

October 5, 2020

Call to Order Eric Shawn called the meeting to order at 1:00 PM. Cindy Brown and Steve Morris are co-hosting the Zoom format for today's meeting.

Seven Councilors are needed for a quorum; ten are present.

What we value and are grateful for great fall weather, lemon meringue pie from Harvest Grill, residents are Covid free

Consent Agenda September Meeting Notes – accepted as published

Reports

Treasurer's Report (Marilee Wetten) See Attachment #1

At least temporarily, the Finance Dept. will update this report quarterly.

Council Safety Committee (Janet Strickland) The Committee engaged in an extended discussion of the recent wildfire/smoke event. We were pleased to learn that the Administration is conducting hot wash sessions that will evaluate staff performance and the effectiveness of RV's planning for emergencies. Also, there will be a team formed, including leaders from Ready Force, Council Health, Safety, and Communication Committees, and top RV administrators, to determine how to improve future response to emergencies.

Council Communications Committee (Cindy Brown) See Attachment #2

Village Voices, a lecture series similar to Ted Talks, will premier soon. Residents will speak on topics where they have expertise. This project is led by Paul Wathen.

The team is developing a survey to assess what forms of communication residents prefer. They also want to identify channels of communication that can reach everyone on campus effectively. Judy Wathen is leading this project.

Council Health Committee (Jerry Corn)

Jerry urged everyone to get a flu shot! He reported that 106 residents signed up for the recent flu shot clinic at Rose Villa.

Madrona Grove Liaison (Lois Weathers) See Attachment #3

One of the entertaining activities happening in MG is themed dinners. Jacque Binder and Jenny Dickow, MG Dietary Manager, recently researched the country of Spain. A travel film on Spain was shown followed by a carefully chosen dinner

of Spanish foods. The evening was a hit with the residents and more such dinners are being planned.

Food Think Tank (Suzanne Townsen) no meeting in September

Council iDREAM Committee (Joan Clark) See Attachment #4

To help the community understand the committee's purpose, the following tagline will be used: iDREAM - changing hearts, minds, and culture.

A plan has been developed to expand the use of RV Library resources which address iDREAM themes.

Work on artistic representations of iDREAM issues is underway.

Madrona Grove (Erin Cornell)

Erin reported that while there had been positive Covid test results among staff, all residents in Madrona Grove tested negative and residents in Independent Living who had had contact with those staff members had also tested negative. All staff members are scheduled to be tested again today.

Rose Villa Management (Tina Moullet) See Attachment #5

Management completed a hot wash of the recent wildfires/smoke event. Three themes were identified: roles and responsibilities of both residents and staff, communication, and then preparedness plans and actions. RV leadership is to meet with resident leadership from Ready Force and the Council Health, Safety, and Communications Committees to establish a plan for moving forward together.

The Finance Liaison Group is a management/resident group that meets to discuss RV budget decisions and short and long-term strategic planning. The Capital Expenditures budget is one topic that's discussed by the Group. A Capital Expense is one that costs more than \$2,500 and has a life expectancy of more than one year. Residents are asked to think about capital projects that are needed or would benefit the community and then discuss those projects with resident Finance Liaison Group members for consideration by the Group. The resident members are Mimi Chitty, Ed McFarlane, Cathy Schwabe, Holly Schmidt, Patt Calender, and Eric Shawn. The Group's charter is to be published on Touchtown under the RVI Financial Reports icon Section 4.

And, finally, Attachment #5 lists information about registering and voting in Oregon. Be sure to VOTE!

The Foundation (Elliot McIntire)

The fall fundraiser, Come Fly with Us, is underway. Look for the balloons near the Resident Services Counter and watch them take flight.

Renovations Report See Attachment #6

Facilities Operations Report See Attachment #7

Group Reports Send to RVRACouncil@gmail.com by the 25th of the month.

Agenda – Continued Business

Agenda – New Business

Ready Force Wildfire Update (Steve Morris) Discussion Item

Two very different reports about the recent wildfire/smoke emergency have been circulated to the community:

- Rose Villa Hot Wash Report – Clackamas Wildfire Incident September 2020 from management
- “Hot Wash” of Our Community’s Response to the Recent Wildfire Emergency from Ready Force.

The management report looked at 1) leadership, 2) roles and responsibilities, and 3) communication during the incident and identified both strengths and weakness.

The resident report recorded resident observations about What Worked Well and What Did Not Work Well during the emergency. Some 80 residents participated in two Resident Hot Wash sessions.

The next step will be a joint meeting on October 12 between resident leaders of Ready Force and Council Advisory Committees and Rose Villa top management.

- Residents, Steve Morris, Cindy Brown, Jerry Corn, Janet Strickland
- Management, Vassar Byrd, Tina Moullet, John Schallberger

Both the resident and management hot wash reports will be reviewed and the group will explore ways to work together to address issues identified in the two reports.

Announcements and Updates

Appointment of a Council Co-Treasurer Council Chair Eric Shawn announced the appointment of Paul Wathen to the position of Council Co-Treasurer. The appointment was unanimously confirmed by the Council at today’s meeting.

Suggestion Box

Suggestions & responses are published each month in the meeting notes.

Sep 2020 no suggestion forms received this month

Open Forum:

Annual Volunteer Recognition Event Bill Rector thanked Norine Mulry and Samantha Kocher for their outstanding work on the Volunteer Recognition Event. More than 150 residents were served bratwurst dinners in their homes.

Employee Christmas Fund Suzanne Townsend reminded everyone that fundraising for the Employee Christmas Fund is complicated this year. The current balance is \$32,004.54 and December is coming up quickly. Watch for a flyer explaining how to contribute. We want to raise more money this year than we did last year!

Upcoming Meetings

Next Forum: Tuesday, October 20, 2020, at 2:30 PM Zoom meeting

Next Council Meeting: November 2, 2020 at 1:00 PM Zoom meeting

Next Executive Committee Meeting: Saturday, October 10, 2020

Next Learn about the Council session:

RVRA Annual Meeting: November 16, 2020 at 1:30 PM Zoom meeting

Meeting Adjourned 2:00 PM

ATTENDANCE

Staff Members in Attendance: Vassar Byrd, Tina Moullet, Katie Morales, Erin Cornell

Guests in Attendance 45

Council Members in Attendance

P Eric Shawn, Chair	--- [open] MG Rep	AB M.A. Malone (G#6)
P Helen Lyons, Past Chair	P Elliot McIntire, Foundation	P Suzanne Townsend (G#7)
P Bill Rector, Vice Chair	P Dori Jones (G#1)	P Julia Layden (Group #8)
P Marilee Wetten, Treasurer	--- [open] (G#2)	P Jerry Corn (Group #9)
P Jean Coberly, Archivist	P Byron Windhorst (G#3)	P Darlene Larson, Secretary
AB Lois Weathers, Liaison MG	P Judie Hansen (G#4)	P Evelyn Cole, Secretary
	P Doug Walker (G#5)	

Councilor Reports, October 2020

Group 1 Dori Jones

Health, Wellness and Safety

Wellness -- Rene Swar: no report this month

Ready Force – Steve Morris: Starting in mid September, Ready Force had intended to conduct the first "Neighborhood Meeting by Zoom" to deliver the "Map your Neighborhood" program to the Central neighborhood. But then the wildfire emergency happened, and that meeting was postponed.

During the wildfire emergency, Ready Force provided regular updates to residents by email. Ready Force neighborhood leaders also called residents in their neighborhood who do not use email to be sure they were aware of the situation and to see how they were doing. So Ready Force did provide value during the emergency, but the wildfire emergency did make it clear that Ready Force does not have a wildfire response plan.

In partnership with three other Council committees (Communication, Community Health, and Safety) Ready Force helped organize and report on two Zoom-based "Hot Wash" feedback sessions to gather resident feedback on the Wildfire response, focusing on what worked well and what did not work well. That feedback has now been summarized in a report that has been provided to the Council, to all residents, and to Rose Villa leadership. Our hope that the report will provide a starting point for the four committees to work with Rose Villa staff to address the issues raised.

The Committee Chairs thank Susan Hyne for taking excellent notes during the two Hot Wash sessions, and thanks to Susan, Marilyn Gottchall, Bill Cunitz, and Elliot McIntire for producing the Hot Wash Report.

UNA-USA – Kay Schmerber:

Council Safety Committee – Janet Strickland: We thank Cindy Brown for hosting our Zoom meeting for us. Our meeting started with discussion of the recent wildfire/smoke event. In regard to communication, it was stated that Touchtown and/or email is not suitable for all residents.

Nighttime lighting around the Schroeder Avenue construction site has been "rehung" and now lighting is much better.

It was mentioned that there are currently 140 fire-extinguishers on campus.

Group 2 [open]

Service

Friendship Corps - Lois Weathers:

Volunteer Recognition - Bill Rector:

Employee Christmas Fund – Marilee Wetten & Suzanne Townsen:

Checking account balance as of August 31, 2020	\$ 22,382.35
Deposits for September 2020	\$ 9,622.19
Balance as of September 30, 2020	<u>\$ 32,004.54</u>

Group 3 Byron Windhorst Off-Campus Entertainment

Off Campus Entertainment - Byron Windhorst: Due to COVID-19, no events are scheduled off campus. Please use your masks and follow safety procedures as directed by Administration.

Rose Villa Choir – Miranda Manners, Andrea Drury:

Group 4 Judie Hansen Spiritual Well-Being

Family Room Worship - Bud Robinson: no report this month

United Christian Fellowship – Jackie West: Sunday evening (6:30 pm) Vespers are available on Zoom. See Helpful Live Links under the Touchtown Flyers icon for access information.

Treasure House - Judie Hansen:

Group 5 Doug Walker Outdoor Activities

Community Garden - Jan and Dave Dobak: We have 47 gardeners enrolled. There are still a couple of vacant plots available.

Our meetings on the first Thursday each month are suspended during the emergency.

Tuesday Market - Susan Hyne and Carolyn Bailey:

Group 6 M.A. Malone Communication

Rose Villa News - Lori Carter:

Library - Jean Coberly:

Group 7 Suzanne Townsen Hospitality

Welcoming Committee – Susan Hyne: Anne Gorter has shifted from North Main to South Main so her move-in is delayed until October.

September 2020		Apt	Phone	Buddy
20200916	L.K. (Kate) Scott	220	503-347-2118	Kate Dins
20200922	Judy Francis	221	503-481-0166	Priscilla Blake

Potluck – [open]: Potlucks are postponed for the near future.

Council Pet Committee (POST) – Suzanne Townsen: No meeting in September. Submitted cartoon to RV News.

Group 8 Julia Layden Sustainable Living

Green Team – Jean Lofy: The Food Team harvested 212# of potatoes, nine different kinds, from their garden plot. Some are in storage to see how well they keep and for how long. Others were donated to the Good Roots Food Bank.

Trash tossed into the blue recycle bins continues to be a problem. The Recycling Team is considering ways to correct this problem.

A check for \$400 has been donated to the RV Foundation from the refundable beverage containers program. The total donated year to date is about \$2500.

Group 9 Jerry Corn Leisure Activities

Sewing & Quilting Studio – Pam Duren:

Woodshop – Tom Wilcox:

Readers' Theater - Byron Windhorst Readers Theatre has found Zoom. We meet each Thursday at 2pm. Zoom offers us the opportunity to read plays and short writings together from the safety of our homes. In addition, those who would rather just listen may do so. This opportunity is also available for those who wish to use the telephone to listen. The link to the Zoom is sent to RVChat one or two hours in advance of Readers Theatre every Thursday. A few residents who are interested but not on RVChat, get an email.

During August and September, we continued to read works written by Muriel Ganopole and Evelyn Cole. We received more works by Muriel's relative and will continue to read her works from the creative writing class. We may start to read about half from Muriel's works and half from our stock of plays as we have fewer of her works are left to read.

((Readers Theatre reads short plays with each person reading a part of one of the actors. No memorization or acting experience is required. You get to take the part of a character. We enjoy reading short plays together within our own group. There's no need to be a performer in a public performance. Your ideas and participation are very valuable. New residents?)):

Book Club – Evelyn Cole

Attachments to Council Minutes, October 2020

ATTACHMENT #1 Treasurer's Report – 3rd qtr 2020 page 1 of 2

Residents' Association Council
2020 Report

<u>Committee Name</u>			<u>Jun-20</u>	
RAC General			\$ 2,217.23	
Garden Committee			\$ 1,244.44	
Restricted Funds (Free Money)			710.15	
P.O.S.T.			\$ 83.62	
Choir			\$ 2,204.18	
Wood Shop			\$ 2,804.06	
Treasure House			\$ 15,920.70	
Functional Fitness			\$ 7,263.04	
Sewing & Craft			\$ 2,259.66	
Library Committee			\$ 3,478.62	
ECF Party Fund			0	
Totals Balance:			<u>\$ 38,185.70</u>	
GC Bottle Drop -Activity				
Balance 1/31.2020			\$ 361.60	
Deposits				
Donations			\$ (361.60)	
Balance end of month			<u>\$ -</u>	
2020 Donation to Rose Villa Foundation			\$ 361.60	

ATTACHMENT #1 Treasurer's Report – 3rd qtr 2020 Page 2 of 2

General Council
2020 Report

<u>Date</u>	<u>Activity</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>
	Balance as of December 2019			\$ 2,217.23
1/8/2020	Newcomer's Meal		30.00	
1/20/2020	Printing - Welcome packets		4.00	
1/28/2020	Printing- buddy packets		7.00	
1/29/2020	Printing - buddy packets		16.00	
1/30/2020	Printing - various		29.00	
	<i>RVI Budgeted expense</i>	<i>86.00</i>		
		86.00	86.00	
	Balance as of January 2020			\$ 2,217.23
2/29/2020	Newcomer's Meal		17.00	
	<i>RVI Budgeted expense</i>	<i>17.00</i>		
		17.00	17.00	
	Balance as of January 2020			\$ 2,217.23
3/31/2020	Res Council Zoom Subs.		149.90	
	<i>RVI Budgeted expense</i>	<i>149.90</i>		
		149.90	149.90	
	Balance as of March 2020			\$ 2,217.23
5/31/2020	Printing - Res Council Folder		23.00	
	<i>RVI Budgeted expense</i>	<i>23.00</i>		
		23.00	23.00	
	Balance as of May 2020			\$ 2,217.23
6/30/2020	No Activity - June			
	Balance as of June 2020			\$ 2,217.23

ATTACHMENT #2 Council Communications Committee Report

October 2020

Report of the Communications Committee For October 2020 (covering activities in September 2020)

Members: Cynthia Brown (chair), Jerry Corn, Andrea Drury, Marilyn Gottschall, Susan Hyne (currently on leave), Mayo Marsh, Joncile Martin, Steve Morris, Al Ringquist, Paul Wathen, Judy Wathen, Byron Windhorst, Katie Morales (administration liaison)

Mission: As an arm of the Council, the mission of the Communications Committee is to build community by:

- fostering clear & effective communication among residents,
- facilitating communications between the Council and the residents, and
- working with RV administration to improve communication with residents.

Current Projects:

- **Rose Villa Today:** Rose Villa Today is a roughly 30-minute online weekly program dedicated to the growth and health of resident community life. An episode has aired each Friday since the last report, and future ones are in the works. This project is led by Marilyn Gottschall.
- **Daily Events Summary:** Steve Morris continues to produce and distribute his extremely useful daily events summary.
- **Website:** The new website (at <https://www.rvillagers.org>) is a home for digital imagery and programming that flows from the lives of residents. The basic architecture is in place, and an initial version of the website has been rolled out. Rose Villa Today has started playing at <https://www.rvillagers.org/rvtv>. We expect to have more content up and running as time goes on. This project is led by Andrea Drury.
- **Village Voices:** This will be a lecture series, similar to Ted Talks, by residents on topics they are expert on. The series will premier soon. It is being developed by Paul Wathen.
- **Survey.** The team is working on a survey to assess what forms of communication residents prefer, and to try to design channels that can reach everyone effectively. Judy Wathen is leading this project.
- **Communication between residents and the Council:** About two weeks prior to each upcoming Council meeting, members of the team, currently Steve Morris and Andrea , set up the Zoom and YouTube links and send a flyer and the announcements for Touchtown and the Trumpet to events@rosevilla.org.

ATTACHMENT #3 Madrona Grove Liaison Report – October 2020

Date: October 5, 2020

Subject: Madrona Grove liaison Report for Oct 2020

Lois Weathers, RC Liaison for MG

The “Beautify Madrona Grove’s Construction Fences” project is still in the works despite the tumultuous times we are in. Artists and willing volunteers are still needed both for the planning and the work needed. Those unsightly fences encircle the common room windows of MG and are expected to be up for two years! If you would like to help provide something more pleasing for the residents of MG to look at, consider contacting one of the two persons spearheading the project: Jacque Binder, Activities and Volunteer Coordinator for MG at x3276, and/or resident Kate Dins at x3223.

When family and friend visits resume for MG, the location will change from the Tranquility Garden to the former Seeds Store space. All required guidelines, as covered in the October Resident minutes, remain in place. The contact MG staff member for information and appointments is Kim Morgan at x2324.

One of the entertaining activities happening in MG is themed dinners. For example, Jacque Binder and Jenny Dickow, MG Dietary Manager, recently researched the country of Spain. A travel film on Spain was shown followed by a carefully chosen dinner of Spanish foods. The evening was a hit with the residents and more such dinners are being planned.

Finally, during a recent chat with Jacque Binder, she spoke of how eager both MG residents and staff is for friends and volunteers to return to MG. In the meantime, and until our RV community is whole again, ongoing projects (like beautifying the construction fences) help to boost the morale of everyone in MG, and provide the important vital message that our caring, loving RV community truly misses our shared contacts. Any and all ideas are welcome. So, keep creative ideas coming! Ongoing contacts are Jacque at x3276 and Lois Weathers at x3240.

ATTACHMENT #4 iDREAM Committee Report – Oct. 2020 Page 1 of 2

The IDREAM Committee zoomed from 12:30-1:55pm on 9/21/20 with Don Lehman, Julia Layden, Lois Weathers, Pat Matthews, Joan Clark and Katie Morales (staff liaison) in attendance.

Kikue Rich (iDREAM Committee member) was not able to attend due to technical difficulties with Zoom, which will be corrected (with help from Don) prior to our next meeting.

Jean Coberly attended as a consultant for the Library Project.

Library Project Report: Julia Layden, Joan Clark, Jean Coberly

Task: Develop and implement a plan for expanding the use of resources available in the Rose Villa library, which address iDREAM themes

Step #1: Work with RV Library volunteers to compile a list of RV library resources which are currently available; non-fiction, fiction, books, large print books, DVD's

- Post the list in a visible place in the library
- Publicize in the RV newsletter the use of the list of resources

Step #2: Work with the RV Library volunteers to promote and expand the use of resources in the RV library which address iDREAM themes

- Publicize on Touchtown, on RV Chat and at the Resident Forum and Resident Council iDREAM themed resources available in the library
- Highlight iDREAM themed biographies and authors on historical anniversaries and birthdays
- Select and feature a “Book of the Month” from the iDREAM themed resources for campus-wide reading and discussion on Zoom
- Design, promote and coordinate facilitated book groups using iDREAM themed resources

Step #3: Increase the number of resources available in the RV library which address iDREAM themes

- Develop and promote a “Wish List” of iDREAM themed resources for RV resident gifting to the library

Following discussion of the report, IDREAM Committee members asked Julia and Joan take action on implementing the steps listed above, and bring to the next meeting a timeline for completion.

Getting the word out re: iDREAM: Joan Clark

In response to a request from the Residents Council, committee members considered suggestions for a tag line to describe the mission of iDREAM

Suggestions included:

- Changing hearts, minds and culture
- A committee focused in building an inclusive community
- Aiming at a diverse future at Rose Villa
- Becoming anti-racist!
 - Creating community on common ground

After discussion of which tag line most closely reflected the goals of iDREAM, the committee reached consensus on *iDREAM: changing hearts, minds and culture*

Art Project Report: Pat Matthews, Kikue Rich

Kikue and Pat are developing two proposals for artistic representations of iDREAM issues

After some conversation about how to proceed in Kikue's absence, the iDREAM Committee decided to postpone consideration of the proposals to the October meeting

In the meantime, Pat and Kikue will contact Marilyn Gottschall about featuring on Rose Villa TV an interview with them to generate interest in and understanding of the projects

Next meeting agenda:

Discussion of UNA and iDREAM collaboration

Regularly scheduled monthly meeting date:

The iDREAM Committee members agreed to meet each month on the 2nd Monday at 12:30pm

This time will allow for timely communications with Resident Council reports and publicity/newsletter deadlines

**October 5, 2020 Residents' Association Council Meeting
Management Report- Tina Moullet, Executive Director****Topic 1****Staff Hot Wash document and next steps**

Purpose:

The report provides a review and analysis of Rose Villa's response to the September Wildfire incident located in rural Clackamas County which triggered a level 1 evacuation status for Rose Villa- something this community had never experienced prior to this incident. The wildfires caused an air quality situation for the area, creating hazardous air quality measurements for multiple days.

The entire senior management team was involved in the staff Hot Wash, which resulted in copious notes, and the Hot Wash document you received on Friday. This report is meant to surface key learnings, areas of strength and areas of improvement so that we are able to refine and improve our emergency preparedness planning and response.

Main themes the surfaced for us through the analysis are clearly defining roles and responsibilities of both residents and staff; refine communication content, tools, timing, and frequency; and then preparedness plans and actions. These three main themes are then broken down into key learnings, objectives, and desired outcomes.

Next steps:

Our Kaizen Team is going to review the report at their monthly meeting coming up this Friday. This is a cross-departmental team of staff from many different positions across the organization. It is important to hear from staff who were not involved in the implementation of the plan so that we make sure the plan meets staff needs and expectations as well as residents. That group may shed light on a potential revision that we have not yet discussed. The resident Hot Wash group is meeting with Rose Villa leadership to discuss both reports and establish our plan to move forward together. This meeting takes place on Monday, October 12.

Topic 2

Resident Finance Liaison Group

Group Charter:

The Resident Financial Liaison Group (FLG) is a collaborative management and resident group which meets to discuss budgeting and financial components: generate input, insight and feedback on annual budget decisions (including the operating budget, the capital budget and short and long-term strategic planning); and to act as a liaison to solicit input and feedback from the resident community and to communicate budget decisions and concepts to the resident community.

The entire group charter will be published on TouchTown by tomorrow.

Staff membership:

Diane Gibson, CFO - Group Leader dgibson@rosevilla.org

Tina Moullet, Executive Director tmoullet@rosevilla.org

Vassar Byrd, CEO – ex officio vbyrd@rosevilla.org

Resident Membership:

Patt Callender p_callender@msn.com

Mimi Chitty mimijackch@gmail.com

Ed McFarlane mcfarlane8@comcast.net

Holly Schmidt schmidt.holly@gmail.com

Cathy Schwabe cschwabe@icloud.com

Eric Shawn eric.shawn49@gmail.com

The Capital budget component of this work is a topic we are covering today.

Capital Expenses are defined as the purchase of an asset (or an asset improvement) over \$2,500, with a life expectancy of over one year (not a consumable item).

Eric Shawn is going to talk about the resident members of the FLG; their role in the Capital budgeting process; and how you can all be a part of it with them.

To do: Think about potential capital projects and discuss them with resident members of the group. They will take them to the FLG for consideration.

Topic 3

Voting

If you have lived in Oregon long enough to have voted at least once, you know that Oregon is a vote by mail state. The November 3, 2020 General Election is quickly approaching, and I encourage everyone to become registered if you are not already and then VOTE!

As citizens of Clackamas County, our County Elections office has a website full of resources for voters: <https://www.clackamas.us/elections>

FAQ's

Deadline to register to vote is October 13, 2020 Need to register? Click on this link:

<https://sos.oregon.gov/voting/Pages/myvote.aspx?lang=en>

Ballots will be mailed to registered voters on October 14, 2020
You can mail in your ballot or drop it off at one of the official ballot collection sites. The closet site to us is at the Milwaukie City Hall. There is also a drop box at Oak Lodge Library.

How can I be talking about voting? As a reminder, Rose Villa may promote voter registration and the act of voting, but we cannot get involved in discussing or promoting candidates.

ATTACHMENT #6 Renovations Report October 2020

Renovations Department Projects Update for Resident Council, October 2020 Meeting

Classic Cottages – In Process;

Bldg. 3F (220, 221, & 222) – Wrapping up.

103 (Abatement complete. Holding for contractor.)

97 – Wrapping up.

112

229

246

Under Vacate;

233 (Pending 229)

3050 (Pending 233)

313 (Pending 112)

N/S Main – 4303

Rose Court – 339

Exterior Upgrades (Design & Views in process)

- Need color samples to host resident meeting

NP, GG, & CAB –

Restarting warranty work;

- 1) Exterior;
 - a. NP: Concrete
- 2) Interior: Case by case basis.

Oaks –

Restarting warranty work;

- 1) Exterior
- 2) Interior: Case by case basis.

ATTACHMENT #7 Facilities Operations Update October 2020

Building Operations:

Construction or projects planned –

- Repair beam above South Main west entrance
- Former SEEDS store will be used for MG residents to visit family when the weather turns (approximately Oct 1)
- Spalling concrete resurfacing test area completed in Phase 1 cottage area
 - Evaluating surface over tbd period of time
- Filter media retrofits for makeup air units at South main
- Additional security cameras installed in North Campus with motion detect
- Pool Dehumidifier repair to begin the week of Sept 28 now that parts have finally arrived

EVS:

- Staffing
 - Jade Wahl – left Rose Villa
 - New employee – Amberlee Curl started 9/8
 - Hiring for Full-Time housekeeper
- Equipment Purchases/Replacement
 - Replacing one floor scrubber
- Projects
 - New carpet machine evaluation vs. using Chem Dry

Grounds:

- Comprehensive landscape renovation of building 3T completed.
- Basic cleanup/reno of 97 completed so sales efforts may proceed, monitoring until sold
- Grounds team called off work 9/14, 9/16, and 9/17. 9/18 work schedule pending air quality levels forecast. Tuesday 9/15 short crew on a short shift for garbage/recycling route (essential work). All non-essential outdoor work on hold until air quality conditions improve.
- Mowing contractor service visit for Wednesday 9/16 canceled due to poor air quality conditions.
- 229 renovation underway.
- 246 renovation to commence week of 9/21 if air quality levels allow.
- Privacy fencing (per resident CWA) around HVAC units at GG completed.

Tech Serv:

- New Tech Services Coordinator hired- Hunter Mantin- Starts Sept 21
- All new Low Voltage work completed in Bldg 3F