

Swansboro United Methodist Church

Trustees' Minutes

December 5, 2018

Monthly Meeting

Present: John Freshwater, Mel Guss, Paul Williams, Roger Fulp, Phil Keagy, Bonnie Bihary, John W. Lee, Cathy Harris, Janet Morgan, Karen Shipp

Absent: Rick Scroggs, Ken Raper, Tom Scholl, David Dula

Guest: Bill Cunningham, Ray Bihary

- John Freshwater called the meeting to order at 6:30 pm and Roger Fulp opened with prayer.
- Bill Cunningham reported HVAC inspection completed, all good except for one little filter, now taken care of.
 - Sound system in bldg. #3 addressed again. There is water damage and maybe now the insurance will pay. We have pictures.
 - Light in men's restroom in narthex makes a noise, Bill to watch.
 - Problem with propane provider; needs to repair valve on large 1000 gallon tank so it may be filled. Bill has called repeatedly, needs to pursue diligently.
 - In bldg. #2, in men's restroom, there is mold around vent, John Lee told Bill to put Clorox on a sponge and treat mold.
- Paxon Holz has been in contact with John Freshwater, she would like to clean up Carteret lot and try to sell it. We said "yes".
- Mel will check on lot in White Oak Bluff, does it have a septic permit?
- FCB loan is approved and in process.
- SBA loan is approved and in process.
- Church bus is in repair shop due to damage by hurricane. Concensus was that we need an analysis of bus use and bus costs. Do we need or want a bus?
- Paul Williams:
 - Working on analyzing phone and internet systems in our church building. Complicated! He is working with Spectrum, EZ Communications (Frank Lemons) and Al (our tech man), more next month.
 - Bill for \$8,537.99 for temporary roof covering after hurricane, we decided it is exorbitant and for the time being it is tabled. True Line Roofing, Ross Hale, Texas

- Ministry Center chair cleaning: Andrew was asked to ask youth for help, use some community service hours, kids aren't interested and parents complain. Karen suggested we use Braswell Cleaning Service.
- There appears to be a "sinkhole" in area where the old outside stairwell was, between bldg. #1 & #2. Bill will keep watch.
- Parsonage:
 - John Lee did a 5-page, 45-item report on the condition of the parsonage. This report is attached to these Minutes.
 - Crawlspace has been appraised, needs to be cleaned out, mold cleaned up and a correct door to space installed. Preston will take care of this, door to cost approx.. \$300.
 - Piedmont needs to caulk around HVAC.
 - Someone needs to do major window/door caulking.
 - Fireplace needs inspection and cleaning, also flashing at chimney on roof needs repair.
 - Bricks missing, some mortar missing.
- The Parsonage is a home and homes need regular maintenance.
- Bldg. #1 & 2 will have new flat roofs in January from Clarko.
- Bldg. #2 stairwell and sacristy still are leaking, Roger has made another repair, need to check after next storm.
- Remaining electrical problems in bldg. #3 are being taken care of by power company.
- Roger working on window repair quote.
- We have final invoice from CRC. John will turn it over to Carol Ferry to process.
- We are still waiting for our insurance company to provide claim with details and dollars.

- We concluded our meeting at 8:05pm with prayer.

Next meeting, Wednesday, January 2, 6:30 pm, Building #1, room 13 LL

If you have any corrections or comments, please contact John Freshwater or Bonnie Bihary

Attached: Parsonage Report by John W. Lee

Scott & Amy Dodson / SUMC Parsonage

613 Russell Street /Swansboro, NC 28584

Non-inclusive Interior & Exterior Home Inspection

Tuesday, November 13, 2018 – 09:10

Outside Temp 69 degrees – Relative Humidity – 96%

EXTERIOR: “Facing house from street”

1. Double car garage doors around trim / flashing needs to be re-caulked
2. Area above both doors between brick and metal lintel needs caulking
3. Left car garage door, lower left corner trim is showing evidence of decay – Repair or Replace
4. All windows across front of home will need to be re-caulked – major areas for water intrusion
NOTE: REMOVE OLD CAULKING AND REPLACE WITH EXTERIOR GRADE
5. Several windows needs Black shutters replaced / tightened
NOTE: SOME SHUTTERS ARE ON SITE BEHIND SHURBBERY – DO NOT KNOW TOTAL COUNT OR IF ANY ARE DAMAGED – check all windows / shutters for install
6. Front Door (Entrance) – remove old caulk and re-caulk around door casing – some areas appears to never have been caulked – major areas for water intrusion
7. Right lower corner of front door casing showing evidence of decay – Repair or Replace
8. Front entrance steps has missing mortar in several brick joints

9. Right of front door on exterior of house – aluminum fascia is pulled away from Box End – needs to be repaired
10. Right side of house – side entry door – Casing needs to be re-caulked – remove and re-caulk – some areas show signs of no caulking

Note see pic of snake that has made a home in this area – I tried to remove but could not get my hands on it

11. Exterior light at side entrance – hole in brick around fixture needs to be filled in
12. Steps for side entrance bricks missing mortar
13. HVAC Unit positioned to right side (RS) of side entrance – drain line needs purging / cleaning
14. HVAC Unit (RS) – electrical supply line needs caulk
15. HVAC Unit (RS) – the sheet metal transition needs to be re-caulked from unit to house – loss of Heat / AC
16. HVAC Unit (RS) – the flange from the unit to the sheet metal transition needs caulking – loss of Heat / AC
17. HVAC Unit (RS) – the bottom of the sheet metal transition has lots of build up (soil) causing excessive rust – needs to be checked
18. HVAC Unit located in back side of house (BS) – top of metal transition is damaged and needs to be repaired – losing Heat & Air – can feel cool air escaping while running

Recommend that Piedmont Services be contacted ASAP and inspect and make necessary repairs to each unit

19. Note in general – excessive standing water in areas – it also appears to have excessive moisture around foundation / footings – we can check this out as soon as we have a 3-4 day dry spell
20. Back of house windows – check and re-caulk as needed – all windows show signs of old or no caulk
21. Double doors on deck (back of house) re-caulk casing
22. Check leaf guard on all gutters – some areas popped up
23. Chimney – the new metal flashing needs to be re-caulked
24. Chimney – may want to treat with a water guard / repellent
25. Chimney – back side has several areas that needs mortar
26. Back Porch stoop steps has a missing brick and mortar – need to repair
27. Back Porch door casing needs to be re-caulked
28. Back Entrance to garage (man door) casing needs to be caulked
29. Crawl Space door – needs replacing – not the correct door for an enclosed / encapsulated crawl space – allows outside unconditioned air to intrude
30. Also note – crawl space flooring / barrier needs to be cleaned and disinfected as soon as possible

Note: Preston / Wheeler Exterminating has volunteered to clean – I would like to speak with Preston and discuss some areas of concern

31. At entrance (3+ feet into area) there is evidence of mold (penicillin & penicillin aspergillus – this is all based on my experience with mold types) – on joist and subfloor – this will become an issue if not addressed

I believe this mold has shown up in this specific area due to the incorrect crawl space door allowing unconditioned air to intrude

32. Also note all joist and subfloor surfaces should be inspected and cleaned as needed

33. There is evidence of possible (old) termite damage in back corner (Master Bed Room area) as detected by previous exterminating group

Note: All crawl space areas will have some evidence of mold and possible fungus our objective is to remove what we can see and keep it under control

34. Moisture and Relative Humidity (RH) readings were taken in the general area with readings of:

16% / 15% / 14% - moisture

RH – 67.6% / 66.0%

The ideal Moisture reading would be in a range of 5%-12% - (I would call the readings that were taken – Moderate

The ideal Relative Humidity (RH) readings for a controlled crawl space would be 55.0% year round

Note: I do not know what the readings or the average would be for the entire crawl space without area being mapped

35. Garage interior – signs of water seeping under back exit door – this are needs to be looked at

36. Garage ceiling needs to be repaired – repainted

37. Several Moisture readings were taken and all were in acceptable limits –

INTERIOR: - Inside temp / thermostat reading 69 degrees

38. Kitchen area temp was taken with a 70.0 degree ambient and a 45% RH (ideal type readings for a low RH reading)

39. Crown molding in general needs caulking in entire house – this is generally caused by such low humidity
40. Needs painting in general where repairs were made
41. Needs molding / caulking around fireplace brick – major gaps that causes crawl space air to be pulled to the inside living space
42. Front entrance / Living Room area – used for furniture storage due to hurricane – in general area looks good – several Moisture readings were taken (4% / 5% / 4% / 6% - these are considered very good and well within limits
43. Several pieces of the stored furniture was inspected for any signs / evidence of mold – none detected by visual inspection
44. Temperature and RH readings in central part of house – 67.3 degrees / 54.3% RH – good readings
45. All bedrooms & trophy room all appeared to be in good shape with no visible evidence of mold – hall bath and Master bath as well
46. Foyer Hall readings: Temp 70.2 degrees and 53.9% RH – good readings
47. Hall area – pull down stairs to attic is leaking attic air – need to seal
48. Wash room and bath look good – readings were: Temp 67.9 degrees and 53% RH

NOTE: This was a non-inclusive home inspection at the request of the Trustees

I have hi-lighted in red the areas that need immediate attention

Pictures of areas that need attention will be provided

I can make myself available for review and or discussion

John Lee