



Property & Trustees Team Report

January 31, 2025

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

Overall

“Winter is Coming” – Winter is Here – First snow of season

Buildings

Church

1/4 Memorial service for Barbara Louise Bush Mason mother of Francine Harmon. Family quote “The other Barbara Bush”.

1/16 – email reminder from Katherine. – Thanks, from Allan

Please keep Sanctuary/Narthex/Ark & Ed Room doors open - Winter

Speaking of cold days... ☺

I just wanted to send a reminder how vitally IMPORTANT it is to keep the Sanctuary doors OPEN in the winter, especially when it's in the teens outside. I know many of you were involved, and others may know of the stories of the great flood, when the pipes froze and burst in the Church building Narthex, and the aftermath, around 2014-ish time frame. Nightmare.

It's important to let the warm air circulate throughout the building by having all the Sanctuary doors open during the winter, all day, so we can prevent a similar catastrophe from the pipes freezing. Otherwise, all the warm air just sits in the empty Sanctuary and doesn't help warm the rest of the building (and building pipes).

Also, please consider keeping the Ark classroom door open when the kids are not in there. This may help circulate the warm air and perhaps give the room a chance to start from a higher temperature. I spoke with the lovely teacher preparing her room this morning. She reported that the warmest it was this week was on Monday morning and then got colder as class went on that morning. I suspect that may be because the door was opened on Sunday (warm air can circulate), and then as the door is closed during class, the two exposed outdoor walls may make it colder. It takes longer to bring up the temperature of a "cold-soaked" room. She was on board with trying it when the kids aren't there.

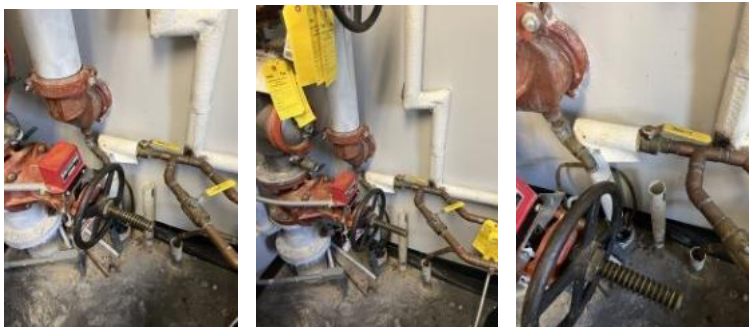
Thank you for your help especially with monitoring that the Sanctuary doors stay open. Perhaps consider posting paper signage to pls keep the doors open? There is a laminator in the office. Perhaps the cleaners or other parties don't know how important it is.

*Thank you again,
Katherine*

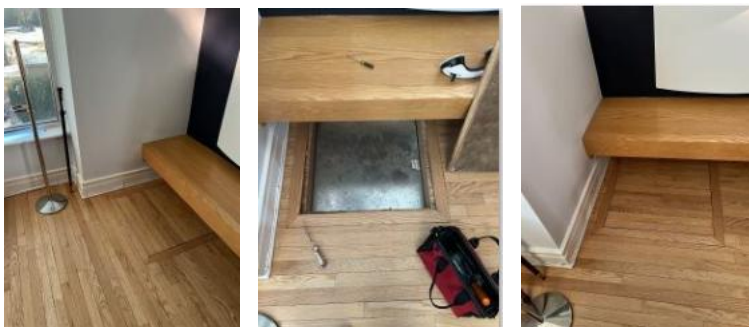
Note1: Margot and Liz made new signs in English and Spanish about keeping the doors open for visitors and the cleaners.

Note2: The Fire Sprinkler head and pipe burst happened on January 7, 2014, that Katherine referred to in her email, which was over the main West doors into the Narthex.

1/18 – Jim, Chris, Marilyn and Allan met at church to chase down the Main Water Valve for the Church, after last months water issue and the plumber who could not pinpoint it for us. We confirmed that the main water valve for the church is in the PUMP room, behind the door, near the base of the Fire Suppression system (Big Red Pipes). The yellow handle closest to the wall corner it the one.



We also confirmed that there is no water valves under the trap door in the Altar back right corner, but reaffirmed that the metal box there is the sound wiring hub where the cables from the Sound booth to the Music area cross under the Altar platform.



Chris Broadbent noticed the paint peeling on the columns on the right side of the church near the ceiling. He offered to Allan to have one of the guys from his company (CES) to repair them as time permits. Allan pointed out to Chris a few other spots that need some TLC too, so it's on the things to do list. The paint peeling is really the plaster over the Sound Dampening half-round columns from changes in temperature and humidity which has been problematic since they were installed. The original warranty from JO's Painting fixed it once since the church interior was fully repainted the summer of 2020 during COVID lockdowns.

1/18 – Jim asked Allan, what would it take to get the Flood Lights working again in Front of the Church. Allan showed Jim bad timer that needed to be replace and Jim gave Allan the OK to get it replaced.

1/20 – Allan purchased a new Industrial Building Timer from Home Depot over that weekend and then installed it on the MLK Holiday. The cost of the Timer was ~\$75 and Allan’s labor rate was shocking. He replaced it, with no sparkles, electrocution, flashes of light, or tripped breakers on first try thanks to studious steps taken to prevent any ambiguous actions.



1/23 - Week of extremely cold temperatures and hard to control Church building interior room temperatures. Richard adjusts the thermostats, and all interior doors were opened and will be left open when the building is not in use during the winter months.

Mercer Hall (School)

From Meg's 1/29 vestry report— a new motor was installed HVAC unit in the Nest Classroom

Boslaugh Hall (Church Office)

1/31 - Chris replaces leaking flapper in men's bathroom

ANNEX Building

Nothing new to report

Property Safety & Security

1/4 – Katherine’s email about the Grant application

Subject: NSGP Grant submitted

We wanted to let you know that we've submitted a grant application to fund up to \$200K in security improvements at St. David's.

We received confirmation of receipt of St. David's application this morning from the Grants Management Bureau, DC Homeland Security and Emergency Management Agency. We'll be notified in May 2025 if St. David's application is approved or not.

A huge thank you to the volunteers who contributed to make this application happen, including Luke Donohue, Sharon Easley, Taylor Johnston, Karl Colder, Kathrine Beckett-Goodwin and Jim Tracy!

Property Management

12/31 - Allan puts out salt buckets and shovels across Campus for first major snowstorm in 2025

1/5 - 5" + of snow with 2" more a few days later — Keller Landscaping plows

Footnote to Treasurers and Finance team – we had more snow below freezing days this January than we had the last two years, so anticipate snow removal costs and heat will be up in costs from previous two years for that reason. Also, a reminder about the anomaly in the Washington Gas bill from last winter too.

Church Cemetery and Columbarium's

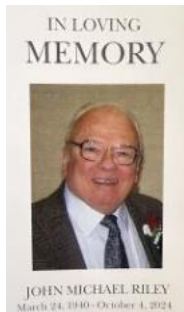
1/17 - John Riley's ashes were placed in the columbarium alongside his wife Mary's urn. Thanks to Jim, Chris, Marilyn and Allan for assisting Rev. Stephen with the short ceremony and being there to support John's daughter, Maureen Waters and three sons that Friday afternoon at 2 P.M.

<https://www.echovita.com/us/obituaries/va/chantilly/john-riley-18701284>

Obituary information for Mary Louise Riley

Richard ordered the engraving, which normally takes 6 to 8 weeks for them to get us on their schedule to come onsite to engrave it, so anticipate this happening in late February or in March.

1/18 – Allan also attended John Riley's Funeral Service at St. James to represent St. David's and be there to support the family. Rev. Mary Kay Brown also assisted St. James Rector at the request of the family in John's wishes.



Cemetery Procedures being reviewed

Chris Smith is Continuing to update the cemetery records.

Open Repair/Replace Items List as of January 2025

- 01) Install Door/Lock Management system to track and record all entries and exits through doors with keypads.
- 02) Sanctuary Doors - All 6 doors in the Church are worn out and need to be replaced; also identified as a safety issue from the Security Study Report done in 2019 - Estimated \$20K per set of 3 for \$60K plus \$10K for Badge and/or Keypad Access.
- 03) Doors in Boslaugh need to be replaced
- 04) Looking into placing a fourth sump pump inside the entrance to the crawl space (as when there is a heavy rainwater flooding in that portion of the concrete floor)
- 05) Install Lighted Security Bollards between Parking Lot and Buildings to reduce risk of vehicular damage to structures and improve sidewalk lighting.
- 06) Repaving of entire parking lot \$150,000 from Chris' estimate tool. We had an unsolicited inquiry from green paving, but they did not get back to us with a full resurfacing quote to date.
- 07) Update alarm systems dialers.
- 08) Church windows cleaning – removal of South plexiglass and replace with acoustical shades. There are 68 pieces of plexiglass. Not clear what removal of the curved Plexiglas would do to acoustics which was the reason for their installation.

For the Property and Trustees Team,

Property Stewards

Allan Steed, Sr. Property Steward
Bruce MacMonigle

Jim Tracy, Sr. Warden
Richard Haddad, Property Admin (Staff)

Trustees (Cemetery and Property Management with Diocese of Virginia)

Allan Steed, Sr. Trustee, Bruce MacMonigle, Chris Smith, Marilyn Tracy
<https://www.sdlife.org/trustees>

Link to Canon's of the Diocese of Virginia for Reference – Property (Section 15)
<https://episcopalvirginia.org/who-we-are/governance/constitution-and-canons/>