

## Holy Trinity Property Committee - Meeting Minutes – November 6, 2017

**Present:** Frank Schaible, Brian Carr, Roger Stephenson, Sharon Nystrom, Jack Holmgren, Pastor Erik, Mike Pounds

**Absent:**

The meeting opened at 11:30AM with prayer by Pastor Erik

### TOPICS of DISCUSSION

#### **I.) Landscape Projects**

- It was agreed that we have Pin Point Leak detection come to our campus and find where the water leaks are. Brian Carr will contact them to set up a time
- The sale of 60 of the landscape blocks near the Hut to Frank Schaible for \$1.00 each was approved. Frank has removed the blocks that he purchased. The remaining blocks will be stored by the garage for potential use on future landscape projects.
- Determine exactly where the property line is between Holy Trinity and the empty lot that was sold to Ventura County Fire Department. A drawing was obtained and the proximity of the property line has been estimated and marked with orange stakes.
- We want to trim / prune the large pine trees that are along Mountclef and Arboles this fall. The trees are very big and could damage some of our buildings if fallen during a wind storm – Brian Carr to obtain quote. Two quotes have been received. Brian Carr will finalize with the tree company
- Eagle Scout projects – no update

#### **II.) Buildings and Hardscape Projects**

- A review was made of all the projects on the project list provided by Brian Carr (see attached project list). Some projects are stalled due to unavailability of a handyman. Begin search for another handyman for the Sanctuary Door Threshold and roof / eve of Sanctuary now that the bees have left.
- A water leak was repaired in the men's restroom. We will continue to monitor our water consumption to determine if we need to enlist the services of a leak detection specialist. Pin Point Leak Detection will come to Holy Trinity to find the leaks. The leak was traced to a water heater above the men's restroom in the Sanctuary. The water heater has been replaced.
- Brian Carr to obtain quote for repair of the "uneven" places in the patio and walkway cement areas that we can't repair by grinding due to proximity of the brick ribbons. Quote obtained \$4,100.00. We want to try just one of the brick ribbons to see how it will look before we decide to go any further. We agreed on spending \$700 to do this. Mike Pounds will try to obtain another quote for this repair
- Invoice T.O Healthcare for use of HTLC Parking Spaces – this is on Pastor Erik's to do list
- Re-keying of the campus is completed

- Jack Holmgren gave an update about the new sign for Holy Trinity. Jack met with the city to determine what is permissible under the city's rules and regulations. Since this is an important project for us, we would like to form a sub-committee of about four or five people specifically for this project, possibly one or two volunteers from the Church Council. Our next action item is to canvass other churches in the area to view their approaches to signage. Brian Carr will be on the sign sub-committee with Jack. We still need one more volunteer. Lotte Franken has volunteered to be on the sign sub-committee. We will also try to get Bernie Bauer
- Develop a parking plan to be used for parking cars while Honey Tree is under construction
- The purchase of a small conference table and wall clock was approved for Pastor Elizabeth's office (approx. \$359.00 from IKEA) - completed and assembled
- What specific repairs / improvements need to be done to the ladies' restrooms? A request has been made to replace the locks on the stall doors in the ladies room in the Sanctuary

### **III.) Plumbing Projects**

- Replaced water heater above men's room in Sanctuary

### **IV.) Electrical Projects**

- LED Lighting for Sanctuary – Pastor Erik / Bernie and Scott to make determination of what is need and associated costs. Pastor Erik received the Sanctuary lighting proposal from Bernie. Next step is to review then proposal and take it to Church Council. The Church Council has approved the project up to \$20,000.00 maximum

### **V.) 2018 Maintenance Budget**

The committee members discussed the 2018 maintenance budget and came to a consensus. Brian will submit the 2018 maintenance budget to Heather Edwards on 6 November 2017.

Minutes written by BC 6 Nov. 2017