

Mutual 14
Property Maintenance Committee Meeting
Thursday, November 7, 2019

Members present:

Richard Bambach, Bob Clipper, Stan Jones, Julie Gibbons, Kathy Viney [Chair]

Guests: Ronny Cabrera [LW]; Ruth Hunter, Bobbie Palmer, Laura Wiltz, Leona O'Reilly, Jane Carona [M14 Board of Directors]; Cindy Wright, Geneva Foster, Sherry Crisp, Jim O'Neil, Linda O'Neil, Rick Kaiser, Carol Simms, Barbara Martin, Russ Coburn, Sandra Coburn, John Joyce, Sharman Dupree, Laurie Burdick, Elaine Kaiser, Bernice Taylor, Arthur Taylor, Ron Krams

1. Architectural Design Sub-Committee:

Rick Kaiser & Linda O'Neil presented the ADC's proposed building enhancement plan to the PMC and Board of Directors. The plan included their recommendations for building trim colors, railings colors, roofing, carpeting, and entry awnings. A "Q&A" followed, with full audience participation. The committee received recognition for their time and effort, and appreciation for their professional presentation.

2. Approved at October 15 Board meeting:

- a. B10 stairwell skylight ceiling [J&M Construction \$1,000] - work completed.
- b. B15-3F balcony cement repair [M. Taylor Enterprises \$3,700] – no date for work.
- c. Authorization to issue RFPs for **scraping 1st & 2nd floor catwalk pans & installing vinyl soffits** [The committee clarified its request for three price variables: vinyl on 1st & 2nd floor catwalk ceilings only, vinyl on 1st & 2nd floor catwalks & inside "T"s, and vinyl on 1st & 2nd floor catwalks, inside "T"s, and over bulkheads.]
- d. 2020-2023 schedule for exterior painting project

3. Pending projects:

- a. Trash room ceilings [Enhancements, Inc.] - waiting for vendor to re-inspect the buildings.
- b. Pedestrian safety at N. Leisure World Blvd. & Vantage Hill Road - tabled indefinitely.
- c. Common area lighting [Stan Jones/Pat Leanza] - M15 still in research phase; tentative agreement to take their old fixtures as replacement stock for M14.

4. New business:

- a. B16 lobby entry door – installation of rubber piano hinge:
MOTION presented by Kathy Viney and approved by unanimous consent: the committee recommends that **the Board approve Just Doors' proposal #1247 in the amount of \$1,474.93 for repair to the B16 lobby door, and to pay upon completion.** [Gen'l Maint.]

b. Procedure for processing ABM's:

The committee requests that the Board reiterate and publish the procedures for filing an ABM: 1) the completed form and all required documentation must be delivered to PPD in an envelope addressed to Ronny Cabrera. He will determine if the proposed work is appropriate and has the required permits and drawings, and the vendor is properly licensed and insured. He will contact the unit owner if documentation is insufficient. 2) Ronny Cabrera will forward the ABM to the M14 PMC for their approval. 3) The PMC Chair will deliver the complete ABM to the Mutual Assistant for presentation to the Board of Directors.

MOTION approved by unanimous consent: Ronny Cabrera and the committee recommend the Board **approve the ABM for B13-3A window replacement.**

MOTION approved by unanimous consent: Ronny Cabrera and the committee recommend the Board **approve the ABM for B12-1D electrical work.**

c. Carport signage: The Building Rep Committee recommended a change to our carport space signage, i.e. spaces to be numbered according to Building and Unit #. Bob Clipper & Julie Gibbons will bring production alternatives and cost estimates to the PMC at their December meeting.

d. Lobby bulletin boards: 3' x 4' bulletin boards have been delivered. Bob Clipper, Kathy Viney, and Julie Gibbons will handle removal of old boards & installation of the new.

e. Project Planning & the Reserve Study: The committee agreed in principle to use the 2018 Reserve Study as their guide for annual capital improvement project planning. Richard Bambach gave a brief summary of how M14 might reassess the budget and future Reserve Account contributions in order to pay for the vinyl soffits that were not included in budget projections. He will expand on this topic at the Board & Budget Committee meeting on November 11.

5. Architectural Design Committee building enhancement plan – The committee discussed the presentation in detail and made the following recommendations:

Awnings: the ADC priced a fabric awning at \$5,724 each [\$45,792 total]. This option was not well received by committee members. Moreover, the committee agreed that installing new awnings throughout the mutual is not a priority in the near term. If a future Board wishes to pursue this project, the cost should be worked into the Capital Improvement Budget [i.e. Reserve Study].

MOTION to recommend the purchase of fabric awnings for 8 buildings was unanimously rejected.

The ADC also priced a flat 'in-kind' metal awning at \$10,000 each. Ronny Cabrera has a proposal dated February 2019 from J&M Construction for an 'in-kind' metal awning at \$4,250. [The proposal will be updated.]

MOTION approved by unanimous consent: the committee recommends that the Board **approve an "in-kind" metal replacement awning for Building 17 from**

J&M Construction at a cost not to exceed \$5,000.00, and to pay upon completion.

Roofing shingles & Carpeting: Roofing on Buildings 12, 15, & 17 is scheduled for 2022 and we expect it will be a complete 'tear-off' as opposed to an 'overlay', necessitating a higher cost. The carpeting replacement cycle is scheduled for 2024-2027.

MOTION approved by unanimous consent: the committee does not recommend, and does not believe it necessary, that the Board make a commitment to carpet samples or style & color of roof shingles in advance of the projects' cycle.

Paint colors for building trim and railings: The ADC displayed three design boards with representations of our apartment buildings with the different color options. Two boards presented the ADC's proposed three colors: **White** for fascia, downspouts, window trim, & unit front doors [units B-F] on all buildings; **Spaulding Grey** [Behr], a dark neutral, for balcony & catwalk railings of red brick buildings & units A & G front doors; **Keystone Gray** [Behr], a lighter neutral, for balcony & catwalk railings of yellow brick buildings & units A & G front doors. The third design board represented a building with white trim and black railings, similar to Mutual 15.

MOTION to approve paint colors did not reach consensus. Richard Bambach & Stan Jones [2] voted in favor of the ADC's monochromatic neutral colors. Bob Clipper, Julie Gibbons, & Kathy Viney [3] voted for the contrasting white trim with black railings.

It will be up to the Board to make the final decision on colors and to approve a **MOTION authorizing Ronnie Cabrera to issue an RFP for the 2020 exterior painting project for Buildings 16 & 17.**