

Minutes of the Facilities Council Meeting – 9 October 2019

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Jan Mathrani, Katrina Pascale

Members Absent: Jack Siplak, Jack Quinn, Woody Sutton, Kristy McNeal, Bob Schroder

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

Minutes of 11 September 2019 Meeting were approved with no revisions.

Unfinished 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 – 2 Items No Change; 1 Item Closed; 2 Items Updated; 1 Item On-Hold
- B. Building Exterior – 1 Item No Change; 0 Items Closed; 0 Items Updated
- C. Landscaping and Grounds – 3 Items No Change; 1 Item Closed; 0 Items Updated
- D. Equipment – 0 Items No Change; 3 Items Closed; 0 Items Updated
- E. Bridges – 0 Items No Change; 0 Items Closed; 0 Items Updated.
- F. Sexton House – 0 Items No Change; 0 Items Closed; 0 Items Updated.
- G. Other – 0 Items No Change; 0 Items Closed; 0 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 – No Items Added
- B. Building Exterior – 1 Item Added
- C. Landscaping and Grounds – 1 Item Added
- D. Equipment – 2 Items Added
- E. Bridges – 1 Item Added
- F. Sexton House – 0 Items Added
- G. Other – Item 0 Items Added
- H. **Number of Projects Reviewed:** 16 Projects were reviewed this meeting. There are currently 14 open projects and one project on-hold.

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Any Other Business: None

Items Approved by Member Vote:

1. Funds were approved in amount \$2,536.00 to clean the storm drain system. See Item C.209.
2. Funds were approved in amount \$13,269.59 to purchase new sanctuary projectors and lenses. See Item D.210.

Adjourn: The meeting adjourned at 10:45am.

Next Meeting: The next meeting is 13 November 2019 at 10:00.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Project Status Report 12 October 2019, 5 Pages, 16 Projects
- Open Projects Assignments 12 October 2019, 1 Page, 14 Projects
- Project Summary Report 12 October 2019, 2 Page, 16 Projects
- Shenandoah Contractors Bid to Clean the Storm Drain System, 17 September 2019, 1 Page
- AudioHouse Bid to Provide Two NEC Projectors with Lenses, 2 October 2019, 5 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, October 09, 2019

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

A.132 Building Interior Cleaning	Many pews are dirty and stained especially near the crease at the seat back. The requirement is to clean the entire pew not just the stains.	A new firm offered to bid cleaning the pews but there is no response to date. There are 82 pews requiring cleaning. Al will determine if firm will bid and commit to a date to complete the work. If not, he will seek another firm to do the cleaning.	18-Jul-2018	Kim McGuire TBD	Open-Mod	449 Days
A.133 Building Interior Replace	There are water stained ceiling tiles in the balcony area north of the entry doors.	Stained tiles replace.	18-Jul-2018 09-Oct-2019	Katrina Pascale Self Help	Closed	448 Days
A.156 Building Interior Replace	Two Sanctuary ceiling lights out. Center at base of stage steps. East at top of balcony steps.	A lift is needed to reach the center stage light; however, reaching the east balcony stairs is more difficult. Research underway to find a method to reach the balcony stairs light without moving multiple pews to use the lift.	08-Jan-2019	Al Parmentier Self Help	Open-NC	274 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 09, 2019

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

A.186	Discussion arose at the May 2019 FC meeting concerning overall Fellowship facilities physical security.	A locksmith will be hired to change all exterior door locks to a common key. Except Door A will be a different key. Exterior door keys will be given only to specific people who have a need to use exterior door keys. Kristy will open and lock only Door A for non-Sunday events, and all who enter must use Door A. Door stops will be removed from Doors C and D. A suitable device will be located and stored to prop these doors open when needed.	08-May-2019	Kim McGuire	Open-Mod
Building Interior				Self Help	154 Days
Other					

A.190	The Chancel Parquet flooring requires refinishing. Decision reached to refinish with a stained color to allow scratches to more easily repaired.	Woody Sutton Moved to approve \$1,450 to refinish the Chancel flooring. Jan Mathrani Seconded. There was some discussion of scheduling. The Motion carried unanimously. Work is on hold until March 2020.	12-Jun-2019	Al Parmentier	Open-Hold
Building Interior				TBD	119 Days
Repair					

A.205	The toilet paper dispenser in the ladies toilets are too low as located below the grab bar.	Move the toilet paper dispenser to above the grab bar.	11-Sep-2019	Al Parmentier	Open-NC
Building Interior				Self Help	28 Days
Service					

6 Project(s) Reviewed for Building Interior

UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.202 Building Exterior Repair	Gutter on at west side of building loose and falling off.	Kim will arrange for the gutter repair.	11-Sep-2019	Kim McGuire TBD	Open-NC 28 Days
B.207 Building Exterior Painting	An area above the doors on the front portico requires painting.	Can-Do-Crew will schedule and complete the work.	09-Oct-2019	Jack Siplak Can-Do-Crew	Open-New 1 Days
2 Project(s) Reviewed for Building Exterior					
C.157 Landscaping and Grounds Repair	Several sidewalk transition sections are uneven by one-half to over an inch. This poses a trip hazard to persons walking on the sidewalks.	There are six sidewalk edges need grinding. Option (1) Rent a concrete grinder and use self-help to level uneven sections. Or (2) Ask Jim McIntyre to locate someone to grind the raised sidewalk edges. This work must be complete before the Emerson Center events begin, as the raised sidewalk edges poses trip hazard, especially at night.	08-Jan-2019	Al Parmentier Can-Do-Crew	Open-NC 274 Days
C.201 Landscaping and Grounds Service	Several trees at west side of building rubbing the wall and must be trimmed away from the building.	Kim will arrange for the tree trimming.	11-Sep-2019	Kim McGuire Christo's Landscape Solut	Open-NC 28 Days

UUFVB Facilities Council - Minutes Project Status Report

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Category

Project Type

Description

Comments

Open Date

Close Date

Assigned

Contractor

Status

Days Open

C.203	Several trees east of the 16th Street marquee obstructing view of marquee messages.	Kim will arrange for the tree trimming.	11-Sep-2019	Kim McGuire	Open-NC
Landscaping and Grounds Service				Christo's Landscape Solut	28 Days

C.204	The hedge at west side and south must trimmed and shaped. .	Hedges trimmed.	11-Sep-2019	Katrina Pascale	Closed
Landscaping and Grounds Service			09-Oct-2019	Christo's Landscape Solut	27 Days

C.209	The entire storm drain system requires cleaning including the drain sumps and pipes to the retention pond.	Jan Mathrani Moved to approve Shenandoah Contractors bid of \$2,536.00 to clean the drainage system. Joe Hardy Seconded. The Motion Carried. Kim McGuire will schedule the work with the Contractor.	09-Oct-2019	Kim McGuire	Open-New
Landscaping and Grounds Cleaning				Shenandoah Contractors	1 Days

5 Project(s) Reviewed for Landscaping and Grounds

D.208	One Library chair seat is stained with a red substance. Cleaning has not removed the stain.	Jan Mathrani will arrange to have the chair reupholstered.	09-Oct-2019	Jan Mathrani	Open-New
Equipment Repair				TBD	1 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 09, 2019

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.210 Equipment Replace	The sanctuary projectors are old, troublesome, and must be replaced. AudioHouse submitted a proposal to supply two NEC NP-PA803U Projectors with two NEC NP43ZL long throw lenses for \$13,269.59.	Al Parmentier Moved to accept the AudioHouse proposal in amount \$13,269.59 and purchase the projectors. Joe Hardy Seconded. The Motion Carried.	09-Oct-2019	Al Parmentier AudioHouse	Open-New 1 Days

2 Project(s) Reviewed for Equipment

E.206 Bridges Facility Inspection	The Bridges 2-Year old Classroom has termites in a concealed area.	Exterminator treated the area, but investigation underway to assess the termite damage and confirm the termites are eliminated.	09-Oct-2019	Al Parmentier Self Help	Open-New 1 Days
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1 Project(s) Reviewed for Bridges Facility

Minutes Notes

Total Reviewed	16
Open-NC	6
Open-Mod	2
Open-New	5
Open-Hold	1
Closed	2

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 Minutes - Project Summary

Meeting Date **Wednesday, October 09, 2019**

Index	Project Category	Open Date	Status	Close Date
A.156	Building Interior	08-Jan-2019	Open-NC	
A.205	Building Interior	11-Sep-2019	Open-NC	
A.133	Building Interior	18-Jul-2018	Closed	09-Oct-2019
A.190	Building Interior	12-Jun-2019	Open-Hold	
A.132	Building Interior	18-Jul-2018	Open-Mod	
A.186	Building Interior	08-May-2019	Open-Mod	
6	Project(s) This Category			
B.202	Building Exterior	11-Sep-2019	Open-NC	
B.207	Building Exterior	09-Oct-2019	Open-New	
2	Project(s) This Category			
C.157	Landscaping and Grounds	08-Jan-2019	Open-NC	
C.201	Landscaping and Grounds	11-Sep-2019	Open-NC	
C.203	Landscaping and Grounds	11-Sep-2019	Open-NC	
C.204	Landscaping and Grounds	11-Sep-2019	Closed	09-Oct-2019
C.209	Landscaping and Grounds	09-Oct-2019	Open-New	
5	Project(s) This Category			
D.208	Equipment	09-Oct-2019	Open-New	
D.210	Equipment	09-Oct-2019	Open-New	
2	Project(s) This Category			
E.206	Bridges Facility	09-Oct-2019	Open-New	
1	Project(s) This Category			

Facilities Council Minutes - Project Summary

Meeting Date Wednesday, October 09, 2019

Index	Project Category	Open Date	Status	Close Date
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16 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date **Wednesday, October 09, 2019**

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Self Help	08-Jan-2019	274
Al Parmentier	A.190	Building Interior	TBD	12-Jun-2019	119
Al Parmentier	A.205	Building Interior	Self Help	11-Sep-2019	28
Al Parmentier	C.157	Landscaping and Grounds	Can-Do-Crew	08-Jan-2019	274
Al Parmentier	D.210	Equipment	AudioHouse	09-Oct-2019	1
Al Parmentier	E.206	Bridges Facility	Self Help	09-Oct-2019	1

6 Projects for Al Parmentier

Jan Mathrani	D.208	Equipment	TBD	09-Oct-2019	1
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1 Projects for Jan Mathrani

Jack Siplak	B.207	Building Exterior	Can-Do-Crew	09-Oct-2019	1
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1 Projects for Jack Siplak

Kim McGuire	A.132	Building Interior	TBD	18-Jul-2018	449
Kim McGuire	A.186	Building Interior	Self Help	08-May-2019	154
Kim McGuire	B.202	Building Exterior	TBD	11-Sep-2019	28
Kim McGuire	C.201	Landscaping and Grounds	Christo's Landscape Solu	11-Sep-2019	28
Kim McGuire	C.203	Landscaping and Grounds	Christo's Landscape Solu	11-Sep-2019	28
Kim McGuire	C.209	Landscaping and Grounds	Shenandoah Contractors	09-Oct-2019	1

6 Projects for Kim McGuire

14 Projects This Report



1888 N.W. 22nd Street • Pompano Beach, FL 33069
(772) 467-8861 Fax: (772) 467-8863

DATE: September 17, 2019
SUBMITTED TO: Unitarian Universalist Fellowship of
Vero Beach
STREET: 1590 27th Ave
CITY, STATE & ZIP: Vero Beach, FL 32960
PHONE: (772) 778-5249
FAX:
EMAIL: administration@uufvb.org
JOB NAME: Unitarian Universalist Fellowship of
Vero Beach
ATTENTION: Katrina

PROPOSAL #P15135


We propose to furnish a crew and all necessary equipment to clean 10 drains and connecting pipes, at the above mentioned job location. This work will be performed at our following hourly and/or unit prices:

Jet Vac Truck (Tandem Axle)	(at \$215.00 Per Hour)	10 hour(s)	\$2,150.00
Water Usage Fee	(at \$12.00 Per Truck Load)	3 truck load(s)	\$36.00
Disposal	(at \$350.00 Per Truck Load)	1 truck load(s)	\$350.00
Estimated Total:			\$2,536.00

NOTE: One way travel time for all hourly vehicles listed above. Three hour minimum. This proposal includes removal of all loose debris from the structures and pipes (excluding hazardous waste), if non-hazardous contaminated liquids or soils are encountered, such as oil, gas, fuel, hydraulic oil, etc., the customer will be required to have the material analyzed, by an approved lab, then approved by a disposal facility, prior to Shenandoah transporting and disposing of the material, additional cost for specialty hauling and disposal will be applied to the invoice, along with documented receipt. However, we are not responsible for problems occurring during or after cleaning due to pre-existing condition, original installation or design.

This proposal may be withdrawn if not accepted within 30 days. Payment terms net 30 days.
(If we encounter an Insurance compliance fee requirement, this fee will be invoiced in addition to the above rates.)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Price above is only an estimate of foreseen conditions. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Unless noted above engineering, permits, testing and bonds are not included in the pricing. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Parties to this proposal/contract expressly waive all tort claims against each other and limit their remedies to breach of contract.

SIGNATURE: 

SHENANDOAH GENERAL CONSTRUCTION CO.	TITLE	DATE
Dwight Davis	Estimator	09/17/2019

ACCEPTANCE OF PROPOSAL / SIGN & RETURN

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

COMPANY NAME:	DATE:
REPRESENTATIVE:	TITLE:

10/2/2019

Proposal Presented To:
Al Parmentier

Proposal Presented By:
Mike Clarke
772-562-3767
mwclarkevb@gmail.com

The Audiohouse
500 Treasure Coast Plaza
Vero Beach, FL 32960
772-562-3767
www.theaudiohouse.com

Scope of Work

Parts: \$13,269.59 Labor: \$0.00 Total: \$13,269.59



2 Each	NEC NEC NP-PA803U-White NEC 8000-Lumen Professional Installation Projector w/ 4K support	\$10,279.30
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2	NEC NEC NP43ZL NEC 8000-Lumen Professional Installation Projector w/ 4K support	\$3,874.86
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2	Discount from Vendor Discount received from vendor	-\$884.56
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Agreement Contract

- A. The general project description is contained in the attached document and related documents from herein referred to as the "Proposal".
- B. The specific work to be performed by Contractor is the installation of the specified system as outlined in the Proposal.
- C. The total amount to be paid by the owner for the performance (subject to additions and deductions by written change order) shall not exceed the total specified in the Proposal.
- D. Progress payments will be made according to the payment schedule below. Equipment will not be ordered until the equipment deposit has been submitted. These times are subject to the timing of the construction and the lead times required for the ordered equipment to be delivered.
- E. This Proposal expires 30 days following the date stated on the top of this agreement. No work will be scheduled without a deposit plus a signed copy of this agreement. All drawings and specifications are contingent on agreement and retainer.
- F. Contractor reserves the right to replace proposed models in the case of obsolescence, discontinuation or unavailability with a comparable model of equal or greater value upon customer approval. Contractor will not be held responsible or liable in any way for any said product's obsolescence, discontinuation or unavailability.

1. Contract Documents and Details

The contract documents consist of this agreement, drawings, change orders, written interpretations, and written orders for minor changes in work. Work not covered by contract documents will not be required unless it is required by reasonable inference as being necessary to produce the intended result. The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets are not included unless specifically documented in the proposal.

2. Time

With respect to schedule completion, time is of the essence. If Contractor is delayed at any time in the progress of the work by owner change orders, fire, labor disputes, acts of God or other causes beyond Contractor's control, the completion schedule for the work or affected parts of the work shall be extended by the same amount of the time caused by the delay.

3. Payments and Completion

The Payment Schedule is a guideline and approximation. Since contractor will, if possible, open, test and burn-in equipment before delivery, all components must be paid for before delivery to job site. Payments may not be withheld under any circumstances. Any disputes due to legal claims will be settled independently in good faith between the parties. Final payment shall be due immediately following completion of the project. Contractor will hold owner harmless with respect to claims of subcontractors and suppliers. A minimum of \$3000 may be charged on a credit card. Late payment fee: Invoices not paid within 30 days of the invoice date are subject to late fee of \$7.50 per month or 1.5%, whichever is greater.

4. Insurance

Contractor shall purchase and maintain such insurance necessary to protect from claims under workers compensation and from any damage to the owner's property resulting from the conduct of this contract.

5. Changes in the Contract

The owner may order changes, additions, or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. The contractor shall provide the owner in writing the amount of additional costs or cost reductions resulting from changes ordered within 15 working days unless this requirement is waived in writing by the owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule. In case of product unavailability or discontinuation, contractor reserves the right to substitute equipment of equal or better quality with clients' approval. Contractor will be held blameless in case of product unavailability or discontinuation.

6. Warranty

Contractor will provide on-site service of the entire installation (within Indian River County) at no charge for a period of 90 days. Extended on-site service policies are available and will be priced upon request. Components used in this installation carry various

manufacturers' warranties which if covered covers parts only, labor will be additional along with any shipping charges charged by manufacturer. The Contractor will be glad to help the client get these components repaired, both in and out of the warranty period.

Parts:	\$12,883.10
Labor:	\$0.00
Design Fee:	\$0.00
Project Management:	\$0.00
Programming:	\$0.00
Misc Parts:	\$0.00
Freight Expense:	\$386.49
Cable Service Management:	\$0.00
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Total:	\$13,269.59

Al Parmentier

Date: _____



Mike Clarke

Date: 10/2/2019