

# Chestnut Hill Friends Meeting PROPERTY AND HOUSE COMMITTEE

Annual Report to Meeting for Business

October 21, 2018

Clerk: Bob Reynolds [bobreynolds@comcast.net](mailto:bobreynolds@comcast.net) / 215 880-3166

In my seventh year as clerk I continue to enjoy leading the activities of a dedicated and busy committee. We share ideas and fellowship while accomplishing tasks related to our building and grounds.

Committee members are Storm Evans, George Benz, Dan Evans, Cyane Gresham, Lynn Mather, Chris Singler and Bob Reynolds. We have a wonderful diversity of interests and experience. Our goal is to do as much work ourselves as possible; both to conserve funds and to learn & share. When the scope or expertise exceeds our capabilities we bring in professionals. In addition, many other members of the meeting community support the work of our committee.

We continue to work closely with the Landscaping Committee to care for the grounds of the meeting. We are very appreciative of Cyane's strong leadership and the hard work of everyone on that committee.

Now that we have completed our fifth year in the 20 East Mermaid Lane building we have a good understanding of the systems and procedures. We continue to strive for efficiency and utility in the building.

Among our activities and accomplishments since my last report were: Replaced air and water filters, Replaced the tables in Social Room, Modified the shower floor to limit water on the floor, Repaired the parking lot fence, Created an overall preventative maintenance program for the property, Maintained the lawn by mowing, trimming and adding organic fertilizer, and oversaw outside contractor maintenance to the sewer line and fire alarm system. We have started refinishing the 25 exterior wood doors (many thanks to Alan Bayersdorfer & Jude Brandt), Maintained weather stripping on doors, Fixed plumbing issues in the kitchen, bathrooms & outdoors, Maintained the storm water system by cleaning the sump pits, catch basin and gutters and verifying the operation of the underground recharge basins, Improved signage for parking (especially for large events), Managed mosquito breeding with environmentally-safe biologics, Performed other miscellaneous electrical, plumbing, painting, door and window repairs and, Removed snow and ice from our drives and walkways with the help of our snow plowing contractor through the winter. We also focused on safety by writing procedures for use of the fire alarm system and posting those procedures near the pull switch on the first floor.

Still to do are: Renew our Stormwater credits with the Phila. Water Dept., resolve some ongoing electrical issues with outside lights and our Wi-Fi, Listen to the meeting about accessibility issues (doors, walking paths, etc.); Secure maintenance contracts for the HVAC system & Skyspace roof and plan for the long term repair or replacement of major building components. We are in the process of developing a fire drill and installing refillable first aid kits.

The committee met seven times since my last report in October, 2017. In addition, we held several work days when committee members and others painted, mowed, weeded, cleaned, raked leaves, cleaned gutters, and maintained trees and shrubs.

We are also responsible for maintenance of our burial ground at Plymouth Meeting where a professional mows the lawn. We held one general work morning there to rake leaves. We are considering adding shrubs along the property border.

Our committee is deeply indebted to Mary Wilson who does a remarkable job of cleaning building in spite of the hundreds of visitors in the course of a week. She takes tremendous pride in her work and as a near neighbor keeps an eye on things outside of her official work hours. And also to Storm Evans who supervises her. And to our meeting Secretary Phil Jones who schedules tenants and monitors the work of the various contractors we employ.

Our goals for the coming year are to maintain the grounds and building so that they are efficient, inviting, safe and comfortable for our worship community, and allow us to serve the NPIHN guests, tenants and Skyspace visitors.