

Property Team Meeting

6.24.24 at 6:10 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	
Guest – Nicole Moncada	NM	X	

1. Minutes Approved for May

- a. Approved via E-mail

2. Opening Prayer

Guest – Children’s Room Proposal

- Post expenses to Acct # 2275 - Capital Campaign
- 119 – go to full carpet
- VCT Tile – leave in place
 - Mother’s Room – speak with contractor to figure if Mother’s room easier to scrape paint or remove paint
- LVP – only at vanities with sinks (East rooms / Mother’s room to be full carpet)
- Go with broadloom carpet
- Shoe moulding – match mother’s room – Johnsonite
- Schedule: TBD, prior to BSF event
 - NM to contact Ethan F about getting furniture moved

Note about wall scuffs, for remediation after project is complete.

JW to get firm quotes with the minor adjustments to VCT/Carpet/LVP arrangement.

3. Mow Team

- a. Reduce to 3 teams

4. Beautification Minutes or Report

1. Now that the black accent walls have been painted charcoal gray in FH we are finishing the decor of it, as well as the Reception Room and The Study...art work, mirror, and clock choices

2. New faux florals larger in scale for the ministry center stage area
3. Getting price on a wainscotting / decorative wall protection
4. Considering proposal of new non-fabric chairs for FH
5. In August/September, planning Main Lobby and Atrium redecoration

5. Repairs Completed [5/21 – 6/24]

- a. Dale – Stained Glass to be completed 6/25
 - i. May need to plan how to handle scaffolding whenever necessary on church grounds (children/teens interacting with) – lanyards?
- b. HVAC PM, as per JW report

6. Repairs Scoping

- a. Fellowship Hall – Request a BTF member represent to discuss blinds at next property meeting
- b. Pavilion breaker
 - i. Smart switch?
 - ii. Email Kathy about lock
- c. Amos House
 - i. Mailbox – look at to fix
 - ii. Misc.? TBD
 - iii. Occupancy permit?
- d. Deacons approve Property to dispose of courtyard benches
- e. Fellowship Hall – dark spots in carpet, concrete permeation

7. Repairs/Maintenance Planned

- a. Landscaping pit – water proofing and drainage pipe toward courtyard drain
- b. Outstanding OTIS 100401504605 – JW verifying since MEI discovered citation was not handled correctly by OTIS

8. Quotes in Process

- a. Quote upper east windows for moisture damage
 - i. \$1,000+, seems to be water damage thru the caulking
 - ii. Derek?
- b. JW seal coating quotes
 - i. Calvert's chosen at \$17,894, moved and approved.
 1. Moved by JW
 2. Second by PF
 3. Motion passed

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				
7115 Telephone				
7120 Water				
7125 Electricity				
7130 Heat				
7135 Pest Control				
7140 Trash Disposal				
7145 Janitor Supplies				
7150 Insurance				
7155 Lawn & Snow				
7160 Maintenance				
7165 Scheduled Service & Agreements				

2025: Budget Week of Cleaning for Breakaway? 4-hr each day?

10. Old Business

11. Waiting on External Team Response

12. Communications to External Teams

13. Tabled Items

14. New Business

- a. Amos House – Session may be requesting direction of use from Property – who (team) owns this item?
- b. Request from session to evaluate Amos house costs:
 - i. Value to sell
 - ii. Raze - cost
 - iii. Evaluate safety/occupancy – cost to bring to par
- c. IT team discussed, Property doesn’t want to oversee, but have a representative so there’s good communication and awareness
 - i. Can we discuss purpose in addition to functionality?

15. Meeting Adjourned

- a. 8:00 PM

16. Next Meeting

- a. 4th Monday, July 22nd at 6 P.M. +Chris Stackpole IT discuss/help