

Swansboro United Methodist Church

Trustees' Minutes

November 1, 2017

Monthly Meeting

Present: John Freshwater, Mel Guss, Rick Scroggs, Cathy Harris, Bonnie Bihary, Tom Scholl, Ken Raper, Phil Keagy, Roger Fulp

Absent: Karen Shipp, Charlie Johnson

Guest: Ray Bihary

Opened with prayer at 6:30 pm by Tom Scholl

- ❖ John reported that leaks in bldg. #1 are being fixed. Bill Cunningham has called 811 for marking for digging.
- ❖ We have asked Brandon Armstrong to give us a drawing and cost estimate regarding his email. Attachment A
- ❖ Regarding leaks in Narthex, Bldg. #2: Paul from ClarkCo has checked on leaks today, he will check again in a few more days.
- ❖ Hampton said locks are on order for DayCare and will be here soon. (bldg. #3)
- ❖ Mel to talk to Bill Cunningham about construction dust in bldg. #3 and events this coming weekend. (It was all cleaned up by noon Friday.)
- ❖ Two quotes for HVAC in Fellowship Hall were discussed. Attached: B & C. We need to ask Kellum for a bid. Also, we need from each bidder a "load calculation". What tonnage do we need? Tabled until this is complete.
- ❖ Cathy will check on Jacksonville H.C.Inc.'s Maintenance Contract expiration date. All work has not been completely satisfactorily.
- ❖ Tom Scholl did some work on bldg. #2, finished lintels.
- ❖ John read reports 1 and 2 concerning bldg. #3 leaks. Attached D.

- ❖ Trash report: Mel checked containers, upper and lower usually full, a lot of cardboard. Do we need a separate container for cardboard? Our town does not provide commercial pick up, one must use outside source. Mel will call Waste Industries to check.
- ❖ Ken Raper said Munden does want lots and grave marker. Ken will see Mr. Munden tomorrow.
- ❖ Tom said his friend is not interested in lots we have for sale, they were donated. Friend said both were difficult to build on.

Meeting adjourned at 7:30pm

Next meeting: Wednesday, December 6, 2017 at 6:30 pm

Any corrections or additions please contact either Bonnie Bihary or John Freshwater

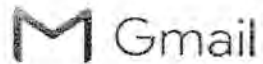
Attachment #A: email from B. Armstrong

Attachment #B: Climate Control bid

Attachment #C: Jacksonville bid

Attachment #D: Bldg. #3 Leak Report (D1...D6)

A



John Freshwater <johnfh2o@gmail.com>

Tech Area in Assembly Hall

1 message

Brandon Armstrong <beaconworship@swansboroumc.org>

Tue, Oct 31, 2017 at 2:35 PM

To: johnfh2o@gmail.com

Hi John,

We have recently purchased new video equipment for the Beacon Service to start live broadcasting the services on Sunday mornings. However, because of the additional equipment and growing number of volunteers, the tech area in the back of the Assembly hall is becoming quite crowded.

I understand the Board of Trustees is meeting soon and I was wondering if you all could discuss possibly extending our Tech area to the front entrance of the assembly hall to give us a little more room to operate. I don't believe we will need to hire anybody to do the job, I think we would just need to budget the materials and recruit a team of volunteers to do the renovations. If you would like to discuss this further you can best reach me on my cell phone at (704) 902-7248.

Thank you for your time, I look forward to hearing from you!

--

Blessings,

Brandon Armstrong,
Beacon Worship Leader, Swansboro UMC

B

Climate Control Heating & Cooling Co. Inc. (Since 1980)

AN IGSHPA ACCREDITED COMPANY

102 Middle Street

Jacksonville, NC 28546

Phone (910) 353-9040 ≈ Fax (910) 353-1060

NC#09080 H-1, 2, 3-1

2082-Drilling

9307-L

Proposal Submitted To: SUMC 664 Corbett St. Swansboro, NC 28584	Job Name/ Location: <i>Bldg. 1 F.H.</i>	Date: Oct. 26, 2017
		Phone: Fax:

We hereby submit specifications and estimates for the following:

Installing a 15 ton Trane split system heat pump with an auxiliary heat strip.
 Trane Model # TWA180E30RA/TWE180E300A
 Remove existing unit. Set new air handler in mechanical room and connect to ductwork.
 Outdoor section to set where existing units located.
 Digital commercial thermostat, high and low voltage wiring, permits and inspections.

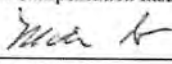
ADD PRICE: Duct smoke detector-----\$250.00 Horn/Strobe-----\$150.00

- 5 Year Trane compressor warranty
- 1 Year Trane parts warranty
- 1 year labor warranty

We propose hereby to furnish material and labor - - complete in accordance with above specification for the sum of:
 Nineteen thousand seven hundred seventy five dollars-----\$19,775.00

Payment to be made as follow: Upon completion of work

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only on written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized 
 Signature Mike Smith

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____
 Date of Acceptance: _____ Signature: _____

Note: This proposal may be withdrawn by us if not accepted within thirty (30) days

C

PROPOSAL

SUBMITTED BY:

Jacksonville Heating Contractors, Inc.

1206 Gum Branch Road, Jacksonville, NC 28540

Office (910) 347-2843 (910) 347-1504 Fax

October 10, 2017

TO: SWANSBORO UNITED METHODIST CHURCH

RE: 15-TON FOR THE YOUTH ANEX

SCOPE OF WORK: REMOVE THE EXISTING EQUIPMENT. INSTALL THE NEW HEAT PUMP EQUIPMENT IN THE EXISTING LOCATIONS. THE HEAT PUMP WILL BE TURNED TO PROVIDE CLEANANCE. WE WILL ADAPT TO THE EXISTING DUCTWORK. WE WILL INSTALL A NEW 80 AMP CIRCUIT FOR THE 20KW AUXILLARY HEATER. WE WILL PULL NEW LOW VOLTAGE WIRE THROUGH THE EXISTING CONDUIT. WE WILL PROVIDE THE NECESSARY CRANE SERVICE.

Option#1

UPGRADE USING A HEAT PUMP

TRANE TWA180E30RA HP, TWE180E300A AHU, BAYHTR320A HTR W/ TH8321WF T-STAT

FOR THE SUM OF \$20,600

Should you have any Questions or Concerns, please feel free to contact my office.

Submitted By: Kevin Harvey 358-0349 CELL.

TERMS: 50% Down Payment required. Balance on Completion. Net 30

I will select option(s) _____ Total Contract Price _____

I accept the terms & conditions of the above stated proposal.

Printed Name & Signature

Date

By signing on the acceptance line and returning a copy of this proposal constitutes a written Contract. ***Proposal Pricing is good for (30) days.***

D 1

----- Forwarded message -----

From: Raymond Layton <layton@mbfarchitects.com>

Date: Sun, Oct 29, 2017 at 3:34 PM

Subject: 1714 Ministry Center Contract Repairs

To: John Freshwater <johnfh2o@gmail.com>

Cc: Tripp Eure <eure@mbfarchitects.com>, "Glenn Smith (fasco@fascoinc.com)" <fasco@fascoinc.com>, Michael Smith <mgsmith1961@gmail.com>

Dear John:

Good afternoon. Attached please find Field Observation Reports 1 & 2 for the above referenced project. I am pleased to report the good news that we were not able to produce any leaks at the repaired area. I am optimistic that we can continue this success as the work progresses around the building.

I believe the mechanical trade will be back onsite this coming week and I am confident they will be able to find the source of the leak associated with the rooftop mechanical unit in Classroom 128.

Please do not hesitate to contact me if you have any questions or concerns. Thank you.

Raymond Layton, LEED AP® BD+C, GGP

layton@mbfarchitects.com

mbf architects pa

317-C Pollock Street

New Bern, NC 28560

T: 252 . 637 . 6373

F: 252 . 637 . 3259

www.mbfarchitects.com

John R. Freshwater, PE
Crystal Coast Engineering, PA
205-3 Ward Road
Swansboro, NC 28584

Ministry Center Contract Repairs
Swansboro United Methodist Church
Swansboro, Onslow county

MBF Architects, P.A.
MBFA No: 1714

Report 1
Field Observation Report

October 23, 2017
1:00 PM

Weather: 79° F, Partly Cloudy, 83% Humidity, Winds 10-15 MPH from SSE

Attendance

Tripp Eure, MBF Architects, P.A.
Raymond Layton, MBF Architects, P.A.
Glenn Smith, FASCO Incorporated
Jim Hipkiss, Bengel Roofing & Sheet Metal
Tobias, West Masonry, 4 Head

Observations

Per field observation, the Contractor has removed brick masonry as prescribed at two locations on the north elevation above Classroom 125 and Classroom 128. The existing through wall flashing appears to be in poor condition at these two locations. As suspected a lap uncovered at above Classroom 128 is not sealed properly.

The Contractor had installed new rubberized wall flashing above Classroom 128. The top of the new flashing is secured with an aluminum termination bar and sealed to the vertical wall in the cavity. It is agreed that this will be approved installation for the entire building. The rubberized flashing extends onto the new sheet metal counterflashing in accordance with Details B1 & B4/A-501.

Of particular concern will be the laps in the sheet metal counterflashing and wall flashing, as well as end dams and corners. Mr. Hipkiss will have his sheet metal shop prefabricate the sheet metal end dams, inside corners and outside corners to eliminate the field fabrication. Mr. Layton directed that the laps of the wall flashing and sheet metal counterflashing be staggered a minimum of 1 foot. Mr. Hipkiss field fabricated one end dam for use during this visit.

The Contractor completed the installation of the wall flashing, sheet metal counterflashing and end dam above Classroom 128 during this site visit with guidance and supervision from Mr. Layton and Mr. Eure. Reference the photo below:



First Repair Area above Classroom 128

Once the flashing installation was complete at the first repair area the Contractor began replacement of the brick masonry. No existing brick is being reused. Mr. Layton directed the Contractor to pay close attention to maintain the bond pattern of the remainder of the wall, match existing weep hole locations and maintain full head joints.

Mr. Layton also directed the Contractor to clean brick dust from adjacent surfaces at the end of each day's work.

No repair work was undertaken at the location above Classroom 125 during this visit. The open cavity will be protected from the weather until work resumes at that location.

Mr. Smith indicated that work would progress to the west on the same wall over the next two to three days. MBF Architects will make a site visit on Thursday, October 26, 2017

END OF REPORT

[Signature]
MBF Architects, P.A.

Cc: John Freshwater, johnfh2o@gmail.com
FASCO, Incorporated, fasco@fascoinc.com

Report 2
Field Observation Report

October 26, 2017
2:30 PM

Weather: 59° F, Partly Cloudy, 69% Humidity, Winds 10-15 MPH from NW

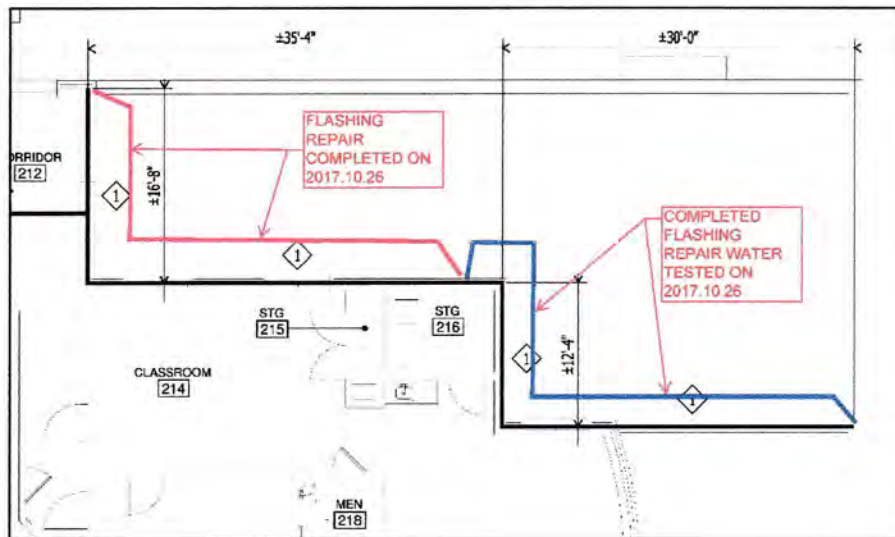
Attendance

Raymond Layton, MBF Architects, P.A.
Glenn Smith, FASCO Incorporated
Tobias, West Masonry, 4 Head

Observations

Per field observation, flashing repair work has been completed at the Roof "E" above Classrooms 125 and 128 and around to the corridor 212.

Mr. Layton conducted a water test on approximately half of the work completed to date. The remainder of the flashing repair completed will be water tested at a subsequent site visit as the mortar was still "green" during this site visit.



No leaks were evident in Corridor 126, Classroom 128 and adjacent toilets and closets during the water test. Note the water freely flowing from adjacent weep holes during the water test in the photograph below.



Water Test on 2017.10.26




Completed Repair Above Corridor 126 and Classroom 128 Prior to Cleaning

The leak in Classroom 128 directly below the rooftop mechanical unit occurred while the Contractor was washing brick dust from the unit. It appears that the leak at the unit is not necessarily related to the condensate plan as previously thought. The Contractor will review this discovery with his mechanical trade to aid in the search for the source of the leak.

Mr. Smith indicated that the next work area will be above Men 204 and Women 205.

D6

MBF Architects will make a site visit on Monday, October 30, 2017.


END OF REPORT

MBF Architects, P.A.

Cc: John Freshwater, johnfh2o@gmail.com
FASCO, Incorporated, fasco@fascoinc.com