

Forest Glade-Mutual 14 Property Maintenance Committee
--- MINUTES / OPEN PROJECTS ---
April 2, 2020

Members present: Richard Bambach, Julie Gibbons, Stan Jones, Kathy Viney, and Ronny Cabrera

Members absent: Bob Clipper

Guests present: Carol Ames, Roger Blacklow, Jessie Fitzpatrick, Ruth Hunter, Christine Matthews, Loretta Neely, Leona O'Reilly [& two unknown call-ins]

1. Asphalt patch repair at B10: Patch at Bldg. entry levelled; Patch at A-end **proceeding**
 2. Amendments to "Procedures for Building Modifications" & ABMs: **Proceeding**
 3. Building specifications for enclosures: **Proceeding**
 4. Balcony cement repair at B15-3F: **Approved but contingent** on balcony rust project
 5. Elevator hydraulic jack casing – n/a
 6. Signs for mutual entrances: **Pending pandemic**
 7. Condensate line "clean-out trap" installation: The committee suggests that the Board use all available means to notify and remind owners about the project, encourage them to allow access, and advise that they will be held responsible for future damages if they don't participate.
The PMC recommends that the Board approve PPD's proposal, scheduled for October 2020.
 8. Scheduled maintenance:
 - a. Heat off in lobbies scheduled for April
 - b. Stack vents: B10-13, **scheduled** for April 21-24 [Robocall is suggested to warn residents]
 - c. Smoke detector batteries: requested clarification and amendments to PPD proposal
 9. Vinyl soffits: The committee reviewed three vendor's proposals, with Mr. Cabrera clarifying the pricing for soffit installation at A and G ends of catwalks. All proposals will be presented to the Board. Based on the committee's confidence in the vendors' pricing, past performance, and warranty of work, **the PMC recommends J&M Construction at a cost of \$282,096.**
 10. Painting B16 & B17: **Approved & pending**
 11. Painting contract addition: Scraping pans, 1st & 2nd floor all buildings – **The PMC recommends that the Board approve this option to the Palmer Brothers contract.**
 12. Painting contract addition: Several end-unit doors need to be painted out of schedule and a list will be provided to Palmer Brothers for a quote. The point was made that storm doors are the cause of paint failure and that the unit owners should be held responsible for repairs under those circumstances. It was also mentioned that ABMs are required for storm door installation and that document specifies responsibilities. The 'who pays' issue will be referred to the Board.
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Submitted by Kathy Viney

on behalf of the Property Maintenance Committee