

Facilities Board Meeting – 10:00am June 11, 2026

Attendees –Dave Ham, Bryan Wester, Bill Happer

Absent – Steve Ammons, Ross Lively, Dana Richardson

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. Port City Roofing has been contracted, and work is scheduled to begin 5/22/26. *Follow-up: Repairs complete will monitor for leaks.*

- 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 expected expense of this project, it may need to be performed in two steps; repair, and painting. A-Z Repairs will be asked to evaluate the extent and cost of repairs needed prior to painting; this would include inspecting watertightness of the stained-glass window on the south side of the Sanctuary. Once defined, a decision can be made as to the possibility of completing the repairs and preparation for painting, Bids will need to be solicited to determine the cost of painting. It would be preferable to include this in budgeted expenses instead of accessing the 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. 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. *Follow-up: The filters have been tested with satisfactory results. Significant savings are accomplished for a reasonable cure. A second set of filters will be ordered and installed.*

- 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.

- 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: Three members of the board will contact larger parishes in the diocese to benchmark methods for implementing and managing this program. An interim meeting may be held for further discussion dependent on the outcome from contact with the other churches.*

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: A window previously mounted on the west side of the narthex has been located; this window should be identical to the damaged window. Brunswick Glass has been contacted and will inspect on 6/22/26 to provide an estimate for installation.*

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New Business: No new business

Committees:

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

- Memorial Garden – Bryan Wester and Steve Ammons are working to restore irrigation to the Memorial Garden as well as the front of the Chapel of the Cross. Decisions soon on the extent of repairs needed.

Meeting was adjourned at 12:00 pm.

Next meeting: July 9, 2026 – 10:00am in the Annex