

Minutes
GHI Board of Directors
Special Meeting
June 13, 2007

Present: Hickey, Robels, Mazursky, Lauber, Lewis, Alpers, Agans, Morse.

Excused Absence: McFadden

Others in Attendance: Gretchen Overdurff, General Manager
Eldon Ralph, Director of Physical Plant Operations
Joan Krob, Director of Member Services, Recording Secretary
Tom Sporney, Staff Engineer
Dianne Wilkerson, Chair, Audit Committee
Marat Moore, Audit Committee

President Lewis called the meeting to order at 7:00 p.m.

1. Membership Applications

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

- STEVEN M. GILLS AND ELENA P. GILLS
- MICHAEL L. COHEN AND LEAH C. COHEN
- DONALD C. DAVIS
- BARBARA L. JACOBS
- ETHAN K. TABOR AND JACQUELINE M. TABOR
- ROBERT W. WALSH AND CHERIE T. WALSH
- JESSICA L. SKRETCH AND FRANK R. SKRETCH
- HEATHER J. MCKAY AND DOUGLAS W. MCKAY
- JONATHAN K. SKOVRON AND GRETCHEN S. SCHOCH-SKOVRON
- ANGELA STARK AND CHRISTOPHER C. STARK

Moved: Lauber

Seconded: Morse

Carried 7-0

2. 2007 Townhouse Furnaces Contract – 1st Reading

The furnaces for most of the larger townhomes and freestanding homes were last replaced in 1986. They are gas-heated forced air furnaces that have an average life of 20 years. Typical failure is due to a crack in the heat exchanger. These furnaces are checked regularly and should operate effectively for their entire life cycle. According to the replacement reserve plan, the replacement cycle continues through 2008. Eight (8) units are to be replaced this year; by visual inspection, those prioritized were 65A, C-E Ridge, and 5A-D Laurel Hill.

GHI formally solicited bids from seven (7) mechanical contractors, and subsequently received bids from three companies: A.B. Chelini Co., LLC - \$34,352; DKS Climate Control, Inc. - \$14,352; and Magnolia Plumbing Inc. - \$18,984.

Funds for these furnaces were budgeted in the most recent replacement reserves at \$2600 each. DKS Climate Control has been contracted for work with GHI previously and staff recommends that the Board of Directors endorse DKS Climate Control for replacing the eight furnaces at the addresses noted above, with an additional 10 per cent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH DKS CLIMATE CONTROL INC., FOR THE REPLACEMENT OF EIGHT (8) TOWNHOUSE FURNACES, WITH A 10% CONTINGENCY, FOR AN AMOUNT NOT TO EXCEED \$15,788.

Moved: Lauber

Seconded: Morse

Carried 7-0

3. 2007 Underground Utility & Drainage Improvement 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 ten locations as specified in the Manager’s Memorandum of June 8, 2007; these repairs will be funded from the Replacement Reserves fund

Drainage Improvements: For several years, flooding has occurred in the yards of 12E-H Hillside, 22E-F Hillside, and 6F Plateau during rainfall. Oyster, Imus and Petzold (OIP) prepared an engineering design for installations of an underground drainage system at 6F Plateau. An amount of \$45,000 has been budgeted in 2007 for Swale and Drainage Improvements. Drainage improvements are funded from the Operations budget.

Staff researched opportunities with independent mechanical/plumbing contractors and . formally solicited bids from seven who indicated that they specialize in this type of work. Three contractors responded as follows:

COMPANY	Sewer & storm replacements	Drainage improvements (operating budget)

	(reserves)	
J & M Utilities	\$99,089.00	\$38,378.00
B & P Utilities, Inc.	\$128,500.00	\$48,000.00
Magnolia Plumbing, Inc.	\$107,091.00	\$42,185.00

J&M Utilities has worked with GHI on recent projects. Based upon its record of reliability, staff recommends that the Board of Directors endorse J&M Utilities, 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.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH J&M UTILITIES, INC., FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AT TEN (10) SITES, WITH A 15% CONTINGENCY, FOR AN AMOUNT NOT TO EXCEED \$113,952.

Moved: Alpers Seconded: Morse Carried 7-0

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH J&M UTILITIES, INC., FOR DRAINAGE SYSTEM IMPROVEMENT AT THREE (3) LOCATIONS, WITH A 10% CONTINGENCY, FOR AN AMOUNT NOT TO EXCEED \$42,216.

Moved: Alpers Seconded: Lauber Carried 7-0

Pipe Relining: Defective storm drain pipes at two sites (9F Ridge and 33N-Q Ridge) have caused sinkholes at both locations. The defective piping at 9F Ridge is 17' long and is located alongside the foundation wall of the addition for this unit. The piping to be repaired at 33N-Q Ridge is 104' - 6" and runs beneath 3 additions at 33N, 33P and 33Q Ridge. Due to their location, the most practical method of repairing these pipes is to line their interior surfaces with an epoxy coating. GHI requested bids from four companies that specialize in pipe re-lining. Three are based in Maryland and one in Pennsylvania. They were given four weeks to submit bids. Three companies attended the pre-bid meeting but only one company (Chesapeake Pipe Restoration) submitted a bid. The bid received is as follows:

Company	Bid
Chesapeake Pipe Restoration Company	\$16,456.00

Last year, GHI hired Chesapeake Pipe Restoration to re-line 58' 4" of 4" diameter sewer piping at 2 G/H Westway. That project (the first of its kind in GHI) was highly successful. Chesapeake Pipe Restoration charged \$8,640.00 or \$148.00 per linear ft. This year, Chesapeake Pipe Restoration is charging \$16,456.00 for re-lining a total of 121' - 6" of 6" diameter piping at both sites – (9F Ridge and 33N-Q Ridge), which is equivalent to \$136.00 per linear ft. The average cost per linear ft. charged by the low bidder (J&M Utilities) this year for replacing underground utility piping by the traditional excavation method is \$174.00.

Staff recommends that the Board award a contract to Chesapeake Pipe Restoration to re-line storm drain piping at 9F and 33N-Q Ridge at a cost not to exceed \$18,101.16 (which includes 10% to cover contingencies). This project will be funded from the replacement reserves budget.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH CHESAPEAKE PIPE RESTORATION FOR RELINING DEFECTIVE STORM DRAIN PIPING AT 9F RIDGE AND 33N-Q RIDGE, WITH A 10% CONTINGENCY, FOR A COST NOT TO EXCEED \$18,102.

Moved: Alpers

Seconded: Agans

Carried 7-0

4. 2007 Masonry Repairs Contract – 2nd Reading

During a 2006 survey, staff found that the brick surfaces of homes at 13U-V Ridge Road and 19T-V Ridge Road are significantly damaged and in need of repair. Also, one garage at 6 Court Ridge Road has sustained damage to columns. An amount of \$55,000 has been budgeted in 2007 for these masonry repairs.

GHI solicited bids from seven independent preservation contractors, who were identified as capable of performing such repairs. One bid, in the amount of \$53,300, was received from American Window & Building Cleaning. This company has worked at GHI in the past with positive results.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH AMERICAN WINDOW & BUILDING CLEANING, INC., FOR MASONRY REPAIRS OF PORCH ROOFS AT 3 LOCATIONS, WITH A 10% CONTINGENCY, AT A COST NOT TO EXCEED \$58,630.

Moved: Alpers

Seconded: Lauber

Carried 7-0

5. 2007 Parking Lot Contract – 2nd Reading

Last year, staff conducted an inspection of all GHI parking lots to assess and prioritize the needed repairs. The Board was provided a listing of the areas to be preserved either through minor reconstruction (seal coat/stripe/number) or major construction. Bids were

sought from eight contractors; one responded as follows:

NAME OF COMPANY	SEAL, RESTRIPE & NUMBER	MINOR RECONSTR.	MAJOR RECONTR. OPTIONS	TOTAL
CPE, INC.	\$2,411.	\$23,501.	\$49,796.	\$75,708.

A second contractor, who did not attend the pre-bid meeting but walked the sites afterward, and whom GHI staff followed up with on a daily basis for the week after the due date, promised to submit its bid on Tuesday 29May, then Thursday 31May; no bid was received by one full week after the due date. The 2007 budget has an allocation of \$90,000 for parking lot repairs.

CPE is a local contractor that undertook the parking lot repairs during past years, and recently performed well on the 2006 Concrete Sidewalk & Parking Lot Repair Contracts. Staff recommends that the Board of Directors endorse CPE, Inc. for performing the Parking Lot Repairs at all the locations for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE REPAIRS OF PARKING LOTS, WITH A 10% CONTINGENCY, FOR AN AMOUNT NOT TO EXCEED \$83,279.

Moved: Alpers

Seconded: Hickey

Carried 7-0

MOTION: TO ADJOURN.

Moved: Morse

Seconded: Agans

Carried 7-0

Adjournment - 7:20 p.m.

Dorothy Lauber
Secretary