

**Forest Glade / Mutual 14 Property Maintenance Committee**  
**--- MINUTES / OPEN PROJECTS ---**  
**March 5, 2020**

Members present: Richard Bambach, Julie Gibbons, Stan Jones, Kathy Viney [Chair] & Ronny Cabrera  
Members absent: Bob Clipper

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1. ABM [Watson, B13-2A] – Lighting installation declined for insufficient paperwork; Mr. Cabrera to e-mail owner with requirements.
  2. ABM [Andrews, 15115 VHRd.] – Window replacement; **Committee unanimously recommends that the Board approve the application.**
  3. Awning – B17: Installation expected at end of March or early April.
  4. B10 Asphalt patch repair: Mr. Cabrera to follow up with Pepco.
  5. Building specifications for enclosures: Rough draft being developed.
  6. B14 entry light fixtures: Mr. Cabrera waiting for quote from PPD.
  7. B15-3F balcony cement repair: Contingent on balcony reconstruction project.
  8. Balcony reconstruction: Third engineer’s report due soon; Board to determine which engineer will supervise operation, get permits, etc. Discussion for committee’s information only, as project is under control of the Board.
  9. Carport ID’s: Proceeding
  10. Condensate line “clean-out” traps: Michael & Sons will charge per unit whether resident is home or not, and “double-bill” for call-backs. **If the Board agrees to do the project, Mr. Cabrera will recommend they approve PPD’s January proposal of \$93/unit [\$15,624.00 maximum total].**
  11. Elevator ceiling panels: B12 & B17 done.
  12. Elevator hydraulic jack casing – n/a
  13. Painting end-unit doors: Doors with severe peeling cannot wait their turn in schedule. Assessment in B14 by Stan Jones, B13 & B15 by Julie Gibbons, B10, B11, B12 by Kathy Viney.
  14. Painting B16 & B17: Pending
  15. Scraping pans B16 & B17: Contingent on final decision on installation of vinyl soffits.
  16. Vinyl soffits: Mr. Cabrera asked three vendors to improve their proposals. He will e-mail proposals to committee March 10 [approx.] for recommendations to Board.
  17. Signs for mutual entrances: Mr. Cabrera to make an appointment with Apple Signs for a site visit and design discussion with committee.
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Submitted by Kathy Viney  
on behalf of the Property Maintenance Committee