underground Utility Repairs and Surface Drainage Improvements at the cited locations for the amount of its bid, with an additional 10 percent to cover contingencies.

President Lewis let the Board know that her yard is listed for repairs.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING & FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH MAGNOLIA PLUMBING, INC., FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT ELEVEN (11) SITES AT ITS BID, \$44,470, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$48,917.

Moved: Morse

Seconded: Hickey

Carried 7-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING & FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH MAGNOLIA PLUMBING, INC., FOR DRAINAGE SYSTEM IMPROVEMENTS AT TWO (2) LOCATIONS AT ITS BID, \$8,275, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$9,103.

Moved: Novinski

Seconded: McFadden

Carried 7-0

6. Purchase of a Vehicle for the Maintenance Department – 1st Reading

The maintenance department requires a new or used van to replace a Ford E-350 van that was acquired in 1984. The Ford E-350 van is in poor mechanical condition and requires extensive body repairs.

New vehicle option

Quotations for new vehicles (either a Ford E 150 or Chevy Express 1500 Cargo van) were obtained from the following seven dealerships:

Dealer	Cost	Type of vehicle
Ron Bortnick Ford	\$21,827.44	Ford E150 van
Koons Ford of Annapolis	\$21,493.69	Ford E150 van
Koons College Park Ford	\$21,700.00	Ford E150 van
Academy Ford	\$20,880.00	Ford E150 van
Ourisman Chevrolet	\$21,802.74	Chevy Express 1500 van
JBA Chevrolet Mitsubishi	\$21,468.59	Chevy Express 1500 van
Sport Chevrolet	\$20,861.62	Chevy Express 1500 van

The above prices include destination, taxes and registration fees. The least expensive new vehicle can be obtained either from Sport Chevrolet at a cost of \$20,861.62, or Academy Ford at a cost of \$20,880.00.

Used vehicle option

In order to save funds, staff proposes to explore the purchase of a used Ford E-150 van or Chevy Express van from a Used Vehicle Dealership. Because of the need to purchase a desirable used vehicle as soon as possible after identifying one, the lengthy process of having two readings after one is identified might jeopardize its purchase. Staff therefore suggests that the Board pre-approve the purchase of a used vehicle

If staff is unable to acquire a suitable used vehicle by July 12, 2008, it requests approval from the Board to purchase a new van, either from Sport Chevrolet at a cost of \$20,861.62, or Academy Ford at a cost of \$20,880.00.

Assistant General Manager Ralph further explained that the van is 24 years old and is in the worst condition of all of the vehicles. It is currently getting only four miles to the gallon. He added that GHI would like to save money by trying to buy a used vehicle. Warranties of vehicles were discussed and Ralph responded that GHI does not purchase a warranty on used vehicles. It was mentioned that purchasing a new vehicle with a warranty might be a better deal than buying a used vehicle without a warranty.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO PURCHASE ONE USED FORD E-150 OR CHEVY EXPRESS 1500 VAN, BASED ON THE FOLLOWING CRITERIA:

- **THE COST (INCLUDING TAXES AND REGISTRATION FEES) SHOULD NOT EXCEED \$15,660.00. THIS AMOUNT IS 75% OF THE COST OF A NEW VAN FROM ACADEMY FORD.**
 - **THE VEHICLE SHOULD NOT BE OLDER THAN FOUR YEARS.**
 - **THE MILEAGE SHOULD NOT EXCEED 48,000 MILES**
 - **THE PURCHASE PRICE SHOULD NOT EXCEED THE KELLY BLUE BOOK PRICE FOR A VEHICLE OF ITS TYPE, AGE AND MILEAGE AND CONDITION**
 - **THE VEHICLE WILL BE THOROUGHLY INSPECTED AND TEST-DRIVEN BY GHI'S MECHANIC.**
 - **A CARFAX REPORT WILL BE OBTAINED TO CHECK OUT THE VEHICLE'S HISTORY. (CARFAX SEARCHES ITS NATIONWIDE DATABASES AND PROVIDES TITLE, ODOMETER, PROBLEM AND REGISTRATION CHECK REPORTS)**
- AT A COST NOT TO EXCEED \$15,935.00; OR ONE NEW VAN, EITHER FROM SPORT CHEVROLET AT A COST OF \$20,861.62, OR ACADEMY FORD AT A COST OF \$20,880.00.**

Moved: James

Seconded: Hickey

Carried 7-0

MOTION: TO ADJOURN.

Moved: McFadden

Seconded: Morse

Carried 7-0

The meeting adjourned at 7:31 p.m.

Ed James
Secretary