

Properties Board Minutes
July 10, 2017

Present: Steve Boyce, Sally Hindman, Paul Jacobs, Bob Boyce, and Dave Kobersmith

1. Quiet Moment
2. Review and approval of June minutes.
3. **COWAN CHAPEL WINDOWS.** Dave completed an inspection of the Cowan Chapel windows to assess the condition of the arches. He reported that there are some areas of minor softness in the wood on the southwest side. Classical Art Glass, Inc. concurred with his assessment. It was concluded by Dave and Classical Art Glass that replacement of the arches was not required at this time and so an additional \$800 of work on each window was not justified.

DECISION ENACTED: The Board had previously approved contracting with Classical Art Glass to do the repair of the windows if the outcome of additional inspection determined work on the arches was not required. Based on this outcome, Classical Art Glass, Inc. is now under contract to repair, flatten, and paint the windows for \$8,700.

4. **FRONT PORCH.** The Board inspected the damage to the front porch and discussed needed repair. There is substantial chipping of the surface of the porch where it meets the top of the stairs. This creates a tripping hazard. There are also cracks leading to the front door creating the possibility of leaking water under the porch. Dave reported on his consultation with two vendors to repair the area and seal the entire porch both for maintenance and continuity of appearance.

Proposed to repair chips and cracks, but doubted that resealing could be done affordably if we wanted the pebbled/texturized surface. This surface provides a degree of slip resistance.

Creative Concrete and Flooring Design, Inc. This company proposed to repair chips and cracks, power wash the entire porch, and reseal all areas of the porch with a tinted sealer so the repair will match existing porch for \$1,500. The tinted sealer will be a monotone and not the pebbled gray and black we currently have. Sally asked if the patched areas will be textured so the patched area will not be smooth and therefore slippery? Dave will check on this. Resealing needs to be done annually.

There was in-depth discussion of how to pay for this repair. Of the original \$10,000 in budget line 6301 Capital and Maintenance Projects, \$7,500 has been spent to date, mainly on the playground repair/renovation project and roof drain repair. This leaves a

balance of \$2,500. There is still \$237 to be paid for replacement of the sump pump in the mechanical room of the Education Building. The Properties Maintenance and Special Projects line is \$2,200. Funds in the amount of \$14,700 are available from the Kindle Memorial Fund designated for Cowan Chapel window repair and maintenance. The contract to complete this work is \$8,700, if all goes well. Options for payment of porch repair are to be explored.

DECISION MADE REGARDING REPAIR OF FRONT PORCH: Dave has been asked to contact additional vendors to explore repairing the porch, including resealing with a texturized surface. He is authorized to contract for this work up to the amount of \$1,500.

5. **CHILDRENS' FACILITIES.** Rachel joined the Board for this discussion. Summary of work completed: the playground has been repaired and renovated; the floors in rooms 101 and 104 have been cleaned and waxed; Rachel reported that the furniture has been moved back and the Faith Development Board will work with her on decoration.

New discussion focused on the repair/renovation of the children's bathroom. The bathroom should be inspected to assess its present condition. Two child-height toilets would be needed. Dave will price these and related fittings. Bob asked if it would be advisable to create two facilities from the one long room – a one-toilet children's room off of room 104 and a one-toilet adult room off of room 101. Neither room could be made ADA accessible due to the narrowness of the space. The door from room 101 into the restroom also needs repaired or replaced, it doesn't close well. There was interest in this idea by all. Rachel agreed to take this to Church Council to discuss funding.

6. ENERGY REPORT: LED AND WATER HEATER UPDATE.

- LED conversion. Steve will consult with Josh Bills about the cost of converting to all LEDs and develop a proposal for Church Council. See the June minutes for information on energy and cost savings. It was thought that further conversion of t12s to t8s would be a costly and a shorter-term solution than moving to all LEDs as able.
- Hot water heater replacement. Steve reviewed the history of the project. Options have been considered, including on-demand electric and gas equipment and their impact on electric demand charge costs. See June minutes for more detail on this issue. "Smart water heater controller" technology needs to be explored with Josh Bills. This allows programming of the water heater to only run when solar panels are producing electricity or to avoid high demand charge times. It can be overridden to operate from conventional electricity when needed. Dave reviewed solar panel production with the Board. Steve stated that, if this new system was implemented, it would be good to move the newest hot water heater to the mechanical room to connect it to solar power.

7. **PROJECTS LIST AND LONG-RANGE PLANNING.** Steve brought up the Boards previous discussion of the need for a list of projects that are underway and of immediate and long-range needs. This would be useful to identify discrete projects that could be prioritized, and that Board members could agree to work on with staff, such as getting estimates or identifying options for solutions. Bob has already compiled lists of past projects and maintenance agreements, inspections, and annual maintenance schedules. Dave has previous project lists that could be reviewed. Information needs to be compiled on warranties and guaranties on work performed. Such information would be useful in creating a calendar of capital and maintenance needs and proposals for Church Council requests.

DECISION REGARDING PROJECTS LIST: Steve, Dave and Sally will meet on Monday, July 24 at 2:00 pm to review files to compile information on past projects (inspections, maintenance schedule, warranties, guarantees, etc.), current projects (scope, contractor, cost, etc.) and future needs (problem, priority, research, etc.).

8. **SIDEWALK EXTENSION.** Responding to Church member requests, Dave has investigated the work needed to connect the sidewalk approaching the Education Building ramp with the sidewalk to the ADA entrance. This extension should be level and sized for ADA compliance. He distributed an estimate for this work from Ballard Concrete, LLC in the amount of \$4,500.
9. **ADDITIONAL BUSINESS AND GRATITUDE!** Bob found a beautiful half-length wood-framed mirror at Habitat for Humanity and has donated it to Union Church to hang in the foyer. The location and height for hanging were discussed, and Bob offered to hang it. Many thanks!

The next regularly scheduled meeting of the Properties Board will be held August 14, 2017.