



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



# **Property GM & Trustees Report**

**June 30, 2018**

St. David's Episcopal Church and School  
43600 Russell Branch Parkway  
Ashburn, Virginia, USA 20147  
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## **Overall**

A campus power outage during the week of VBS was caused by an accident on Belmont Ridge Road that took out a utility pole that feeds power to us. Our power feed comes off of a line that comes from the XEROX Center and down Route 7 to the pole near the Adult Ed room. The outage was about 4 to 5 hours, based on how far off the timers were for the lights and HVAC.

Loudoun County assigned street numbers for our buildings

Mercer (School)	43586 Russell Branch
Boslaugh (Office)	43590
Church	43600
Trailer	43604

New Building addresses were a requirement of the new building permits for the Trailer.

Finalizing plans for the construction of the trailer. There is an increase in the cost due to the increase in transportation fees. The church will also pay additional fees for taxes, electrical hookup, front entrance ramp, and back exterior stairs.

Corey Hatcher from Comfenergy did an energy survey for all three buildings. His report stated the church building needed major work on the HVAC system. Recommendations for the Church, Boslaugh and Mercer came to approximately \$63,000

Vestry approved and repairs (fill pot holes and cracks, restripe) to the parking lot – July 2nd ProPave – Vestry approved cost not to exceed \$14,000

Proposals were received for removal of 30 dead/dying trees in the cemetery and trimming of trees in the 4 islands along with trimming along the street at the recommendation of the police department –

M&M awarded the contract for \$21,000.

M&M has been hired to cut down trees in the cemetery- \$18,000

and trim trees along the street and islands - \$3,000

Total - \$21,000

Work will take an estimated 5 days starting July 5th depending on the weather. Vestry approved cost not to exceed \$31,000.

## **Buildings**

### **Church**

Contracted Roofing and More to perform required repairs and maintenance on church roof – originally scheduled for the week of June 11, had to be rescheduled to the week of REACH, by the contractor. Expected from July 9-11

Multiple alarm trouble calls received for the church –

6/1 and 6/2 air duct, 6/28 battery low, 6/29 Power

A new alarm system is needed as the original fire security system is obsolete. Johnson Controls – estimate – approximately \$21,000 (for all three buildings).

Battery changed in the red box (life span 5+ years) – did not survive the 4+ hour power outage due to the accident on Belmont Ridge Road that took out one of the utility poles feeding power to the campus during VBS week.

Getting proposals for the repair of the Sono tubes and painting of the Sanctuary.

Loudoun Water came to inform us that the church building was using 245 gallons of water an hour for over a week starting June 6th. Discovered that the internal works of the little toilet in the ladies room had been bent allowing the water to flow straight through.

5/16 – Narthex A/C not working during Vestry meeting. Discovered condensation had built up in the drip pans, which caused the safety shutdown of the system. AMS found a broken fan belt in the blower unit, replaced it and cleaned up the small amount of water that had accumulated to get the system going again. They also cleaned condensation lines. Forgot to include this in the May report, so documenting it here.

**Brought in Erik Ventura (Sound Professional) to fix the following:**

Connect the new keyboard to the band's mixer (has not worked since it was purchased about a month ago)

Fix bad wired link between the band and sound desk mixer that rendered band mixer inop. Found the digital output on the band mixer was bad. Rewired the mixer to the speakers using a different method. Band and sound desk mixers now operate independently.

Current working with Tony Aiello of Ynot Systems, LLC (works together with Erik Ventura) on a proposal to upgrade our system. We should have a proposal this week that can be submitted to the Vestry at the July meeting.

**Mercer Hall (School)**

Replaced the toilet seat in the Pre-School art room.

Summer projects

1. complete interior painting - getting proposals – Vestry approved cost not to exceed \$10,000
2. deck needs repairs and painting \*
3. Grading and seeding between entrance and JOY pavilion – ordered River rock stone and it has been delivered
4. Reseal playground fence – David Sheatsley has volunteered to seal the fence  
\*Liz will see about proposals/estimates and/or volunteer labor

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

6/27 AMS called as AC was not working – corroded pipe and all R22 had escaped. Looking at cost of repair versus replacement of the unit.

### **Property Management**

An RFP has been issued to get quotes for replacing and upgrading Sound System components in the Church.

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

6/15 – Funeral service held for Rachael Cummings (Father Johnson's mother-in-law). She was buried offsite.

**Pending Actions:** Interment of David Olson in Columbarium niche sold to Kathy Olson; on hold for Family scheduling with Fr. Will

Victoria Heard's request for a cemetery plot – property will look into having the cemetery surveyed for the possibility of selling more grave sites. She wants to be cremated and an in-Ground Burial of her ashes

### **Tracking Open Items:**

- Contract/proposal from Regency (shopping center to our South) concerning rental of 20-40 weekend evenings of church parking spaces for their restaurant patrons. Now waiting for their response to us.
- Gas spot light on Bell Tower - unit needs repair - bulbs OK. The problem is a broken power box that allowed water into the wiring and shorted the unit. The box will have to be replaced and rewired, as time permits.
- Office - back door latch still sticking occasionally
- Sacristy – repair of Piscina. (Blessed wine disposal drains into ground)
- 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
- Gathering estimates for siding and deck repair at preschool
- New signs – new sign for PreSchool + Episcopal Church sign placement (Marketing) – Thanks to Buz for taking Lead with School.
- Installation of second Red & White Episcopal Church Welcome sign
- HVAC – replacement across campus - 2020
- Church windows cleaning – removal of South plexiglass and replaced with acoustical shades
- Church Beautification
- Tiny leaves coming out of outdoor water spigots

For the GM & Trustees,

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

