

MINUTES
Mutual 14 Property Maintenance Committee
Thursday July 5, 2018 11AM
Harbor Room

Attending- Pat Leanza (chair), Harold Crisp, Rick Kaiser (Board Liaison), Richard Bambach, Russ Coburn, Ruth Hunter; **Excused-** Ron Cabrera (PPD)

Guests- Roger Blacklow, Laura Wiltz, Ron Krams, Jessie Fitzpatrick

1. **Mirrors in Carports-** A resident in Building 14 has requested that a mirror be installed for her parking space. Question, should it be done for all the affected spaces? (After the meeting Harold Crisp reviewed the issue and responded. Each carport has 2 parking spaces with obscured vision when pulling out of the carport. Space #21 on the G end and the space next to the building entrance on the A end. Building 10 and 11 have mirrors installed on the opposing buildings. One of these mirrors is not properly aligned and the surface has blackened and is not reflective. There are no opposing buildings for 12 and 13.)
2. **Dynalectric Monitoring-** The PMC recommends that the invoice be approved for payment. Dynalectric's technician Todd Arnold has provided a hand-written set of procedures for monitoring the fire alarm system. Using this information, instructions can be written for resident actions in the event of a fire or alarm sounding.
3. **RFP for the Balconies-** Russ Coburn and Ron Cabrera will communicate about possible contractors for the balconies.
4. **Paint proposal from Avery-** The PMC committee recommended the color change to the Mutual 14 Board. Pat Leanza will verify the change with Avery. Approval will come after the start date, so we will request that the spot painting of the catwalks begin on the 16th
5. **Door Closers-** Pat removed a pin on the door closer so that they may be chained open. After the meeting another solution might be to switch the closer of the 1st floor front lobby door with the ones that won't open all the way.
6. **Staining Transformer Fences-** Ruth Hunter has obtained a quote to stain the fences from Bostic. Ruth will observe to be sure the latching is also fixed.
7. **Floor Max bid for 2nd and 3rd Floor lobbies-** Russ Coburn will contact FloorMax. Pat Leanza will supply the signed contract with contact numbers to Russ.
8. **Tripping Hazards-** Temporary fixes (tape) has been applied to the tripping hazard B17 A end and B14 G end. Rick Kaiser has done a review of all the buildings with transition issues (gaps in tiles and carpets). These need to be addressed.
9. **Broken Window-** The window in the stairwell at B16 A end has been replaced.
10. **2nd Floor Storage Room-** Several storage rooms need to be cleaned of debris and furniture. A notice will go in the Grapevine and notices will go up in the buildings. A deadline needs to be established.
11. **Reserve Study Review-** Pat asked the committee to review and be prepared to discuss this report at the next meeting.