

PROPERTIES BOARD Meeting

Minutes

April 13, 2015, 3:00 pm

Members present: Steve Boyce, Sally Hindman, Dave Kobersmith, Jack Marshall, Paul Smithson

| <u>Subject</u> | <u>Discussion</u> | <u>Action Taken/Needed</u> | <u>By Whom</u> | <u>Date</u> |
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| Devotional | | | | |
| Updates | <p>Requests for more seat cushions in the sanctuary: Waggoner's is the contractor, at \$3450 cost. The cushions are ordered and will be here in 60-90 days. Dave will send a thank you note to Mary Nash, who did a lot of research on the issue.</p> <p>Handicapped parking space request.</p> <p>Broken sign at "Kettering Lane": Quote from Sign Source in Richmond is around \$1625 plus installation. No further info this month. There is no urgency, given the cost and other pressing needs.</p> <p>Step from Thomas Library to hallway: Sign has been put up and white tape put on edge of step. This is complete.</p> <p>Dishwasher isn't hot enough. Howard Carlberg identified the problem as the heater element in the dishwasher. Repair parts have been ordered (\$350), and Howard will install (to be billed upon completion).</p> <p>Lighting in Sanctuary: many bulbs in main fixtures are failing. We have one quote from Richmond Electric, totaling about \$2100 exclusive of electrician cost. Still being researched. See addendum below for Dave's mid-March estimate of our financial status regarding this.</p> <p>Sustainability Assignment—We had discussed the idea to sell engraved brick pavers for the Cowan Chapel sidewalk. Bill looked into one option called Polar Engraving. A conservative estimate of income seemed marginal, but Kent has what may be a simpler and better idea: he thinks we may be able to just etch or sandblast the existing bricks. All of us are tasked with looking into this possibility. [Update from later this day: I could not find any companies online who do decorative etching/sandblasting in the field; all I could find were</p> | <p>Completed and operational</p> <p>Research the possibilities</p> | <p>All</p> | |

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| | paint/graffitti removal and general cleaning. Others please keep looking. PCS] | | | |
| Reviewed Church Projects list & Energy Efficiency list | <p>Aluminum door to the ramp still needs to be weatherized. Lexington Glass says they can do it for \$130, and they have come by once, but lacked the needed parts, and have not come back to complete the job.</p> <p>Remove louvres and seal openings in basement mechanical room. Louvres have been removed, but we need to fill the gap left.</p> | <p>Do it ourselves?</p> <p>Done by Eric Cooper</p> | Dave and Dana maybe | |
| Other business for this meeting? | <p>David Saladino has expressed interest in putting \$200-\$300 worth of "high quality" plants in the memorial garden. We authorized \$200, to come from Fund 6317—Memorial Garden account.</p> <p>Memorial Garden plaque needs repair, estimate for repair is \$100. We approved the expenditure, to come from Fund 6998, Unrestricted Memorial Funds. This needs Church Council approval, we understand. We won't have a representative at Church Council this month, but Dave will ask that it be put on the agenda.</p> <p>Kent & Rachel have requested blinds for the windows in their offices. Cost will be \$480, to come from Fund 6310, Special Projects—Properties.</p> <p>As an aside, a donor has purchased blinds for the conference room and classroom. They have arrived and installation is in progress.</p> <p>There is a problem with the light fixture that lights the pulpit. Dave is going to have an electrician look at it. (He has replaced the bulb, to no effect.)</p> <p>We have been given a carbon monoxide monitor as part of our tornado safe haven operation., which we'll install in the community room. There are several gas-fired heat units there, so that seems like the best place to install it.</p> <p>We have a need to repaint the downstairs hall wall, which wicks water from the foundation and causes staining. We will start by asking a volunteer (Dana</p> | | | |

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| | <p>Rousey comes to mind), and if that doesn't work we can think about hiring it done.</p> <p>The women's restroom downstairs has a clogged toilet. Steve Burriss fixed it, and said it is not due to a clogged sewer line. He does, however, say we should put root killer in the sewer periodically, which will kill the fine roots but not harm the trees.</p> <p>Thanks to Bill Stolte for organizing the 28 Mar leaf-raking day at the church.</p> <p>Next meeting</p> | <p>May 11, 2015</p> | | |
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Submitted by Paul Smithson, 13 Apr 2015

Addendum: From Dave Kobersmith's email of 13 Mar 2015, estimating our financial position regarding the proposed lighting project in the sanctuary.

I have attached financial info [Included as separate attachments—PCS], but the summary from the statement of financial position accounts for sanctuary improvements we have just over \$1,693. We also have \$571 in the special projects fund in the same report. This totals \$2,264.

In our budget for 2015, we have spent \$510 from account 5361, Maint. & Capital projects. Here are a list of projects I see in minutes from January through March that I just read:

- timers on hot water heaters and space heaters, and the estimate is \$1,100
- aluminum door needs weather sealed estimate \$140
- remove louvers in mechanical of education building material estimate \$25 – 50
- sign at Kettering lane Sign Source rough estimate \$2000 installed•dishwasher may need repaired real rough estimate by me \$150 to \$400

Total of all these projects at the high end of the estimates \$3,690 + \$510 spent = \$4,200, leaving a balance of at least \$800 in this budgeted line item.

Therefore we have \$2,264 in designated accounts + approx. \$800 in properties budget left in 5361. All this totals \$3,064 to spend.

The new estimate for bulbs, switches, etc. is \$2,200 and I think Jerry said his labor would run \$500. I don't have that paperwork with me to confirm the labor cost, but I am relatively certain. This totals \$2,700

The reason the cost is more for the parts is the first quote had the incorrect bulb priced and the correct ones are \$100 more.

[This is somewhat dated due to more recent information from today's meeting, but is a reasonably accurate summary. PCS]