

# Minutes of the Facilities Council Meeting – May 16, 2018

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**Members Present:** Al Parmentier, Joe Hardy, Lisa Turano, Woody Sutton, Kristy O’Neil, Katrina Pascale, Jack Quinn

**Members Absent:** Jan Mathrani, Jack Siplak

**Guests Attending:** Suzy Bromwell, Brenda McNelly

**Check-In:** Chairman, Al Parmentier Conducted a Check-in

**Minutes of April 11, 2018 Meeting were approved with no revisions**

**Old Business Proceedings:** These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – A.080, A.089, A.103, A.108, A.113, Closed; A.112 Updated.
- B. Building Exterior – B.091 Closed; No Items Updated.
- C. Landscaping and Grounds – C.092, C.107 Closed; No Items Updated.
- D. Equipment – D.096, D.107 Closed; No Items Updated.
- E. Bridges – E.085 Closed; No Items Updated.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – No items Closed; No Items Updated.

**New Business:** These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared. Five new items were added.

- A. Building Interior – A.116, A.117, A.120, A.121, A.123 Added.
- B. Building Exterior – No Items Added.
- C. Landscaping and Grounds – C.118, C.122 Added.
- D. Equipment – D.119, D.124 Added.
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – No Items Added

**Number of Projects Reviewed:** 30 Projects were reviewed this meeting.

**Any Other Business:** Suzy Bromwell and Brenda McNelly presented an overview about Bridges plans to begin serving meals to clients. The plan is to serve a hot breakfast, hot lunch and afternoon snack to the kids. There is much to do to gain approval from the State and organize the project, but they expect to start date October 2018. The fact that the UUFVB kitchen has no grease trap in the sinks may be an issue to resolve.

# Minutes of the Facilities Council Meeting – May 16, 2018

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**Items Approved by Member Vote:** None.

**Adjourn:** The meeting adjourned at 11:25.

**Next Meeting:** The next meeting is June 13<sup>th</sup>, 2018 at 10:00am

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

3 Attachments:

- Project Status Report May 16<sup>th</sup>, 2018 Meeting - Printed June 4<sup>th</sup>, 2018; 9 Pages, 30 Projects
- Projects Assignments List Printed May 16<sup>th</sup>, 2018; 1 Page
- Current Facilities Council Financials May 16<sup>th</sup>, 2018 4 Pages

## Facilities Council Minutes - Addendum

**Project Status Report Information:** The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category, but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The “Days Open” value counts from the date the project was opened to the Facilities Council Meeting date reported here. For closed projects the value is the number of days from project open to project closed.

For upcoming Meetings, the status report attached to the Agenda will be only the open projects. However, other reports are available from the Secretary upon request.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category                                 |  |  | Open Date                  | Assigned                         | Status              |
|--|--|--|----------------------------|----------------------------------|---------------------|
| Project Type                             | Description  | Comments   | Close Date                 | Contractor                       | Days Open           |
| A.045<br>Building Interior<br>Adjustment | Chancel Chalice light is off center. There is a shadow in the upper right corner of the Chalice.   | No work on this item to date.  | 14-Jun-2017                | Al Parmentier<br>Self Help       | Open-NC<br>337 Days |
| A.080<br>Building Interior<br>Upgrade    | Several members have asked to have a ceiling fan installed in the Library. There was another suggestion to replace the chandelier type light fixtures in the Lobby with ceiling fans. Both initiatives should improve efficiency of the air conditioning in these areas. | Library fan installed remaining part of the action moved to new project. | 20-Sep-2017<br>16-May-2018 | Al Parmentier<br>Self Help       | Closed<br>237 Days  |
| A.089<br>Building Interior<br>Painting   | Fellowship Hall requires painting.   | Fellowship Hall painted by the Can-Do-Crew.                              | 20-Nov-2017<br>16-May-2018 | Jack Siplak<br>UUFVB Can-Do Crew | Closed<br>177 Days  |
| A.103<br>Building Interior<br>Repair     | There is a cracked window south side of Fellowship Hall. Window appears to be hurricane glass.   | Broken glass replaced but has no film installed.                         | 14-Mar-2018<br>16-May-2018 | Katrina Pascale<br>TBD           | Closed<br>63 Days   |

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category                              |   |  | Open Date                  | Assigned                   | Status                     |
|---------------------------------------|---|--|----------------------------|----------------------------|----------------------------|
| Project Type                          | Description   | Comments   | Close Date                 | Contractor                 | Days Open                  |
| A.108<br>Building Interior<br>Other   | The incoming RE Director wants to move Sunday Service nursery from Bridges to the upstairs RE Library room.   | Kristy moved items to upstairs RE Library for the new Sunday Service nursery.  | 11-Apr-2018<br>16-May-2018 | Kristy O'Neil<br>Self Help | <b>Closed</b><br>34 Days   |
| A.112<br>Building Interior<br>Upgrade | Barbara Lipton requests a shelf be installed next to Fellowship Hall double doors next to the storage closet.   | AI will evaluate installing a 2'x 4 ' shelf in this location. 2' x 6' shelf will not fit in the area.  | 11-Apr-2018                | AI Parmentier<br>Self Help | <b>Open-Mod</b><br>35 Days |
| A.113<br>Building Interior<br>Upgrade | A hanging board is needed for audio cables in the choir room A/V closet.  | AI built and installed the needed cable board.   | 11-Apr-2018<br>16-May-2018 | AI Parmentier<br>Self Help | <b>Closed</b><br>34 Days   |
| A.116<br>Building Interior<br>Upgrade | The Lobby chandeliers are broken and must be replaced. Recommend replacing chandeliers with ceiling fans. This would improve efficiency of the air conditioning in these areas. | Jan Mathrani moved to install lighted ceiling fans in the lobby replacing the existing chandeliers; AI seconded and the motion carried with cost up to \$1,500. AI will select a ceiling fan for consideration.<br><br>Install track lights to shine on the Lobby chalice, but using switch area for fans and light may require second electrical circuit. | 16-May-2018                | AI Parmentier<br>Self Help | <b>Open-New</b><br>1 Days  |

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category  |  |  | Open Date                  | Assigned                          | Status             |
|---|--|--|----------------------------|-----------------------------------|--------------------|
| Project Type  | Description  | Comments   | Close Date                 | Contractor                        | Days Open          |
| A.117<br>Building Interior<br>Upgrade               | A wall mounted fan is need in the Olympia Brown to improve air conditioning efficiency and cool the room with afternoon sun.                     | Joe will order a fan same as installed in the Library.   | 16-May-2018                | Al Parmentier<br>Self Help        | Open-New<br>1 Days |
| A.120<br>Building Interior<br>Repair                | There is a roof leak in the Men's Room. Several tiles are water stained  | Call Roof Authority to investigate and make need repairs. Kristy replace or paint the stained tiles.   | 16-May-2018                | Katrina Pascale<br>Roof Authority | Open-New<br>1 Days |
| A.121<br>Building Interior<br>Replace               | There are light bulbs out in the elevator in the elevator  | Replace bulbs with LED of same color.  | 16-May-2018                | Al Parmentier<br>Self Help        | Open-New<br>1 Days |
| A.123<br>Building Interior<br>Replace               | The Lobby carpet is dirty and worn.  | Secure bids and replace the Lobby carpet.  | 16-May-2018                | Al Parmentier<br>TBD              | Open-New<br>1 Days |
| <b>12 Project(s) Reviewed for Building Interior</b> |  |  |                            |                                   |                    |
| B.091<br>Building Exterior<br>Repair                | Roof leak discovered in balcony area right side of entrance doors half-way up the seating area above the steps. 4-6 ceiling tiles water stained. | Joe checked the large water stain and found it dry. Smaller stains were not reachable but appear dry also. Kristy will paint or replace the stained tiles. | 13-Dec-2017<br>16-May-2018 | Kristy O'Neil<br>Self Help        | Closed<br>153 Days |

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category                              |   |  | Open Date   | Assigned                   | Status             |
|---------------------------------------|---|--|-------------|----------------------------|--------------------|
| Project Type                          | Description   | Comments   | Close Date  | Contractor                 | Days Open          |
| B.109<br>Building Exterior<br>Upgrade | Additional gravel is needed around the kitchen door stepping stones to better stabilize the area. | Can-Do-Crew will add gravel as needed around the kitchen door stepping stones. | 11-Apr-2018 | Jack Siplak<br>Can-Do-Crew | Open-NC<br>35 Days |

## 2 Project(s) Reviewed for Building Exterior

|  |   |   |                            |                           |                    |
|--|---|---|----------------------------|---------------------------|--------------------|
| C.092<br>Landscaping and<br>Grounds<br>Other | Reference method needed for outside light poles as we constantly discuss in subjective terms which light pole needs work. | Jack Stiefel painted, straightened and marked the poles. Jack's numbering method does not agree with Woody's plan. Woody revised the written numbering system to match the physical identification on the poles. A cross reference was prepared to insure the timer for each light is identified on the written plan. | 13-Dec-2017<br>16-May-2018 | Woody Sutton<br>Self Help | Closed<br>153 Days |
|--|---|---|----------------------------|---------------------------|--------------------|

|   |  |  |             |                             |                     |
|---|--|--|-------------|-----------------------------|---------------------|
| C.099<br>Landscaping and<br>Grounds<br>Repair | The wooden back plate and mounts supporting the sprinkler zone electrical controller and yard lights timer located next to the Sexton House is rotted. | Al upgraded the attaching hardware to better support devices and the backing plate. Kristy coordinate Cliff attaching electrical devices to the backboard and frame. | 10-Jan-2018 | Kristy O'Neil<br>Cliff Ruff | Open-NC<br>126 Days |
|---|--|--|-------------|-----------------------------|---------------------|

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category                                    |  |  | Open Date                  | Assigned                   | Status             |
|---|--|--|----------------------------|----------------------------|--------------------|
| Project Type                                | Description  | Comments   | Close Date                 | Contractor                 | Days Open          |
| C.111<br>Landscaping and Grounds<br>Upgrade | Water stains on the buildings and walkways can be eliminated by converting some sprinkler head zones to a drip system.       | Al and Kristy will evaluate areas that can be converted to a drip system and solicit contractor proposal for the conversion. | 11-Apr-2018                | Al Parmentier<br>TBD       | Open-NC<br>35 Days |
| C.114<br>Landscaping and Grounds<br>Repair  | The "Go Slow" sign in the parking area east of Door A fell over and needs repair.  | Jack Quinn reinstalled and reinforced the sign.  | 11-Apr-2018<br>16-May-2018 | Jack Siplak<br>Can-Do-Crew | Closed<br>34 Days  |
| C.115<br>Landscaping and Grounds<br>Upgrade | A tree or bollard is needed next to the 'Go Slow" sign to prevent drivers from dodging the speed bumps and hitting the sign. | Katrina and Can-Do-Crew will evaluate type of tree or bollard and recommend a corrective action.                             | 11-Apr-2018                | Jack Siplak<br>Can-Do-Crew | Open-NC<br>35 Days |
| C.118<br>Landscaping and Grounds<br>Repair  | There are several pot holes in the parking lot.  | Kristy fill holes with concrete.   | 16-May-2018                | Kristy O'Neil<br>Self Help | Open-New<br>1 Days |

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category                                      |  |                                      | Open Date   | Assigned                         | Status             |
|---|--|--------------------------------------|-------------|----------------------------------|--------------------|
| Project Type                                  | Description                            | Comments                             | Close Date  | Contractor                       | Days Open          |
| C.122<br>Landscaping and<br>Grounds<br>Repair | The North Marquee lights are blinking. | Katrina call contractor for repairs. | 16-May-2018 | Katrina Pascale<br>Brister Signs | Open-New<br>1 Days |

**7 Project(s) Reviewed for Landscaping and Grounds**

|                               |  |  |                            |                        |                    |
|-------------------------------|--|--|----------------------------|------------------------|--------------------|
| D.096<br>Equipment<br>Service | Currently the UUFVB Windows server has no backup capability for user files including QuickBooks and Power Church databases.  | Joe installed Carbonite on the server and file are now backup up daily.                | 06-Jan-2018<br>16-May-2018 | Joe Hardy<br>Self Help | Closed<br>130 Days |
| D.107<br>Equipment<br>Upgrade | The incoming RE Director requires a computer.  | New computer purchased and setup.  | 11-Apr-2018<br>16-May-2018 | Joe Hardy<br>Self Help | Closed<br>34 Days  |
| D.110<br>Equipment<br>Upgrade | Emerson Center (Amy) requests an ice maker be installed in the kitchen. Recent events require purchasing ice off site and transporting to the facility for each event. | AI will evaluate ice maker models and cost and recommend for approval at next meeting. | 11-Apr-2018                | AI Parmentier<br>TBD   | Open-NC<br>35 Days |



# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category                                   |   |   | Open Date   | Assigned                                 | Status              |
|--|---|---|-------------|--|---------------------|
| Project Type                               | Description   | Comments  | Close Date  | Contractor                               | Days Open           |
| D.119<br>Equipment<br>Adjustment           | The choir room rollup screen interferes with the wall mounted TV. A bracket is need to move the screen outward so it can be pulled down over the TV             | AI will fabricate and install a bracket to offset the rollup screen.  | 16-May-2018 | AI Parmentier<br>Self Help               | Open-New<br>1 Days  |
| D.124<br>Equipment<br>Service              | The Barker AC Tech who services our systems has moved to new firm and wants our AC service business.  | Contact Smith Services and request quotation for periodic service and nominal cost charged to repair or replace our AC systems. Compare to Barker rates and report at next meeting.   | 16-May-2018 | Katrina Pascale<br>TBD                   | Open-New<br>1 Days  |
| <b>5 Project(s) Reviewed for Equipment</b> |   |   |             |  |                     |
| E.054<br>Bridges Facility<br>Upgrade       | Brenda requests to screen-in the porch area between the nursery building two north entry doors along the concrete walkway to allow for an outside sitting area. | Drawings prepared. Permitting and contractor selection pending. AI will contact Tremble Builders, Inc. to determine if the firm is interested in adding this work to the work already quoted for repairs to the Sexton house at F.066. If no response or interest from Tremblay, another firm will be located to do this and the Sexton house work. | 01-Aug-2017 | AI Parmentier<br>Tremblay Builders, Inc. | Open-NC<br>288 Days |

# UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, May 16, 2018**

Index

| Category                 |   |                              | Open Date   | Assigned      | Status    |
|--------------------------|---|------------------------------|-------------|---------------|-----------|
| Project Type             | Description   | Comments                     | Close Date  | Contractor    | Days Open |
| E.085                    | Bridges fluorescent lights continue to fail. Currents fixtures use old technology T-12 bulbs. Project is to replace all Bridges lights with new fixtures using T-8 tubes in lots of \$1,000 each. The \$1,000 lot method is used for budgeting purposes to allow the old fixtures to be replaced over time. | All light fixtures replaced. | 20-Nov-2017 | Kristy O'Neil | Closed    |
| Bridges Facility Upgrade |   |                              | 16-May-2018 | Cliff Ruff    | 177 Days  |

## 2 Project(s) Reviewed for Bridges Facility

|       |   |  |             |  |                     |
|-------|---|--|-------------|--|---------------------|
| F.066 | The back door area and one window needs significant repairs to the door/window and framing. | AI will contact Tremble Builders, Inc. to determine if the firm is interested in adding the Bridges work E.054 to the work already quoted for repairs to the Sexton house. If no response or interest from Tremblay, another firm will be located to do this and the Bridges work. | 05-Sep-2017 | AI Parmentier<br>Tremblay Builders, Inc. | Open-NC<br>253 Days |
|-------|---|--|-------------|--|---------------------|

## 1 Project(s) Reviewed for Sexton House

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, May 16, 2018**

Index

| Category     | Open Date  | Assigned   | Status      |            |           |
|--------------|--|--|-------------|------------|-----------|
| Project Type | Description  | Comments   | Close Date  | Contractor | Days Open |
| G.069        | Our planning and preparation for Hurricane Irma indicates we need to do better in both aspects. Some actions were left to the last minute and others were not recognized needed. | Joe has information from Katrina and Pete. Evaluating purchase of absorbent floor socks to place behind all doors. Also evaluating installing rain shields over certain exposed doors. | 20-Sep-2017 | Joe Hardy  | Open-NC   |
| Other        |  |  |             | Self Help  | 239 Days  |
| Other        |  |  |             |            |           |

**1 Project(s) Reviewed for Other**

### Minutes Notes

|                       |           |
|-----------------------|-----------|
| <b>Total Reviewed</b> | <b>30</b> |
| <b>Open-NC</b>        | <b>9</b>  |
| <b>Open-Mod</b>       | <b>1</b>  |
| <b>Open-New</b>       | <b>9</b>  |
| <b>Open-Hold</b>      | <b>0</b>  |
| <b>Closed</b>         | <b>11</b> |

**Project Status Explanation**

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

# Facilities Council - Project Assignments

Meeting Date **Wednesday, May 16, 2018**

| Assigned      | Index | Project Category        | Contractor              | Open Date   | Days Open |
|---------------|-------|-------------------------|-------------------------|-------------|-----------|
| Al Parmentier | A.045 | Building Interior       | Self Help               | 14-Jun-2017 | 337       |
| Al Parmentier | A.112 | Building Interior       | Self Help               | 11-Apr-2018 | 35        |
| Al Parmentier | A.116 | Building Interior       | Self Help               | 16-May-2018 | 1         |
| Al Parmentier | A.117 | Building Interior       | Self Help               | 16-May-2018 | 1         |
| Al Parmentier | A.121 | Building Interior       | Self Help               | 16-May-2018 | 1         |
| Al Parmentier | A.123 | Building Interior       | TBD                     | 16-May-2018 | 1         |
| Al Parmentier | C.111 | Landscaping and Grounds | TBD                     | 11-Apr-2018 | 35        |
| Al Parmentier | D.110 | Equipment               | TBD                     | 11-Apr-2018 | 35        |
| Al Parmentier | D.119 | Equipment               | Self Help               | 16-May-2018 | 1         |
| Al Parmentier | E.054 | Bridges Facility        | Tremblay Builders, Inc. | 01-Aug-2017 | 288       |
| Al Parmentier | F.066 | Sexton House            | Tremblay Builders, Inc. | 05-Sep-2017 | 253       |

## 11 Projects for Al Parmentier

|               |       |                         |            |             |     |
|---------------|-------|-------------------------|------------|-------------|-----|
| Kristy O'Neil | C.099 | Landscaping and Grounds | Cliff Ruff | 10-Jan-2018 | 126 |
| Kristy O'Neil | C.118 | Landscaping and Grounds | Self Help  | 16-May-2018 | 1   |

## 2 Projects for Kristy O'Neil

|                 |       |                         |                |             |   |
|-----------------|-------|-------------------------|----------------|-------------|---|
| Katrina Pascale | A.120 | Building Interior       | Roof Authority | 16-May-2018 | 1 |
| Katrina Pascale | C.122 | Landscaping and Grounds | Brister Signs  | 16-May-2018 | 1 |
| Katrina Pascale | D.124 | Equipment               | TBD            | 16-May-2018 | 1 |

## 3 Projects for Katrina Pascale

|           |       |       |           |             |     |
|-----------|-------|-------|-----------|-------------|-----|
| Joe Hardy | G.069 | Other | Self Help | 20-Sep-2017 | 239 |
|-----------|-------|-------|-----------|-------------|-----|

## 1 Projects for Joe Hardy

|             |       |                         |             |             |    |
|-------------|-------|-------------------------|-------------|-------------|----|
| Jack Siplak | B.109 | Building Exterior       | Can-Do-Crew | 11-Apr-2018 | 35 |
| Jack Siplak | C.115 | Landscaping and Grounds | Can-Do-Crew | 11-Apr-2018 | 35 |

## 2 Projects for Jack Siplak

**19 Projects This Report**

**Unitarian Universalist Fellowship of Vero Beach**  
**ACTUAL vs. BUDGET FACILITIES FUND 2**  
**July 2017 through June 2018**

|  | <u>Jul '17 - Jun 18</u>  | <u>Budget</u>             | <u>\$ Over Budget</u>   | <u>Jul '17 - Jun 18</u>  |
|--|--------------------------|---------------------------|-------------------------|--------------------------|
| <b>Ordinary Income/Expense</b>           |                          |                           |                         |                          |
| <b>Expense</b>                           |                          |                           |                         |                          |
| <b>8400 · FACILITIES EXPENSE</b>         |                          |                           |                         |                          |
| 8401 · Grnd, Equip, etc Mainten          | 12,002.50                | 17,500.00                 | -5,497.50               | 12,002.50                |
| 8402 · Fire Alarm & Equip                | 1,465.50                 | 2,300.00                  | -834.50                 | 1,465.50                 |
| 8403 · Utilities                         | 28,462.42                | 35,000.00                 | -6,537.58               | 28,462.42                |
| 8404 · Facility Supplies                 | 3,415.45                 | 3,400.00                  | 15.45                   | 3,415.45                 |
| 8405 · Bldgs, Repairs, equip, Maint      | 12,431.63                | 16,000.00                 | -3,568.37               | 12,431.63                |
| 8406 · Embassy-Bldg, Repair, Util, Maint | 5,544.00                 | 3,000.00                  | 2,544.00                | 5,544.00                 |
| 8407 · Annex Repair, Excess Util, Main   | 1,100.01                 | 1,700.00                  | -599.99                 | 1,100.01                 |
| 8408 · Building Project                  | 9,961.17                 | 17,500.00                 | -7,538.83               | 9,961.17                 |
| 8409 · Kitchen Equipment Repair          | 424.75                   | 1,000.00                  | -575.25                 | 424.75                   |
| 8411 · A/V Expenses                      | 864.79                   |                           | 864.79                  | 864.79                   |
| 8412 · Elevator Maint.                   | 2,828.62                 | 2,600.00                  | 228.62                  | 2,828.62                 |
| <b>Total 8400 · FACILITIES EXPENSE</b>   | <u>78,500.84</u>         | <u>100,000.00</u>         | <u>-21,499.16</u>       | <u>78,500.84</u>         |
| <b>Total Expense</b>                     | <u>78,500.84</u>         | <u>100,000.00</u>         | <u>-21,499.16</u>       | <u>78,500.84</u>         |
| <b>Net Ordinary Income</b>               | <u>-78,500.84</u>        | <u>-100,000.00</u>        | <u>21,499.16</u>        | <u>-78,500.84</u>        |
| <b>Net Income</b>                        | <u><u>-78,500.84</u></u> | <u><u>-100,000.00</u></u> | <u><u>21,499.16</u></u> | <u><u>-78,500.84</u></u> |

10:04 AM

05/16/18

Cash Basis

**Unitarian Universalist Fellowship of Vero Beach**  
**Transaction Detail By Account**  
 July 2017 through June 2018

| Type                             | Date       | Num       | Name                   | Memo   | Class | Clr        | Split              | Original Amount | Paid Amount     | Balance         |
|----------------------------------|------------|-----------|------------------------|--|-------|------------|--------------------|-----------------|-----------------|-----------------|
| <b>8400 · FACILITIES EXPENSE</b> |            |           |                        |  |       |            |                    |                 |                 |                 |
| <b>8408 · Building Project</b>   |            |           |                        |  |       |            |                    |                 |                 |                 |
| Credit Card Charge               | 07/05/2017 |           | Lowes                  | Handicap bars                                | 2     | Facilities | 2063 · CC Pre...   | 93.96           | 93.96           | 93.96           |
| Bill                             | 07/19/2017 | 243484    | Barker Air Conditio... | Inv 243484 Installed customer provided ...   | 2     | Facilities | 2010 · Accoun...   | 72.00           | 72.00           | 165.96          |
| Bill                             | 07/19/2017 | 243485    | Barker Air Conditio... | Inv 243485 Installed customer provided ...   | 2     | Facilities | 2010 · Accoun...   | 72.00           | 72.00           | 237.96          |
| Bill                             | 07/19/2017 | 243483    | Barker Air Conditio... | Inv 243483 Installed customer provided...    | 2     | Facilities | 2010 · Accoun...   | 72.00           | 72.00           | 309.96          |
| Bill                             | 09/21/2017 | 243776    | Barker Air Conditio... | Inv 243776 Thermostat installation / fell... | 2     | Facilities | 2010 · Accoun...   | 72.00           | 72.00           | 381.96          |
| Credit Card Charge               | 09/27/2017 |           | houzz.com              | 1579-6309-9960-1567 replacement gar...       | 2     | Facilities | 2073 · Credit ...  | 339.15          | 339.15          | 721.11          |
| Bill                             | 10/04/2017 | Reimb...  | Lisa Turano*           | replacement lighting for sanctuary           | 2     | Facilities | 2010 · Accoun...   | 1,388.50        | 1,388.50        | 2,109.61        |
| Bill                             | 10/04/2017 | 6270      | Christo's Landscap...  | Inv6270 Hurricane Irma clean up              | 2     | Facilities | 2010 · Accoun...   | 1,960.00        | 1,960.00        | 4,069.61        |
| Bill                             | 10/11/2017 | 6317      | Christo's Landscap...  | Inv6270 Hurricane Irma clean up              | 2     | Facilities | 2010 · Accoun...   | 725.00          | 725.00          | 4,794.61        |
| Bill                             | 10/25/2017 | Inv 12... | UPS Supply Chain ...   | Inv 1201496158 Sanctuary lighting repa...    | 2     | Facilities | 2010 · Accoun...   | 57.80           | 57.80           | 4,852.41        |
| Bill                             | 11/01/2017 | Inv 21... | Delta Supply Co        | Inv 218110 Statement 10/2672017 sanc...      | 2     | Facilities | 2010 · Accoun...   | 393.50          | 393.50          | 5,245.91        |
| Credit Card Charge               | 11/01/2017 |           | Adjustment             | Corrections on receipt                       | 2     | Facilities | 2073 · Credit ...  | 20.35           | 20.35           | 5,266.26        |
| Bill                             | 11/08/2017 | 6494      | Christo's Landscap...  | Inv 6494 November 2017                       | 2     | Facilities | 2010 · Accoun...   | 870.00          | 870.00          | 6,136.26        |
| Credit Card Charge               | 11/10/2017 |           | Sunbelt Rentals        | missing                                      | 2     | Facilities | 2063 · CC Pre...   | 1,172.00        | 1,172.00        | 7,308.26        |
| Credit Card Charge               | 11/16/2017 |           | Moe's Deli             | Lunch for Light crew (sanctuary) Nov 1...    | 2     | Facilities | 2063 · CC Pre...   | 61.96           | 61.96           | 7,370.22        |
| Credit Card Charge               | 11/20/2017 |           | Moe's Deli             | Lunch for Light crew - sactuary ( Nove...    | 2     | Facilities | 2066 · Fair Tra... | 116.86          | 116.86          | 7,487.08        |
| Credit Card Charge               | 11/21/2017 |           | Lowes                  | cable lube                                   | 2     | Facilities | 2063 · CC Pre...   | 6.98            | 6.98            | 7,494.06        |
| Bill                             | 11/22/2017 | Reimb...  | Paul Gleaves*          | Reimbursement / light replacement            | 2     | Facilities | 2010 · Accoun...   | 26.72           | 26.72           | 7,520.78        |
| Credit Card Charge               | 11/22/2017 |           | Amazon                 | Amazon                                       | 2     | Facilities | 2063 · CC Pre...   | 350.03          | 350.03          | 7,870.81        |
| Credit Card Charge               | 11/29/2017 |           | Vero Beach Hardw...    | light socket                                 | 2     | Facilities | 2063 · CC Pre...   | 5.88            | 5.88            | 7,876.69        |
| Bill                             | 12/06/2017 | Reimb...  | Al Parmentier          | Reimbursement / Lunch for 3 11/27/17 (...)   | 2     | Facilities | 2010 · Accoun...   | 25.00           | 25.00           | 7,901.69        |
| Bill                             | 12/20/2017 | 6748      | Christo's Landscap...  | Inv 6748 Decemberr 2017 ( Queen Palm)        | 2     | Facilities | 2010 · Accoun...   | 125.00          | 125.00          | 8,026.69        |
| Bill                             | 02/07/2018 | Propo...  | Grout Armor            | entry tile grout sealant                     | 2     | Facilities | 2010 · Accoun...   | 441.00          | 441.00          | 8,467.69        |
| Bill                             | 02/21/2018 | 1007      | Rescue Me Handy...     | Inv 1007 Adhesive removal at front entry     | 2     | Facilities | 2010 · Accoun...   | 713.65          | 713.65          | 9,181.34        |
| Bill                             | 02/21/2018 | Reimb...  | Al Parmentier          | Reimbursement / Hang TV in Lobby             | 2     | Facilities | 2010 · Accoun...   | 395.00          | 395.00          | 9,576.34        |
| Credit Card Credit               | 02/24/2018 | 582297    | Parks Rental Inc.      | Contract 582297 cement grinder Refun...      | 2     | Facilities | 2063 · CC Pre...   | -129.50         | -129.50         | 9,446.84        |
| Bill                             | 02/28/2018 | Balance   | Airtronics             | Proposal 8827 Lobby monitor installation     | 2     | Facilities | 2010 · Accoun...   | 437.50          | 437.50          | 9,884.34        |
| Credit Card Charge               | 03/06/2018 |           | Sunrise Paints         | Paint for entry                              | 2     | Facilities | 2063 · CC Pre...   | 76.83           | 76.83           | 9,961.17        |
| Total 8408 · Building Project    |            |           |                        |  |       |            |                    |                 | 9,961.17        | 9,961.17        |
| Total 8400 · FACILITIES EXPENSE  |            |           |                        |  |       |            |                    |                 | 9,961.17        | 9,961.17        |
| <b>TOTAL</b>                     |            |           |                        |  |       |            |                    |                 | <b>9,961.17</b> | <b>9,961.17</b> |

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**Unitarian Universalist Fellowship of Vero Beach**  
**Transaction Detail By Account**  
 July 2017 through June 2018

05/16/18

Cash Basis

| Type                                       | Date       | Num      | Name                    | Memo                                    | Class | Clr        | Split               | Original Amount | Paid Amount      | Balance          |
|--|------------|----------|-------------------------|---|-------|------------|---------------------|-----------------|------------------|------------------|
| <b>8400 · FACILITIES EXPENSE</b>           |            |          |                         |   |       |            |                     |                 |                  |                  |
| <b>8405 · Bldgs, Repairs, equip, Maint</b> |            |          |                         |   |       |            |                     |                 |                  |                  |
| Credit Card Charge                         | 07/05/2017 |          | Lowe's                  | Light bulbs , wall sconces for Bridg... | 2     | Facilities | 2063 · CC Pre...    | 161.86          | 161.86           | 161.86           |
| Credit Card Charge                         | 07/10/2017 |          | Amazon                  | Amazon                                  | 2     | Facilities | 2063 · CC Pre...    | 26.50           | 26.50            | 188.36           |
| Bill                                       | 08/02/2017 | State... | Vero Beach Electrical   | Electrical epairs throughout building   | 2     | Facilities | 2010 · Account...   | 570.00          | 570.00           | 758.36           |
| Bill                                       | 08/09/2017 | 31208    | Snyder Plumbing         | Inv 31208 Drinking fountain repair      | 2     | Facilities | 2010 · Account...   | 196.00          | 196.00           | 954.36           |
| Credit Card Charge                         | 08/10/2017 |          | Home Depot              | Light bulbs ( cool white)               | 2     | Facilities | 2063 · CC Pre...    | 39.88           | 39.88            | 994.24           |
| Credit Card Charge                         | 08/14/2017 |          |                         | Light bulbs / sanctuary                 | 2     | Facilities | 2063 · CC Pre...    | 26.94           | 26.94            | 1,021.18         |
| Bill                                       | 08/23/2017 | 31393    | Snyder Plumbing         | Inv 31393 Replaced diaphragm ma...      | 2     | Facilities | 2010 · Account...   | 240.00          | 240.00           | 1,261.18         |
| Bill                                       | 08/23/2017 | State... | Vero Beach Electrical   | Second floor panel, replace A/C ci...   | 2     | Facilities | 2010 · Account...   | 280.00          | 280.00           | 1,541.18         |
| Bill                                       | 09/21/2017 | 31557    | Snyder Plumbing         | Inv 31557 Replaced sump pump un...      | 2     | Facilities | 2010 · Account...   | 374.75          | 374.75           | 1,915.93         |
| Bill                                       | 10/04/2017 | 243824   | Barker Air Condition... | Inv 243824 A/C repairs due to Hurr...   | 2     | Facilities | 2010 · Account...   | 131.00          | 131.00           | 2,046.93         |
| Bill                                       | 10/04/2017 | 24379... | Barker Air Condition... | Inv 243824 A/C repairs due to Hurr...   | 2     | Facilities | 2010 · Account...   | 50.00           | 50.00            | 2,096.93         |
| Bill                                       | 10/04/2017 | 243846   | Barker Air Condition... | Inv 243846 A/C repairs Balcony U...     | 2     | Facilities | 2010 · Account...   | 544.00          | 544.00           | 2,640.93         |
| Credit Card Charge                         | 10/16/2017 |          | Lowe's                  | ceiling tiles, tarp, cleaning supplies  | 2     | Facilities | 2063 · CC Pre...    | 321.25          | 321.25           | 2,962.18         |
| Credit Card Charge                         | 10/16/2017 |          | Lowe's                  | concrete                                | 2     | Facilities | 2063 · CC Pre...    | 31.84           | 31.84            | 2,994.02         |
| Credit Card Charge                         | 10/16/2017 |          | Lowe's                  | ceiling tiles, tarp, cleaning supplies  | 2     | Facilities | 2063 · CC Pre...    | 17.98           | 17.98            | 3,012.00         |
| Credit Card Charge                         | 10/20/2017 |          | Home Depot              | Plywood to protect carpet               | 2     | Facilities | 2063 · CC Pre...    | 35.86           | 35.86            | 3,047.86         |
| Credit Card Charge                         | 10/25/2017 |          | Amazon                  | missing                                 | 2     | Facilities | 2063 · CC Pre...    | 131.20          | 131.20           | 3,179.06         |
| Bill                                       | 11/01/2017 | 32011    | Snyder Plumbing         | Inv 32000 Water heater repair           | 2     | Facilities | 2010 · Account...   | 95.00           | 95.00            | 3,274.06         |
| Bill                                       | 11/22/2017 | 02017... | Barker Air Condition... | Inv 0201711027 Annual A/C Servi...      | 2     | Facilities | 2010 · Account...   | 2,415.00        | 2,415.00         | 5,689.06         |
| Bill                                       | 11/22/2017 | # 64     | Vero Beach Electrical   | SInv #64 / replace light fixtures /...  | 2     | Facilities | 2010 · Account...   | 735.00          | 735.00           | 6,424.06         |
| Credit Card Charge                         | 11/24/2017 |          | Lowe's                  | Paint                                   | 2     | Facilities | 2063 · CC Pre...    | 33.98           | 33.98            | 6,458.04         |
| Bill                                       | 11/29/2017 | 256430   | Barker Air Condition... | Inv 256430 A/c repairs during ann...    | 2     | Facilities | 2010 · Account...   | 122.00          | 122.00           | 6,580.04         |
| Credit Card Charge                         | 12/05/2017 |          | Amazon                  | missing                                 | 2     | Facilities | 2063 · CC Pre...    | 25.06           | 25.06            | 6,605.10         |
| Bill                                       | 12/06/2017 | Dece...  | My Florida Maintena...  | Statement / Floor cleaning & carp...    | 2     | Facilities | 2010 · Account...   | 1,200.00        | 1,200.00         | 7,805.10         |
| Deposit                                    | 12/28/2017 |          |                         | Key - lock                              | 2     | Facilities | 1016 · Marine (...) | 7.00            | 7.00             | 7,812.10         |
| Bill                                       | 01/24/2018 | Inv 206  | Vero Beach Electrical   | Inv 206 / Provided and installed 6 ...  | 2     | Facilities | 2010 · Account...   | 958.00          | 958.00           | 8,770.10         |
| Deposit                                    | 01/29/2018 |          |                         | Buildings                               | 2     | Facilities | 1016 · Marine (...) | 20.48           | 20.48            | 8,790.58         |
| Bill                                       | 01/31/2018 | 262889   | Barker Air Condition... | Inv 262889 A/c repairs i Admin offi...  | 2     | Facilities | 2010 · Account...   | 79.00           | 79.00            | 8,869.58         |
| Bill                                       | 02/07/2018 | 266      | Vero Beach Electric     | Install 2 2x2 fluourescent lay ins      | 2     | Facilities | 2010 · Account...   | 300.00          | 300.00           | 9,169.58         |
| Credit Card Charge                         | 03/01/2018 |          | Benson's Lock Servi...  | keys                                    | 2     | Facilities | 2063 · CC Pre...    | 24.50           | 24.50            | 9,194.08         |
| Credit Card Charge                         | 03/30/2018 |          | HBS Inc.                | glass window repair - Fellowship H...   | 2     | Facilities | 2073 · Credit C...  | 398.00          | 398.00           | 9,592.08         |
| Bill                                       | 04/11/2018 | 409      | Vero Beach Electrical   | Inv 409 Electrical Repairs throug...    | 2     | Facilities | 2010 · Account...   | 1,990.00        | 1,990.00         | 11,582.08        |
| Bill                                       | 04/11/2018 | 267765   | Barker Air Condition... | Inv 262889 A/c repairs i Admin offi...  | 2     | Facilities | 2010 · Account...   | 255.00          | 255.00           | 11,837.08        |
| Credit Card Charge                         | 04/12/2018 |          | Lowe's                  | extension cord                          | 2     | Facilities | 2063 · CC Pre...    | 12.48           | 12.48            | 11,849.56        |
| Deposit                                    | 04/16/2018 |          |                         | Lighy bulbs / portico                   | 2     | Facilities | 1016 · Marine (...) | 4.07            | 4.07             | 11,853.63        |
| Bill                                       | 04/18/2018 | 33801    | Snyder Plumbing         | Inv 33801 Plumbing repair               | 2     | Facilities | 2010 · Account...   | 95.00           | 95.00            | 11,948.63        |
| Bill                                       | 04/18/2018 | 211284   | Bensons Lock Servi...   | Inv 211284 Service call , lock repair   | 2     | Facilities | 2010 · Account...   | 85.00           | 85.00            | 12,033.63        |
| Bill                                       | 05/09/2018 | 80304    | HBS Inc.                | Balance /Window Repair in Fellow...     | 2     | Facilities | 2010 · Account...   | 398.00          | 398.00           | 12,431.63        |
| Total 8405 · Bldgs, Repairs, equip, Maint  |            |          |                         |   |       |            |                     |                 | 12,431.63        | 12,431.63        |
| Total 8400 · FACILITIES EXPENSE            |            |          |                         |   |       |            |                     |                 | 12,431.63        | 12,431.63        |
| <b>TOTAL</b>                               |            |          |                         |   |       |            |                     |                 | <b>12,431.63</b> | <b>12,431.63</b> |

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05/16/18

Cash Basis

**Unitarian Universalist Fellowship of Vero Beach  
Transaction Detail By Account  
July 2017 through June 2018**

| Type                                   | Date       | Num      | Name                     | Memo                                      | Class        | Clr | Split               | Original Amount | Paid Amount      | Balance          |
|--|------------|----------|--------------------------|---|--------------|-----|---------------------|-----------------|------------------|------------------|
| <b>8400 · FACILITIES EXPENSE</b>       |            |          |                          |   |              |     |                     |                 |                  |                  |
| <b>8401 · Grnd, Equip, etc Mainten</b> |            |          |                          |   |              |     |                     |                 |                  |                  |
| Bill                                   | 07/12/2017 | 5836     | Christo's Landscape...   | Inv 5836 July 2017 monthly Lawn...        | 2 Facilities |     | 2010 · Account...   | 725.00          | 725.00           | 725.00           |
| Bill                                   | 08/09/2017 | 9518     | Waterforce Irrigation... | Inv 9518 irrigation Maintenance...        | 2 Facilities |     | 2010 · Account...   | 182.13          | 182.13           | 907.13           |
| Bill                                   | 08/09/2017 | 5996     | Christo's Landscape...   | Inv 5996 August 2017 monthly L...         | 2 Facilities |     | 2010 · Account...   | 725.00          | 725.00           | 1,632.13         |
| Bill                                   | 09/21/2017 | 6146     | Christo's Landscape...   | Inv6146 September 2017 monthl...          | 2 Facilities |     | 2010 · Account...   | 725.00          | 725.00           | 2,357.13         |
| Bill                                   | 09/27/2017 | 9836     | Waterforce Irrigation... | Inv 9836 irrigation Maintenance ...       | 2 Facilities |     | 2010 · Account...   | 190.95          | 190.95           | 2,548.08         |
| Deposit                                | 10/02/2017 |          | Anthony Smith            | Memorial Garden weeding                   | 2 Facilities |     | 1016 · Marine (...) | 20.00           | 20.00            | 2,568.08         |
| Bill                                   | 11/08/2017 | 6494     | Christo's Landscape...   | Inv 6494 November 2017                    | 2 Facilities |     | 2010 · Account...   | 1,455.00        | 1,455.00         | 4,023.08         |
| Bill                                   | 11/22/2017 | 41751    | Americchem Lawn & ...    | Inv 41751 Annual contract pest c...       | 2 Facilities |     | 2010 · Account...   | 2,038.00        | 2,038.00         | 6,061.08         |
| Credit Card Charge                     | 11/28/2017 |          | Delta Supply Co          | light bulbs for parking lot               | 2 Facilities |     | 2063 · CC Pre...    | 31.07           | 31.07            | 6,092.15         |
| Bill                                   | 11/29/2017 | 10272    | Waterforce Irrigation... | Inv 10272 irrigation Maintenance...       | 2 Facilities |     | 2010 · Account...   | 176.50          | 176.50           | 6,268.65         |
| Bill                                   | 12/20/2017 | 6748     | Christo's Landscape...   | Inv 6748 Decemberr 2017                   | 2 Facilities |     | 2010 · Account...   | 725.00          | 725.00           | 6,993.65         |
| Credit Card Charge                     | 12/26/2017 |          | Home Depot               | Sidewalk repair material , caulk ...      | 2 Facilities |     | 2063 · CC Pre...    | 44.67           | 44.67            | 7,038.32         |
| Deposit                                | 12/28/2017 |          |                          | Plants, fertilizer, soil                  | 2 Facilities |     | 1016 · Marine (...) | 25.70           | 25.70            | 7,064.02         |
| Bill                                   | 01/10/2018 | 6890     | Christo's Landscape...   | Inv 6890 January 2018                     | 2 Facilities |     | 2010 · Account...   | 725.00          | 725.00           | 7,789.02         |
| Deposit                                | 01/29/2018 |          |                          | Ground Maint                              | 2 Facilities |     | 1016 · Marine (...) | 11.56           | 11.56            | 7,800.58         |
| Bill                                   | 01/31/2018 | 10637    | Waterforce Irrigation... | Inv 10637 irrigation Maintenance...       | 2 Facilities |     | 2010 · Account...   | 192.59          | 192.59           | 7,993.17         |
| Bill                                   | 01/31/2018 | 240      | Vero Beach Electrical    | Inv 240 Install parking lot post, fitt... | 2 Facilities |     | 2010 · Account...   | 240.00          | 240.00           | 8,233.17         |
| Bill                                   | 02/07/2018 | Reimb... | Jack Siplak*             | Supplies for Parking lot Stripe Pa...     | 2 Facilities |     | 2010 · Account...   | 189.18          | 189.18           | 8,422.35         |
| Bill                                   | 02/28/2018 | 7055     | Christo's Landscape...   | Inv 7055 February 2018                    | 2 Facilities |     | 2010 · Account...   | 785.00          | 785.00           | 9,207.35         |
| Bill                                   | 03/14/2018 | 7290     | Christo's Landscape...   | Inv 7290 March 2018                       | 2 Facilities |     | 2010 · Account...   | 785.00          | 785.00           | 9,992.35         |
| Bill                                   | 04/10/2018 | 220275   | Delta Supply Co          | Statement 220275 3/26/2018ligh...         | 2 Facilities |     | 2010 · Account...   | 77.44           | 77.44            | 10,069.79        |
| Bill                                   | 04/18/2018 | 7456     | Christo's Landscape...   | Inv 7456 April 2018                       | 2 Facilities |     | 2010 · Account...   | 785.00          | 785.00           | 10,854.79        |
| Bill                                   | 04/25/2018 | 11277    | Waterforce Irrigation... | Inv 11277 rrigation Maintenance ...       | 2 Facilities |     | 2010 · Account...   | 221.17          | 221.17           | 11,075.96        |
| Bill                                   | 05/09/2018 | 220420   | Delta Supply Co          | Inv 220420 Statement 4/25/18 b...         | 2 Facilities |     | 2010 · Account...   | 141.54          | 141.54           | 11,217.50        |
| Bill                                   | 05/09/2018 | 7623     | Christo's Landscape...   | Inv 7623 May l 2018                       | 2 Facilities |     | 2010 · Account...   | 785.00          | 785.00           | 12,002.50        |
| Total 8401 · Grnd, Equip, etc Mainten  |            |          |                          |   |              |     |                     |                 | 12,002.50        | 12,002.50        |
| Total 8400 · FACILITIES EXPENSE        |            |          |                          |   |              |     |                     |                 | 12,002.50        | 12,002.50        |
| <b>TOTAL</b>                           |            |          |                          |   |              |     |                     |                 | <b>12,002.50</b> | <b>12,002.50</b> |