

Mutual 14 Property Maintenance Committee
September 5, 2019

Members Present: Hal Crisp [Chair], Russ Coburn, Richard Bambach, Stan Jones, Julie Gibbons, Kathy Viney.

Members Absent: Bob Clipper

Guests: Jane Corona, Ronny Cabrera

Balcony enclosure standards: Ruth Hunter found an architect to develop standards for uniform construction of enclosures.

1. **MOTION presented by Russ Coburn & approved by unanimous consent: to recommend that the Board accept the Saul Architects contract for \$5,500 and to pay upon completion and presentation of report [Gen'l Maintenance].**

Discussion followed as to whether the proposal included a complete design of the enclosure or if it was only for building standards that would seal the balcony from water intrusion and provide structural integrity. The Chair noted that the quote was for the latter, but based on a reading of the contract, the committee did not reach full agreement.

2. **MOTION presented by Stan Jones & approved by unanimous consent: to recommend that the Board ask the Architectural Design Sub-Committee [ADC] to review potential standard esthetic designs for enclosures and report their findings to the PMC at the January PMC meeting.**

Hal Crisp informed the committee that he will not be willing to continue serving on the PMC if the ADC is not permitted to report directly to the Board.

Balcony at 15-3F: The Board previously approved getting an engineering inspection of this balcony, and to pay upon completion. As the work has been completed to the committee's satisfaction, the McKenzie invoice is being sent to the Board for payment. Ronny Cabrera will get quotes for the repairs to the balcony concrete.

Schindler proposal: A new proposal has been presented to replace the hydraulic jack casing in B14 & B15 elevators. B14 was supposed to be done on an earlier proposal but B16 was in worse condition and done instead. Stan Jones thought the residents of B14 should have been told about the delay in repairing their elevator. It was noted that old hydraulic fluid is considered hazardous waste, requiring special disposal. The Schindler technician contacted the waste management company and, until they could schedule pick-up, moved the [heavy] barrel full of hydraulic fluid from the trash room to the second floor at no charge to us.

3. **MOTION approved by unanimous consent: to recommend that the Board accept the Schindler proposal to replace B14 & B15 jack casings at \$4,312 and to pay upon completion [Elevator-Inspections?].**

Just Doors: Repairs to lobby doors were completed. Due to delay caused by cancelation of August Board meeting, Ronny Cabrera instructed PPD to pay the invoice of \$4,434.

4. **MOTION approved by unanimous consent: to recommend that the Board reimburse PPD for the payment to Just Doors in the amount of \$4,434 for the repair to lobby doors [Gen'l Maintenance].**

B14-1A: Owner has experienced the wood floors in her first floor living room of warping and coming loose. Hal Crisp inspected the unit and wrote a report on his findings.

5. **MOTION** approved by unanimous consent: to send Hal Crisp's report to the Board and recommend it be placed in the unit file.

Standpipe inspection: Inspection has not been done since new system was installed in 2016-2017. Hal Crisp confirmed that standpipe inspections should be done annually, and hydrostatic testing and flushing every five years.

6. **MOTION** approved by unanimous consent: to request that Ronny Cabrera contact Dynalectric about a contract.

Sidewalk installation between NLW Blvd. & Vantage Hill Court: First H&H estimate of \$13,740 was based on a misunderstanding of the location. A verbal quote of approximately \$3,800+ was received but not yet confirmed.

Mutual 15 lighting project: Stan Jones will contact M15 president, Warren Lupson, to learn more about his research into replacing all common area lighting fixtures and bulbs, and report back to the PMC.

Trash room ceilings: Ronny Cabrera is waiting for a quote from another vendor.

Flashing repairs: Hal Crisp reported that there are 34 balconies [31 enclosed] with damaged flashing, and 14 balconies showing rust. Ronny Cabrera will contact J&M Roofing to get a quote for inspecting these balconies and proposing corrective action.

Masonry repairs: All of the apartment buildings need repairs to the masonry and brick tuckpointing. Ronny Cabrera will look for a vendor to inspect and provide a quote.

Painting: Too late in the year to do any new paint jobs in 2019. Committee agreed to follow the schedule and begin a full painting cycle in 2020 with B16 & B17. If the decision is made to go with catwalk ceiling (pan) soffits, that area will be taken out of the painting proposal.

Catwalk ceiling soffits: Ronny Cabrera has a rough estimate of \$38,500 per building. Price on soffits can be negotiated down, bigger job, bigger discount. Ronny Cabrera will get us better information about pricing soffits v. painting. Ronny Cabrera will develop an RFP if we decide to recommend soffits on all buildings at once or a few per year.

Property Manager: The Board has asked the committee to make a list of services that the mutual would need a Property Manager to provide, to survey Property Management firms, and to determine what it might cost. It was noted that some Property Management firms include back office services, such as accounting and collections, which is currently provided to us by Leisure World Management Corp. The services that the Mutual needs most would be served by a Property *Maintenance* Manager. The committee will be reviewing a list of typical duties of Maintenance Managers.