

Minutes
Special Meeting
GHI Board of Directors
June 8, 2006

Present: Morse, Lauber, Eichhorst, Lewis, Alpers, McFadden, and Moore

Absent: Abell and Hudson.

Others in Attendance: Gretchen Overdurff, General Manager
Eldon Ralph, Director of Physical Plant Operations
Joan Krob, Recording Secretary
Dianne Wilkerson, Audit Committee
Marat Moore, Audit Committee
Michael Iacangelo, Audit Committee
William Jones
Sue Ready
John Taylor
Chris Husker

Call to order by President Eichhorst at 7:00 p.m. Eichhorst stated that Directors Abell and Hudson are unable to attend and therefore excused.

MOTION: TO APPROVE THE AGENDA.

Moved: Moore

Seconded: Lauber

Carried

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:

- ERROL F. MAZURSKY AND SARA F. MAZURSKY
- NEIL P. SLOAN AND MELISSA F. SLOAN

Moved: Lauber

Seconded: Moore

Carried

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

- FROM MONICA PANTALEONI AND JOYCE ABELL, JOINT TENANTS,
TO MONICA PANTALEONI, SOLE OWNER

Moved: Lauber

Seconded: Lewis

Carried

2. Underground Utilities Contract – 1st 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 problems were primarily 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 piping at ten locations (37E Ridge Road, 45P Ridge Road, 1 A-B Westway, 33K Ridge Road, 45G-H Ridge Road, 34G-M Ridge Road, 71E-H Ridge Road, 53 L-R Ridge Road, 5A-F Gardenway, 22A-D Hillside Road,) and storm drain piping at six locations (37E Ridge Road, 45P Ridge Road, 1A-B Westway, 33K Ridge Road, 45G-H Ridge Road, 16E Ridge Road.) These repairs will be funded from the Replacement Reserves fund.

Drainage Improvements:

For several years, flooding has occurred in the yards of 34G-M Ridge Road (gardenside), and 14V1-4 Ridge and 71C-D Ridge Road (serviceside) during rainfall. Oyster, Imus and Petzold (OIP) prepared engineering designs for installations of underground drainage systems. An amount of \$54,000 has been budgeted in 2006. Drainage improvements are funded from the operating 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 nine who indicated that they specialize in this type of underground utility work. Three attended the pre-bid meeting. Staff followed up with the remaining contractors who did not attend the pre-bid meeting. Three indicated that they were familiar with the work and would bid, one decided to not bid the package, and two were left reminder messages. Of the four contractors who responded with bids, J&M Utilities was the lowest.

COMPANY	SCHEDULE A sanitary sewer	SCHEDULE B storm drains	SCHEDULE C OIP design – drainage improvements
J & M Utilities	\$64,274.00	\$17,667.00	\$29,306.00
B & P Utilities, Inc.	\$69,400.00	\$22,200.00	\$31,000.00
Magnolia Plumbing, Inc.	\$68,224.00	\$31,474.00	\$56,930.00
Roto-Rooter Svcs.	\$91,755.88	\$47,025.00	DECLINED

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 per cent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH J&M UTILITIES, INC. FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AT TEN (10) SITES AND STORM DRAIN UTILITIES AT SIX (6) SITES FOR AN AMOUNT NOT TO EXCEED \$90,135.00.

Moved: Lewis

Seconded: Alpers

Carried

Questions were posed by Board members concerning what portion of the work is being funded through replacement reserves, and why one contractor's bid was extremely high. Director of Physical Plant Operations Ralph explained that the work shown as categories A&B in the chart would come from replacement reserves. He did not know the reason for the numbers provided by the high bidder but offered his best guess as to what might have happened, e.g., the contractor may have more work than it can handle this year and did not want to be removed from our contact list for future work.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE GENERAL MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH J&M UTILITIES, INC., FOR THE INSTALLATION OF NEW DRAINAGE SYSTEMS AT THREE (3) LOCATIONS FOR AN AMOUNT NOT TO EXCEED \$32,237.

Moved: Lewis

Seconded: Moore

Carried

3. 2006 Townhouse Furnace 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 65J-M Ridge Road, 5E & H Laurel Hill Road, 8 Woodland Way, and 133 Greenhill Road. In addition, because of existing system performance regarding air circulation, the installation of a booster fan and associated ductwork retrofit, originally designed in 1997, was investigated for 65K Ridge.

In the 2nd quarter, GHI formally solicited bids from eight (8) mechanical contractors, and subsequently received bids from three (3), as shown in the table below:

COMPANY	TOTAL	Booster Fan & Duct (65K Ridge)
McCully Heating & Air	\$21,280.00	\$2,230.00
DKS Climate Control, Inc.	\$20,576.00	\$1,608.00
Magnolia Plumbing Inc.	\$18,782.96	\$2,830.00

These furnaces projected for replacement were budgeted in the most recent replacement reserves at \$2600 each. Magnolia Plumbing has been contracted for work with GHI previously: in 1999, they performed water heater replacements, in 2000, storm drain repairs, in 2002, water line repairs for GDC, and most recently in 2005 underground utility work (sewer & storm drains). Staff recommends that the Board of Directors endorse Magnolia Plumbing for replacing eight (8) gas-fired furnaces at the freestanding/townhomes, and return duct booster fan for 65K Ridge Road, for the amount of its bid, with an additional 10 percent to cover contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH MAGNOLIA PLUMBING, FOR THE REPLACEMENT OF EIGHT (8) FURNACES AND ONE (1) RETURN DUCT BOOSTER FAN FOR AN AMOUNT NOT TO EXCEED \$23,773.

Moved: Lewis

Seconded: Lauber

Carried

During discussion, a question was raised regarding the need for a booster fan and return duct work at 65K Ridge Road. Director of Physical Plant Operations Ralph replied that in 1997 GHI began receiving complaints from members that they were dissatisfied with the air circulation in their homes. As a result, GHI retrofits the homes with a booster fan upon request and subsequent investigation to ascertain that a problem does exist. He stated that 65K Ridge Road is earmarked for such a retrofit this year at the time the furnace is replaced. Vote was taken and the motion carried.

4. 2006 Parking Lot Repair Contract – 1st Reading

The proposed 2006 parking lot repair program consists of various areas identified by staff last fall, and as a result of a City of Greenbelt Inspector who cited numerous parking lot deficiencies and requested GHI correct them before the end of the year. The City also requested GHI to install no parking and fire lane signs and paint fire lane lines in all courts, in accordance with current International Fire Code regulations. Staff subsequently met with City officials, who agreed to allow GHI to address all of the parking court deficiencies within a 5-year period. However, the City requested that all outstanding “no parking” and “fire lane signs” should be installed before the end of 2006; 172 fire lane signs remain to be installed. The Board was provided a table defining the various sites and the nature of the work needed during 2006.

Staff initially contacted fifteen concrete & paving contractors to ascertain their interest in the project. In April, GHI formally requested bids from nine contractors who indicated that they specialize in this type of work for projects of this magnitude; five attended the pre-bid meeting. Staff

contacted the four contractors who did not attend the pre-bid meeting and were given explanations as to their reasons for not bidding.

Of the contractors who responded with bids, CPE, Inc. submitted the lowest overall bid as set forth in the table below.

NAME OF COMPANY	SEAL, RESTRIPE & NUMBER	MINOR RECONSTR.	MAJOR RECONSTR.	FIRE LANE SIGNS	TOTAL
CPE, INC.	\$6,177.	\$25,234.	\$43,804.	\$18,748.	\$93,963.
FINLEY ASPHALT & SEALING INC.	\$9,760.	\$43,500.	\$51,456.	\$21,500.	\$126,216.
FORT MYER CONSTRUCTION	\$135,960.	\$145,110.	\$72,550.	\$35,100.	\$388,720.

For the benefit of new board members, Ralph explained the process used in determining which parking courts are in need of major construction and the type work included, e.g., surface overlays, curbs, sealing and stripping of parking spaces. He stated that minor construction work consists of placing and/or removing signs and stripping of lots.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE REPAIRS OF PARKING LOTS FOR AN AMOUNT NOT TO EXCEED \$103,359.

Moved: Moore

Seconded: Alpers

Carried

MOTION: TO ADJOURN.

Moved: Moore

Seconded: McFadden

Carried

The meeting adjourned at 7:24 p.m.

Dorothy Lauber
Secretary

