

## **Building Renovations Steering Committee Report**

November 8, 2017

Present: Jane Wilson, Lamar Hicks, Bonnie Postlethwaite, Tom Pistorius, Chuck Downing, Bob Miller, Ruth Robarge, Amy Eckhoff/GastingWalker

### **Finance**

Incoming pledges were low for October, but as we approach the end of the year we expect pledges to catch up. We will be rolling over the current loan, about \$137k, into a new loan to include construction cost in January when the balloon payment is due. The final loan amount would be about 297k.

The Pledge Report is complete and statements to individuals should go out next week. Total pledged was about 1.19m. As of October 31<sup>st</sup> we have collected about 830k.

Expenditure Report will be available at our next meeting. At this time we are in receipt of one invoice from GastingWalker. We have not received any invoice for moving the solar panels or for the roof.

### **Roof update**

Amy sent the first inspection report. Work goes well, except for a few fasteners that punched through the Conover ceiling. That issue was cared for, but a clearer plan to care for such issues needs to be established.

### **Contact Plan/Communication Chain**

It was decided that if there is an issue requiring immediate action, such as the Conover ceiling, the following should be contacted:

- 1 Tom Pistorius
- 2 Chuck Downing
- 3 Bonnie Postlethwaite
- 4 Jane Wilson
- 5 Lamar Hicks

These contact persons will contact Rusty from ZeroPitch, Paul from Straub, Amy with GastingWalker, or whoever would be the appropriate person.

Jane W. will communicate this Contact Plan to the office with the appropriate contact phone numbers.

### **Straub Contract**

Subbing out the tuck pointing is a possibility but the committee felt to leave it within the contract. Tuck pointing would probably be done in the spring.

It was noted the HVAC amount increased. This is partially due to the HVAC Controls, which had been a separate line, being combined with HVAC. Additional cost increase was due to a rise in materials.

Other issues noted previously have been addressed.

Carrie Bader did review the general conditions contract and made a couple suggestions that will be incorporated. The contract allows for us to settle disputes first by mediation then go to litigation. Carrie highly recommends this

option over the second option of arbitration. One other suggestion had to do with section 9.10.4. Jane W will follow up with her for clarification.

Once we have a contract a detailed schedule will be created so we can plan when work would impact things like the Warwick stairs, heating, etc. OAC meetings will be held every other week.

### **Signing Contract**

All committee members will receive a copy of the contract electronically. Everyone should read the contract and respond by email by Friday 11/11 with any questions and their vote to accept or reject the contract. Any questions can be answered or updates made the following Monday or Tuesday so Straub could have the contract back by close of business Tuesday. A copy will be sent to the Audit Committee. We can have it to the Board by Wednesday and ask President Drinkwine to sign.

Lamar will call missing members to explain this plan and its urgency: Jane G, Diann, Marilyn, Lee Ann.

Once signed Lamar will pursue builders insurance and will verify the square feet being added to the building (the elevator). Bob and Diann will contact First Central Bank.

### **Carpet**

Amy brought samples of the carpet. The committee adjourned to the Lobby and Bragg to check color. Upon reconvening it was decided to go with the plank look in the Lobby using "Mouse Grey" "Mid-Brown" and "Irish Coffee". In Bragg it was decided to go with a solid "Irish Coffee".

### **Next Steps**

There will not be a meeting November 22nd. We will meet November 29th at 6:30pm, and then have the regular scheduled meeting December 13th. There will not be a meeting December 27th.