

December Maintenance Report, Dated 12/16/21 for Parish Council Meeting for 12/19/2021

Maintenance Committee held their December Monthly Meeting, Wednesday, December 8 PM
Gary Sarkessian, Alex Ibrahim, and Ed Donahue were present.

1. Landscaping
 - a. October and November grass cutting bill (probably also hedge trimming). Have not been submitted or paid yet (\$360/month grass clipping)
 - b. Gary asked Landscaper to pick up the leaves. He said it will be done by Saturday December 18th
 - c. Need to find out when he will put in at least one bush around parking lot.
 - d. Snow Removal: Did we get a quote from another company? (Caitlin)
2. Church Hall Kitchen Stove
 - a. Gary will try to find someone to look at the stove. Right side is too warm with pilot. If anyone knows of someone who could repair it, please let Gary know.
3. Annex Building (aka Cedar Lane)
 - a. Father Joel said that he would make at least 2 extra keys. One will go to Alex.
 - b. Boiler was serviced, check and turned on. The heat is set for 58 degrees for heating
 - c. Water and electric are all ok and working.
 - d. Alex has a neighbor Ted, who is Albanian Orthodox Christian. He is a building/contractor. He may do some work for us for free (labor). Alex took him to inspect the Annex and give us some ideas for mold remediation (Saturday, December 11)
 - e. Once spring comes, we need to add air-conditioning to the Annex to prevent mold from returning **and** we need to repair the gutters (\$4,000)
 1. Alex and Father Joel will be working on this. They both have potential “workers” who could save us some money.
 - f. Needs Borer Bees removed (scheduling for cleanup day) – Gary
 - g. Needs weeding, weed barrier installation (scheduled for clean-up day) – Gary
4. Rectory Roof: Poarch Roof and gutters are rotted and need repair (carpenter, roofer, gutters).
 - a. Father Joel reported that he is getting at least 2 quotes for repairing the rectory roof over the porch to prevent squirrels from continuing to go into the roof.
 - b. Father should get the quotes and go with whatever seems to be the best solution. Farris/Tony/Alex should approve the cost prior to making the repair. I would say as long as it is under \$1,000, just go ahead.
5. Church Sanctuary Front Door (upstairs)
 - a. Father told me that he is getting at least 1 person to look at the doors.
 - i. One person is a person who needs to do community service.
 - ii. One person/company maybe a **new church door company** (who would give a quote for putting in a new door).
 - b. Alex Ibrahim has 2 possibilities
 - i. He has a neighbor Ted, who is Albanian Orthodox Christian. He is a building/contractor. He maybe will to do work for us for free
 - ii. Alex asked Joe Nassif for a person who could fix or replace our door. That person isn't available any more, but Joe Nassif knows of a second person.
 - c. It is recommended that Alex work with Tony and Father Joel on this project. Whether the door is replaced or repaired.

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6. Parking Bollards Still need to be installed (Damon)
7. Church HVAC
 - a. Windows still need to be replaced with the purchased PVC sheets (Faris / Tony)
 - b. Church HVAC filters were replaced/cleaned on 12/18/21 (Gary)
8. Wood Scraps and Double sink may have been cleared out on 12/18/21, or perhaps not.
 - a. Ed Donahue and Gary will address
9. Hall Cleaning
 - a. Will be cleaned after coffee hour unless there was a cleaning crew. (\$1,435 YTD left on cleaning budget)
10. Bathroom Project (no updates)
 - a. Got an instant HW heater for men's room. Only grounded electrical in area would require running an extension cord from the PC meeting room to the men's room
 - b. Have materials for a backsplash in the men's room. Will install "soon."
 - c. Cosmetic work needs to be done in both rooms.
11. Electrical (No updates)
 1. Minor "cosmetic" electrical work needs to be done
 2. Mapping of fuses in some areas still need to be done
 3. Electric load analysis for Men's room hot water heater needs to be done.