

MINUTES
Mutual 14 Property Maintenance Committee
Thursday May 3, 2018 11AM
Harbor Room

Attending- Pat Leanza (chair), Harold Crisp, Barbara Martin

Absent- Linda O'Neil, Rick Kaiser, Richard Bambach, Ron Cabrera (PPD)

Guests- John Radcliffe, Leona O'Reilly, Beth Leanza, Ruth Hunter, Roger Blacklow, Laura Wiltz, Russ Coburn, Elinor Walker, Ron Krams

- 1) **Building 10 Fire Alarm-** the alarm was set off by new HUAC unit (possibly the heating unit start up odor. Shindler responded.
- 2) **Fire Alarm Monitoring-** for 3 months PMC (Hal) have been requesting a procedure for monitoring the fire alarm system. Request bill not be paid until this is provided.
- 3) **Smoke Detector Battery Replacement-** appears to be progressing reasonably well. Board needs to be informed of the Condo's batteries not replaced after 2nd visit.
- 4) **Concrete and Asphalt Work-** rest of Glade Drive is not yet needed to be paved. Substituting Forest Edge between Building 14-15 should be done only if water leak at B15 is not impacted.
- 5) **Balcony Repairs-** Ron Cabrera will prepare RFP. Before Mutual removes existing balcony a waiver is needed from each owner.
- 6) **Lobby and Storage Doors-** Memo from Cabrera could not be located. Will ask for replacement.
- 7) **Repair of Trash Room Ceiling-** repair of ceiling caused by installing new sprinkler system needed. Bids are needed. It is estimated to cost 5-10K.
- 8) **Status of Elevator Repairs-** Board has approved these repairs but workload has delayed these repairs..Building 13 elevator was repaired recently but several others are still needed..
- 9) **Review of Avery Painting Proposal-** Several questions regarding the proposal from Avery were raised. Pat agreed to contact Avery regarding etching and spot painting. (Subsequent to the meeting Avery confirmed that etching was included and spot painting could be performed new estimate to be sent).
- 10) **2nd and 3rd Floor Lobby Tiling-** this will be delayed because of incorrect tile. A new date is needed from Floor Max.
- 11) **Water Shut Off Issue-** The committee confirmed that it was the resident's responsibility to turn on and off the outside faucet in the spring and fall. However, no solution was recommended for residents who are physically unable to perform this.
- 12) **Masonry Repair** – The quote of \$750 was previously recommended to repair the carport/lobby wall of Building 15 (see March minutes). Repairs expected shortly.
- 13) **ABM Procedure-** PMC would like the board to establish a procedure for ABM approval. ABM form is not clear. PMC chair does not want to be final approval.
- 14) **PMC Committee-** Since the recent election the PMC committee needs to be reconstituted with the appointment of Chair and members. The Board is asked to review the PMC guidelines previously approved by the committee.