

Minutes
Developmental Disabilities Resource Board of Directors
Board Owned Property Committee Meeting
August 28, 2018

The **Board Owned Property Committee** met on August 28, 2108 at 5:00 pm at the DDRB office. Present at the meeting were Alan Naylor, James Gottstein and Rick White of the committee. Also present were Robert Sevier, Stephen Elliott, Thomas Bradley and Sonja Bennett. The meeting was called to order by committee chairman, Alan Naylor.

The Committee reviewed the 2nd Inspection of the Board Owned Property conducted on August 6, 2018 and completed by Jason Kuhlman. A copy of the Inspection Report is attached to these minutes.

18201 The **landscaping** and the **trees** have not been taken care of for the last 2 years. A bid for general cleanup is **Est\$650**. – **Committee approved and agreed to recommend Jason Kuhlman to complete this project.**

18202- This house and most of the other houses have **light bulbs** that are out. In some cases, half of the lights are out. If needed, I could provide the labor to replace them. – **Board Requested Life Unlimited to address this matter.**

Hampton House

18203 The **gutters** need cleaned out. **Est\$75** – **Board requested Life Unlimited to perform this maintenance.**

18204- One of the **toilets** has come loose from the floor. **Est\$75** – **Board requested Life Unlimited to perform this maintenance.**

Liberty House

18205 The **trees and shrubs** need trimmed. **Est \$650** - **Committee approved and agreed to recommend Jason Kuhlman to complete this project.**

18206 Every time I visit this house, **Jimmy** asks me if I'm going to **paint** his **bedroom**. He asked again at the inspection. **Est \$450** – **No action taken. Alan to check with Life Unlimited to see if and when this room was painted. Board requested Life Unlimited to perform this maintenance if necessary.**

18207 The **deck** needs **stained**. Also, the treads on the steps need replaced. **Est\$900** - **Committee approved and agreed to recommend Jason Kuhlman to complete this project.**

Northland House

18214 Both **bath fans** need to be cleaned out. **Est\$ 100. Board requested Life Unlimited to perform this maintenance.**

18215 Last winter we had the **brush along the fence line cleaned out**. The area has not been maintained since then. The brush has grown to a height of 4 feet so far. It will take some work to get it back to the point that it was. Then we can apply a product to the stumps to keep them from sprouting up again. **Est\$650 - Board requested Life Unlimited to perform this maintenance – Julie Edlund confirmed that this could/would be taken care of by Life Unlimited.**

Sherwood House

18208 One of the bedrooms by the garage has a **broken window**. I was told that the person that lives in the room broke it. The cost to repair it is **Est \$575**.

18209 The same room as mentioned above has heavily **soiled carpet**. The cost to clean it is **Est \$150**.

18210 An **outlet cover is missing** in the living room. **Est\$40**

18211 A **hose bib** on the back of the house is leaking and needs rebuilt. **Est\$160**.

18212 The **landscaping** needs some attention. The trees also need some trimming. **Est\$750**

18213 The **gas vent flashing** at the peak of the roof needs to be nailed back down. **Est\$150**

Committee approved and agreed to recommend Jason Kuhlman complete all of these projects at a total cost of \$1825. The inside maintenance projects should be delayed until the property is vacated by Life Unlimited, scheduled for October 1. The outdoor maintenance can be completed prior to October 1. All the maintenance should be completed as soon as possible after vacated in order to expedite property being listed for sale.

Sherwood House Sale

The committee discussed the upcoming sale of Sherwood House and agreed the procedure utilized in selling the Flora House worked well and would recommend the same procedure for Sherwood House. Alan Naylor would contact Tom Pryor with Pryor Appraisal for an updated appraisal.

Kent Building

18216 There are several **ceiling tiles** that have been damaged by water. Sonja has called the roofers to take a look. **Est\$ to replace them \$100 – McDermott Roofing to inspect roof for leaks prior to replacing tiles.**

18217 The drywall under the window in the **Keller Room** is cracked. It was likely caused by the lack of rain this Summer. **Est to repair/paint \$250**

18218 One of the walls in the **Tubman Room** has several spots in the **paint** that have bubbled up. The spots will have to be cut out and primed. Then the wall will need to be skim coated and repainted. **Est\$500.**

18219 Bath #2 has a **toilet** that is dripping. Repair **Est\$150.**

18220 The **water heater** that is used by the Bathroom#7/Kitchen#1 by the Tubman Room has stopped working. It is located above the ceiling. I do not believe it was replaced during the last remodel. The cost to replace it is **Est\$775.**

Committee approved and agreed to recommend Jason Kuhlman complete all of these projects at a total cost of \$1775.

Additional Items – Kent Street

Office Furniture

Sonja reported the office reset of furniture previously approved had been complete. She requested the approval to purchase three (3) additional desks for Office 14 and 17 which will be converted to 2-person office share. This will provide one each of the various 2-person office space to determine if these sets are workable. The quote for the three (3) desks and installation from **Scott Rice is \$2597.12.** The **Committee approved the expenditure and will recommend to the board for approval.**

Ash Trees in Front of Building

The five (5) ash trees in front of the building are infected with an ash board and are dying. The trees are no salvageable at this point. The Committee had requested three (3) bids be acquired for this project. Jason Kuhlman provided an updated bid of \$1900 which did not include stump grinding. Prentice Tree provided a bid of \$2000 which included stump grinding and removal of the debris. Walker Tree Service provided a bid **of \$1670** for removal of the trees, stump grinding and debris removal. Stephen Elliott said he had used Walker Tree Service in the past and they were very good. The **Committee approved the Walker Tree Service bid** and agreed to recommend to the board for approval. Expense to be paid from the TCM funds.

With no further business, the Board Owned Property Committee meeting was adjourned at 5:50pm.

Respectfully submitted: Sonja Bennett
August 30, 2018