

KoG Property Committee OCTOBER 2025

Meeting Minutes and Task List

Meeting Attendees: Jack Newberry, Joel Tompkins, Harold Nesbett, Dean Falk, Wayne Bradburn

Workday Attendees: Jack Newberry, Joel Tompkins, Harold Nesbett, Wayne Bradburn

1. Serious leak in gutter area on north side of building causing drainage issues, **Jack and Harold investigated on workday and the gutter was cleaned of mud and leaf debris.**
2. Should we schedule a workday for November 22nd? **Definitely will be weather-dependent for a decision.**
3. Wayne & Jack are working on repair of Curtis inline plumbed Coffee Maker; **Wayne installed water inlet valve (WC-826L,) fixed a line leak and the coffee pot is functional again!!**
4. Status of Dishwasher Installation project-Joel Tompkins/Jeff Lehn – **a few tasks still left before this project can be called complete, but it is functional and in use.**
5. **Quote accepted and approved by Council on 10/21 for repair/replacement of the sidewalks along the north side of the building. The vendor will most likely schedule this for Spring of 2026.**
6. Will need to find a new lawncare service for 2026. Luis has offered to provide us with some referrals. Jack is also following up on some of his lawncare contacts.
7. **The Lawn needs one more mowing for this season, Joel and Jeff have volunteered.**
8. Flush water heaters annually – Joel will determine a schedule and a procedure
9. **TruGreen Commercial contract for 2026 will be for same services as contracted for in 2025.**

Completed:

1. Parking lot restriping was completed during week of September 29th
2. Mountain Tree Service removed diseased Scots pine on east lawn, plus trimmed several other trees and reground stump on west lawn (9/24/2025).
3. Parking lot lights received repairs from Mountain Power.
4. ACCO checked RTU above Emmaus Room and did not find any problem with its operation or any path to explain a water leak in the ceiling of this classroom.
5. Irrigation System received blow-out for the winter on Wednesday, 10/22.

Routine Tasks:

10. Flush Drain outside All-Gender Restroom – every other month
11. Weeding needed for perimeter flower beds and parking lot islands – during the growing season
12. **Audit Building Thermostats for correct settings**
13. Monthly maintenance for Cleaning Coffee Brewer and coffee pots in Kitchen.
14. Check sanctuary carpet where communion is served – quarterly – **Wayne cleaned carpets both in the sanctuary and outside the All-Gender Restroom – thanks Wayne!**
15. Entire building needs to be checked for any evidence of roof leaks. **Still investigating source of leak in Emmaus classroom ceiling. Even after significant rain on 10/25 there was no additional leaking seen on 10/26.**

16. Check interior lights:
17. Check exterior lights:
18. Check roof and gutters – clear of pine needles/debris/standing water
19. Check for trash and weeds growing inside wooden transformer enclosure in front yard.
20. Check for debris build up around vault opening east of property shed.
21. Check cigarette ash container for time to empty – located at NE entrance (AA).
22. Maintenance for mowers, trimmers, snow blowers needed at least making sure they are in running condition.

Property Workdays are held on the mornings of the 4th Saturday of the month to coincide with the Free Meal being served at noon. NO workdays in the months of December – March.

Google Drive Link for other Property Committee images:

<https://drive.google.com/drive/folders/1jH9vNVFA - 3ruC-AgD4PMmfka1NTy0H>