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April 7, 2003

Our kitchen is finished and will be christened this week with our spring sour beef carry-out. I would like to thank all those who helped and especially Art Jones who put in a lot of time and hard work into this project. The total cost of the project including painting and moving was \$2184.26. Constitution State Services, Insurance Underwriters paid us \$3108.38 less the \$250.00 deductible with a check for \$2858.38, but they may be reimbursed by Baltimore City in which case we would be reimbursed for our \$250.00 deductible.

The rear door which leads to the alley has been repaired and changed so it is now a fire door, the existing bolt locks are against the fire codes because this door is a fire exit. A new panic bar has been installed with an exterior key lock, this serves two purposes, one it can be opened from the inside just by pushing on the panic bar in case of emergency, also it serves as a private entrance for the Canton Noon Group of NA into the Auditorium.

I removed the reflectors from the lights in Friendship Hall and changed the discolor tubes which makes it a little brighter in the hall and all our lights are uniform.

I have built a 12 foot table for the 4th floor by using two damaged tables from the scout room. The table is almost complete except for installing a new formica top which cost \$65.00 which I will be happy to donate. This conference table will be placed in the front room 4th floor to be used by anyone using this room for meetings or just using the library, which we have had a few new books donated.

We have had a suggestion by Mr. Ed Myers that when we have the window in the room on the third floor bricked up we turn that room into a new archives room, with shelves to be added to house our archives. Still have

not heard from Mr. Brickley about having the windows bricked.

I have contacted a Mr. Raymond C. Maule & Son about the installation of an elevator. Mr. Maule suggested a couple ideas, one of which is called a lula which is a 25' elevator which would cover about three floors. This cost about \$35,000 and an additional cost of \$35,000 for construction of the shaft. I will meet with Mr. Maule The first of May ,at which time he can see our needs and possibly a solution for our problem, and give us an idea of cost.

Fireline has completed it's first inspection of our fire alarm system, they inspected and replaced batteries in our emergency lights in the stair wells, however they found the circuit boards which control our exit lights were burnt out due to lack of maintance over the past 8 years, they were able to repair one of the eight lights but informed the other seven would need replacing at a cost of \$1120.00 or we could go with digital type which cost less to run at \$1400.00. However I could replace the lights at a cost of \$60 a light at Home Depot and install them at no cost. This would cost \$420.00 a savings of \$980.00. and Fireline would inspect them every year.

New security lights and fixture are needed at the parsonage will due this in-house at cost.

I would like to open an account at Sheppard Electric in order to be able to order fluorecent light tubes at a wholesale cost. These are needed for replacement lights, the ones we are using now are used from a school and we are running out. This would also save time and labor with the lights for the P.A.C.T. room, which the Fire Dept. inspects once a year, I suggest we replace all these lights before the next inspection and replace once a year after that.

God Bless

Bill Meyers

Church Property Report - March

March 11, 2003

I had a few small request for repairs at our last meeting, 1. Check the door lock system, keeps breaking down? This has been fixed for now, repairs were made in-house, but Security Lock Co. informed me our system is old and they would not attempt repair it anymore so we may be looking at a new system sometime in the future.

2. Check to see if we could add some type of doors to the altar? Yes, it is very possible and we could use the same screening and batten so as to blend the doors in with the existing.

3. Check Gym/ auditorium floor so the little ones can skate there on Tuesdays? They have been skating for two weeks now.

4. Find out if we could have St. Bridget's parking lot clean during snow? Jim Decker has been clearing the lot the passed two storms.

5. Check on renting Fort Howard Park for church picnic? Park is rented to us for Sept 14th for \$80.

6. See about making up bulletin for the church's 130th Anniversary? Bulletin has been made and given the Darlene.

The kitchen floor will be replaced the week of the 16th of March; this should complete the work on the kitchen. By moving the appliances ourselves we can save approx.\$1000.00 , We would like to see this money earmarked for future building improvements.

We still have a few minor things to do in the Auditorium, finish painting, clean out some storage rooms, etc. so far we have placed the Christmas decorations all in one place, this helped reduce a possible fire hazard in the room next to the stage. We feel we should still wait before proceeding with the floor repairs but we should hold the insurance money for the future.

The shelves and books on the second floor have been moved to the fourth floor where better care may be given to them and a hope some folks may enjoy picking up some of

the old stories and reading them and maybe we could receive some newer books for our collection. The fourth floor is kind tough to reach, but I for one has found the view very relaxing and the room quite and serene. I am in the process of building a conference table, which could be used for meetings and also study.

We have cleaned the fourth floor scout room and we hope to make some needed repairs to this room while it is not being used, the windows along the north wall are in serious need of paint due to water leaks. Some ceiling tiles need replacing and the room a general cleaning. Hopefully this will be done by our next meeting.

Thank you and God Bless
Bill Meyers

United Church Property Report January 2003

Jan. 14, 2003

1. 1/07/2003- At Mr. Osbourne's request we cleaned, scraped, and painted the kitchen range hood, cabinets, and tables; I would like to thank Art & Lois Jones for their help and hard work on this project. Also cleaned and painted cooking stoves including burner covers. There is still some painting to do on the windows, but that will be done shortly.

2. I have some bad news however; it seems our floor tiles in the kitchen and Friendship Hall contain asbestos, including the cement used to hold it down; however it is only dangerous when the tile is being removed. Now the good news! We received a letter from Mr. George Winfield, Director of the Department of Public Works. He informed us that the sewer line was inspected and cleaned, he has scheduled semi-annual preventive maintenance cleaning on the line, which should eliminate future backups. Also he gave me a phone number for the Balto. City Dept. of Law so we could file a claim for the loss associated with previous backups.

3. 1/09/2003- The boiler to the church school building clogged and overflowed; I called A. J. Michaels, but when they went to drain the boiler the sump pump was clogged and burnt out. We had to have the pump replaced and a flap valve installed. They cleaned and adjusted the boiler and it is working fine now. I would like to look into buying a maintenance policy for A. J. Michaels to service both boilers at start up in the fall. I have installed two signs in the boiler room a. Instructions on the Boiler Start and Shutdown, also not to store materials or tools in the boiler room due to causing a hazard should someone be working on the hot water or electrical lines. The Boiler Room is just that, it houses the boilers and electrical equipment and no one should be in there unless they are working on this equipment. b. The other is over the sump saying "Don't dump in the sump"

4. 1/10/2003- Called Mr. Baylin about next door; when I did not here from him I called Mr. Brickley, the owner of the building, and we agreed to meet at the church. He informed me he did not

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think this problem was his fault, and I informed him we did not think it was our fault, so being we were both right we looked at what needed to be done to satisfy both; Mr. Brickley called his mason who informed us the price we were given was high and suggested we use glass block instead of replacing the window. I suggested to Mr. Brickley he does the masonry work and we would do the inside work of framing and drywall. He informed me he would get back to me when he received the cost from his mason sometime this week. Hopefully if Mr. Baylin draws up the agreement this should solve our problem.

5. We have started to work on the gymnasium, we hope to clean, repair, and paint the walls and windows; also adjust the lighting to brighten up the gym. We would like to start moving the NA meeting there to start, so as to use Friendship Hall more. We may be able to salvage some audio equipment and add some new to restore the sound system in the gym; this would allow us to use the gym for other church and community functions. We are also cleaning and organizing the storage areas to make better use of these. Anything we find that has not been used in along time or is broken and of no longer use will be disguardred, we hope the gym can be something more than a large storage room. we hope we can fix the rest of the Church school building in the same way who knows maybe the Lord will bless us many more children in our school and we want it to be bright and cheerful for them; like they said in the movie "Field of Dreams" build it and they will come".

I pray the Lord will bless the future of our Church and guide us to be ready to except his blessing.

Bill Meyers