2021 BUILDING AND PROPERTY MANGEMENT COMMITTEE AGENDA

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| **MINSTRY LEADER/MODERTOR** |  | **XX** | Jennie Guida |
| **PARISH COUNCIL LIAISON** |  |  | Lydia Russo |
| **CLERGY COUNCIIL LIAISON** |  |  | Fr. Arturo Querijero |
|   |   |   |   |
| MEMBER |   |   | Deacon Tony Russo |
| MEMBER |   |  XX | Jason Adams |
| MEMBER |   |  XX | John Deane |

MEETING DATE: Tuesday October 26, 2021

MEETING TIME: 7:00 PM end 8:00

1. John to contact Andy Bills regarding his insurance, after review of rental agreement. Status. I have the blank copy of the rental agreement. John needs to complete the drawing before talking with Andy. John have completed by the end of the week
2. We need to review the new insurance policy to confirm all. Deacon to Tony will review
3. Cost to clean church office carpet. Jennie to looked into cost
4. John and Jason to review numbers on timers (thermostat) as related to the A/C Units on the roof

New Business

1. Discuss painting of the outside posts. Jennie to email Tonya with request for a quotation from Jason to paint the post outside that have been Terminate treated. This will be presented to the Association through Fr. Arturo
	1. Paint white primers to make them all equal.
	2. Labor plus Cost of materials (+15%)
2. Enlist help to properly identify our Electrical panels… John has a contact Jason (Electrician) who will come over on a weekend to inspect the meters in ordered to identify the meters to suites. John will contact Edison as well.
3. Locks on outside water faucets? Is there a key or how do we use them if necessary? Fr. Arturo has a key. Jason will contact so he can get a copy
4. Address broken or chip tiles in the gathering room and hallway leading from the gathering room to the church. We have not extra tiles so nothing can be done at this time
5. A lock box needs to be installed upstairs to hold the extra key for Bishop Peter, Mimi and Music office keys.
6. John to provide Jason with a box of extra laminated flooring to evaluate to see the feasibility of installing them in the classrooms, entry and lobby area in the office area. Glue.
	1. Other items that might need to be purchase includes baseboard, underlayment and
7. Discussed moving the Donor Board from the office area back into the Community Room. Further discuss with Bishop Peter and Fr. Arturo on this project. To addressed next month.
8. A new cleaning company has been hired.
9. John and Jennie to go to the City of Orange (Panning Department) to see if there has been inquires into our complex by developers.