

Building & Grounds Committee Building 15

Valhalla Party Room

Meeting minutes - February 24, 2022

Building and Grounds Committee Members Present: Linda Castiglioni - Chair, David Aries, Carol Sabatke, Pam Burton, and Kevin Castiglioni. None absent

Additional Building 15 Board of Directors present: Kay Aune, and Christina Block; present in room. Pam Burton, Wayne Jasperson, and Jill Bailey present via ZOOM.

Valhalla Staff Present: General Manager Chris Robson.

Guests Present: Ed Prosser, Grace Hertz, Kerry Castiglioni

Note: All Building 15 Board of Directors were invited.

Linda Castiglioni called the meeting to order at 6:00 p.m. All Building 15 Board of Directors were invited to this regular Building & Grounds Committee to expediate the approval process for the interior refresh project.

Building and Grounds – Review and approve bid proposals for door hardware and electrical specifications/contractors.

- **Apartment Door Hardware (Handles and Deadbolts):** Linda Castiglioni provided a proposal for NEW door hardware (Handles and Deadbolts) manufactured by SCHLAGE. (Sample hardware on APT 104.) Proposal was approximately \$6,219 to purchase the hardware. Multiple distributors were contacted for proposals, however, the quantities required for the entire building (Total 66) limited the distributor to Home Depot. The proposal is to purchase an additional 6 sets of hardware to ensure the installation work would not be slowed down if defective sets were identified during installation (building will return defective sets, if needed). Plus, the building will have additional sets if needed for later years. The proposal includes the door handles and deadbolt locks. Each deadbolt lock will have 4 keys. A total of 12 Master Keys will be created for Valhalla Management/Maintenance Staff. Each Owner/Resident will receive 2 keys and the Valhalla Office would keep 2 original keys to make additional copies for Owners/Residents. Owners/Residents may request additional keys from the Valhalla Office for the new deadbolt locks.
 - Carol Sabatke made the motion to approve the purchase of the door handles and deadbolts, motion 2nd by Kevin Castiglioni. Motion carried.
 - **ADDENDUM:** On February 25, 2022, Linda Castiglioni sent out a correction on the pricing for the NEW Hardware to all Board Members seeking approval for a change in the total cost via email. The total cost is \$6,871.93 with no other changes to the proposal. The budget line item for the hardware was \$8,500. Linda ordered the Hardware through Home Depot. Delivery date is estimated to be March 24, 2022. Hardware will be sent to 2100 Valkyrie DR NW. Via email:

Motion was made by Jan Bailey to approve the change in total cost, motion 2nd by Wayne Jaspersen. Motion carried via email.

- A **Porta Potty (Construction)** will be rented for the Painter's who are scheduled to begin work on March 7th, 2022. Delivery of Porta Potty will be scheduled for Friday, March 4th. Valhalla Management will procure the Porta Potty and have it placed by the shed in Building 15's parking lot. Rental period shall be 30-60 days and is dependent upon the how long the Painters will be working in the building.
- **Electrical**- David Aries presented 3 electrical bids at today's meeting. *On the February 14, 2022 Building & Grounds meeting, David presented two electrical bids: one from Accord and one from Winkel's Electric resulting in the Board requesting David to obtain a third or fourth bidder. In addition, the Board requested David to ask Accord to detail their bid (scope of work) in their written bid. Lastly, the Board requested the current two bids (Accord/Winkel's) remove the installation of the medallions as well as the outlets/outlet covers. Note: The building will purchase the outlets/outlet covers and ceiling light medallions. Valhalla Maintenance will install these items.*
 - February 24, 2022 Electrical Bids Presented:
 - Accord Electric came in with a revised bid at \$6,000. Accord's written bid was not itemized and appeared to be incomplete for the scope of work (specifications). David Aries verbally assured the Board the entire scope of work (specifications) was included in Accord's bid. Accord Electric could potentially begin work on Wednesday March 2, 2022.
 - Winkels Electric revised bid came in at \$12,635. Their written bid appears to include all necessary work as specified in the scope of work (specifications). Winkel's Electric could potentially begin work on Monday February 28, 2022.
 - HG Electric was the NEW bid presented and came in at \$9,697. Their written bid appears to include all the scope the work (specifications) and was the most detailed of all of three bids presented. HG Electric could potentially begin work between March 2nd – March 6th, 2022.
 - There was much discussion regarding replacing the current emergency flood lights with a combination pack of "EXIT/Emergency Flood Lights" proposed by David Aries. The existing Emergency Flood Lights were recently replaced by the building at an estimated cost of \$400 each. Valhalla Maintenance may have a use for Building 15's existing emergency floor lights in another building. There is a potential to sell these lights to another building at a discounted price.
 - Motion by Christina Block to approve the Accord Electric bid, contingent upon David Aries' creating a written itemized list specifying the detailed electrical scope of work (specifications). David Aries will write the detailed

Electrical specifications and have Accord sign off in writing on these detailed specifications. This approval is also contingent upon David Aries ensuring the final written bi-lateral contract has ALL the itemized Scope of Work (specifications) detailed and written in the contract prior to David Aries signing the contract and the work beginning. David will send the final signed bi-lateral contract to the entire Board and Valhalla Management. Motion 2nd by Carol Sabatke. Motion carries with one abstaining vote. Linda Castiglioni abstained.

- **Other Business:**

- Discussion regarding allowing Jill Bailey to continue to rent the storage unit in the garage at least through June 30th. Motion by Carol Sabatke, Motion 2nd by Christina Block, Motion carried.
- There was discussion regarding the current available storage cabinets in the garage. Chris Robson will work with the office to put together a lottery for those available storage units for eligible apartments.
- Kay Aune is currently only using half of her rented storage unit. Chris Robson will notify maintenance to divide the storage unit as the building has in the other storage units.

Linda Castiglioni adjourned the meeting at 6:50 p.m.

Minutes Respectfully Submitted by Chris Robson