

## Facilities Board Meeting – 10:00am May 14, 2026

Attendees –Dave Ham, Bryan Wester, Bill Happer, Mother Betty

Absent – Steve Ammons, Ross Lively, Dana Richardson

Meeting was opened with a prayer by Mother Betty

### Old Business:

- Two ceiling leaks, one over the upstairs robing room, as well a potential leak in the Bell Tower Narthex precipitated an assessment by Port City Roofing. It was found that the weatherproofing for penetrations to accommodate utilities such as HVAC on the Flat Roof is failing and new weatherproofing will need to be installed to prevent future leaks. It has been decided to repair the areas surrounding all penetrations since they are all the same age and others are prone to failure. A quote for \$3500 has been provided by Port City and currently the timing of the repair is being decided based on budget considerations. *Follow-up: Port City Roofing has been contracted, and work is scheduled to begin 5/22/26.*

- Discussion has been conducted regarding the exterior condition of the Sanctuary, last painted in 2015. It was agreed to seek evaluations and estimates from local painters to repair as needed and paint the Sanctuary. This would not include the Parish Hall that was painted c.2022. *Follow-up: Due to the expense of this project, it will be delayed until 2027 unless significant damage if any is discovered during the estimating process that will be conducted this year. It would be preferred to include this in budgeted expenses instead of accessing Maintenance Reserve.*

- At the time of construction of the Parish Hall, vent hoods were installed over the two stoves located in the kitchen. It was discovered that the output of the hoods vents directly into the kitchen. This has caused significant odors in the building resulting from cooking at these stoves. Corrective action needs to be taken to add proper exterior venting for the kitchen. A vendor visit to assess possible corrections has been conducted and the recommendation of the vendor includes conversion and modifications that would raise the standard to that of a commercial kitchen. The resulting cost estimate is considered far too expensive and alternate solutions for odor mitigation will be explored. Verification by a building inspector will also be sought. *Follow-up: A set of charcoal filters have been ordered from the vent hood manufacturer and have been installed in one vent in hopes that this will yield a satisfactory solution. The filters have been installed and will be tested soon.*

- There are currently four tracks of lighting each having two light fixtures mounted over the Balcony railing in the Sanctuary. To date, two lamps have failed and three of the fixtures have failed mounts causing incorrect lighting for services.

Solutions for repair and three bids have been solicited; Prince Electric was selected to correct the problem. Subsequently it has been determined that the suggested lighting replacement may not

be sufficient to correct the problem. The original supplier of the lighting has been contacted, and their recommendation is being considered, and a decision should be forthcoming. This repair will be very involved considering removal of the pews and a scissors jack will be necessary. *Follow-up: Cost estimates for the materials (lamps) for this are significantly more expensive than expected and alternate sources are being investigated.*

- Installation of a TV monitor in the Annex was requested by the Clergy. This would serve to post news of current events and other church information. Additionally, it will serve as an AV tool for groups that use the Annex for meetings. Donation of a Samsung QN55 4K Smart monitor has been made and that monitor installation is planned for the near future. Costs to the parish are a mount and associated materials estimated at ~\$200. *Follow-up: Monitor/TV has been installed and is operable for schedule/information purposes. Installation will be finalized and linked to the local area network to enable other uses.*

- Responsibility to construct and manage a 10-Year plan as well as the framework for the plan have been passed from the Vestry to Facilities. Work on this plan will commence soon and results will be communicated to the Vestry. *Follow-up: It was decided that the best way to approach this project is to hire a professional to construct the plan. Efforts are underway to identify the best party for the project and assess costs.*

### New Business:

A previous pinhole break in the arched window above the Moore Street entrance to the Bell Tower Narthex has expanded and has yielded a crack that crosses the entire window. This will need to be repaired prior to hurricane season. No current threat of injury to parishioners due to the break has been assessed. *Follow-up: Two local glass companies have been contacted and visits scheduled to obtain estimates for this work.*

### Committees:

- Groundskeepers – Groundskeeping operations continue as expected. Tool shed cleanout and power tool tune-up will be conducted in the next month.

- Safety & Security – Various solutions were discussed regarding CoC door lock/unlock during services. The current solution is to tape the door latch to prevent inadvertent locking; this has shown to be unreliable. *Follow-up: Options for solution to the door problem were discussed. Mother Betty plans to meet with Safety and Security to arrive at a more permanent solution.*

- Memorial Garden – The committee met to discuss Memorial Day ceremony, and plans have been made to further prepare the garden and enact plans for the ceremony scheduled for 5/24/26. Discussion was held during this board meeting regarding whether expansion was necessary for further inurnments – either ‘in ground’, a scatter garden, or columbarium. No decisions were made here, but further discussion questions were raised.

Meeting was adjourned at 11:45 am.

Next meeting: June 11, 2026 – 10:00am in the Annex