



**ST. DAVID'S**  
EPISCOPAL CHURCH & SCHOOL



# **Property GM & Trustees Report**

**January 31, 2018**

St. David's Episcopal Church and School  
43600 Russell Branch Parkway  
Ashburn, Virginia, USA 20147  
[property@sdlife.org](mailto:property@sdlife.org)

## **Overall**

Parish Hall Committee - At the request of Mark Boyer, the Trustees reviewed and the Senior Trustee signs two contracts, previously preapproved by the Vestry:

1. Schematics for a new Parish Hall by Greg Uekman –
  - a. costs not to exceed \$25,000.
  
2. Hire CCS to conduct a parish survey for readiness to build -
  - (a) a pavilion on the chapel ruins  
and/or
  - (b) a new parish hallSurvey costs not to exceed \$30,000.

Winter Weather – ice but not much snow. Keller Landscape salts icy surfaces, as necessary

## **Buildings**

### **Church**

Front church door closure adjusted, so it closes more quickly.

Two baby changing stations have been ordered for the church bathrooms. POPS will pay for them.

Two new flags – an American and Episcopal flag, were donated by Donna Lewis, in memory of Deb Archer, were installed in the Narthex. The old US Flag was given to Boy Scout Troop #58 to properly retire at the weekend retreat.



Continuing to work with AMS (Ken & Tim) (and Jeff) on our HVAC thermostat issue in the Sanctuary and Narthex areas

### **Mercer Hall (School)**

Hole in wall at school repaired

### **Boslaugh Hall (Church Office)**

Jack and Sherry Walton offered to donate their OEM Kitchen Cabinets to the Church, which was accepted by the Trustees, and were installed in the Office workroom/kitchen courtesy of Corbin Nathan and his helpers.



The Trustees, GM & Staff wish to Thank Jack & Shery for their donation and Corbin, Jeff and their helpers for installing them.

The GM's laptop has been shutting down unexpectedly, and we are investigating potential causes and running diagnostics to try to pinpoint the problem. Warranty coverage has expired.

### **Property Management**

1/20 Trustees & GM hold their quarterly Property meeting

1/21 Church Annual Meeting – Presented Recap of 2017 Highlight to Congregation

Nightly Winter Building checks are being done, when temps are below freezing, to be sure heat is working, and there are no obvious problems, needing immediate attention.

Next Edge (T-Mobile) has approached the church to consider hosting test equipment for three (3) years, for potential future wireless network expansion in the area at a later time. The equipment interference with campus systems is unclear, at this point, and we are investigating further. TBD – standby.

Working with Evan Schalow to complete his Eagle Scout vegetable garden enclosure project on the church grounds. Project must be completed prior to his 18<sup>th</sup> Birthday in mid-March.



Working with Baker's Crust on providing them valet parking spaces (30) on Friday and Saturday evenings

Parishioner Concern / Request to get the Church front windows cleaned under the curved acoustic sounds dampeners – Trustees concerned about breaking plastic curved shading, so further discernment needed to evaluate the risk / reward of planning out and completing the task.

### **Church Cemetery and Columbarium's**

1/27 - A Memorial Service held for the Honorable David Graham (Katie Graham's husband, and Father to Thomas and Jessie). David retired with 25 Years of Service, to the United States Park Police, in December, and was honored and remembered, by Family and his Peers at St. David's.

Columbarium niche sold to Kathy Olson, had one urn engraved for her husband David's ashes

A memorial service was held for David Olsen, a prior member of St. David's, who will be interred in the Columbarium when the family is ready to meet with Fr. Will and one of the Trustees, at the Families convenience.

Pending Action: Interment of Barb Bracebridge family member

## Quarterly Trustee Meeting Notes

January 20, 2018

- 1) Liz - Update on Trailer
  - Trailer permitting was delayed to coordinate trailer and ramp elevations
  - Permit was submitted mid-January and may take 4 to 6 weeks for approval – access will ramp only, no steps
  - ETA by end of school year
  
- 2) Liz - Church web site and SharePoint status / update - Anything the rest of us can do to help you or start using the SharePoint site for our team?
  - Liz is still learning system and will advise when is available.
  - Trustees will need to use their log-in to access SharePoint – Liz to resend log-ins and passwords.
  
- 3) Jeff - Update on HVAC Dampers
  - Manual damper feeding sanctuary was removed years ago. As it seems the system is working satisfactorily so no further action is needed.
  - The 4 to 5 other motorized dampers that balance the rest of the building are nonfunctioning and need to be repaired.
  - Currently the A/C and heating are fighting each other as they try to control the temp of the building, The A/C will run even when outside air temps are low.
  - **ACTION** – Install override so compressor –A/C will not run when outside air temps are below a certain set-point. Have motorized dampers repaired. T-stats need to be replaced.
  - **ACTION** – Chris will contact architect to see if he still has shop drawings for the original system.
  
- 4) Marilyn - Shed usage and organizational items
  - Liz to coordinate requests for additional space in new shed
  - Chris to organize BOSA items in old shed
  
- 5) Jeff - Valet Parking for Bakers Crust status
  - General consensus to move forward with providing 20 to 30 spaces along the west edge of the parking lot.
  - **ACTION ITEMS**
    - Formal agreement needs to be developed with specific church/school function dates identified when parking can't be used.
    - Contract with Towing Co.
    - Have St. David's Restricted Parking / towing enforced sign made
    - Bakers Crust to provide Restricted Parking signs for 20 to 30 spaces
    - Messaging to go out to church community about towing
    - Liz to coordinate with Preschool for specific restricted dates.

- 6) Chris - Parish Hall Committee
  - Presented three options with architect moving forward on developing third option with Admin. Suite added
  - Trustees would like to further investigate addition located at the rear of the building. Chris will convey to Building Committee.
  - Can replacement of HVAC be added to the scope – current Freon will be unavailable after 2020.
  - Sacristy room and plumbing needs better insulation
- 7) Campus Keys
  - Marilyn has extra keys in her inbox for the new shed (limited availability – special order keys)
- 8) Allan - Flag replacement offering to occur on Sunday by Donna Lewis
  - Allan will turn the Old US flag over to the Boy Scouts for proper disposal
  - Episcopal flag will be retained for future use.
- 9) Allan - Parking Lot repair replace this year
  - Chris to find out more info on slurry coating and give to Liz.
  - Allan to prove Liz information on the Broadlands roads reconditioning that happened in the Fall of 2017
- 10) Lawrence - Sound update via email, if there is anything significant to report
- 11) Liz - Results of Fire Dept. Inspection from last week
  - Church Emergency battery pack lights not working and two fire extinguishers out of date
  - Open network J-box under Preschool main desk
  - Church - Sprinkler system will need to be tested and two gauges replaced in February 2018.
- 12) Cemetery
  - General consensus to expand the number of grave sites
  - **ACTION ITEMS**
    - Need to survey cemetery and stake out new usable plots
    - May need to hire firm to scan (ground penetrating radar) plots for usability
    - Need to rewrite cemetery guidelines to make the costs for openings and closings and marker the family's responsibilities
    - Obelisk needs to be treated to prevent further deterioration or re-inscribed.
    - Several headstones need to be restored
- 13) Repair Reserve Budget and expected big ticket expenses for 2018 (Keys and Parking Lot for example)

### **OTHER OPEN ISSUES**

- Gas spot light on Bell Tower - unit needs repair - bulbs OK
- Office - back door latch still sticking
- Main door into Narthex - adjust close time, so it closes faster - can we adjust it or do we need to have the door company do it
- Two new door stops / props for the main door into the Narthex and Men's bathroom door in the church, but haven't gotten around to replacing them yet
- sacristy – look into repair of piscina.
- purchase of changing stations for both church bathrooms
  - Chris to verify if they can go into the accessible stalls
- look into cleaning of church air ducts
- 4 to 5 parking lights are out
- Re-stain or replace back decks of Boslaugh
- Several pews need to be refinished due to water stains
- Water damaged dry wall bulkhead near sound booth needs repair
- Preschool siding needs repair/replacement
- Parking lot pot holes need repair
- Purchase table cart for vesting room
- Rekey all doors - Does not seem to be a current issue – no action needed.

For the GM & Trustees,

Liz Mesecher, Allan Steed, Marilyn Tracy, Jeff Rubin, Lawrence Panetta, Chris Smith