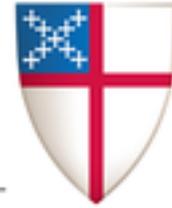




ST. DAVID'S
EPISCOPAL CHURCH & SCHOOL



Property GM & Trustees Report

August 31, 2018

St. David's Episcopal Church and School
43600 Russell Branch Parkway
Ashburn, Virginia, USA 20147
property@sdlife.org

Overall

Approval to proceed with New Sound System from Aug 15 Vestry Meeting

Equipment has been ordered and plans are set for installing it the last week of September.

Buildings

Church

Repaired one broken kneeler. Can't find second broken kneeler.

Getting proposals for the repair of the sonotubes, acoustical wall structures and painting of the Sanctuary.

Receiving proposals for painting –

#2 from JOPainting \$10,741.25
to include repairs to the damaged sonotubes in the sanctuary \$4325
plus painting of the baptismal font \$468.75,
Adult Ed. room \$875,
Narthex and hallway \$3125
and acoustical ceiling in the Sanctuary \$1897.50

Jae Mitchell contacted Allan around 8 PM on Monday, 8/27 because it was 89 degrees in the Church.

We lost another compressor in the Sanctuary Large Outdoor HVAC unit on Monday, 8/27. Liz got AMS out to trouble shoot it, after our initial work Monday night.



Contacted the Wardens, because this was another unplanned Emergency, because without it we have been hitting 89 Degrees in the Church this week, when it's not working.

The AMS quote is in two parts:

- 1) Compressor 1B is \$9,620.00
- 2) R22 refrigerant is \$2,688.00 (Note: R22 is an estimate, and may not be required if the coolant can be reused that is already in the system. If acidic, or leaked, then we will need it

Quote total \$12,308.00 with no overtime, so would need to get it done tomorrow or Friday. Request not to exceed \$13,000.00, in case we need some overtime over the weekend to get it working before Services Sat/Sun and back to school next week.



AMS started putting the new stuff in, instead of reusing what we already had, which is what they were supposed to do, if it was still good. Liz called Kevin (the sales guy that sent us the quote to complain) and Kevin told Liz that we were not going to be charged for it, because the technician messed up. That call saved us \$2,688 dollars.

Additional Electrical problems were found the following week which we believe to being cause of a short in the fire detection system on one of the sensors in the attic. A Full Root Cause Analysis is pending from AMS to get a full view of the problems found.

Mercer Hall (School)

Met with Karl Colder to review quote options for a new security system for the School that POPS has offered to fund. ADT seems to have the best solution, but the School is not yet ready to proceed because the ongoing monthly costs have not yet been factored into their annual budget.

Repaired PS doorbell.

Reconnected teacher workroom computer
Attached bookcase to wall in teacher workroom
Installed bulletin board in teacher workroom
Cleaned up wiring on preschool office computer

Cleaned up wiring and cables under the PS Front Desk and JAM's desk



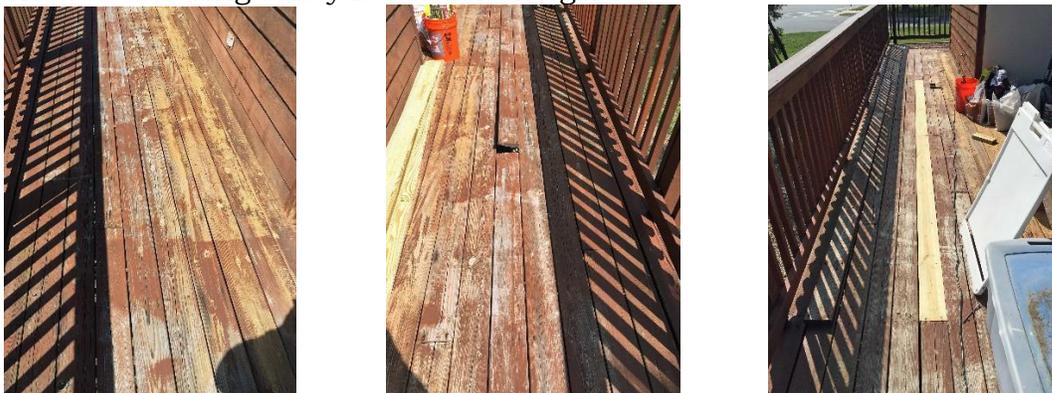
Cleaned up over growth of Church sign and School Banner on Claiborne



Fixed Lattice in Playground under backdoor to the Office



Two 16-foot sections of the South end of the School deck needed repair due to old wood causing safety issues for all ages.



Also replace three sections of the railing around the tree on the South side of the Joy Pavilion. More to do later.



Boslaugh Hall (Church Office)

Converted most florescent light fixtures in Boslaugh to LEDs.

Note: Fluorescent bulbs will no longer work in the fixtures that have been converted because the old ballast has been removed. The fixtures have been labelled saying that this only work with LED bulbs for future reference.

Received multiple trouble calls concerning “power 4” – We did some of our own trouble shooting and are working with the phone company and alarm company to isolate try to eliminate the obvious, if any found.

Property Management

Trailer – Met with Chris Broadbent about getting a proposal to do the Electrical work for the Trailer. Quotes pending.

The “parked” Parking Lot rentals for Belmont Chase using spaces for Valet Parking is back open for discussion after we received a draft proposal from them.

Church Cemetery and Columbarium’s

Sold Niche C132 to Sarah Benson for her and Rick in the Outdoor Columbarium

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

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.
- 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)
- Re-stain or replace back decks of Boslaugh
- 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 - Several pews need to be refinished due to water stains; scheduled for September with volunteers to help
- 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
- Monitoring New Roof leak from East Dormer window closest to the Sacristy.

For the GM & Trustees,

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