

Property Team Minutes

2.26.24 at 6:00 PM

Attendance

| Team Members | | Present | Absent |
|----------------|----|---------|--------|
| John Wopata | JW | X | |
| Mark Lancaster | ML | X | |
| Mark Blakeley | MB | X | |
| Peter Freund | PF | X | |
| Josiah Colle | JC | X | |
| Dale Anderson | DA | | X |
| | | | |

1. Opening Prayer

2. Mow Team

- a. Information going out March 29th

3. Beautification Report

- a. No action needed from property team. Coordinating determining team location.
- b. Request BT member attend Property

4. Repairs Completed [1/22 – 2/25]

- a. West entrance choir duct register
- b. Painted/replaced ceiling tiles that had staining
- c. Sprinkler valve in Michael's office
 - i. This was correction from 3-year inspection
 - ii. Also got some air leaks from compressor, plugged what was found

5. Repairs Scoping

- a. Weather stripping/sweeps

- b. Ceiling tile condensation
- c. Occasional misfit tiles from hardware changes
- d. Window flashing east side above lower floor classrooms, leakage
- e. In upper sanctuary, both the heating and cooling are sometimes competing

6. Repairs Planned

- a. Basketball backboard broken – need a group of guys (texting BBall group potentially Saturday 3/2 at 10 am)
- b. Air compressor leaky spots, JW is going to look at putting on a little JB weld
- c. Offices south fire exit is not locking – JW to send Kathy a note on the doors to see if she knows the correct way to reset to locking
- d. East parking lot light to timer switch
- e. Women’s bathroom door closer

7. Quotes in Process

- a. Elevator pricing
- b. Stained glass repairs (DA not present, discuss in March)

8. YTD Budget Review

| Line Item | 2024 | /12 | Variance | %Var |
|-------------------------|--------|-------|----------|---------|
| 7110 Custodial Services | 35,370 | 2,948 | 52.5 | 1.8% |
| 7115 Telephone | 2,200 | 183 | -19.94 | -10.9% |
| 7120 Water | 5,500 | 458 | -78.73 | -17.2% |
| 7125 Electricity | 23,000 | 1,917 | -183.82 | -9.6% |
| 7130 Gas | 16,000 | 1,333 | 1634.57 | 122.6% |
| 7135 Pest Control | 100 | 8 | -8.33 | -100.0% |

| | | | | |
|--------------------------------------|--------|-------|----------|---------|
| 7140 Trash Disposal | 2,500 | 208 | -30.42 | -14.6% |
| 7145 Janitor Supplies | 2,356 | 196 | 443.62 | 226.0% |
| 7150 Insurance | 27,000 | 2,250 | 4056.85 | 180.3% |
| 7155 Lawn & Snow | 6,000 | 500 | -500 | -100.0% |
| 7160 Maintenance | 36,000 | 3,000 | -2168.28 | -72.3% |
| 7165 Scheduled Services & Agreements | 15,500 | 1,292 | -1112.25 | -86.1% |

- a. 7110 – not a significant variance
 - i. FYI does not include any carpet cleaning or special cleaning
- b. 7130 – not calendarized, within expected for January (actually low)
- c. 7145 – not a monthly expense, expected to vary – JW to check with Kathy as it is a little higher than the usual spend
 - i. Use correlated to cost, affected by external group fees
 - ii. Is this captured? Bring to Deacons to review how this could be used to offset “unbudgeted” costs
- d. 7150 – not a monthly expense
 - i. Note possible budget issue with rate increase in April

9. Old Business

- a. Property Team project/work ideas list, review – go to new business
- b. Downstairs carpeting for classrooms – new information
 - i. Request Discipleship to bring an official proposal
 - 1. JC to draft on behalf of Rachael
 - ii. Deacons – Finance – Earmarked funds to Children’s Classrooms?
 - 1. (Project goes back to Spring 2023, has it aged out)

- iii. Split to West / East (allow for spring rain test)
 - 1. JW to rummage up old quote
 - 2. Recommend area rugs and/or sound attenuation panels (JC)
 - 3. FYI on the shoe moulding, remains out because of expectation to have wall-to-wall
 - 4. Shoe moulding in east rooms because of expectation to have area rugs

10. Waiting on External Team Response

- a. Amos house usage and budgeting – Outreach
- b. Thermostat access – Coordinating

11. Communications to External Teams

- a. Fire code compliance
 - i. Send Abide (relationships) request to adjust seating to accommodate egress

12. Tabled Items

- a. Parking lot maintenance
- b. Sidewalk repairs

13. New Business

- a. JW list business
- b. Expand unused classrooms (219 + 220) for Abide?
- c. Christmas decorations old storage location, have decorations outgrown existing storage
- d. Shower door in Men's Restroom, first floor – add locking handle
 - i. Women's restroom – standard door could be added? Add locking handle
- e. Carpet cleaning moved and voted
 - i. South Lobby \$175.00
 - ii. East Lobby \$150.00

iii. Mother's Room \$75.00

14. Next Meeting

- a. Adjourned 7:45 pm
- b. 3/25/24 at 6 pm