

Mutual 14
Property Maintenance Committee Meeting
February 6, 2020 Minutes

Update on all Pending Projects:

1. **Asphalt patches** installed by Pepco on Glade Drive @ B10: President Hunter sent a second email to LW Management about this matter. Mr. Cabrera was contacted by LW on 2/6/20 and referred to the Pepco Project Mgr.
2. **Awning for B17:** Deposit check was mailed on 1/23/20 but has not been received by J&M Construction. Ingrid will stop the check and re-issue; J&M will collect the new check and order the awning.
3. **Architectural standards for enclosures:**
 - a) ABM procedures and requirements – Committee members discussed the proposed procedures and approved them by unanimous consent. Edits to **“Procedures for Building Modifications”** will be recommended to the Board.
 - b) Should inspection for rust and structural integrity be required before approval of enclosure ABM’s? Committee members discussed with Mr. Cabrera and determined that requiring a structural engineering report would be financially restrictive, but our Property Maintenance Manager *may* do a cursory visual inspection before approving the ABM.
4. **Bulletin Boards:** New bulletin boards were installed in apartment lobbies by Ronny Cabrera.
5. **Carport IDs:** Building Reps will be asked to confirm which units have which parking spaces before the numbers & letters are put up. This will happen when the weather improves.
6. **Condensate line “clean-out”:** Mr. Cabrera is waiting for Michael & Son to give a price and set a date for an inspection before making their proposal.
7. **Elevators:**
 - a) Ceiling grids – B12 & B17: Ronnie Holmes [Schindler] will replace grids. This is not part of the maintenance contract, so there will be a charge to the mutual and Mr. Cabrera has authorized the project.
 - b) Hydraulic jack casing - B15: Project was approved by resolution in 2019; Ronnie Holmes will advise when he can schedule the work.
 - c) Ronnie Holmes was also asked to check the B12 & B14 elevators that are still bouncing & grinding.
8. Removing hooks on lobby doors: Committee agreed to table this as a “non-issue”.

9. **Light Fixtures:**

- a) Mutual 15 catwalk fixtures were donated and are stored in B10's storage room.
- b) B14 lights over ramp [reported 1/2/20]: two fixtures need to be replaced [one cover was knocked off, one was broken, during a move].
Mr. Cabrera will send a work order to PPD to purchase selected fixtures and schedule their installation upon authorization by the Board.
- c) Lobby light fixture covers: Pat Leanza replaced a missing light cover at B17 entry with one from B14.

10. **Palmer Brothers Painting Contractors:** Mr. Cabrera re-negotiated a "not to exceed" amount of \$2,000/bldg. for scraping paint from 1st & 2nd floor catwalk ceiling pans, and the committee unanimously recommends the second quote. *The Board's approval of this section of the painting contract is contingent on getting an acceptable proposal for the installation of soffits.*

11. **Soffits:** Mr. Cabrera received two proposals for installation of soffits, but their prices were so far apart, and one at a price so much higher than expected, that the committee does not know if the project is viable. Mr. Cabrera is waiting for one other vendor to submit a proposal for the job.

- a) Some owners suggested they might want to install soffits on the ceilings of their open balconies, at their own cost. The committee was going to discuss what restrictions or procedures the mutual would put in place, but tabled the issue until the larger soffit project is decided.

12. The proposed **project commitments for 2020** were discussed in relation to the Capital Improvement Budget and the proposed soffit project. This will also be discussed at the Board & Budget Committee meeting February 10.

13. **Signs for mutual entries:** The committee discussed the content of entry signs and general design preferences. The committee preliminarily agreed on a contemporary style [like the LW signage on the medians of LW Blvd.] reading only "Forest Glade" & "Mutual 14". Mr. Cabrera noted that there will be a charge for a professional sign company to make an on-site evaluation and for design consultation. The committee agrees that entry signs should be done professionally but are not ready to make any recommendations to the Board at this time.

Submitted by Kathy Viney

On behalf of the Property Maintenance Committee