

The Retreat at Greenbrier Condominium Association
CCC Meeting
3 October 2017

The Retreat at Greenbrier Condominium Association CCC Meeting was held at the Retreat Clubhouse, 1500 Carrolton Way, Chesapeake, VA on October 3, 2017. Members present were Pat Garrett, Glenna Skinner, Tom Szelest, Carl Godwin and Board Liaison Roy Corson. Absent Stuart Auer.

Call to Order:

The meeting was called to order by Pat Garrett at 1:30 p.m.

The minutes from 29 August 2017 were approved as submitted.

Old Business:

1. Swimming Pool Resurfacing- Glenna Skinner checking with other locations regarding resurfacing and satisfaction of different methods of resurfacing.
2. Grounds Maintenance – Discussed SOW prepared by Tom Szelest and areas still needing clarification or more information.
3. Irrigation – Briefly discussed SOW prepared to date and additional clarification or more information is necessary.
4. Mulch – Tom Szelest to prepare SOW for review by CCC. This will not be a long SOW as it is a once a year application.

New Business:

1. As there are three new members on the CCC, Tom Szelest explained the entire process of SOW development, RFP preparation, issuance of RFP, receipt of proposals, evaluation of proposals, recommendation of best company to BOD, and preparation of resultant contract.
 - a. BOD sends email request to Chair, CCC for SOW/RFP for a specific service.
 - b. Chair, CCC assigns development of SOW to specific CCC member(s) and develops a Plan of Action and Milestone (POAM) for specific requirement.
 - c. Once consensus is achieved on SOW, or non-consensus is explained, the SOW and POAM is forwarded to BOD for approval. (Allow 3 weeks for this)
 - d. Upon receipt of SOW approval, prepare RFP and forward to Management Company to issue with a list of suggested companies to solicit from.
 - e. Management Company sends all proposals and no-offers to CCC for evaluation of price, processes and references.
 - f. CCC conducts discussions with those companies for which additional information may be required.
 - g. CCC sends recommendation of selected offeror, with details of why a particular company is recommended versus other offers received.
 - h. After BOD approves company selected, the CCC prepares the contract, utilizing the CAI workbook. (A copy of the standard contract currently used by the Management Company is being requested.)
2. Discussion of the terms of contracts, as well as the Association budgeting process was discussed. A consensus was reached that it would benefit the BOD budgeting process to know the next full calendar year cost of a service

during this process, especially for the larger dollar contracts. The realignment of the terms would necessitate having longer than one (1) year initial terms. This would allow any new firms to amortize start-up costs over the longer term in the event follow-on year options were not exercised. This concept to be presented at next BOD Working Meeting on 10 Oct 2017 before too much effort is expended by CCC to rewrite SOW(s) and bidding process.

3. Due to the heavy workload at this time, another meeting is scheduled for Tuesday, 17 Oct 2017 and has been added to the Calendar.

Meeting Adjournment:

Meeting was adjourned at 3:31 PM.

Respectfully Submitted,
Pat Garrett
Chairperson, CCC