

Minutes  
Special Meeting  
GHI Board of Directors  
June 30, 2005

Present: Abell, Hudson, Lauber, Eichhorst, Lewis, Alpers, and Moore

Excused Absence: Alexanderwicz and Hess

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

Call to order by President Eichhorst at 6:34 p.m. She stated that Director Alexanderwicz would arrive late and Director Hess was out of town.

1. Approval of Agenda

**MOTION: APPROVE THE AGENDA.**

Moved: Lauber

Seconded: Hudson

Carried

2. **2005 Addition Roof Contract – 1<sup>st</sup> Reading**

Staff has identified roofs of eleven additions and three main roofs of frame homes that need repair. Specifications for the repairs were separated into two categories – Schedule A for the work on addition roofs at 4E Crescent Road, 6B Ridge Road, 12L and 12M Ridge Road, 13A and 13M Ridge Road, 20J Ridge Road, 26B Ridge Road, 2D Gardenway, 38D Ridge Road, and 71 C Ridge Road and Schedule B for work of the main building roofs at 3, 5, and 7 Woodland Way as well as the addition roof of 3 Woodland Way. Bids were solicited from seven contractors who specialize in work of this type and magnitude. Two contractors attended the pre-bid meeting, and two indicated interest in bidding even though they did not attend pre-bid. Three bids were received: (1) Roofworks; (2) Area Roofing & Siding Co., Inc.; and (3) Crowley Construction. Area Roofing & Siding of Upper Marlboro, MD is the low bidder for Schedule A and Roofworks low bidder for Schedule B.

President Eichhorst inquired if staff had any further information that was not previously provided. Director of Physical Plant Ralph stated that the result of reference checks was positive. He stated further that GHI will bear the cost for the roof and vinyl siding repair at 2D Gardenway but the member will have to reimburse GHI for the skylight since it is the member's responsibility to maintain. Ralph also advised the Board that the reason for separating the work

into groups was an attempt to acquire more contractors in the bidding process to help level the playing ground.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO ENTER INTO A CONTRACT WITH AREA ROOFING & SIDING FOR THE REPAIR OF ADDITION ROOFS AND ASSOCIATED SKYLIGHTS AT 11 HOMES FOR A COST NOT TO EXCEED \$21,775.**

Moved: Lewis

Seconded: Alpers

Carried

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO ENTER INTO A CONTRACT WITH ROOFWORKS FOR THE REPAIR OF MAIN & ADDITION ROOFS AT 3 HOMES ON WOODLAND WAY FOR A COST NOT TO EXCEED \$17,503.**

Moved: Alpers

Seconded: Lewis

Carried

### **3. 2005 Garage Door Replacement Contract - 1<sup>st</sup> Reading**

The Board approved funds for replacement of eighteen deteriorated rental garage doors at 4 locations (2 Hillside, 3 Eastway, 7 Crescent, 1 Westway), and for eleven deteriorated attached garage doors at (10B Hillside, 7A/B Hillside, 8B Hillside, 47D/E/F Ridge, 8A/B/C/D Ridge). Fred C. Johnson is the only one of six independent contractors solicited to bid the work that responded. Johnson has done garage door replacement in GHI for several years and performed excellently. Director of Physical Plant Operations Ralph stated that receiving only one bid is of concern and noted that last year only two contractors bid for this type work. Ralph pointed out that this year the unit price has increased \$40.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH FRED C. JOHNSON, INC., FOR THE REPLACEMENT OF EIGHTEEN RENTAL AND ELEVEN ATTACHED GARAGE DOORS FOR AN AMOUNT NOT TO EXCEED \$11,455.**

Moved: Lewis

Seconded: Alpers

Carried

### **4. Revision to 2005 Underground Storage Tank Removal Contract - 1<sup>st</sup> Reading**

On May 12, the Board of Directors authorized a contract with Petroleum Management, Inc. (PMI) for a maximum of \$81,000 for removal of abandoned underground fuel oil storage tanks (USTs) at nineteen sites that once serviced the boilers that heated GHI homes. After review, PMI projects that the cost for removal will be \$92,560.31. Staff recommends that GHI contract with PMI to remove the underground tanks for the revised projected total price, with an additional 10 per cent to cover contingencies. *Directors Abell and Moore arrive (6:40 p.m.)* Director of Physical Plant Operations explained the mechanism for abandoning oil storage tanks in place.

**MOTION: THE BOARD OF DIRECTORS RESCINDS ITS MOTION OF MAY 12, 2005 WHEREBY IT GRANTED AUTHORITY TO THE GENERAL MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH PETROLEUM MANAGEMENT, INC. FOR THE REMOVAL OF UNDERGROUND STORAGE TANKS AT NINETEEN SITES FOR A COST NOT TO EXCEED \$81,000.**

Moved: Lewis

Seconded: Hudson

Carried

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE GENERAL MANAGER, FOR FIRST READING, TO REVISE THE CONTRACT WITH PETROLEUM MANAGEMENT, INC. FOR THE REMOVAL OF UNDERGROUND STORAGE TANKS AT NINETEEN SITES FOR A COST NOT TO EXCEED \$101,817.**

Moved: Lewis

Seconded: Lauber

Carried

**MOTION: TO ADJOURN.**

Moved: Moore

Seconded: Alpers

Carried

The meeting adjourned at 6:43 p.m.

Dorothy Lauber  
Secretary

