

## **Annual Report of the Property Committee**

**September 2011**

### **Overview**

The Property Committee is charged with planning for and maintaining the safety, security, comfort and attractiveness of the buildings and grounds of the Meeting. The Committee is responsible for the condition of building structures, exteriors, systems, furnishing, equipment, and major appliances. While maintaining the Meeting's three historic buildings and grounds, the committee is in the midst of implementing the meeting's ambitious repurposing of Carriage House and Quaker House, the impetus of which was the departure of two long-term space users: the School for Friends and a long-time member and former Clerk of the Meeting who resided in an apartment in the second floor of Carriage House.

Our committee membership has remained fairly stable with the addition and resignation of a handful of members. We are a busy committee and sometimes exhausted, but we are mindful of committee process and make every effort to do our work with good spirit and mutual respect.

### **Major activities since the June 2010 Annual Report:**

- Renovated the Decatur Place Room and the storage room in the north end of the Meeting House First Floor for program use by child care, First Day School and others.
- Painted the Meeting House front office and first floor restrooms.
- Renovated and painted the entry hall and staircase of Quaker House.
- Finished renovation of Carriage House 1st and 2nd floors and received DC approval for occupancy by Tostan, a non-profit working on gender, health and development issues in Africa.
- Renovated the 2nd and 3rd floor back wing of Quaker House for occupancy by Promundo, a non-profit working on gender and health issues in Brazil.

- Renovated the front portion of the 1st Floor of Quaker House. One office has been shared by GreeneWorks Global. One desk is occupied by an AFSC fellow who is working on developing a human right curriculum for use by local schools and communities. Over the summer, two AFSC interns also occupied the space.
- Renovated the front, far corner office in 1st Floor of Quaker House. This is space is now occupied by Peace Tax Fund, our longest running space use partner.
- Increased the meeting revenue for long term space use from \$36 thousand (annualized) to \$106 thousand with further increases anticipated in the coming year.
- Sponsored numerous work days throughout the year that have accomplished considerable work as well as providing a community activity. A big THANK YOU to all who participated!
- Addressed safety issues including encapsulation of lead paint and asbestos tiles, removal of asbestos pipe insulation, correction of electrical hazards, etc.
- Worked with the Personnel Committee to document the meeting staffing requirements of Property Management and helped incorporate some of these functions into the new Job Description of the Administrative Secretary.

### **Pending:**

- Complete Meeting House gutter repair due to damage from the ice and snow of last winter.
- Replace leaking Meeting House roof ridge vent, which will then allow us to repair and paint the Meeting Room ceiling.
- Refinish the Meeting House main staircase and landing.
- Renovate and find a space user(s) for the rear of Quaker House 1st floor.
- Continue working with Personnel to ensure staffing is concomitant with the needs of Property Management.
- Work with Staff to thoroughly document the FMW property systems and devise a routine maintenance schedule.

- Work with Marriage and Family Committee and staff to implement a marketing program to promote event use (weddings, meetings, seminars, public gatherings, etc.) in our space.
- Work with the Capital Improvement Task Force and the Meeting to identify capital needs, make recommendations for major property improvements and help determine ways to implement them.
- Establish regular property inspections and asset inventories.
- Get adequate security and fire detection systems installed in our buildings.
- Contract for professional fire loss prevention inspection and investigate potential fire suppression measures.
- Review occupancy permitting requirements.
- Get our myriad of unmatched keys and locks under control.
- Find a solution to the problems posed by the Quaker House and Carriage House heating system and inadequate air conditioning in those spaces. Improve energy efficiency and weatherization.
- Get the Decatur Place sidewalk fixed.
- Get backup systems and monitoring for our sump pumps.
- Work to improve drainage issues.
- Upgrade office phone system.
- Resolve a variety of storage issues.
- Improve our budgeting and tracking of property expenditures.
- Improve the situation in the Meeting Room and elsewhere for Friends and visitors with hearing impairment.
- Get exterior lighting systems under control and working properly.
- Continue rodent abatement in Quaker House.
- Improve safety of Quaker House back stairs.
- Improve/expand kitchen facilities in Quaker House/Carriage House.
- Other things as needed.

## **Challenges:**

The tasks facing the Property Committee are enormous. Although a great deal has been accomplished, it has been made possible only because several members of the Committee have contributed time and effort far beyond what can be typically expected of an FMW committee member. The Property Committee mailing list has exchanged 1,888 messages since it began in January 2010, and members have contributed many work-months of their time. This level of effort cannot be sustained, and still it has not been sufficient to enable the committee to properly address the property management and maintenance needs of the Meeting.

The cutback in staff this year has contributed to the shortfall. In the short run, our efforts to renovate neglected spaces continues, along with our efforts to address the backlog of maintenance and management needs. In the longer term, we can expect substantial additional property management demands associated with the construction of the long anticipated capital renovation project.

We believe that the Meeting will need at least one additional full-time property management staff member to make this all work.

The demand on Meeting funds for additional staffing and maintenance work can be largely met by the additional revenue now generated by the property. However, some of renovation needs (security and fire systems, heating and cooling systems) may need some help from the anticipated Capital Campaign.