

PROPERTY TEAM MINUTES
MARCH 15, 2024

MEMBERS:

Bill Bond (Chair)
Joe Mueller
Mike Dimmer

Claude Zimmerman - Secretary
Gary Tackes

TOPICS FOR DISCUSSION:

OLD BUSINESS

Continue discussion of all aspects of the insurance claim process:

- **Security Panel:** Gary will submit the last Guetzke and MEI invoices to previous insurance company for our surge claim and will request claim numbers for them so we can follow up.

Elevator Repair: Claude reached out to Schindler and Suburban Elevator to see if they could troubleshoot our electrical panel. Suburban declined to take on this request and Schindler submitted a quote for \$2050 for troubleshooting. The team will meet with an Otis engineer on March 19 to discuss our control issue.

Circuit Breaker ID Project: The team agreed to work on the Library circuit panel on March 18.

Property Clean-Up: The team worked up a list of interior and exterior projects that they would like Port Washington High School students to work on. Such items include reseeding the damage cause by contractor installing fiber optic. Also, other tasks such as: washing exterior windows, raking leaves, removing invasive species, removing weeds, and installing gravel on Creekside Commons path. Interior work includes kitchen cleaning, interior windows, floor washing etc. Claude submitted the list to Beckie.

NEW BUSINESS

File Management: Beckie requested that we assist her with file management regarding church property issues. We agree that we would like to have a central location for keeping records relating to church systems and projects. We hope to meet with her soon to take a look at her files. We also hope to remove thousands of old outdate files that are kept in the elevator room so we can move our files out of the Music room.

Invoices: Beckie also requested that we submit invoices to her and she will work with our new accountant to get them paid. She requested Bill sign and date the approved invoices for payment so she knows when they were submitted to her.