

M50 Buildings and Facilities Committee Minutes
Friday, December 5, 2025, at 10:00 AM via Zoom

1) Call to Order and Roll Call of Members – Rich Johnstone

Committee Members Present: George Condon, Rich Johnstone, Mark Strovink

Committee Members Absent: Doug Bettencourt

Property Management Representatives Present: Jim Hayes, Rick West

Guest: Kevin Rushing, KR Electric

2) There were no changes to the minutes for the meeting on November 7, 2025.

3) New Business : None

4) Old Business

4A – Electrical panel repair and replacement

- a) Kevin's responses to the committee's questions are in an attachment to these minutes.
- b) Kevin recommended the 4 urgent main panel repairs tentatively scheduled for December should be completed in 2026 along with other main panel repairs and replacements.
- c) **Action:** Kevin will provide the committee with a schedule for the 2026 main panel repairs and replacements.
- d) **Action:** Rich J will request Rick W to submit a work order to complete the 4 urgent main panel repairs in January using the \$10,000 approved by the Board.
- e) **Action:** At the Board meeting on December 16, Rich J will submit 2 motions
 1. Approve \$25,000 to replace breakers and upsize grounding for 10 GE and Crouse Hinds main panels that are otherwise in good condition.
 2. Of the \$125,000 already approved by the Board for 6 main panel replacements, use \$3,900 for 2 additional urgent main panel repairs and the remainder for the 6 main panel replacements.

4B – Rehabilitation of 5313, 5325, 5333, and 5349 buildings

- a) Carpentry repairs are completed for 5313 and 5325. 5333 is 80% complete and 5349 started on December 5. Bird nest prevention devices are scheduled to be installed for 5333 #2B and #3B.
- b) Deck coating is completed for 5313. 5325 is 90% complete and 5333 is 50% complete. The contractor will submit 3 change orders that total \$8,947.50.
- c) Painting is 90% complete for 5313 & 5325 and 25% complete for 5333. 5349 is scheduled to start on December 19. Due to the cold temperatures, the remaining front and rear doors will not be painted until March 2026.

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4C - Metal trash enclosure doors

- a) A purchase order has been approved for 24/7 Builders to construct two sets of doors for \$1,675/set and for Spectrum Painting to paint the doors at \$325/set.
- b) The new doors will replace damaged doors for entry 23 trash enclosure C and entry 24 trash enclosure A.
- c) 24/7 Builders are scheduled to start work during the week of December 8.

4D – Wire mesh installation and deck lattice replacements for 51 lower-level units

- a) **Action:** For the 2026 update to the long-term forecast, Rich J will estimate an installation cost of \$2,700 for each lower-level unit.

4E – Dryer vent cleaning

- a) RPM completed checking 10 roof vent caps (including 5201 #2B, 5357 #3B, and 5521 #3B) to determine whether lint was trapped in the caps. Lint was detected in 3 of the 10 caps. The committee agreed that no additional checking of roof vent caps was needed.
- b) RPM determined that the dryer vent hose of 5201 #2B was cracked, allowing humid air to blow into the laundry room rather than outside the building. The dryer vent hose worked correctly before the vent cleaning by Bay Air Flow.
- c) **Action:** Rick W will request Bay Air Flow to install a new hose in 5201 #2B.

4F – 24/7 Builders has completed the foundation repairs on Entries 22-25.

4G – Fiala Roofing contract to clean gutters & downspouts and light roof maintenance

- a) Rick W confirmed the Fiala Roofing contract for \$32,430 includes the 20 carport spaces as well as 19 manor buildings, assigned garages, & 12 deeded garages.
- b) **Action:** At the Board meeting on December 16, Rich J will submit a motion to approve \$32,430 for the Fiala Roofing contract.
- c) **Action:** Based on the committee's request, Rick W will inform Fiala Roofing that they can begin their cleaning and maintenance work on or after December 29.

- 5) Announcements: The next meeting will be on Friday January 2, beginning at 10 am on Zoom.
- 6) Adjournment