

Property Team Meeting

5.20.24 at 6:13 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. Minutes Approved for April

- a. Approved

2. Opening Prayer

3. Mow Team

- a. New lawn mower is here! \$7,600, 4-year 0%

4. Beautification Minutes or Report

- a. Kendall Charcoal – who to purchase and paint
 - i. Mark B ask session if that was approved
 - ii. Ernie to acquire paint and apply
- b. Request cost on wainscotting—goes under BTF budget
- c. BTF budget – move from Worship to Property

5. Repairs Completed [4/22 – 5/20]

- a. Dale ground down base plate for north ministry doors so they shut on their own
- b. JW putting mold cleaner on kitchen north wall, sprayed weed killer on west side (front of church)
 - i. Another coat this month
- c. JW - timers in north and south lot, installed
- d. MEI came out, first invoice, new contract (quarterly service)
- e. Dale - Stained Glass repairs, 1 window done, 2nd window removed (4 panels for repairs). Contract for \$7,200. Peter and Dale set up scaffolding.
- f. JW weather stripping on North Ministry door (same that was sticking)

6. Repairs Scoping

- a. JW - move courtyard benches? Permanently affix?

- i. Josiah to take to Deacons – remove entirely?
- b. JW - should we epoxy the railing holes (where the rail goes into the concrete)
 - i. Scope and do as seen fit
- c. Weather stripping/sweeps
- d. Blinds in Fellowship Hall
 - i. Request BTF on color choice on blinds, cc Deacons
- e. Blinds in Children’s Room
 - i. Request BTF on color choice on blinds, cc Deacons cc Discipleship cc Nicole

7. Repairs/Maintenance Planned

- a. Landscaping pit – water proofing and drainage pipe toward courtyard drain
- b. HVAC week of June 10th for inspection

8. Quotes in Process

- a. Need to quote upper east windows for moisture damage
 - i. Dale to try to track down previous contractors Santa Fe (bought out, though) – had them out week of 5/13
 - 1. Bottom corner caulking, potential for water to go in the wall
 - 2. Getting a price
- b. JW seal coating quotes
 - i. Guessing around \$18k all in, going to get full quotes, keeping in mind that flexibility would allow contractors to fill in their schedule. Asking Kathy for blackout dates around

9. YTD Budget Review

- a. Ask for more detail on Janitorial Supplies line item
 - i. ML to draft a request for adjustment to facility use fee application

Line Item	YTD			Apr
	Budget	Actual	%Var	Actual
7110 Custodial Services	11,790	10,075	9%	2,750
7115 Telephone	732	489	-11%	162
7120 Water	1,832	1,229	-9%	444
7125 Electricity	7,667	4,762	-20%	1,342
7130 Heat	5,333	7,275	58%	1,150
7135 Pest Control	33	0.00	-100%	0.00
7140 Trash Disposal	833	353	-35%	186
7145 Janitor Supplies	785	1,134	102%	448
7150 Insurance	9,000	6,600	43%	6,306
7155 Lawn & Snow	2,000	788	-21%	790
7160 Maintenance	12,000	1,905	-80%	545
7165 Scheduled Service & Agreements	3,875	179	-95%	0.00

10. Old Business

- a. JW found the old ladder, he is tossing
- b. FB marketplace the snow plow? ML to look at

11. Waiting on External Team Response

12. Communications to External Teams

13. Tabled Items

14. New Business

- a. Amos House
 - i. New door
 - 1. Josiah moves to \$500 allocate to Amos door replacement (existing door is unstable and uninsulated)
 - a. 2nd by ML
 - b. Approved
 - 2. Josiah to request Deacons to allocate funds from Outreach
 - ii. Mailbox – look at to fix
 - iii. Misc.? TBD
 - iv. Occupancy permit?

15. Meeting Adjourned

- a. 8:00 PM

16. Next Meeting

- a. 4th Monday, June 24th, 6 PM