

Minutes of the Facilities Council Meeting – 13 April 2022

Meeting Location: This Meeting was conducted via Zoom at 10:00am

Members Present: Al Parmentier, Joe Hardy, Woody Sutton, Larry Phillips, Jim Brewer, Paul Gleaves, Jack Siplak

Staff Present: Administrator Kim McIntyre, Sexton Kristy O’Neal

Members Absent: Jan Mathrani

Guests Attending: Patty Walker, Emerson Center Director

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

Previous Meeting Minutes: Minutes were approved for 9 March 2022 Meeting.

Unfinished Business:

- A. The Facilities Council reviewed 29 old projects using seven categories:
 - 1) Building Interior
 - 2) Building Exterior
 - 3) Landscaping and Grounds
 - 4) Equipment
 - 5) Bridges
 - 6) Sexton House
 - 7) Other
- B. Attachment #1 summarizes status of each project in the seven categories.
- C. Attachment #2 provides detailed information about each project.
- D. 35 Projects were reviewed this meeting. There are currently 25 open projects; 3 projects on-hold; and 7 projects were closed.
- E. Attachment #3 is the open projects assignments report.

New Business: Nine New Projects Were Added:

- A. Building Interior – No Projects Added
- B. Building Exterior – Two Projects Added – See B.320 and B.321
- C. Landscaping and Grounds: No Projects Added
- D. Equipment – Two Projects Added – See D.322 and D.325
- E. Bridges – Two Projects Added – See E.323 and E.324
- F. Sexton House – No Projects Added
- G. Other – No Projects Added

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Any Other Business: None

Items Approved by Member Vote:

1. Up to \$3,300 was approved to repair the Kitchen HVAC system. See Project D.316 for details.
2. Woody Sutton provided a description of, and responded to questions about, the pending Bridges sale.

Adjourn: The Meeting adjourned at 11:32am.

Next Meeting: The next meeting is 11 May 2022 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Summary Project Status Report, 13 April 2022, 2 Pages
- Detailed Project Status Report, 13 April 2022, 23 Pages
- Open Projects Assignments, 13 April 2022, 2 Pages
- Paul Gleaves Survey of Nonoperational Yard Lights
- Smith Services Bid to Repair the Kitchen HVAC System

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.

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, April 13, 2022**

Index	Project Category	Open Date	Status	Close Date
A.262	Building Interior	10-Mar-21	Open-NC	
A.289	Building Interior	18-Mar-20	Closed	13-Apr-22
A.313	Building Interior	09-Mar-22	Closed	13-Apr-22
A.314	Building Interior	09-Mar-22	Closed	13-Apr-22
A.287	Building Interior	07-Sep-21	Open-Hold	
A.288	Building Interior	07-Sep-21	Open-Mod	
A.290	Building Interior	13-Oct-21	Open-Mod	
7	Project(s) This Category			
B.222	Building Exterior	08-Jan-20	Open-NC	
B.275	Building Exterior	12-May-21	Open-NC	
B.297	Building Exterior	08-Dec-21	Closed	13-Apr-22
B.320	Building Exterior	13-Apr-22	Open-New	
B.321	Building Exterior	13-Apr-22	Open-New	
5	Project(s) This Category			
C.307	Landscaping and Grounds	09-Feb-22	Open-NC	
C.308	Landscaping and Grounds	09-Feb-22	Open-NC	
C.269	Landscaping and Grounds	14-Apr-21	Open-Mod	
C.309	Landscaping and Grounds	09-Feb-22	Open-Mod	
C.311	Landscaping and Grounds	09-Mar-22	Open-Mod	
C.315	Landscaping and Grounds	09-Mar-22	Open-Mod	
6	Project(s) This Category			

Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
D.303	Equipment	09-Jan-22	Open-NC	
D.300	Equipment	08-Dec-21	Closed	13-Apr-22
D.276	Equipment	12-May-21	Open-Hold	
D.312	Equipment	09-Mar-22	Open-Hold	
D.296	Equipment	10-Nov-21	Open-Mod	
D.306	Equipment	09-Feb-22	Open-Mod	
D.316	Equipment	09-Mar-22	Open-Mod	
D.317	Equipment	09-Mar-22	Open-Mod	
D.318	Equipment	09-Mar-22	Open-Mod	
D.322	Equipment	13-Apr-22	Open-New	
D.325	Equipment	13-Apr-22	Open-New	

11 Project(s) This Category

E.302	Bridges Facility	08-Dec-21	Closed	13-Apr-22
E.310	Bridges Facility	09-Feb-22	Closed	13-Apr-22
E.258	Bridges Facility	13-Jan-21	Open-Mod	
E.323	Bridges Facility	13-Apr-22	Open-New	
E.324	Bridges Facility	13-Apr-22	Open-New	

5 Project(s) This Category

F.319	Sexton House	09-Mar-22	Open-NC	
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1 Project(s) This Category

35 Projects This Actions Report

UUFVB Facilities Council - Minutes Project Status Report

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Index	Description	Project Status	Assigned Contractor	Open Date	Close Date	Status
A.262	Glass windows in the Administrator's and Minister's Offices and the Library require replacement . The windows are fogged and some are cracked.		Al Parmentier	10-Mar-21		
Building Interior			Vero Glass and Mirror			
Replace						Open-NC
						399 Days

Vero Glass and Mirror bid \$7,000 to replace 11 windows. However, the labor cost may exceed the estimate depending upon the difficulty encountered removing and reinstalling one or more windows. The balance of funds from the donation is \$8,500.

Jim Brewer Moved to approve up to \$8,500 to replace 11 windows. Lisa Turano Seconded. In discussion Al Parmentier stated the lead time to start is 4-6 weeks depending upon materials availability. The Motion passed unanimously.

A \$2,300 down payment was paid the contractor, but the contractor cannot provide a start date for the window installation.

Per info in the 14 July 2021 FC meeting, contractor is having difficulty with materials backlog.

Per info in the 11 August 2021 FC meeting, contractor has become unresponsive to telephone inquiries about status of the work.

Per info in the 7 September 2021 FC meeting , the contractor has 9 good windows and two defective windows available. The contractor will not install any windows until all windows are on hand. The contractor has no delivery date for the remaining two windows.

Per info in the 13 October 2021 FC Meeting, there is no status from the contractor.

Per info in the 10 November 2021, Vero Glass and Mirror now has no record of the UUFVB order. Al Parmentier will investigate.

Vero Glass and Mirror arrived onsite 7 December 2021 to begin the work. Four windows in the Minister's office were replaced. Two windows in the Administrator's Office were found to be the wrong size and must be reordered. The crew did not have time to replace five windows in the Library and this work must be rescheduled.

UUFVB Facilities Council - Minutes Project Status Report

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Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open
A.287	The Sanctuary carpet is old, worn and needs replacing.	Jan Mathrani	07-Sep-21
Building Interior		TBD	
Upgrade			Open-Hold
			218 Days

A Committee was formed consisting of Elizabeth Bourne, Kim McIntyre, Kelly Stephens, Jan Mathrani, Woody Sutton, Patty Walker and Al Parmentier to pursue replacing all Sanctuary carpeting.

Jan Mathrani sent measurements and specifications to a contractor in North Carolina and a second contractor in Connecticut. We are awaiting quotations and lead times to begin work.

Kathy Cossa reported the Endowment Committee will contribute \$12K towards replacing Sanctuary carpet. Source of remaining funds is TBD.

Per info in the 9 February 2022 meeting, a Melbourne firm, Church Interiors, Inc. submitted a bid of \$31,093 which makes this bid the best available. This firm will not charge extra for crew per diem onsite. However, UUFVB must pay for the trash dumpster. The firm reports six weeks lead time is required to begin work after receipt of an order. The likely installation date is July 2022.

A request to the Endowment Committee must be submitted to lock-in the \$12,000 verbally committed. The remaining \$4-5,000 funds must come from other sources.

Jan Mathrani will request references and validate credentials for Church Interiors, Inc. The firm is headquartered in Highpoint, NC and has a facility in Malborne, FL.

Al Parmentier stated in the 9 March 2022 meeting an anonymous donor will provide \$13,000 to fund the carpet replacement.

Per information in the 13 April 2022 Meeting, Patty Walker states our contact person at Church Interiors is no longer with the firm. Patty is working to confirm the original quotation and schedule remains valid.

UUFVB Facilities Council - Minutes Project Status Report

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Index	Description	Project Status	Assigned	Open Date	Close Date
Category			Contractor	Status	Days Open

A.288	We are seeing wear out issues with our “storefront” glass entry doors hinges. The model storefront door assemblies installed throughout UUFVB were made by Vista Wall. The doors are no longer supported by Vero Beach contractors; and there are no local parts available.		Al Parmentier	07-Sep-21	
Building Interior			Self Help		
Repair				Open-Mod	
					218 Days

Joe Hardy purchased a door hinge set from Amazon that appears to be identical to the installed hinges. Joe and Al will confirm if this hinge set is acceptable for UUFVB doors.

Per information in the 13 April 2022 Meeting, Al Parmentier is seeking another contractor specifically to repair the Office door to the Lobby. The door lock pin drags on the tile when the door is opened.

A.289	The Green Rooms AC Systems (North and West) do not have properly connected ground wires to install Wi-Fi thermostats.		Joe Hardy	18-Mar-20	
Building Interior			Smith Services	13-Apr-22	
Inspection				Closed	
					756 Days

Smith Services installed a dumb, battery powered thermostat in each Green Room. The UUFVB objective is to install Wi-Fi thermostats to control the HVAC systems remotely.

Joe Hardy tested whether Smith Services connected the ground wires as requested.

The North Green ground wire IS properly connected; however the West Green Room ground wire IS NOT properly connected.

Per information in the 13 April 2022 Meeting, this project will no longer be pursued. Project closed.

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Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

A.290	There are several fluorescent light fixtures throughout the facility that require replacing.	Al Parmentier	13-Oct-21
Building Interior		Cliff Ruff	
Replace			Open-Mod
			182 Days

A UUFVB member who wishes to remain anonymous donated funds to purchase 68 LED light fixtures of size 24" x 48". These were received 3 January 2022. Cliff Ruff electricians installed LED panels in the Lobby, East-West Hallway, and Green Rooms. The charge to install 28 LED panels was \$560.00 or \$20.00 per panel.

Cliff Ruff electrician installed 16 LED fixtures 7 April 2022 . Ten fixtures installed in the Office and six in Bridges. There are 24 fixtures remaining in the original lot ordered. Joe Hardy will prepare a list of the remaining fixtures to be replaced.

A.313	The double fire doors separating Fellowship Hall from the Main Lobby require painting.	Al Parmentier	09-Mar-22
Building Interior		Self Help	13-Apr-22
Painting			Closed
			35 Days

Al Parmentier painted the doors. Project closed.

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Index	Description	Project Status	Assigned	Open Date	Close Date
Category			Contractor	Status	Days Open
A.314	The Choir Director requests a doorbell be installed at Door D.		Al Parmentier	09-Mar-22	
Building Interior			Self Help	13-Apr-22	
Security				Closed	
					35 Days
Al Parmentier installed the doorbell. Project Closed.					

7 Project(s) Reviewed for Building Interior

B.222	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.		Kristy O'Neil	08-Jan-20	
Building Exterior			Self Help		
Repair				Open-NC	
					826 Days
<p>Kristy installed the handicap signs and poles. However, the wheelchair symbols and the tire bumpers require painting. Kristy will purchase a \$69.00 handicap wheelchair stencil to complete the markings. The stencil is on hand.</p> <p>Kristy reports two new handicap areas are complete. Kristy will inspect old handicap areas to determine if repainting these markings is needed.</p> <p>Per info in the 9 February 2022 meeting, Al Parmentier will purchase asphalt paint for the work when it becomes available.</p>					

UUFVB Facilities Council - Minutes Project Status Report

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Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			Days Open

B.275	The lightning rod on the Fellowship Hall Steeple is damaged. Photos taken by a drone indicate several problems with the lightning rod.	Al Parmentier	12-May-21
Building Exterior		TBD	
Upgrade			Open-NC
			336 Days

At the 7 September 2021 meeting it was determined the only work needed is securing the grounding cables to the roof and wall down to the ground rod.

Al Parmentier will find insulated standoffs to secure the ground cables.

B.297	The Fire Escape steps are soiled and molded. Mold holds moisture and can lead to corrosion.	Paul Gleaves	08-Dec-21
Building Exterior		Self Help	13-Apr-22
Cleaning			Closed
			126 Days

Paul Gleaves cleaned the steps using an electric pressure washer. Paul reports some paint is deteriorated and drainage is poor on the steps.

Paul drilled holes in the steps to improve drainage. Project Closed.

UUFVB Facilities Council - Minutes Project Status Report

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Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

B.320	The exterior west and north walls are stained with dirt and mold .	Al Parmentier	13-Apr-22
Building Exterior		TBD	
Cleaning			Open-New
			0 Days

Al Parmentier will find a contractor to pressure wash the north and west exterior walls. Pressure washing may not remove all the stains and painting may be required.

B.321	Gutters on the Main and Nursery Buildings require cleaning and debris removal. Some gutters may require repair.	Al Parmentier	13-Apr-22
Building Exterior		Self Help	
Cleaning			Open-New
			0 Days

Thomas started cleaning gutters week of 11 April 2022 and work progresses. Status of needed gutter repairs is pending.

5 Project(s) Reviewed for Building Exterior

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Index	Description	Project Status	Assigned	Open Date
Category			Contractor	Close Date
Project Type				Status
				Days Open
C.269	The area to the left (north) of Door A and the Portico requires additional lighting.		Al Parmentier	14-Apr-21
Landscaping and Grounds	This project was revised in the 14 July 2021 FC Meeting.		Cliff Ruff	
Service	This project was further revised in the 13 April 2022 FC Meeting.			Open-Mod
				364 Days

Al Parmentier will evaluate replacing surrounding parking area bulbs with high lumen (900+ lumens) bulbs with color 5000k to determine if brighter all white bulbs will better illuminate the area in question.

Paul Gleaves surveyed the parking area and found eight pole lights nonoperational. These will be replaced with high lumen (900+ lumens) bulbs with color 5000k. A map showing where Paul found nonoperational bulbs is attached to these Minutes.

C.307	Jan Mathrani reports there are unwanted small trees and bushes sprouting up throughout the grounds.		Jack Siplak	09-Feb-22
Landscaping and Grounds			Can-Do-Crew	
Cleaning	Work is needed to remove the vegetation before it becomes larger.			Open-NC
				64 Days

The Can-Do-Crew is asked to survey the grounds and remove unwanted vegetation.

UUFVB Facilities Council - Minutes Project Status Report

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Index			Open Date	
Category		Assigned	Close Date	Status
Project Type	Description	Contractor	Days Open	
C.308	Al Parmentier reports the pole mounted yard lights and the facility signs are dirty and need cleaning.	Jack Siplak	09-Feb-22	
Landscaping and Grounds		Can-Do-Crew		
Cleaning				Open-NC
				64 Days
The Can-Do-Crew is asked to survey the grounds and clean pole lights and signs as needed.				
C.309	Al Parmentier reports there are parking area wheel stops imbedded in soil and vegetation.	Al Parmentier	09-Feb-22	
Landscaping and Grounds	Corrections are needed to align the wheel stops and remove soil and vegetation.	Christo's Landscape Solut		
Cleaning				Open-Mod
				64 Days
The Can-Do-Crew is asked to survey the grounds and make wheel stop corrections as needed.				
Per information in the 13 April 2002 Meeting, Al Parmentier states this project is too large and too difficult for the Can-Do-Crew. Al will inquire if Christo's Landscaping firm can/will correct the wheels stops.				

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Index		Open Date
Category		Close Date
Project Type	Description	Assigned
	Project Status	Status
		Contractor
		Days Open

C.311	Several pole mounted yard lights are bent, broken, or rotting at the base.	Al Parmentier	09-Mar-22
Landscaping and Grounds		Self Help	
Repair			Open-Mod
			35 Days

Al Parmentier proposed replacing the metal poles with Schedule 80 gray PVC pipe. Al reports finding a source with only two pieces of Schedule 80 2.5" gray PVC pipe in stock. Al will purchase these pipe pieces and repair four light poles. Al also reports it could be two months to receive additional 2.5" Schedule 80 PVC pipe.

C.315	The Memorial Garden needs new mulch.	Al Parmentier	09-Mar-22
Landscaping and Grounds		Can-Do-Crew	
Replace			Open-Mod
			35 Days

The Memorial Garden Committee will purchase 80 bags of mulch from Home Depot.

6 Project(s) Reviewed for Landscaping and Grounds

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Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			Days Open

D.276	There is a problem with the Chancel HVAC system.	Al Parmentier	12-May-21
Equipment	<p>A survey revealed The Chancel air handler is a dual unit above the ceiling behind the stained glass panel. The dual air handler is visible in the attic space above the Green Rooms lobby. It has left and right air intakes on the walls shared with the speaker lofts. The Chancel condenser is a dual compressor unit on the roof to the left of the access ladder. When the unit is turned on, only the right compressor starts. The left compressor remains off. This means the system is running at only 50% of cooling capacity.</p>	Smith Services	
Replace			Open-Hold

Smith Services submitted a bid of \$1225 to replace the left compressor cooling fan. The Smith technician reports the compressor is disconnected because the cooling fan is damaged.

When and who disconnected the compressor and why the fan was not replaced when the problem was discovered is unknown.

The Smith technician also reports the left system is low on Freon and investigation is required to determine leak location and best repair methods.

Per information in the 9 March 2022 meeting the estimated cost to repair the AC system is \$9-\$10K. This is a low priority need and the Project is placed On-Hold. However, it was noted that if the remaining 50% of the system that is operational fails, the other Chancel AC systems will not be able to fully cool the Sanctuary.

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Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

D.296	UUFVB must prepare to upgrade computer assets to support Windows 11 in the next 12 months.	Joe Hardy	10-Nov-21
Equipment	We should not miss the free upgrade period for Windows 11 and later incur cost to purchase upgrades after the grace period expires.	Self Help	
Upgrade			Open-Mod

Joe Hardy is testing computer systems and will report results periodically.

Joe Hardy reported in the 12 January 2022 meeting that a member who wishes to remain anonymous donated funds sufficient to replace aging computer systems.

Per info in the 9 February 2022 meeting, the Bookkeeper computer and monitors were replaced with upgraded Dell Systems and the AV Laptop was upgraded to Windows 11.

Per info in the 9 March 2022 meeting, the Garden Room computer will be the next upgrade.

Per info in the 13 April 2022 Meeting, three Dell Inspiron computers with monitors were ordered to replace the Box Office, the DRE Office, and the Garden Room computers. All computer upgrades are funded by the anonymous \$4,500 gift.

UUFVB Facilities Council - Minutes Project Status Report

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Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			Days Open
D.300	A recent survey of the Fellowship HVAC systems indicates some systems cooling capacity and the requirement for air duct smoke detectors are inaccurately described.	Joe Hardy	08-Dec-21
Equipment		Self Help	13-Apr-22
Inspection			Closed
			126 Days

Joe Hardy and Al Parmentier conducted a 100% audit of the 20 Fellowship HVAC systems. A preliminary copy of the audit results is attached to the 8 December 2021 meeting Minutes.

Per info in the 13 April 2022 Meeting, Joe Hardy and "Albert" the TLC Alarm Systems technical completed revising alarm panel devices and descriptions on 16 March 2022. Three ceiling mounted smoke detectors were also replaced. Project Closed.

D.303	<p>In late December, while replacing 2nd floor fluorescent lights, we turned off the 2nd floor circuit breaker and found the two second floor hallway emergency lights did not come on. Upon testing these lights, we found them defective.</p> <p>Suspecting this could be a bigger problem than the second floor, we tested all Fellowship emergency lights and found 20 of the 24 were defective (including upstairs). Upon further testing we found 8 EXIT lights defective.</p> <p>In the Sanctuary, only 2 of 8 emergency lights partially operated and one 1 of 5 EXIT lights partially operated with power off.</p>	Joe Hardy	09-Jan-22
Equipment		Self Help	
Replace			Open-NC
			94 Days

Al Parmentier, Larry Phillips and Joe Hardy replaced 18 emergency lights and six EXIT lights.

An estimated three emergency lights and four EXIT lights remain to be replaced.

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Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			Days Open

D.306	The 15 January 2022 functional test of the Fire Alarm System revealed several components and systems that require repair.	Joe Hardy	09-Feb-22
Equipment		Total Life Safety Corp	
Repair	A copy of the Final Test Report is attached to the these Minutes.		Open-Mod
			64 Days

Discussions were held with Total Life Safety (TLC) and TLC was requested to submit proposals for the repairs.

Per info in 9 March 2022, Joe Hardy provided TLC a detailed listing of the Alarm panel sensor descriptions, we requested be updated. Kim McIntyre reported TLC has not responded to any requests.

Per info in the 13 April 2022 Meeting, Joe Hardy reports TLC remains unresponsive to requests for quotations to repair nonoperational HVAC smoke detectors. On 16 March 2022 TLC did program two detectors that are now responding to polls from the alarm panel. Two other detectors did not respond when tested. 11 HVAC smoke detectors remain nonoperational.

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Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			Days Open

D.312	Emerson Center Director, Patty Walker requests the 16th Street marquee be replaced with a digital display.	Al Parmentier	09-Mar-22
Equipment		TBD	
Upgrade			Open-Hold
			35 Days

Joe Hardy reported finding a 25" x 50" double sided "Church Style" digital marquee costing about \$6,000 including shipping. Local suppliers may have other options.

The current marquee is powered by the yard light timers and are only on at night. A digital marquee will require dedicated power and perhaps an Ethernet cable for remote programming.

Per info in the 13 April 2022 Meeting, Al Parmentier reported Brister Signs in Vero Beach states the type marquee we want will cost \$20k.

Project placed On-Hold to gather more information about cost and Vero Beach sign ordinances.

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Category			Close Date
Project Type	Description	Contractor	Status
			Days Open

D.316	The Kitchen AC system has failed. Kitchen temperatures approach 85 degrees during the day.	Al Parmentier	09-Mar-22
Equipment		Smith Services	
Repair			Open-Mod
			35 Days

Smith Services quoted \$2,475 to replace the compressor plus \$70 per pound for Freon.

Woody Sutton Moved to approve up to \$3,300 to repair the Kitchen HVAC system. Paul Gleaves Seconded. There was no further discussion. The Motion passed by unanimous consent.

The Smith Services quotation is attached to these Minutes.

D.317	Security Cameras are needed at Doors D and G.	Joe Hardy	09-Mar-22
Equipment		Self Help	
Security			Open-Mod
			35 Days

The cameras can be connected to the existing local are network. Installing the cameras is not difficult or costly. Joe Hardy will purchase the cameras and schedule helpers to install the cables.

Per info in the 13 April 2022 Meeting, Joe Hardy reported the cameras we need are out-of-stock and we are awaiting notification when the cameras can be shipped.

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Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

D.318	Improved Wi-Fi thermostats are needed in some Fellowship locations. Improved thermostats display temperature and humidity to enable better management of Fellowship AV systems. Improved thermostats are also tamper proof.	Joe Hardy	09-Mar-22
Equipment		Self Help	
Upgrade			Open-Mod
			35 Days

Per info in the 13 April 2022 Meeting, three Honeywell tamper-proof Wi-Fi thermostats are on-hand. Joe recommends these be installed in the Sanctuary Front system, the Lobby, and Fellowship Hall systems. These are areas where members of the public are present in the building and some are prone to tamper with program settings at-will.

The non-tamper-proof Wi-Fi thermostats removed from these locations will be installed in Bridges. The Bridges staff can change temperature settings at-will, but the thermostats reports usage monthly and annually so Bridges use of the AC systems can be evaluated over time.

D.322	Joe Hardy recommended we perform a full review of the FPL electric bills in the same manner as we did on the Comcast phone bills. Kim was able to reduce our phone bill 50% by removing unneeded services.	Kim McIntyre	13-Apr-22
Equipment		Self Help	
Inspection	We may be able to find electric costs savings also.		Open-New
			0 Days

Kim McIntyre will gather two years of electric bills and Kim and Joe will review the bills and each meter charged on the bills looking for reductions and cost savings.

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Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

D.325	We learned in March 2022 that Intuit will cease supporting our QuickBooks Version 2019 in May 2022. This means there will be no tech support, no bug fixes, and security upgrades for the 2019 version.	Joe Hardy	13-Apr-22
Equipment			
Upgrade	We also learned that QuickBooks is now sold only as an annual subscription that must be renewed each year. The subscription fee does provide free tech support, and upgrades to newer versions as they are released.		Open-New
			0 Days

Joe Hardy purchased the QuickBooks 2022 version and we are planning to upgrade the Treasurer, Bookkeeper and Accountant computers plus the QuickBooks database to the 2022 version.

11 Project(s) Reviewed for Equipment

UUFVB Facilities Council - Minutes Project Status Report

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Category		Assigned	Close Date
Project Type	Description	Contractor	Status
	Project Status		Days Open

E.258		Al Parmentier	13-Jan-21
Bridges Facility	In an inspection of the Bridges attic it was found that up to 25% of the attic insulation is either compromised or missing. There are areas where HVAC and other contractors have pushed insulation aside and other areas with no insulation visible. This situation significantly increases the air conditioning burden in the entire Bridges facility.	TBD	
Replace			Open-Mod

Two bids received to replace the insulation:

Sustainable Solutions of the Treasure Coast One bid \$6,694 to install 8,295 square feet of R19 insulation .

The second bid from Breathe Kleen Aire Clean was \$4,549 to install 6,690 square feet of R30 insulation.

Neither firm performed an onsite inspection of the attic space. The firms likely bid the work using Googles Maps to determine only square footage. However, A detailed survey of the Bridges attic space indicates the extensive network of four air handlers with corresponding ductwork and wiring, will make insulating the attic with blow-in materials difficult and likely not very effective.

A different approach is being considered including sprayed foam to the roof underside and insulation bats in the rafter spaces under the HVAC systems.

Per info in the 9 March 2022 meeting, Roof Authority reports foam insulation sprayed under the roof decking inside the attic cannot be used. This process would cause the roof decking to rapidly deteriorate; because roof decking temperatures would be excessive.

Per info in the 13 April 2022 Meeting, Al Parmentier will contact Breathe Kleen Aire and request an onsite survey and updated proposal.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, April 13, 2022

Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

E.302	Bridges contracted with AT&T to install a phone line and Wi-Fi in the Nursery building. The contract price is \$74.xx per month for the period August 2021 to August 2022.	Joe Hardy	08-Dec-21
Bridges Facility		Self Help	13-Apr-22
Upgrade	However, there is existing cable running from the main building the Nursery that can be used to provide internet and phone services currently available from Comcast.		Closed
			126 Days

There appears to be no contract for this service, and the fees are paid monthly with a commitment until August 2022.

Joe tested the Ethernet cable and it is correctly terminated and all cable pairs are operational. Joe will install a Unifi Wi-Fi access point in the Nursery using the existing Ethernet cable and confirm the cable is serviceable.

The problem remains for how to provide telephone service to the Nursery using the available phone cable from the Main Building to the Nursery Building.

In view of the pending Bridges Sale, this project is closed. Any renewal of the AT&T contract will be direct billed to Bridges.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, April 13, 2022

Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			Days Open

E.310	<p>The Bridges attic space contains four HVAC air handlers with corresponding ductwork and wiring.</p>	Joe Hardy	09-Feb-22
Bridges Facility	<p>However, the proliferation of construction debris, stored Bridges items, poor lighting, and poor walking access to the HVAC equipment renders maintenance of the air filters and fire alarm components difficult.</p>	Self Help	13-Apr-22
Other	<p>This is also a safety hazard to persons needing maintenance access to the HVAC equipment.</p>		Closed
			63 Days

Four correction actions are required:

1. Remove construction debris and other loose materials.
2. Rearrange or store elsewhere Bridges decorations to give free access to the HVAC equipment.
3. Improve lighting around the HVAC equipment.
4. Install walking surfaces from the access stairs to the HVAC equipment.

Per info in the 13 April 2022 Meeting, each of these tasks are complete as described. Project Closed.

E.323	<p>An inspection of the Bridges HVAC air handler units finds that the internal air filters are very difficult to service. Some filters have not been replaced/cleaned in a long time and one unit is missing an air filter for many months.</p>	Al Parmentier	13-Apr-22
Bridges Facility	<p>The air filter access plates are blocked by water drain pipes and freon pipes.</p>	Smith Services	
Adjustment			Open-New
			0 Days

Al Parmentier will contact Smith Services and request a quotation to change the four air handler internal filters to a filter in each classroom air inlet. This will enable servicing the air filters in the classrooms rather than in the attic space where the filters are difficult to access.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, April 13, 2022

Index	Description	Project Status	Assigned	Open Date	Close Date
Category			Contractor	Status	Days Open
E.324	A sink drain pipe vent is cutoff about three feet below the roof penetration hole and the roof hole is open to rain water ingress. This apparently occurred during the recent sink vent pipe upgrades whereby the contractor left the roof penetration open and the PVC stub connector laying loose in the attic space.		Al Parmentier	13-Apr-22	
Bridges Facility			TBD		
Repair					Open-New

Al Parmentier will contact the plumbing contractor who installed sink vent pipes and request the open pipe stub be completed through the roof penetration.

5 Project(s) Reviewed for Bridges Facility

F.319	Four old windows in the Sexton House require replacing.		Al Parmentier	09-Mar-22	
Sexton House			TBD		
Replace				Open-NC	35 Days

Jan Mathrani Moved to approve up to \$2,000 to replace four Sexton House windows. Jim Brewer Seconded. In discussion Al Parmentier stated the old windows are original from the house construction and do not open and close well. The Motion passed by Unanimous Consent of those attending the meeting.

1 Project(s) Reviewed for Sexton House

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, April 13, 2022

Index		Open Date	
Category		Assigned	Status
Project Type	Description	Contractor	Days Open

Minutes Notes

Total Reviewed	35
Open-NC	7
Open-Mod	12
Open-New	6
Open-Hold	3
Closed	7

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, April 13, 2022**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.262	Building Interior	Replace	10-Mar-21	399 Days
Al Parmentier	A.288	Building Interior	Repair	07-Sep-21	218 Days
Al Parmentier	A.290	Building Interior	Replace	13-Oct-21	182 Days
Al Parmentier	B.275	Building Exterior	Upgrade	12-May-21	336 Days
Al Parmentier	B.320	Building Exterior	Cleaning	13-Apr-22	0 Days
Al Parmentier	B.321	Building Exterior	Cleaning	13-Apr-22	0 Days
Al Parmentier	C.269	Landscaping and Grounds	Service	14-Apr-21	364 Days
Al Parmentier	C.309	Landscaping and Grounds	Cleaning	09-Feb-22	64 Days
Al Parmentier	C.311	Landscaping and Grounds	Repair	09-Mar-22	35 Days
Al Parmentier	C.315	Landscaping and Grounds	Replace	09-Mar-22	35 Days
Al Parmentier	D.276	Equipment	Replace	12-May-21	336 Days
Al Parmentier	D.312	Equipment	Upgrade	09-Mar-22	35 Days
Al Parmentier	D.316	Equipment	Repair	09-Mar-22	35 Days
Al Parmentier	E.258	Bridges Facility	Replace	13-Jan-21	455 Days
Al Parmentier	E.323	Bridges Facility	Adjustment	13-Apr-22	0 Days
Al Parmentier	E.324	Bridges Facility	Repair	13-Apr-22	0 Days
Al Parmentier	F.319	Sexton House	Replace	09-Mar-22	35 Days

17 Projects for Al Parmentier

Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	826 Days
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1 Projects for Kristy O'Neil

Facilities Council - Project Assignments

Meeting Date Wednesday, April 13, 2022

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Jan Mathrani	A.287	Building Interior	Upgrade	07-Sep-21	218 Days

1 Projects for Jan Mathrani

Joe Hardy	D.296	Equipment	Upgrade	10-Nov-21	154 Days
Joe Hardy	D.303	Equipment	Replace	09-Jan-22	94 Days
Joe Hardy	D.306	Equipment	Repair	09-Feb-22	64 Days
Joe Hardy	D.317	Equipment	Security	09-Mar-22	35 Days
Joe Hardy	D.318	Equipment	Upgrade	09-Mar-22	35 Days
Joe Hardy	D.325	Equipment	Upgrade	13-Apr-22	0 Days

6 Projects for Joe Hardy

Jack Siplak	C.307	Landscaping and Grounds	Cleaning	09-Feb-22	64 Days
Jack Siplak	C.308	Landscaping and Grounds	Cleaning	09-Feb-22	64 Days

2 Projects for Jack Siplak

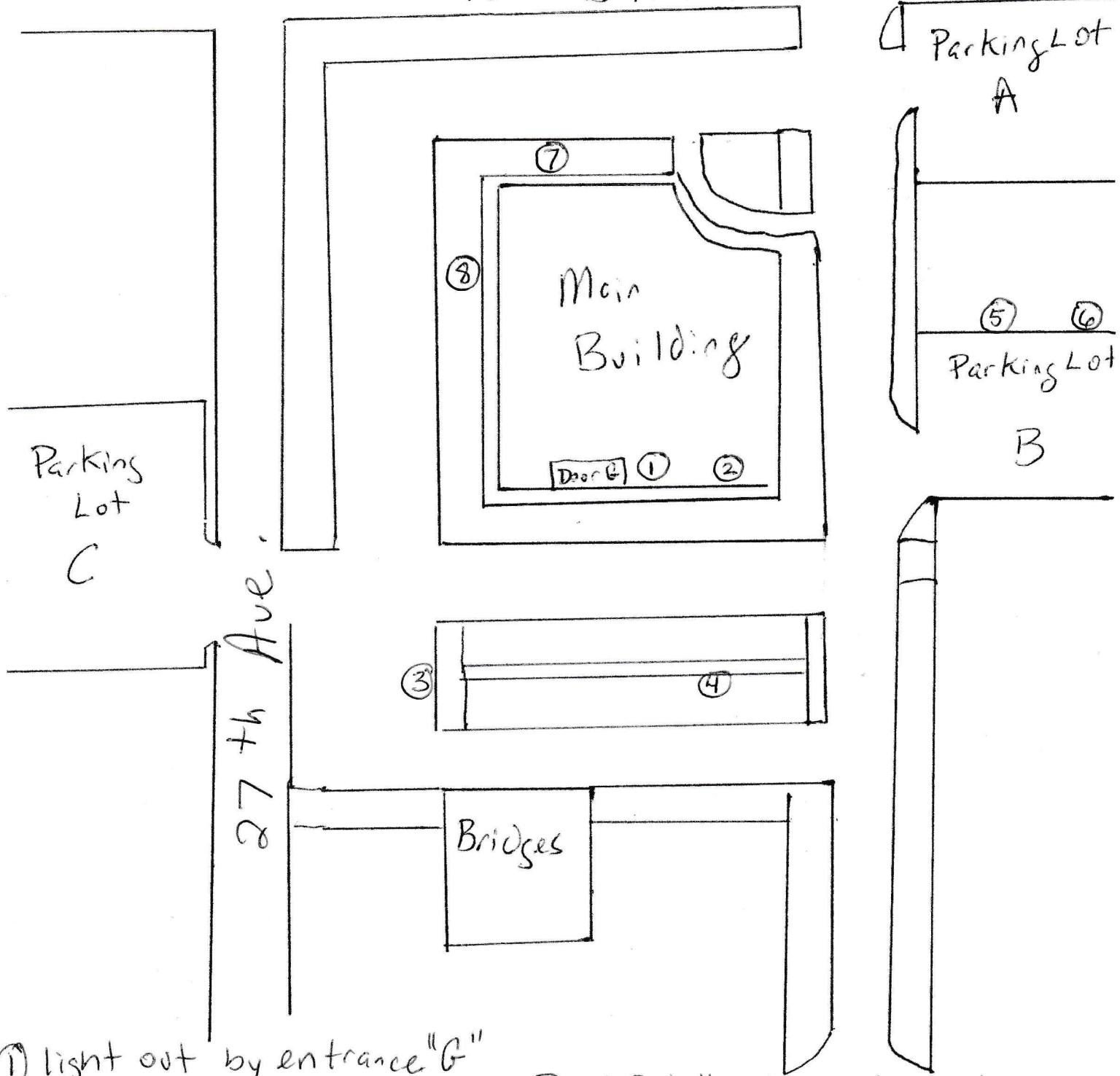
Kim McIntyre	D.322	Equipment	Inspection	13-Apr-22	0 Days
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1 Projects for Kim McIntyre

28 Projects This Report

Bulbs out as of 4-7-22

16th Street



- ① light out by entrance "G"
- ② light out by Bridges entrance pole bumped by truck
- ③ bulb out
- ④ bulb out
- ⑤ lot B pole down completely

- ⑥ lot B bulb out 15th St.
- ⑦ mounted on building bulb out
- ⑧ bulb out, pole crooked

PROPOSAL

Proposal Number 146

Page 1 of 1

Smith Services, Inc.
1306 29th Street
Vero Beach, FL 32960
PHONE : (866)592-8268
FAX : (772)299-4994

To: 512367 U.U.F.V.B. 1590 27th Ave. V ero Beach, FL 32960	Date 04/11/2022	PO #
	Job Name / Location: U U F V B 1590 27th Ave. Vero Beach, FL 32960	
Phone (772)778-5880 Fax () -	Phone (772)778-5880	Fax () -

We are pleased to provide you with the following proposal:

Kitchen unit compressor needs to be replaced it has locked roto. Cost to replace the compressor includes parts and labor with 2 men is \$2475.00 plus \$70.00 per pound for refrigerant less 10% for having the maintenance plan.
The parts will need to be ordered and will take 3-5 business days to get in.

We propose to hereby furnish material and labor - complete in accordance with the above specifications.

None And None

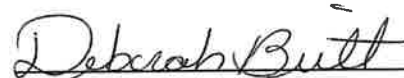
\$.00

Payment to be made as follows:

Cash on Delivery

This quotation may be withdrawn by us if not accepted within 60 days.

Authorized Signature



Submitted By: Deborah Britt

Note: This proposal may be withdrawn by us if not accepted within 60 days

Acceptance of proposal

The above prices and specifications of this quotation are satisfactory and are hereby accepted. All work to be performed under same terms and conditions, unless otherwise stipulated.

Signature _____

Date of Acceptance: _____

Signature _____