

# Minutes of the Facilities Council Meeting – 13 November 2019

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**Members Present:** Al Parmentier, Joe Hardy, Lisa Turano, Jan Mathrani, Kim McIntyre, Kristy McNeal, Bob Schroder

**Members Absent:** Jack Siplak, Jack Quinn, Woody Sutton,

**Guests Attending:** Ken Kline Board Liaison, Scott Alexander Minister

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

**Minutes of 9 October 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 – No Items Changed; 2 Items Closed; 1 Item Updated; 2 Items On-Hold
- B. Building Exterior – No Items Changed; 1 Item Closed; 1 Item Updated
- C. Landscaping and Grounds – No Items Changed; 2 Items Closed; 2 Items Updated
- D. Equipment – No Items Changed; 1 Item Closed; 1 Item Updated
- E. Bridges – No Items Changed; 1 Item Closed; No Items Updated.
- F. Sexton House – No Items Changed; No Items Closed; No Items Updated.
- G. Other – No Items Changed; 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 – 1 Item Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – 1 Item Added
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 16 Projects were reviewed this meeting. There are currently 7 open projects and two projects on-hold.

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**Any Other Business:** None

**Items Approved by Member Vote:**

1. Funds were approved in amount \$2,275.00 to clean pews and carpet. See Item A.132.
2. Funds were approved in amount \$14,00.00 to purchase a new AV laptop. See Item D.211.

**Adjourn:** The meeting adjourned at 11:05am.

**Next Meeting:** The next meeting is 11 December 2019 at 10:00.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

Four Attachments:

- Project Status Report 18 November 2019, 5 Pages, 16 Projects
- Open Projects Assignments 18 November 2019, 1 Page, 9 Projects
- Project Summary Report 18 November 2019, 2 Pages, 16 Projects
- Regal Services Quotation to Clean Pews and Carpet, 24 October 2019, 1 Page

## **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, November 13, 2019**

Index

Category

Project Type

Description

Comments

Open Date

Close Date

Assigned

Contractor

Status

Days Open

A.132	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.	Three estimates were received for carpet and upholstery cleaning. The best estimate was Regal Services LLC of Vero Beach with a bid of \$2,275.00. Joe Hardy Moved to accept the Regal Services Bid. Bob Schroder Seconded and the Motion Carried. Kim McIntyre will schedule the work with Regal. A copy of the bid is attached to the November 2019 Minutes.	18-Jul-2018	Kim McIntyre	Open-Mod
Building Interior Cleaning				Regal Services LLC	449 Days
A.156	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. This project is on hold pending resolution.	08-Jan-2019	Al Parmentier	Open-Hold
Building Interior Replace				Self Help	274 Days
A.186	Discussion arose at the May 2019 FC meeting concerning overall Fellowship facilities physical security.	Door locks rekeyed. Kim will record who gets keys. Door A is keyed differently than all other doors. All future keys will be marked "Do Not Duplicate." The door stops on Doors C and D will not be removed. Only Door A will be unlocked during the week.	08-May-2019 13-Nov-2019	Kim McIntyre	Closed
Building Interior Other				Self Help	154 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, November 13, 2019**

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.190 Building Interior Repair	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 TBD	Open-Hold 119 Days
A.205 Building Interior Service	The toilet paper dispenser in the ladies toilets are too low as located below the grab bar.	Closed no action taken.	11-Sep-2019 13-Nov-2019	Al Parmentier Self Help	Closed 28 Days
A.212 Building Interior Repair	Kim reported TLC inspected the alarm system and found 13 of 16 HVAC Duct Detectors not working. An repair estimate will be provided.	Kim will review the estimate and report at next meeting.	13-Nov-2019	Kim McIntyre Total Life Safety Corp	Open-New 0 Days
<b>6 Project(s) Reviewed for Building Interior</b>					
B.202 Building Exterior Repair	Gutter on at west side of building loose and falling off.	Estimate received from Gutter King that seems excessive for the work requested. Al will verify the work and estimate. Kim will arrange for the gutter repair.	11-Sep-2019	Kim McIntyre Gutter King	Open-Mod 28 Days

# UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, November 13, 2019**

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

B.207	An area above the doors on the front portico requires painting.	Area painted. Project closed.	09-Oct-2019	Jack Siplak	Closed
Building Exterior			13-Nov-2019	Can-Do-Crew	1 Days
Painting					

## 2 Project(s) Reviewed for Building Exterior

C.157	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. All will discuss with Jim McIntyre 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	Open-Mod
Landscaping and Grounds				Jim McIntyre	274 Days
Repair					

C.201	Several trees at west side of building rubbing the wall and must be trimmed away from the building.	Trees trimmed. Project closed.	11-Sep-2019	Kim McIntyre	Closed
Landscaping and Grounds			13-Nov-2019	Christo's Landscape Solut	28 Days
Service					

C.203	Several trees on the property require trimming.	Bid received for \$1,700.00 to trim trees. Al will discuss which trees to trim with contractor. Bid not accepted yet.	11-Sep-2019	Al Parmentier	Open-Mod
Landscaping and Grounds				Christo's Landscape Solut	28 Days
Service					

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, November 13, 2019**

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

C.209	The entire storm drain system requires cleaning including the drain sumps and pipes to the retention pond.	Drains cleaned. Project closed.	09-Oct-2019	Kim McIntyre	Closed
Landscaping and Grounds			13-Nov-2019	Shenandoah Contractors	1 Days
Cleaning					

## 4 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. AI will transport the chair.	09-Oct-2019	Jan Mathrani	Open-Mod
Equipment Repair				TBD	1 Days

D.210	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.	Projectors received. Joe and AI installed them. Project closed.	09-Oct-2019	AI Parmentier	Closed
Equipment Replace			13-Nov-2019	AudioHouse	1 Days

D.211	The AV laptop failed during an Emerson Event 9 November 2019.	Joe Hardy Moved to purchase a new laptop for cost not to exceed \$1,400.00. AI Parmentier Seconded. The Motion Carried. AI will use the invoice to apportion the cost to all groups who use AV support.	13-Nov-2019	Joe Hardy	Open-New
Equipment Replace				Self Help	0 Days

## 3 Project(s) Reviewed for Equipment

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, November 13, 2019**

Index

Category	Open Date	Assigned	Status		
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.206	The Bridges 2-Year old Classroom has termites in a concealed area.	Exterminator treated the area, Damage repaired. Project closed.	09-Oct-2019	Al Parmentier	Closed
Bridges Facility			13-Nov-2019	Self Help	1 Days
Inspection					

**1 Project(s) Reviewed for Bridges Facility**

**Minutes Notes**

<b>Total Reviewed</b>	<b>16</b>
<b>Open-NC</b>	<b>0</b>
<b>Open-Mod</b>	<b>5</b>
<b>Open-New</b>	<b>2</b>
<b>Open-Hold</b>	<b>2</b>
<b>Closed</b>	<b>7</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, November 13, 2019**

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Self Help	08-Jan-2019	<b>274</b>
Al Parmentier	A.190	Building Interior	TBD	12-Jun-2019	<b>119</b>
Al Parmentier	C.157	Landscaping and Grounds	Jim McIntyre	08-Jan-2019	<b>274</b>
Al Parmentier	C.203	Landscaping and Grounds	Christo's Landscape Solu	11-Sep-2019	28

## **4 Projects for Al Parmentier**

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

Joe Hardy	D.211	Equipment	Self Help	13-Nov-2019	0
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## **1 Projects for Joe Hardy**

Kim McIntyre	A.132	Building Interior	Regal Services LLC	18-Jul-2018	<b>449</b>
Kim McIntyre	A.212	Building Interior	Total Life Safety Corp	13-Nov-2019	0
Kim McIntyre	B.202	Building Exterior	Gutter King	11-Sep-2019	28

## **3 Projects for Kim McIntyre**

**9 Projects This Report**

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, November 13, 2019**

Index	Project Category	Open Date	Status	Close Date
A.186	Building Interior	08-May-2019	Closed	13-Nov-2019
A.205	Building Interior	11-Sep-2019	Closed	13-Nov-2019
A.156	Building Interior	08-Jan-2019	Open-Hold	
A.190	Building Interior	12-Jun-2019	Open-Hold	
A.132	Building Interior	18-Jul-2018	Open-Mod	
A.212	Building Interior	13-Nov-2019	Open-New	
<b>6</b>	<b>Project(s) This Category</b>			
B.207	Building Exterior	09-Oct-2019	Closed	13-Nov-2019
B.202	Building Exterior	11-Sep-2019	Open-Mod	
<b>2</b>	<b>Project(s) This Category</b>			
C.201	Landscaping and Grounds	11-Sep-2019	Closed	13-Nov-2019
C.209	Landscaping and Grounds	09-Oct-2019	Closed	13-Nov-2019
C.157	Landscaping and Grounds	08-Jan-2019	Open-Mod	
C.203	Landscaping and Grounds	11-Sep-2019	Open-Mod	
<b>4</b>	<b>Project(s) This Category</b>			
D.210	Equipment	09-Oct-2019	Closed	13-Nov-2019
D.208	Equipment	09-Oct-2019	Open-Mod	
D.211	Equipment	13-Nov-2019	Open-New	
<b>3</b>	<b>Project(s) This Category</b>			
E.206	Bridges Facility	09-Oct-2019	Closed	13-Nov-2019
<b>1</b>	<b>Project(s) This Category</b>			

# Facilities Council Minutes - Project Summary

**Meeting Date Wednesday, November 13, 2019**

<b>Index</b>	<b>Project Category</b>	<b>Open Date</b>	<b>Status</b>	<b>Close Date</b>
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16 Projects This Actions Report

**Regal Services LLC**

P.O. BOX 651463  
VERO BEACH FL 32965  
(772) 778-8480

**Quotation**

**Number: 2995**

**Sold to:**

Unitarian Universalist Fellowship  
Kim  
1590 27th Avenue  
Vero Beach, Fl. 32960  
(772)778-5880

**Site**

10/24/2019

Description	Quantity	Unit cost	Extended
Carpet-All carpet cleaned - Sanctuary lower	1.00	\$360.00	\$360.00
Upholstery-All pews cleaned - Lower	1.00	\$750.00	\$750.00
Carpet-Balcony carpet including - both staircases	1.00	\$375.00	\$375.00
Upholstery-All pews cleaned Balcony	1.00	\$375.00	\$375.00
Carpet - All carpet cleaned Lobby and Halls	1.00	\$415.00	\$415.00

All Work is Guaranteed For 14 Days. We Will Return Within The 14 Days To Correct Any Mistake Made By Our Tech.

**Subtotal:** \$2,275.00  
**Adjustment:** \$0.00  
**Subtotal:** \$2,275.00  
**Tax 1:** \$0.00  
**Total:** \$2,275.00