



*Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849*

Spreckels Veterans Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday September 6, 2023 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

Agenda order may be adjusted by the Chair for purposes of meeting flow and to be respectful of the time concerns of guests present.

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
 Walan Chang, Vice-President
 Saren Pierson, Secretary
 Shaheen Jorgensen, Director

4. PUBLIC COMMENTS: *At this time any person may comment on any item which is not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda. Board members may briefly respond to statements made or questions posed as permitted by Government Code Section 54954.2. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of five (5) minutes. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the Board of Directors.*
5. APPROVAL OF MINUTES:
 - a. SVMD Regular Board Meeting August 2, 2023.
6. GENERAL MANAGER'S REPORT:
 - a. Financial Reports November.
 1. Fund Balances as of 8/30/2023
 2. Budget FY 2022 FYTD to 8/30/2023
 3. Review of Deposits: County Fund 668 June [Period 13] July [Period 1]

4. Review of Deposits: Five Star General Checking August.
 5. Review of Five Star Bank Statements/Reconciliations July 2023.
 6. Review of Expenditures July 2023.
7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL
 - a. Transfer \$20,000.00 from County Fund 668 to Five Star General Checking.
 - b. Renew Facilities Use Agreement: Sign With Us 3.
 8. USE REQUESTS:
 9. FUNCTION RECAP:
 10. CONTINUED BUSINESS:
 - a. Budget FYE 6/30/2024
 - b. Facility Manager Employment Agreement.
 - c. Spreckels School Parking Lot MOU
 - d. Future Projects.
 11. NEW BUSINESS:
 - a. Director Jorgensen: Report on CSDA Annual Conference and Exhibitors Showcase.
 12. REGULAR MONTHLY FACILITIES REPORTS:
 - a. Review of Building/Equipment Inspection Report.
 - b. Review of Park Operations and Safety Report
 13. FUTURE AGENDA ITEMS:
 14. ADJOURN REGULAR MEETING: Next meeting Wednesday September 6, 2023 5:30 PM.

2023 Meeting Dates: January 4, February 1, March 1, April 5, May 3, June 7, June 28, August 2, September 6, October 5, November 4, December 6.

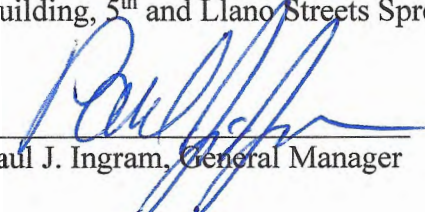
ADA COMPLIANCE

In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office at least one business day prior to the scheduled public meeting.

In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District during normal business hours. Email requests please use spreckelsmd.main@gmail.com.

Certification

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Veterans Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the September 6, 2023 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962


 Paul J. Ingram, General Manager

Date 8/31/2023

To download the full agenda packet, please go to www.spreckelsmd.specialdistrict.org and click on the meeting date. Click on the link to the agenda.



Spreckels Veterans Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday August 2, 2023 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order at 5:32 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
 Walan Chang, Vice-President
 David Kuhlmann, Director
 Saren Pierson, Secretary
 Shaheen Jorgensen, Director

Present: Magno, Chang, Kuhlmann, Pierson, Jorgensen

Absent: None

QUORUM ESTABLISHED

At this time Director Kuhlmann announced he would be resigning from the board, effective this date, for health reasons. The remaining board wished him well. At this time he excused himself from the meeting to start a RV road trip with his wife.

General Manager will post the vacancy as soon as possible with the October 6th regular meeting date to make an appointment.

4. PUBLIC COMMENTS:

James Riley informed the board that he is in contact with City of Salinas Councilman Steve McShane regarding the issue of seeking the return of the Organ Grinder painting that was previously hung in the auditorium display case. It is currently in storage. Jim asked the board if they wished him to pursue this opportunity. The consensus of the board is they would be interested in exploring the return of the painting donated by Alma Spreckels.

Jim also expressed the opinion that a feature of Victorian style housing and parks is tall palm trees. He would be willing to have palms located in his yard dug up and transported to the park or Veterans Memorial Building for transplanting.

5. APPROVAL OF MINUTES:

- a. SVMD Regular Board Meeting June 28, 2023.

Motion to approve [Jorgensen] 2nd [Chang].
Ayes: Magno, Chang, Pierson, Jorgensen
Noes: None

MOTION CARRIED6. GENERAL MANAGER'S REPORT:

- a. Financial Reports November.
1. Fund Balances as of 7/31/2023
 2. Budget FY 2022 FYTD to 6/30/2023
 3. Review of Deposits: County Fund 668 June [Period 12]
 4. Review of Deposits: Five Star General Checking July.
 5. Review of Five Star Bank Statements/Reconciliations June 2023.
 6. Review of Expenditures June 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$20,000.00 from County Fund 668 to Five Star General Checking.

Motion to approve [Pierson] 2nd [Chang].
Ayes: Magno, Chang, Pierson, Jorgensen
Noes: None

MOTION CARRIED

- b. Renew MOU Sign With Us 3.

Pending update of the MOU, motion [Pierson] 2nd [Jorgensen] to approve the month of August at the 10% of gross rental fee.
Ayes: Magno, Chang, Pierson, Jorgensen
Noes: None

MOTION CARRIED8. USE REQUESTS:

- a. Johnny Boze Retirement Party

Motion to approve at resident rate [Pierson] 2nd [Chang].
Ayes: Magno, Chang, Pierson, Jorgensen
Noes: None

MOTION CARRIED9. FUNCTION RECAP:

- a. Tapia Birthday Party

Spreckels Veterans Memorial District • P.O. Box 7266 • Spreckels, CA 93962
 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855
 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

Facilities Manager informed board of a medical situation involving loss of blood. First aid was administered and fire/emt was called. Ambulance arrived and paramedic stabilize patient for transport by personal car to local emergency room.

10. CONTINUED BUSINESS:

- a. 4th of July Celebration 2023.

Report was given by Event Coordinator Dani Parker of issues related to number of portable toilets required and an unauthorized vendor charging for photo portraits in front of display provided by a volunteer. Also reported the Continuity Book requirements were met via access to Google docs with the required information available. Final payment was made to Dani for her services.

- b. Facility Manager Employment Agreement.
c. Solicitations for New Ovens or Kitchen Use.

Board consensus is these types of rentals should be in the range of \$25-\$40 per hour use for Veterans and \$45-60 per hour use for Non-Veterans. More research should be done on the right contract for this use, as opposed to the regular hall use contract. Facilities Manager is directed to go forward with Sabor Catering as needed with these guidelines until a permanent policy is adopted.

- d. Renew Spreckels School Parking Lot MOU

*Motion to approve [Chang] 2nd [Pierson].
Ayes: Magno, Chang, Pierson, Jorgensen
Noes: None*

MOTION CARRIED

- e. Future Projects.

11. NEW BUSINESS:

- a. Estimates to remove 2 large cypress trees in annex with stump grinding.

- El Gabilan Tree Service: \$4,350.00
- Tope's Tree Service: \$9,000.00

Motion to approve [Chang] 2nd [Pierson] El Gabilan Tree Service not-to-exceed \$6,000 in order to include some extra work.

*Ayes: Magno, Chang, Pierson, Jorgensen
Noes: None*

MOTION CARRIED

- b. Budget FYE 6/30/2024.

Work on the budget was undertaken up to the point of Equipment Maint & Repairs Hall. Work will be continued at the September 6th regular meeting.

- c. Resolution 2023-01: Resolution Certifying Compliance With State Law With Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges.

Motion to approve [Chang] 2nd [Jorgensen].

Ayes: Magno, Chang, Pierson, Jorgensen

Noes: None

MOTION CARRIED

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.
b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday September 6, 2023 5:30 PM.

Meeting was adjourned at 7:23 pm.

2023 Meeting Dates: January 4, February 1, March 1, April 5, May 3, June 7, June 28, August 2, September 6, October 5, November 4, December 6.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager



SPRECKELS VETERANS MEMORIAL DISTRICT FUND BALANCES AS OF 8/31/2023

COUNTY FUND 668	\$ 130,649.39
FIVE STAR GENERAL CHECKING	\$ 16,234.03
FIVE STAR PAYROLL CHECKING	\$ <u>124.41</u>
 TOTAL	 \$ 147,649.39

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 08/01/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Rebecca Tapia	Deposit	1,000.00
		Rebecca Tapia	Building Rent	1,800.00
		Hong Hee Kim	4th of July Vendor Fees	200.00
		Richard Uccelli	Deposit	500.00
		Johnny Boze	Deposit	500.00
		Mario Domalaog	Building Rent	800.00
Less Cash Back:				
Deposit Total:				4,800.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 08/16/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Salinas Kushikino	Park Rental	100.00
		Tanimura & Antle	Building Rent	800.00
		Dog Training Club	Park Rental	150.00
		Roberta Urquidez	Building Rent	1,500.00
Less Cash Back:				
Deposit Total:				2,550.00



*Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849*

Facilities Use Agreement with Sign With Us 3

This Memorandum of Agreement between the Spreckels Memorial District (SMD) and Sign With Us 3 is for use of the Spreckels Veterans Memorial Building. This annual agreement is subject to annual review and renewal, and Sign With Us 3 is responsible for submitting a written renewal request to the SMD Facilities Manager.

Purpose: Hold weekly sign language classes.

Effective dates: From date signed to September 30, 2022 (academic year).

Meeting Dates: Tuesdays from 3:00 pm to 5:00 pm.

Fees: Sign With Us 3 will pay fees based on the Usage Fees criteria below.

Points of Contact for official notices and communications regarding this Agreement

Sign With Us 3 Contact Information:

Organization Address: 828 Amarillo Way
Salinas, CA 93905

Points of Contact: Laurie McDaniel, Shawnell Thompson, LeeAnn Aguayo

Contact Info:

Name	Phone	Email
LeeAnn Aguayo	[831] 262-3452	signwithus3@gmail.com

Spreckels Veterans Memorial Building Contact Information:

Joseph Velasquez, Facilities Manager

Office: [831] 455-2022

Mobile: [831] 756-2269

Email: jvelasquez0608@gmail.com

Paul J. Ingram, General Manager

Office: [831] 455-7855

Email: spreckelsmd.main@gmail.com



Agreement for Use

1. **Use fees.** Sign With Us 3 is permitted to hold weekly classes in the small meeting room based on the following fee structure per use:
 - A. Year 1: 10% of gross receipts.
 - B. Year 2 onward: 20% of gross receipts.
 - C. Fees will be paid monthly.
 - D. Any expenses incurred to repair damage to the facility from Sign With Us 3 activities will be billed to Sign With Us 3 and are due immediately upon receipt of bill.
2. **Use dates.** As part of each annual renewal request, Sign With Us 3 will provide a written list of proposed class dates. Additional functions or change requests will be sent to the SVMB Facilities Manager at least 30 days in advance. **All meeting and event dates are subject to facility availability and SMD board approval; Sign With Us 3 is encouraged to submit requests with details as early as possible.**
 - A. The 2023-2024 dates will be as follows:
 1. Session 1: October 5, 12, 19, 26 and November 2, 3, 16, 16, 30.
 2. Session 2: December 7, 14; January 4, 11, 18, 25; and February 1, 8, 15.
 3. Session 3: March 1, 8, 15, 22, 29 and April 5, 19, 26.
 4. Session 4: May 3, 10, 17, 24, 31 and June 7.
 5. Session 5: To be determined based on need.
 - B. Cancellations or changes must be submitted in writing at least 30 days prior to the function for full refund.
3. **Liability Insurance.** Sign With Us 3 is responsible for carrying liability insurance and will provide a copy of the policy to SVMD.
4. **Safety.** Safety and security of all people and property is the number one priority at the SVMB facility. It is the responsibility of Sign With Us 3 to keep all students and the facility safe from harm. In addition to the SVMB rules and requirements, any act or circumstance deemed unsafe by SVMB or Sign With Us 3 staff must cease immediately upon notice. This includes but is not limited to: running, roughhousing, and rough use of fixtures, walls, and structures both inside and outside the building.
5. **Bathrooms.** Sign With Us 3 staff and students will have access to the bathrooms on event afternoons and Sign With Us 3 is responsible ensuring appropriate usage and cleanliness.
6. **Floors.** Spills should be absorbed with cloth, paper or other appropriate method, and damp rag used for sticky spills. If a room other than the small meeting room is used, the floors must be swept with brooms and/or dry mop at the end of each event.

7. **Furniture.** Any movement of furniture shall be in a manner that protects the facility, especially the floors and walls. All furniture shall be returned to their pre-use locations at the end of each event.
8. **Walls/Ceilings.** Decorations or teaching aids may be attached to the walls with blue painter's tape only. Piercing items, such as staples, thumbtacks, pushpins, nails, etc. are prohibited. All items shall be removed from the facility at the end of each event. No items with glitter are permitted on SMD property. Any signs placed in the neighborhood or elsewhere in town shall be removed at the end of each event as well.
9. **Food.** No food will be consumed inside the building. Water bottles are permitted. Any spills will be cleaned up and brought to the attention of the Facilities Manager for further cleaning (if needed) immediately to avoid permanent damage.
10. **Garbage.** Sign With Us 3 staff is responsible for removing waste and recyclables from any room used, including the wastebaskets in all bathrooms, at the end of each event.
11. **Animals.** In compliance with the Americans with Disabilities Act, service dogs are permitted in the building and must be harnessed, leashed, and under control at all times. Urination, defecation, or other damage to property shall be grounds for immediate removal and liability for damage cleanup/repair costs. No other animals of any kind are permitted in the facility without prior written board approval. Any outdoor events that involve animals other than service dogs must be obtain written board approval.
12. **Parking.** Vehicles shall be parked in the SVMB parking lot and along the public street. Sign With Us 3 attendees will not block driveways of the neighbors.
13. **Amplified music.** Amplified music shall be restricted to no higher than 80 decibels. All music shall cease at 10:00 PM. No audio or electronic items are included in this Agreement.
14. **Alcoholic beverages.** No alcoholic beverages are allowed on SMD property during Sign With Us 3 functions at any time.
15. **Smoking.** In compliance with state and local laws, smoking and the use of any tobacco products are prohibited in all SMD buildings and facilities, both indoors and outdoors, at any time. The term "Smoking" means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, Electronic Smoking Device, or any plant product intended for human inhalation.
16. **Illicit drugs.** In compliance with state and local laws, possession and consumption of illicit drugs are prohibited on SMD property at any time.
17. Any violation of the alcoholic beverage, smoking, or illicit drug policies shall be grounds for immediate termination of this agreement.

The undersigned have read, understand, and agree to abide by and follow this agreement with SMD. We understand that Sign With Us 3 is subject to immediate expulsion from the facility either temporarily or permanently, should the staff, participants or guests fail to comply with this Agreement.

Sign With Us 3

Monterey County Director

Date

Printed name _____

Spreckels Memorial District Board

President

Date

Printed name _____

Spreckels Memorial District
Budget Worksheet FY 2024

Income	Budget FY 23	FY 2024	FYTD		
July 4th	\$10,000.00	<i>\$12,000</i>	\$16,309.64	-\$6,309.64	163.10%
Memorial Building & Park rent	\$35,000.00		\$47,880.00	-\$12,880.00	136.80%
Sub Total	\$45,000.00		\$64,189.64	-\$19,189.64	142.64%
Property Tax	\$235,000.00		\$254,541.37	-\$19,541.37	108.32%
Special Assessment	\$44,500.00		\$44,383.90	\$116.10	99.74%
Interest on Pooled Investments	\$1,000.00		\$2,298.26	-\$1,298.26	229.83%
Sub Total	\$280,500.00		\$301,223.53	-\$20,723.53	107.39%
Total Income	\$325,500.00		\$365,413.17	-\$39,913.17	112.26%
Expense					
Salaries					
Pay Roll Expenses	\$100,000.00	<i>\$110,000</i>	\$106,596.35	-\$6,596.35	106.60%
Employee Benefits					
Workers Comp	\$2,500.00	<i>\$3,000</i>	\$2,774.41		110.98%
Total Salary and Benefits	\$102,500.00	<i>\$110,000</i>	\$109,370.76	-\$6,870.76	106.70%
Operations Budget					
4th of July	\$10,000.00	<i>\$12,000</i>	\$15,832.28	-\$5,832.28	158.32%
Professional Services					
Audits	\$8,000.00	<i>\$9,000.00</i>	\$0.00	\$8,000.00	0.00%
Administration Fees	\$3,000.00	<i>\$3,500.00</i>	\$3,074.00	-\$74.00	102.47%
Advertising	\$1,000.00	<i>\$1,000.00</i>	\$924.55	\$75.45	92.46%
Legal Services	\$2,000.00	<i>\$2,000.00</i>	\$761.80	\$1,238.20	38.09%
Parcel Management	\$3,875.00	<i>\$3,875.00</i>	\$3,850.00	\$25.00	99.35%
Bank Fees	\$50.00	<i>\$50.00</i>	\$55.50	-\$5.50	111.00%
Property Tax	\$450.00	<i>\$450.00</i>	\$462.22	-\$12.22	102.72%
Sub Total	\$18,375.00		\$9,128.07	\$9,246.93	49.68%
Education					
Board and Staff Education	\$800.00	<i>\$3,000.00</i>	\$80.00	\$720.00	10.00%
Dues and Subscriptions	\$2,500.00	<i>\$3,000.00</i>	\$2,691.93	-\$191.93	107.68%
Sub Total	\$3,300.00		\$2,771.93	\$528.07	84.00%
MAINTENANCE					
Building Materials	\$1,500.00	<i>\$1,500.00</i>	\$1,287.39	\$212.61	85.83%
Electrical Repairs Hall	\$1,000.00	<i>\$2,000.00</i>		\$1,000.00	0.00%
Electrical Repairs Park	\$4,000.00	<i>\$1,100.00</i>	\$3,605.38	\$394.62	90.13%
Equipment Purchase Hall	\$25,000.00	<i>\$5,000.00</i>	\$83,552.76	-\$58,552.76	334.21%
Equipment Purchase Park		<i>\$1,000.00</i>	\$1,174.90		
Equipment Rental	\$1,000.00	<i>\$500.00</i>	\$150.72	\$849.28	15.07%
Power Equipment Repairs	\$500.00	<i>\$500.00</i>	\$75.00	\$425.00	15.00%
Plumbing Repairs Hall	\$250.00	<i>\$5,000.00</i>	\$410.00	-\$160.00	164.00%
Plumbing Repairs Park	\$12,000.00	<i>\$8,000.00</i>	\$11,325.00	\$675.00	94.38%
HVAC	\$2,000.00	<i>\$5,500.00</i>	\$4,107.13	-\$2,107.13	205.36%
Equipment Maint & Repairs Hall	\$3,000.00	<i>\$5,000</i>	\$7,167.99	-\$4,167.99	238.93%

sod cutter

\$5000

Spreckels Memorial District
Budget Worksheet FY 2024

28
16

Equipment Maint & Repairs Park	\$1,000.00		\$1,417.37	-\$417.37	141.74%
Sprinkler Supplies	\$1,000.00		\$1,080.81	-\$80.81	108.08%
Sprinkler System Repairs	\$2,000.00		\$4,580.00	-\$2,580.00	229.00%
Park Plants	\$1,000.00		\$158.68	\$841.32	15.87%
Fuel	\$1,200.00		\$1,460.87	-\$260.87	121.74%
Pest Control	\$400.00		\$390.00	\$10.00	97.50%
Landscape Maintenance Contract	\$25,500.00		\$29,835.00	-\$4,335.00	117.00%
Tree Maintenance	\$4,000.00		\$4,400.00	-\$400.00	110.00%
Turf Treatment	\$6,500.00		\$5,390.00	\$1,110.00	82.92%
Water Treatment	\$1,400.00		\$1,474.73	-\$74.73	105.34%
Sub Total	\$94,250.00		\$163,043.73	-\$68,793.73	172.99%
Utilities					
PG&E Park	\$4,000.00		\$2,443.03	\$1,556.97	61.08%
PG&E Hall	\$18,000.00		\$21,230.13	-\$3,230.13	117.95%
Water / Park	\$20,000.00		\$15,705.73	\$4,294.27	78.53%
Water / Hall	\$4,000.00		\$3,364.49	\$635.51	84.11%
Sewer	\$2,000.00		\$2,394.34	-\$394.34	119.72%
Telephone and Internet	\$4,000.00		\$5,035.50	-\$1,035.50	125.89%
Sub Total	\$52,000.00		\$50,173.22	\$1,826.78	96.49%
Supplies					
Janitorial Supplies	\$4,000.00		\$6,872.44	-\$2,872.44	171.81%
Sub Total	\$4,000.00		\$6,872.44	-\$2,872.44	171.81%
Office/Operating Expenses					
Office Supplies	\$800.00		\$1,194.95	-\$394.95	149.37%
Office Equipment	\$100.00		\$580.23	-\$480.23	580.23%
Post Office Box	\$250.00		\$248.00	\$2.00	99.20%
Website	\$600.00		\$600.00	\$0.00	100.00%
Postage and Delivery	\$60.00		\$123.00	-\$63.00	205.00%
Sub Total	\$1,810.00		\$2,746.18	-\$936.18	151.72%
Insurance					
General Liability / Property Insurance	\$11,000.00		\$12,904.28	-\$1,904.28	117.31%
Sub Total	\$11,000.00		\$25,808.56	-\$14,808.56	234.62%
Total Operations	\$297,235.00		\$385,747.17	-\$88,512.17	129.78%
Capital Expense					
Building	\$75,000.00		0	\$75,000.00	0.00%
Park	\$60,000.00		0	\$60,000.00	0.00%
Sub Total	\$135,000.00		0		0.00%
Emergency Reserve					
Total Expense	\$432,235.00		\$385,747.17	\$46,487.83	89.24%

SVMD Future Projects

DATE ADDED	FACILITY	POC	DESC	PID	Status/Next Step	URGENCY	IMPORTANCE	VENDOR 1	QUOTE 1	VENDOR 2	QUOTE 2	VENDOR 3
2/1/2023	HALL		REPLACEMENT WINDOWS	2022-01				DEL MONTE GLASS	\$34,124.00	DEL MONTE GLASS	\$12,528.00	
2/1/2023	HALL		EXTERIOR PAINTING	2022-02	Completed							
2/1/2023	PARK		REPLACE PLAYGROUND SAND	2022-03								
2/1/2023	PARK		REPLACE 2 WINDBREAKS	2022-04								
2/1/2023	PARK	Shaheen	REPLACE TABLES AND BENCHES AT PARK	2022-05								
2/1/2023	HALL	Saren	REPLACE CARPET VETERAN'S MEETING RM	2022-06	SP TO UPDATE QUOTE							
2/1/2023	PARK	Paul	DEMO OR REPURPOSE RAQUETBALL COURT	2022-07	PRELIMINARY PLANNING							
2/1/2023	HALL	Paul	NEW VIDEO SURVEILLANCE SYSTEM	2022-08	Completed							
2/1/2023	PARK	Walan	NEW BANNER SYSTEM ON POLES - VETERANS	2023-09								
9/4/2023	PARK		SHADE STRUCTURE	2023-10								
9/4/2023	PARK		WATER FOUNTAIN	2023-11								
9/4/2023	PARK	Shaheen	PLAYGROUND EQUIPMENT	2023-12								

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

					✓	Date
CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:						
				AUDITORIUM	✓	9-5-23
"	"	"	"	BANQUET ROOM	✓	
"	"	"	"	KITCHEN	✓	
"	"	"	"	LOUNGE	✓	
"	"	"	"	MEETING ROOM	✓	
INSPECT ALL ROOF AIR CONDITION AND HEATER DUCTS						
INSPECT EXHAUST FANS FOR PROPER OPERATION AND LUBRICATION ON:						
				KITCHEN HOOD	✓	
"	"	"	"	DISHWASHER	✓	
"	"	"	"	BATHROOM	✓	
"	"	"	"	OFFICE	✓	
				BANQUET ROOM	✓	

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

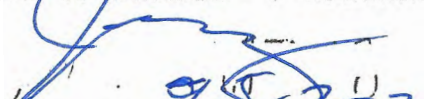
[Signature]
Date 9-23

WEEKLY

SCHEDULE OF WEEKLY BUILDING EQUIPMENT INSPECTION

	Week #1	Week #2	Week #3	Week #4
INSPECT ALL (4) HOT WATER HEATERS FOR: LEAKS	✓	✓	✓	✓
" " " " PILOT LIGHTS	✓	✓	✓	✓
CHECK EMERGENCY LIGHTING BATTERY	✓	✓	✓	✓

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING


 Date 9/5/2023