

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, February 13, 2017, 7:00 PM
220 Nellen Ave
Marin Municipal Water District
Board Room
Corte Madera, CA 94925

MINUTES

Meeting was called to order at 7:01 pm by President Bob Newcomer

Board Attendees: Jan Gauthier, Wayne Koide, Bob Newcomer, Fran Rondeau, Patti Schmidt, Olene Sparks

Board Members Absent: Gordy MacDermott, Pete Martin, Mark Northcross

Others: Wayne Koide - Parliamentarian, Bonnie Jones – Secretary, Suzie Koide, Brenda Roberts, Gail Shahan

APPROVAL OF MINUTES

Minutes of January 9, 2017

Fran made a motion to approve which was seconded, unanimously approved.

PRESIDENT'S REPORT

Annual Meeting MMWD – Bob reported on the Annual meeting with the MMWD. Their concerns include: what is the balance of public vs. WPIA members using Inn rooms, especially on weekends; what is the status of the ADA cabin and mitigations in the inn; plans for deck expansion and roof repair in Members' lounge; ADA cabin reservations policy. We need to request the continuation of our lease in April of this year (effective October 1.)

Water Tank update - Bonnie needs to complete summary of work done to date on water tank.

ADA Evaluation Report - A subcommittee (Bob, Fran, Fred, Jan, Pete) worked with Brenda to review George Dedekian's ADA evaluation report. Brenda will work with one or more MMWD personnel to discuss the mitigation proposals in the plan and to come to an agreement on our course of action. Fred is exploring options if we want to request any exemptions. A draft of this plan was presented to MMWD at the Annual meeting 2/1/17 (attached). We need to decide on the time table for what we are doing so that George can finalize his report, and so that we can layout our other priorities for 2017.

Generator & new computer for Innkeepers - Status of Generator and computer at the Inn - replaced computer; generator required emergency servicing.

Medical Emergencies - Two medical emergencies at the Inn in January. Both successfully evacuated.

Miscellaneous Problems @ Inn due to Rain - Rain has caused problems - not enough solar - need to use generators. Need service contract - contingency in budget to replace generators.

Donations Requests (if any)

TREASURER'S REPORT

Mark Northcross – Revised 2016 P/L report. Next month Board walk through in detail - budget vs. income in order to determine if we need to shift 2017 priorities. Weather problems has resulted in a decrease usage of Inn. Bob asked each committee chairs to review their budgets again prior to next meeting.

OLD BUSINESS

Reservation Policy - Reservation policy and instructions-topic paper, discussion tabled pending decision about Bruckner contract.

Board needs to clarify policy on WPI auction/inn overnight donations. *Our Donation Policy* as adopted in January 2014 limits room/cabin donations to a total of 12, one-night, mid-week reservations per year. Current situation. The organization must be a qualified 501C(3), but it is unclear how we determine this or if schools automatically fall into this category. Further, the organization has to have "...a clear connect to the mountain." {We need to clarify what we mean by this. We agreed to place a donation request form on our website that asks for this information, this has not been done.} Discussion ensued about policy language. Jan suggested that we establish three or four criteria for donations. How about maximum 12 donations - limited to schools in Marin County & non-profit (501 C (3) (EIN number)) located to Marin County that has an affiliation to the mountain & schools in Marin County. One cabin up to maximum two adults & two kids. The agreed upon criteria should be clear on our website & the President can approve donation requests. Non-profits must explain affiliation to Mt. Tamalpais. Wayne will wordsmith draft policy for policy manual. Then come back for a vote for the Board.

We need to clarify whether WPIA should continue the practice of bartering rooms in lieu of paying for contract labor. Bob reviewed current situation and the inherent difficulties/problems for reservationist. Olene will develop language regarding and bring to the Board at the next meeting.

Event at Inn – Bob reviewed a current on-going situation of a member setting up a seminar with chef & paid speaker at the Inn. Question if this practice violates WPIA policy. The Member rented the whole Inn for one night and paid non-member rates for participants. Chef & speakers were paid as professionals out of the event charges. We don't know if this violates policy until we review accounting. According to the Policy Manual this sort of event is supposed to be approved by Board. We need to get a budget from member & determine if he needs a liquor permit (if being sold). Permission from MMWD also required. Bob will review the situation with Rose.

Water Tank - Status of water tank and related systems, a formal letter will be submitted to MMWD outlining the status of the system and our continuing concerns.

NEW BUSINESS

Strategic Plan – Bob introduced the Strategic Plan for 2017-2020, and reviewed a proposed 2017 Budget Planning process (attached).

ADA Consultant Proposal – The Board reviewed the proposed agreement with William and Victoria Bruckner ADA consultants. They will review/comment, and perhaps draft, some of our webpage material on accessibility issues; and to help prepare scripts for use by our reservationist and innkeepers in

responding to requests for information on the rooms and resources. Additionally, the budget includes having them conduct a training for our innkeepers and reservationist (and possibly our board and a few MMWD staff). Fran made a motion to accept Bruckner Consultants proposal, seconded, passed unanimously.

Mill Valley Save our Trails – Group has asked for WPIA to include their advocacy letter in our newsletter. There is an upcoming City Council vote. Questions - are we being too partisan? Supporting keeping access to step, lanes & paths that lead to hiking trails on the mountain. Discussion ensued. Consensus - no action taken.

MMWD & Other Associated Group Members – In our Reservation Policy there is a provision to make available to key employees of MMWD, Throckmorton Fire Dept., Park Rangers & immediate family Rooms at the Inn at the member rate. Bob will need to contact affected groups to get lists of key personnel.

COMMITTEE REPORT

Building & Grounds: Brenda Roberts – (see ADA Plan & Time Line - appended below). Brenda discussed items & the need for exceptions for several items. Brenda will send some of the original ramp plans to architect. Several items on Plan are targeted for work party participants (esp. carpenters). Bob would like to prioritize expensive items on the ADA Plan by next month. Yellow highlighted items - seeking exceptions. Brenda explained legal situation regarding manual door openers. MMWD will install electrical door-opener for the Members' door (battery-operated) hands-free. Brenda reviewed issues in kitchen and public bathroom. Brenda will do everything she can do in the next few months. Brenda will be leaving country in May for four months. In the next few months Brenda will work on getting the deck plans approved, ADA cabin details, drawings for roof in Members' Lounge. Bathroom doors for public bathrooms are interior doors & the need to be replaced (\$3500). Brenda will order new doors. Cost will be in the installation. Report on ADA cabin progress. Ready by mid-March. Going forward ADA-related expenses will be \$20 - \$23K in improvements. \$25-\$30K for deck expansion. None of this includes the other \$45,000 expenses included in the preliminary 2017 strategic plan for building & grounds

Communications/Website Committee: Jan Gauthier - Modify inn guest log-in to include a listing of the guest by name, email address, and indicating whether WPIA member or non-member, and cleaning assignment. Compile and report on this. Modify process for WPIA events to allow room and event registration payments to be submitted via our website's PayPal; expand the membership of this committee; adding more photographs on webpage. Create a form for website to be completed by organizations requesting a room/cabin donation from WPIA. Also create a form for non-member organizations requesting to host a special event. (not discussed at meeting but a direct outcome following up special event scheduling.)

Development Committee: Suzie Adams Koide - Heal the Hearth donations (\$12K, 80 donors) Collected 350 names through raffle. How about emails from people that have stayed at the Inn? Rose can retrieve some of the names under our current system, but we need better system, see above. Suzie proposed that we contact these folks twice a year (April PKB schedule) & (October donation request). Will continue raffles in 2017. Reviewed meeting with Marin Community Foundation - Made some suggestions about taking website to next level - making website more visually informative about the inn and the views. MCF suggested that we plan a Campaign for kids & grandkids - preserve the Inn forever, create Mobile apps for donations; and that we conduct a Donor event for estate planning (in the Fall). Start with a donor appreciation event - have a workshop regarding estate planning for the Inn. Bob asked about a schedule for roll-out - before next meeting - dates will be included.

Election Committee: Chris Marcuse & Lin Johanson – no report

Event Committee: Gail Shahan & Lin Johanson – Gail asked for clarification from the Board regarding the Emig Cabin opening and promotion planning. Gail distributed a list of questions to be addressed regarding Emig Cabin opening. Bob noted that we want at least one physical pathway open prior to "opening." Consensus – plan “opening” event to coordinate with Fall Members' meeting. The cabin itself will be open for reservations as soon as the cabin is completed, and reservations webpage has been updated (work currently underway), and ADA training has been completed by the innkeepers and receptionist. (All such work is included in the Bruckner contract approved at this meeting.)

Q - How big an event? How widely do we want to publish this event? Bob suggested coordinate with MMWD. Do not want to make this too big - local event - MMWD, WPIA membership, IJ news article. Bob - how about newsletters for disability community. Consensus was - local disability community.

Q - If tag onto to Fall meeting - not too many people attend. In newsletter for members. Event will be intimate.

Ribbon cutting - two hours after lunch. Olene asked Bob to check in with MMWD in terms of their participation (i.e., Board members, Mike Swezy, manager?)

Overall feeling - intimate event & decide about publicizing

Fire & Safety: Pete Martin – no report

Garden Committee: Kathleen Kopp – no report

Heritage/History Committee: Fred Runner - no report

Historian: Fred Runner – no report

Housekeeping: Fran Rondeau/Bonnie Jones -no report

Membership: Gordy & Lynn Mac Dermott – Membership cap implementation will begin in March or April. Currently 55 members have not renewed, but second mailing went out this weekend. Will board members want copies of the roster and contact lists? Gordy should send to the Board.

All eligible member applicants listed below were considered for membership

Nicole Taliaferro of San Francisco
Sponsored by Mark Schwartz and Rob Badger

Chris Schierholtz of Mill Valley
Sponsored by Bob Siegle and Jennifer Barclay

Olene made a motion to approve members which was seconded, and all new members were accepted unanimously.

Mountain Organization Liaison: Olene Sparks – no report

Newsletter: Alison Bricker - Deadline for March issue is February 20th. Photos February 18th.

Old Timer's Liaison: Marilyn Skaff – no report

Pancake Breakfasts: Chris Marcuse/Lin Johanson – We now require prospective WPIA members to work at least one PCB or cleaning crew to qualify. Need to alert PCB/Cleaning hosts to leave some slots open on their crews for such individuals.

Personnel: Lin Johanson – Report on Innkeepers meeting: ADA training & figuring out a way to monitor who is using the Emig cabin once its open; issue of member vs. non-member use of the inn, can we get better data on this? Coordination with Rose if you are asked to make a future room reservation for guests.

Policy & Procedures: Wayne Koide – Wayne proposes to form a subcommittee (possibly Wayne, Jan, and one IK) to review current reservation and guest stay policies, and sanctions for violations; also issue of for-profit special events at the Inn.

Reservations: Rose Sullivan – System upgrades still in progress

Work Parties: Jennifer Barclay – no report

Open Meeting was adjourned 9:15 pm.

Respectfully submitted,

Bonnie M. Jones

Email Votes		
<i>Date</i>	<i>Issue</i>	<i>Vote Tally</i>

Policy Motions passed	
<i>Topic</i>	<i>Details</i>

Tally of Donations of mid-week overnight accommodation - 2017	
<i>Month voted</i>	<i>Organization</i>
January	Kiddo

West Point Inn Strategic Plans 2015 through 2020

Strategic Goals:

- Preserve historical authenticity of the Inn.
- Improve the accessibility of the Inn for individuals with disabilities.
- Address any issues affecting health & safety of employees, visitors, and guests.
- Implement environmentally friendly systems and policies.

Project & Administrative Plans Completed for 2015

Development Program

- Developed proposed endowment plan for the Inn
- Launched fundraising program with Marin Community Foundation
- Renewed Investment and relationship with MCF
- Set Goal for Donation Program (\$15,000)

Website & Reservation System

- Implement changes in reservation system (on-going)
- Modernize Website

Financial Systems

- Developed Budget for Inn's administrative, Committees & Projects

Building & Grounds Projects

- Purchased ADA Cabin Permit and extended planning aspect of permit (4 years); and
Obtained Bids & Selected Contractor
 - Work with County to revise plans to reflect historic site
 - Meet needs of ADA Community (\$3,000.00)
- Obtained sign-off on existing roofing permit for work completed.
- Installation of new 8,000 gallon water tank (MMWD)
- Purchased new grill & box fan for kitchen window/pancake breakfast.
- Installed new ADA toilet(s) and cross bar faucets in public restrooms
- Replaced leaking galvanized water pipe behind tub with copper pipe.
- Repaired (2) Damaged 24 volt refrigerators
- Resurfaced the Members Lounge and Parlor Floors
- Rebuilt the damaged Door on 2nd floor at Fire Escape
- Investigated and implemented new Inn Alarm System
- Replace west facing window in Innkeepers 1st floor unit.
- Rebuilt upstairs bathroom window
- Repair kitchen pantry shelf to safely support dishes

- Removed stove vent in roof at Innkeepers unit; re-shingled area.
- Installed Blinds for Eastern side of Members Lounge windows.
- Grind/polish/stain and seal concrete floors in public restrooms/stained concrete. Repainted public bathroom.

Housekeeping Maintenance

- Replaced stained/worn mattresses (2 per year)
- Made new curtains
- Purchased new bed coverings as needed
- Replaced Pillows throughout
- Purchased (2-4) down comforters
- Purchase new board games

Fire & Safety Programs

- Annual Defensible Space Maintenance
 - Annual Brush cutting
 - Purchase 1 week whacker
 - Evaluated brush cutting equipment & plan for replacement and additions
 - Purchased & sharpened pruning saws
 - Removed sprinkler system at railroad & stagecoach triangle

Administrative

- Procedural document for ABC Agency Certifications
- Electrical manual (as built)
- Computerized system to track innkeeper activities

Project & Administrative Plans Completed for 2016

Development Program

- Approval of Endowment program working with MMWD—implementation deferred until the major capital projects in our 5-year plan are completed.
- Initiated donation Program (goal \$20,000) for chimney repair—still in process into January 2017. It has raised about \$13,000 so far)
- Continue Raffle Ticket program at pancake breakfasts
- Obtained a grant from Emig Trust (\$200,000) for construction of ADA cabin, payments are incremental following completion of the various construction phases into 2017. About \$50,000 in reimbursement through December 2016.

Website & Reservations System

- Approval of Endowment program working with MMWD—implementation deferred until the major capital projects in our 5-year plan are completed.
- Upgrade of reservation recording system to be better able to produce reports on use of the inn-- implementation has been repeatedly delayed. New initiation date is early 2017

- A process has been initiated to revise webpage presentation of material for those with disabilities. This work is proving to have political implications and is moving more slowly than expected. It will carry over to 2017.
- Investigate upgrading website to a more robust platform—This no longer seen as necessary

Financial Systems

- Budget approved by Board for 2016

Building & Grounds Projects

- Worked with County to revise cabin plans to achieve its designation as “architecturally significant” historic site concerns, while meeting needs of ADA Community and MMWD.
- Finalized budget and scope of work for ADA Cabin, hired contractor & structural engineer.
- Initiated ADA cabin construction in October 2016, expected completion March 2017
- Cabins 2, 3 & 4; rebuilt Dutch doors
- Developed and submitted plans to the County for removal of ramp on East side of inn and building an extension of the east deck (using existing pier system) near exterior bathrooms, and building a ramp behind the Innkeepers quarters to the back of the deck. Building has been deferred to 2017.
- Ramped front deck to meet ADA guidelines; installed lever handle on front door; fabricated kick plates for front and members door (to be installed in 2017); Purchased and installed updated manual door openers for both front door and members door at Innkeepers quarters to meet ADA guidelines.
- Plumbing: 2nd story bathroom included repair of grade of cast iron in events closet to eliminate leak in waste line; install new floor in toilet room and tub/sink room. Re-plumb galvanized lines to copper from 2nd floor to basement with shut off valves.
- Install 24 volt refrigerator in Innkeepers cabin
- Installed Tankless hot water heater for the Inn; old one was leaking.
- Installation of weather station over the Innkeepers unit.
- Repaired plumbing valve and line to large coffee pots in the pantry.
- Commission an ADA compliance evaluation of the Inn, including a mitigation plan—Evaluation completed in draft December 2016

Fire & Safety Programs

- Annual Defensible Space Maintenance (continue work on 300 ft clearance) expenses include tools and their maintenance and work party volunteers.
- One week professional crew for assistance in defensible space fuel reduction. The work done by this crew was insufficient. We plan to increase team to a full five-days of work.
- Extender for alarm systems in cabins (\$3500-4000)—this work was deferred until the ADA cabin is completed, a 2017 priority.
- Conduct Hydraulics study to improve flow & pressure for existing sprinkler system. This was deferred pending installation of a booster pump (see below).
- Investigated installation of Booster Pump for Sprinkler & fire hose line. A booster pump is need to provide adequate pressure to operate all three of our

1½” fire hoses simultaneously to fight a structure fire in the Inn and possibly to protect the Inn from an approaching wildfire. This pump is also required to provide adequate flow and pressure in the event that one or more fire sprinkler heads are activated by a fire. Booster pump would be powered a propane fueled engine. It would start automatically when it detected a drop in pressure. This a 2017 priority.

Historical Activities

- Install Historical Designation Plaque on premises (with MMWD & Board approval on location)
- Select 4 rooms to give historic names; complete frames and documents for each room. Recommendations made, but action has been deferred by the WPIA board.
- Extensive consultation on ADA cabin design and door openers on members lounge and parlor door.

Housekeeping Maintenance.

- Replaced stained/worn twin mattresses (2 per year)
- Purchase new curtains/bed spreads as needed
- Replaced Pillows
- Purchased (2-4) down comforter
- Purchased bed frames to reduce scratching of floors
- Reupholstered the ‘stickley’ dining chairs in members lounge
- Repaired and restored two wicker chairs in hikers lounge
- Incidental stationary, cleaning, and medicine closet supplies

Administrative

- Manuals: As Built for solar systems. (ask Innkeepers)

Projects & Administrative Plans for 2017

Development Program

- Set Goal for Donation Program (\$)

Website/Reservation System

- Revise reservation web pages
 - Expand content about ADA accommodations (\$1500)
 - Implement a report generation system for profiling guest use, including ADA users (\$1800)
- Develop promotion program for ADA guest recruitment (*an Events Committee task*)
- Develop and implement an ADA training program for Innkeepers and reservationist (\$4500)

- Review and update website content and photos as needed. (\$2000)
- Confirm Backup and cloud systems.
- Review Costs annually

Financial Systems

- Set-up budget for 2017 for Board Approval

Building and Grounds Projects

- Develop plan and timeline (by March 2017) to implement repairs recommended by ADA Architect. The aim is to bring Inn into compliance with ADA regulations and complete within time line recommended. Attach Brenda's excel sheet
- Respond to an extensive questionnaire issued by the county regarding the deck modification; and then implement plans for extension of east Deck using existing pier system near exterior bathrooms; build ramp behind Innkeepers quarters to back of deck (\$18,000 plus materials: (\$22-25,000).
- Rebuild failing structural members of roof over members lounge and complete the reroofing project over members/innkeepers unit. (\$25,000.00 plus \$8500 for roofing.)
 - Replace copper lines to propane lights with gas line or stainless steel (\$2500). Copper lines react with propane and deteriorate, not with stainless steel.
 - Insulate over members lounge (in roof bid)
 - Reroof storage shed (\$3500)
- Remove shower from public restroom; cap off lines and build storage area (\$1500).
- Replace public restroom doors with exterior doors (now interior doors and failing) \$4800.00
- Reroof storage shed as roof is failing (\$3500)
- Install Fan system for hood at kitchen stoves (whip for system is in place) (\$1500)
- Hardwire fire alarm system as appropriate

Fire & Safety Programs

- Annual Defensible Space Maintenance (continue work on 300 ft clearance) (\$1,500) expenses include tools and their maintenance and work party volunteers.
- We are estimating that we will have a full five-day's work by professional crew for assistance in defensible space fuel reduction and annual maintenance of the grassy field over the septic system. (\$7,500-\$8,000).
- Extender for alarm systems in cabins (\$3500-4000). To be installed by Redwood Security after the ADA Cabin is completed.
- Conduct Hydraulics study to improve flow & pressure for existing sprinkler system. This will be done once the booster pump is in place.
- Installation of Booster Pump for Sprinkler & fire hose lines Booster pump will be powered a propane fueled engine. It would start automatically when it detected a drop in pressure. Cost is estimated @ \$10,000 +/- for the equipment; and additional \$5,000 for the plumbing.

Housekeeping Activities (\$18,900)

- Purchase 5 double mattresses and protectors (\$2250)
- New slip covers for hikers lounge chairs (\$1000)
- Outdoor furniture repair (\$250)
- Purchase furniture for ADA cabin (\$xxx)
- Purchase different color sheets for guest rental (\$1200)
- Purchase miscellaneous bedding as needed (\$250)
- Purchase kitchen supplies as needed (\$1600)
- Laundry services (\$1300)
- Water testing supplies (\$300)
- Miscellaneous supplies (including toilet paper) (\$5295)
- Firewood (5 cords) and chimney sweeping (2x yrly) (\$2600)
- General Inn needs: medicine closet, cleaning supplies, liquid soap, computer supplies/maintenance (\$1100)
- Hikers' expenses (\$500)
- Total does not include refrigerator/repair (\$3000), is that still needed?

Historic Activities

- Select 4 rooms to give historic names; complete frames and documents for each room

Work Parties (11 per year)

- Conduct minor repairs, brush clearing, cleaning and painting inside and outside the inn and cabins. Crews average about 60 individuals per month. Expenses about \$380 a month for food/fluid for the work crews. There are also miscellaneous work supplies xxx.

Projects & Administrative Plans for 2018

Development Program

- Set Goal for Donation Program (\$)

Website/Reservation System

- Review and update website content and photos as needed.
- Confirm Backup and cloud systems.
- Review Costs annually

Financial Systems

- Setup budget for 2018 for Board Approval

Building & Grounds Projects

- Install new skylight over kitchen sink (\$2100) —as intended to take back to original instead of leaving the round one.
- Repair plumbing under kitchen sink and address slope of drain boards (\$800)
- Add lockers in basement for members—they are putting in chicken storage coop
- Maintenance on Members Lounge Windows & leaking front parlor window (\$500)
- Refinish floors:

- Parlor, members lounge (\$900)
- HM, Toby & Cabins 2-4 (\$1400 materials and labor)
- Repair Toby cabin floor and install recycled flooring. \$2800
- Investigate procedures for water fountain. MMWD task, not WPIA
- Refinish deck at the Inn. (\$500 materials)
- Re-stain/Refinish/varnish wood in members lounge (\$1800)
- Install Concrete floor in Storage Shed (maybe pavers---Fred wants it left historic \$1800.00)
- Install shelves in basement for tools/supplies (\$400 for supplies work party project)
- Honeymoon cabin
 - Re-roof Honeymoon cabin (\$3500)
 - Repair foundation (\$2800)
 - Rebuild repaired balcony railing (\$1500)
 - Repair exterior deck (\$2000)

Fire & Safety Programs

- Annual Defensible Space Maintenance (continue work on 300 ft clearance) (\$1,500) expenses include tools and their maintenance and work party volunteers.
- We are estimating that we will have a full five-day's work by professional crew for assistance in defensible space fuel reduction and annual maintenance of the grassy field over the septic system. (\$7,500-\$8,000).

Housekeeping Activities

- Replace stained/worn mattresses (2 per year) \$s unless donated
- Purchase new curtains/bedspreads as needed
- Purchase (2-4) down comforters
- Incidentals:

Historic Activities

Projects & Administrative Plans for 2019

Development Program

- Set Goal for Donation Program .

Website/Reservation System

- Review and update website content and photos as needed.
- Confirm Backup and cloud systems.
- Review Costs annually

Financial Systems

- Setup budget for 2019 for Board approval.

Building & Grounds Projects

- Repaint Kitchen, Pantry & Parlor
- Repaint upstairs/room/floors
- Investigate/replacement generator if necessary.

Fire & Safety Programs

- Annual Defensible Space Maintenance (continue work on 300 ft clearance) (\$1,500) expenses include tools and their maintenance and work party volunteers.
- We are estimating that we will have a full five-day's work by professional crew for assistance in defensible space fuel reduction and annual maintenance of the grassy field over the septic system. (\$7,500-\$8,000).

Housekeeping Activities

- Replace stained/worn mattresses (2 per year) \$s unless donated
- Purchase new curtains/bedspreads as needed
- Purchase (2-4) down comforters
- Incidentals:

Historic Activities

Administrative

Projects & Administrative Plans for 2020

Development Program

- Set Goal for Donation Program

Website/Reservation System

- Review and update website content and photos as needed.
- Confirm Backup and cloud systems.
- Review Costs annually

Financial Systems

- Setup budget for 2020 for Board Approval

Building & Grounds Projects

- Re-shingle exterior of Inn

Fire & Safety Programs

- Annual Defensible Space Maintenance (continue work on 300 ft clearance) (\$1,500) expenses include tools and their maintenance and work party volunteers.
- We are estimating that we will have a full five-day's work by professional crew for assistance in defensible space fuel reduction and annual maintenance of the grassy field over the septic system. (\$7,500-\$8,000).

Housekeeping Activities

- Replace stained/worn mattresses (2 per year) \$s unless donated
- Purchase new curtains/bedspreads as needed
- Purchase (2-4) down comforters

- Incidentals:

Building & Grounds Report February 2017

Emig Cabin

Deck around the Cabin has been completed. Excavation for concrete walkway and driveway is complete. Contractor will need several days without rain to pour the driveway and walkway. Tile in bathroom began this week. I will be making a trip to Booneville on Tuesday (tomorrow) to pick up finished bathroom window and door and handmade stucco molding. Plates to finish the front window assembly should be here this week—hopefully and then living area window assembly will be ready for installation. That means that three sides of the building are ready for shingling. Colin is really pleased with the work; he was on site last Friday.

ADA Report

The report has been reviewed. We will begin the work on some items at the work party in February. I will be contacting members with construction background to assist. The majority of the work on small items can be done within a couple of months. The question is whether we can obtain a permit from the county for the widening of the deck and installation of ramp at back of Innkeepers quarters in a timely manner. George Dutkowsky is reviewing the planner's comments and he will advise me on how to answer the planner. The original plans for the east ramp and deck is in my possession and can be used in the response to the County. Talked to Colin today and he would entertain "partnering financially" with us to do the work.

Kickplates were specially made for Front door and members door to comply with ADA. I have "antiqued them" and once they are up, we may decide to simply paint them green.