



Facilities Committee Meeting April 24, 2019

Present: Paul Cesari, David Gruber, Margaret Jacobs, Jeanie Kayser-Jones, Molly Hauser, Trish Otstott

Excused: Jane Hickerson

Staff Present: Ken Donnelly, Janet Howell

Residents' Representative Present: Tony Hanley, Residents' Council President

Chair David Gruber called the meeting to order at 2:33 p.m. The Minutes of the January 14, 2019 meeting were approved.

1. Unit Vacancy Update – Janet

- a) **Under Construction:** Three Independent Living, Studio apartments 322P, 409P and 420P are all under construction. To date 75% of our apartments have been renovated/updated since 2009. Two-thirds of these renovations have occurred in the last 1-5 years.
- b) **Vacant Apartments:** Three one-bedroom apartments, 403P, 307P and recently renovated 225C, are available. Two Studio apartments, 204P and 227C are available. There is an application pending on 227C.

In May, there are three Marketing events scheduled: an afternoon tea, an Ice Cream Social and a Happy Hour.

Our website is being upgraded to increase more traffic.

2. Old Business - Ken

- a) **Octavia Street Property Update:** Renovation is 75% complete, with a completion date of June 23, 2019. A “walk through” is scheduled for Board members prior to the May 22nd Board meeting. Janet and Patti have contacted interested prospective residents.
- b) **Cottage Property Update:** The Cottage is 75% complete. There have been delays due to structural issues. The fence/gate is 80% complete. The furniture will be delivered on May 10th. Janet is meeting with landscapers tomorrow.

- c) Window Restoration** – Janet reached out to the companies that Jeanie and David Recommended. Susan from All Pro Paint visited Heritage on the Marina but has not followed through with an estimate, despite Janet’s numerous phone calls. Attached is ARG Conservation Services, Inc.’s estimate for “Pre-construction Services.” (**Attachment 1**) Teevan repaired a window on the landing of the staircase by Ken’s office. Restoration has been suspended and a good maintenance program will be developed. There were significant leaks in apartments 326M, 244M and 240M which totaled \$20,000 to have silicone applied inside and out, and to re-carpet and re-paint. A leak in the bedroom window of apartment #3 at 1530 Francisco Street resulted in an expense of \$2,500, to replace a custom-made shade and to patch and paint.

3. New Business – Needs approval

a) 2019 Capital Budget Action Worksheet (Attachment 2)

- i. Window Restoration** – Teevan’s cost per window is estimated at \$3,500 and there are 127 windows in the front of the Morgan Building. Estimated Cost=\$445,000.
- ii. Health Center Sewer Pipe-** One bid has been received for \$149,000, but additional bids will be solicited. Unless the pipe collapses and we are forced to replace the pipe sooner, we plan on replacing it next year.
- iii. Call System in RCFE** – Replacing the system throughout the Morgan and Perry buildings, as well as Francisco Street is estimated at \$150,000. This involves replacing hardware and upgrading technologies. This project has been suspended until next year’s capital budget. An additional master console has been installed in the Henderson Clinic.

b) Friendship Hall – Phase three refurbishment

A fire sprinkler permit is required to start a majority of work in Friendship Hall. There is a 21 day review, but work should commence in late May or early June. The project is estimated to take 12-14 weeks, during which time Health Center Residents will need to dine in their rooms or be relocated to the main dining room for meals and other areas for activities.

4. Completed Projects Since Last Meeting (for Reference Only)

- a)** Apartments 108P, 225C, 320P
- b)** Installation of additional master console for TOA emergency system in Henderson Clinic
- c)** Dining Room Carpet installed on April 18, 2019. Installation of hallway, 1st floor Perry and Porter Sitting Room to be completed April 26, 2019.
- d)** Downspouts replaced on the front of the Morgan Building.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Patti Gallagher, Marketing Coordinator