

Property Maintenance Committee Meeting
Thursday, October 3, 2019
Chesapeake Room, Clubhouse 1

Members Present: Richard Bambach, Bob Clipper, Julie Gibbons, Stan Jones, Kathy Viney
Guests: Ronny Cabrera, Ruth Hunter

Ruth Hunter, Mutual 14 President, chaired the meeting in the absence of Harold Crisp who recently resigned. Russ Coburn also recently resigned from the committee.

1. B10 center stairwell: Ronny Cabrera presented a proposal for repair to the 2nd floor ceiling and skylight surround.
MOTION presented by Bob Clipper and approved by unanimous consent: **The committee recommends that the Board accept the proposal to repair the ceiling of the B10-2nd floor center stairwell from J&M Roofing in the amount of \$1,000.00, and to pay the invoice upon completion [Gen'l Maint].**
2. B15-3F balcony cement repair: Waiting for vendor estimate
3. Sidewalk between LW Blvd & Vantage Hill Ct: Waiting for vendor estimate; a representative from our insurance agent [USI] will visit the site to make a risk assessment and offer suggestions for solutions.
4. Trash room ceilings: Ronny Cabrera presented a proposal from Enhancements, Inc. Not all trash room ceilings need full replacement. Ronny Cabrera was asked to have the vendor do a more comprehensive survey, building by building, and adjust his proposal accordingly.
5. Vinyl soffits: The committee discussed this topic at length and agreed that it was aesthetically and financially preferable to do all buildings at the same time. The cost of vinyl soffits over the long term will be compensated by the reduction in the cost of annual painting "touch-ups" and the 8-10 year painting cycle. The rough estimate of \$38,000 per building can be reduced further if all buildings are done at once and if the preparation of the pans [scraping all loose paint, but no priming or painting] is done by the same vendor. This will be addressed in the RFP process.
MOTION presented by Stan Jones and approved by unanimous consent: The committee recommends that the Board **authorize Ronny Cabrera to commence with a formal RFP to install vinyl soffits in the 1st & 2nd floor catwalks of all apartment buildings [not to include the pans inside the 'T's] in 2020.**
MOTION presented by Kathy Viney and approved by unanimous consent: The committee recommends that the Board **authorize Ronny Cabrera to commence with a formal RFP to scrape loose paint from all 1st & 2nd floor catwalk pans prior to the installation of soffits.**

6. RFP for exterior painting: The committee reviewed the RFP and scope of work presented by Ronny Cabrera. He asked that any suggestions for amendments should be sent to him by email. The final version should be approved at the November 7th meeting [and presented to the Board on November 19th]. It is important to note that an earlier rough estimate for painting one building was approximately \$45,000. The price is expected to be approximately 1/3 less with the elimination of the catwalk ceiling pans from the scope of work.

The committee agreed to schedule the proposed painting cycle as follows:

**[2020] B16 & B17, [2021] B12 & B13,
[2022] B10 & B11, [2023] B14 & B15**

Stan Jones asked about the feasibility of installing new catwalk and balcony railings. Ronny Cabrera advised that any changes to current railings could invite County code violations affecting railings throughout the entire mutual. Nevertheless, the committee requested that Ronny Cabrera find a vendor to offer a rough estimate of replacing *balcony* railings.

The committee discussed the colors for the exterior painting project. It was mentioned that several months ago the ADC [Architectural Design Sub-Committee] was asked to bring the PMC additional color choices and cost estimates for their proposals, but they had not done so. Colors must be cited in the RFP, so the PMC made their choice based on the information available.

MOTION presented by Julie Gibbons and approved by majority vote, Richard Bambach abstaining: the committee recommends that the Board **approve “black” for all catwalk, balcony, and stair railings, and “white” for all other painted surfaces.**

7. New committee Chair: Ms Hunter asked the members if they wanted to nominate someone from among their number to be the committee’s Chair.

MOTION presented by Bob Clipper and approved by unanimous vote: **the committee recommends that the Board appoint Kathy Viney as the Chair of the Property Maintenance Committee.**