

**Mutual 14**  
**Property Maintenance Committee**  
**MINUTES**  
**Thursday March 1, 2018**  
**11AM Harbor Room**

**Attending-** Pat Leanza (chair), Richard Bambach, Harold Crisp, Barbara Martin, Linda O'Neil (bd liaison)

**Excused-** Don Emel

**Guests-** Don Pruet, Elinor Walker

- 1) **PMC Guidelines-** The committee revised and recommended to the board the guidelines for the PMC committee (see attached)
- 2) **Balconies-** The process for completing this project on the 4 balconies include:
  - 1- Drawing for the balconies- Colin McKensie
  - 2- Bids prepared for RFP- Ronny Cabrera
  - 3- Selection of a contractor- PMC recommend, Board approves
  - 4- Coordinate removal of enclosures, repairs etc.- PMC committee, Ronny CabreraLetter to Ms Powers informing her of the deficiencies of her enclosure has been sent.
- 3) **Masonry Proposal-** The committee recommended to the board the masonry quote for \$750 from NSP Enterprises Incorporated for repairs to right side entrance of Building 15.
- 4) **Broken Pipes Forest Edge-** The leak has been repaired. The buildings 14-17 are now separately controllable. Concern was expressed about the timing of water shutoffs. However, the difficulty of the repairs should be taken into effect.
- 5) **2<sup>nd</sup> Floor Door Locks-** Before doors can be rekeyed several doors need to be repaired or replaced.
- 6) **Fire Alarm Update-** Buildings 10 and 11 to be inspected. This will complete the installation. Residents need to be informed of the new procedure for reporting fires. It was noted that trouble signals should be reported to Security (who will report the trouble code to Dynalectic to complete).
- 7) **Lobby Tiles-** The committee recommended to the board accepting the quote from Floor Max to tile the 2<sup>nd</sup> and 3<sup>rd</sup> Floor Lobbies of Building 10, 11,12 and 13 not to exceed \$12,500. Buildings 14-17 will be completed at a later date.
- 8) **Miscellaneous**
  - 1- Correction to the door closer in Building 14 lobby is needed.
  - 2- Inspection of ceiling cracks in Building 13 3C is needed.
  - 3- Painting of carport supports needed.
  - 4- spot painting of catwalks is needed.