

Minutes
Developmental Disabilities Resource Board of Directors
Board Owned Property Committee Meeting
April 30, 2019

The **Board Owned Property Committee** met on April 30, 2019 at 5:00 pm at the DDRB office. Present at the meeting were Alan Naylor and James Gottstein of the committee. Rick White was unable to attend due to a work conflict. Also, present were Gary Steinman, Robert Sevier, Stephen Elliott, Pat Schoenrade, Heath Roberts and Sonja Bennett. Guests included Mark Bertrand and Sandy Degase with Life Unlimited. The meeting was called to order by committee chairman, Alan Naylor.

The Committee reviewed the **1st Inspection of the Board Owned Property** conducted on March 22, 2019 and completed by Jason Kuhlman. A copy of the Inspection Report is attached to these minutes. Noted by each item is the action taken by the committee.

Ridgeway House

19101 *Priority* The hall bath on the main floor needs to be remodeled. The current bath has a narrow door, a small shower and a large non-working tub. The residents need a bath that will serve them better. The bath is 11x8-Which is large enough to put in a roll in Onyx shower, a wider doorway and a cabinet for storage. This will require moving all of the fixtures. Estimated cost of renovation/remodel is \$18,250. **This is pended and referred to the Long-Range Planning Committee to review replacing home versus investment of substantial dollars.**

19102 The sump pump battery needs distilled water added. Est\$160 If the battery needs replaced the cost would be \$300. **The Committee approved this repair to be made by Jason Kuhlman and will request approval by the board.**

19103 The basement bath needs to be remodeled. At the inspection, we discussed making this bath a second priority. We figured out a way to enlarge the foot print to make it accessible. Estimated cost of renovation/remodel is \$17,000. **This is pended and referred to the Long-Range Planning Committee to review replacing home versus investment of substantial dollars.**

19104 The hall bath has a fan with a burned-out motor. Est\$225. If motor needs to be replaced entirely the cost would be \$450. **The Committee approved this repair to be made by Jason Kuhlman and will request approval by the board.**

Hampton House

19105 The toilet is loose in the hall bath. It likely needs a new wax ring. Estimated cost to repair is \$160. **The Committee approved this repair to be made by Jason Kuhlman and will request approval by the board.**

19106 The landscape in the front requires attention. There are 3 trees growing up in the bushes. The rose bush needs to be trimmed back. Estimated cost for this maintenance is \$200. **The Committee approved this repair to be made by Jason Kuhlman and will request approval by the board.**

Liberty House

19107 There are several light bulbs burned out, including the one in the roll in shower. **The Committee referred these items to Sandy Degase with Life Unlimited to complete.**

Kent Building

19108 The wood paneling on the entry wall and ceiling is buckling. The cause is likely high humidity in the building. We believe that the HVAC has been adjusted to correctly. This is something we need to monitor.

ADDITIONAL Property

Northland House

- 1. Mold Remediation** – Life Unlimited discovered that water had been leaking in the “live-in” quarters’ basement apartment. The carpet and flooring were removed from apartment. Upon inspection, mold was discovered at an unacceptable level downstairs but within acceptable ranges upstairs. All the residents of the home were moved to other locations and Life Unlimited has vacated the premises and does not intend to move any new residents to the home. Bids were acquired by Life Unlimited with the lowest bid being estimated at \$5,800 if there were no residents. **The Committee agreed to present this to the full board for discussion and approval.**
- 2. Property Appraisal** – The Committee approved the hiring of Tom Pryor to provide a current **appraisal of the property** for the purposes of selling the property at a cost of **\$500**. They also agreed that the house should be listed for sale in an “as-is” condition.

Liberty House Easement

The Easement Agreement as previously discussed and agreed upon has been **recorded with the county and a copy has been received** by DDRB. **Work** on the storm drainage easement is **scheduled to begin as weather permits**. Star Development is to contact Ryan Hicks with Life Unlimited to coordinate schedules prior to beginning any work.

Kent Street Parking

No update on this project at this time.

Clay County Homes Inspection

Per the direction of the DDRB Board and Board Owned Property Committee, the board is interested in reviewing the process for inspecting all the homes of the agencies in which we fund housing in Clay County. The Committee agreed that inspection of each home one time per year was sufficient with an additional spot check of 10-15 homes periodically through the year as supplemental. The Committee will request the board approve funds for this project in the amount of \$9000 with the work to be completed by Kuhlman Construction.

The Committee directed **Sonja to advise, by letter, Life Unlimited and TNC Community** this initiative. She is to **obtain a list of all properties in Clay County included LCBOA which is approximately 36-38 homes and apartments.** The list should include the location, date of build and/or date of purchase and the reference name of the property (i.e. Liberty House, Great Guys, Claymont, etc.) **Jason Kuhlman is to develop and inspection report. A report will be provided to the Committee and the Agency** after each inspection. A calendar of inspection dates for each property will be developed and no less than 48 hours advance notice provided to the agency.

With no further business, the Board Owned Property Committee meeting was adjourned.

Respectfully submitted: Sonja Bennett
May 1, 2019