

# ***Human Services Committee***

*Laura Stanek*

***David Howelman, Chairman***

*Joseph Allen*

## **Minutes February 4, 2003**

Members present: Dave Howelman and Laura Stanek  
Members absent: Joe Allen  
Others present: Pete Garwood

### **1. Meeting called to order** at 9:25 a.m.

### **2. Family and Probate Court Update**

Judge Norman Hayes and Bill Hefferan, Court Administrator came in to give the Committee an update on the Family and Probate Court.

The Committee reviewed the financial reports for the Court. Judge Hayes and Mr. Hefferan updated the Committee on the activity of the Court.

### **3. Meadowview Apartments Update**

George Perkins came in and presented a report on Meadowview Apartments. The Apartments are currently 100% rented. One tenant will be leaving at the end of February. Mr. Perkins thinks they have a renter for the vacant room beginning in March.

#### ▪ Laundry Room Equipment Bids

Mr. Perkins presented bids for both regular machines and commercial machines (two coin operated washers and three coin operated dryers) both from Max's appliance.

Committee had asked Mr. Perkins to get additional bids at the last meeting. Mr. Perkins informed the Committee that in this area Max's is the only vendor that provides "coin operated" laundry facilities.

**Motion by Laura Stanek, supported by Dave Howelman, to recommend the Board of Commissioners authorize the purchase of two coin operated washers and three coin operated dryers for a total of \$4,105 (see attachment) to be paid from Meadowview funds. Motion carried – unanimous.**

Mr. Perkins informed the Committee of a leak in the maintenance room and the public bathroom on the first floor. Mr. Perkins stated it doesn't appear to be the plumbing but may be coming through the wall from outside the building. Because it is a small amount of water Mr. Perkins will have the maintenance people keep an eye on it and try to determine where the water is coming from.

#### **4. Agreement Between Meadowview and Meadow Brook Apartments**

The Committee and Mr. Perkins reviewed the draft agreement between Meadow Brook and Meadowview for services to Meadowview by Meadow Brook personnel. The Committee had many questions regarding the agreement and decided to delay a decision on it until Ms. Judy Martin, Director of the Meadow Brook Medical Care facility could be present.

Mr. Perkins informed the Committee of a situation where a tenant is allowing a couple of other people to stay in their room. He will be notifying the tenant that visitors are not allowed to stay in their room.

Meeting adjourned at 11:30 a.m.

# ***Human Services Committee***

*Laura Stanek*

***David Howelman, Chairman***

*Joseph Allen*

## **Minutes March 4, 2003**

Members present: Dave Howelman and Joe Allen  
Members absent: Laura Stanek  
Others present: Pete Garwood

**1. Meeting called to order** at 9:02 a.m.

**2. Probate and Family Court Update**

Judge Hayes and Bill Hefferan, Court Administrator presented the financial report for the Child Care Fund and other court funds.

The Committee discussed the issue of Courthouse security with Judge Hayes and Mr. Hefferan.

**3. Meadow Brook Medical Care Facility**

Judy Martin, Executive Director and Blair Coutant, Financial Director came in and presented the written annual report for Meadow Brook Medical Care Facility. Ms. Martin gave a verbal account of the year's activities.

**4. Annexation of Meadow Brook Property**

The Committee discussed the benefits of the annexation of the property on which Meadow Brook and Meadowview Apartments are located.

**5. Agreement Between Meadow Brook Medical Care Facility and Meadowview Apartments**

George and Betty Perkins, Managers of Meadowview Apartments and Laura Sexton, County Clerk joined the meeting to discuss the proposed agreement for maintenance and housekeeping services from Meadow Brook staff to Meadowview Apartments.

The re-allocation of the heat costs will be presented and reviewed at the next meeting.

Snow Removal costs share percentage will be reviewed for the next meeting.

**6. Meadowview Apartments Report**

George and Betty Perkins gave the monthly report for the Meadowview Apartments.

Ms. Sexton assisted Mr. Perkins in explaining the payback from the Meadowview Apartments to the County General Fund for construction costs and roofing costs the County paid for in 1984 through 1986. Meadowview Apartments have paid the County general fund between \$5,000 and \$20,000 annually. The Committee decided to revisit, in July, the amount the apartments should payback to the County this year.

Mr. Perkins informed the Committee the rent has been increased by three (3) percent. This increase was approved by the FIA Board prior to the County Human Services Committee taking over the management of the apartments. The Committee will look at a further increase in the rent in July.

Mr. Perkins informed the Committee of a tenant that has been letting her son stay in her apartment. Mr. Perkins was directed to tell the tenant that her son can no longer stay there as it is a violation of the rental agreement. Mr. Perkins was directed to contact legal counsel if needed.

Mr. Perkins informed the Committee he had checked into contracting with private individuals to do some of the maintenance work as well as housekeeping work. The Committee deferred the issue until next meeting so the issue of worker's compensation and liability insurance can be addressed.

Meeting adjourned at 11:27 a.m.

# ***Human Services Committee***

*Laura Stanek*

***David Howelman, Chairman***

*Joseph Allen*

## **Minutes April 1, 2003**

Members present: Dave Howelman, Laura Stanek and Joe Allen

Members absent: None

Others present: Pete Garwood

**1. Meeting called to order** at 9:00 a.m.

**2. Probate and Family Court Update**

Bill Heferran, Court Administrator gave the financial report for the Probate and Family Court.

Mr. Heferran discussed the possibility of accepting credit cards for court payments.

**3. Meadow Brook Medical Care Facility**

Judy Martin, Director of Meadow Brook Medical Care Facility joined the meeting to discuss activities at the Medical Care Facility.

**4. Meadowview and Meadow Brook Shared Service Agreement**

George Perkins, Meadowview Apartments Manager, Blair Coutant, Financial Director for Meadow Brook, and Ken Thompson, Meadow Brook Maintenance Director joined the meeting. Ms. Martin presented new calculations for the sharing of costs for services between Meadow Brook and Meadowview.

Both Ms. Martin and Mr. Perkins gave their views on how the cost for services should be split between the two entities.

**Motion by Laura Stanek, supported by Joe Allen, to recommend the Board of Commissioners approve the original agreement (with a cost split for heating at 82.92% for Meadow Brook and 17.08% for Meadowview) for Shared Services between Meadowview Apartments and Meadow Brook Medical Care Facilities (agreement attached). Motion carried - unanimous.**

**5. Meadowview Apartments Update**

George Perkins gave the update on the financial report for, and the activities at Meadowview Apartments.

The Committee met with Ms. Therese Hiester a tenant of Meadowview Apartments. Ms. Hiester had complaints about the management at the apartments. Additionally, Ms. Hiester was being asked to leave the apartment complex, due to non-payment of the rent.

After listening to Ms. Hiester's explanation, the Committee decided to give Ms. Hiester until May 3, 2003 to get completely paid up on the rent. The Committee directed Mr. Perkins to work with Ms. Hiester to work out the details.

Mr. Perkins resumed the Meadowview update. The new washers and dryers have been installed.

Mr. Perkins presented a proposal to hire outside of the service agreement with Meadow Brook Medical Care Facility to have maintenance and housekeeping done at the Meadowview Apartments. Mr. Perkins indicated the individuals could be hired as part-time employees as opposed to contracting it out (they would then be covered by Workers Compensation). The part of the service agreement that covers the housekeeping and maintenance areas would be terminated.

The Committee and Mr. Perkins discussed the possibility of increasing the amount the Meadowview Apartments pays to the County's general fund for past debts (for the year 2003). Laura Stanek will contact Laura Sexton for a review of the funds.

Meeting adjourned at 11:30 a.m.

# ***Human Services Committee***

*Laura Stanek*

***David Howelman, Chairman***

*Joseph Allen*

## **Minutes April 29, 2003**

Members present: Dave Howelman, Laura Stanek and Joe Allen

Members absent: None

Others present: Pete Garwood and Jack White

**1. Meeting called to order** at 9:00 a.m.

**2. Meadowview Apartments Update**

George Perkins, Meadowview Apartments Manager presented his report for the apartments.

Through April the apartments had two vacancies, both of which appear to be rented for May.

Mr. Perkins informed the Committee how the new emergency pull cord system works. Additionally, the system has been modified to add the ability to broadcast throughout the building (hallways only).

Mr. Perkins presented a proposal to hire housekeepers and maintenance workers direct as opposed to through the agreement between Meadow Brook and Meadowview. The Committee indicated the proposal would not be approved this year and instructed Mr. Perkins to document the need for the purchase of these services outside the agreement.

**3. Meadowview Apartments Payback to the General Fund**

Mr. Perkins and the Committee discussed the proposed payback from the Meadowview fund balance for past debts. The Committee agreed the issue should be revisited at budget time.

**4. Probate and Family Court Update**

Judge Norman Hayes and Mr. Bill Hefferan, Court Administrator presented the financial report for the Probate and Family Court including the Child Care Fund.

The Committee reviewed proposed language that would privatize foster care if the case worker to client ratio exceeds 20:1.

**5. Meadow Brook Medical Care Facility**

Blair Coutant, Financial Director and Cheryl Patton, Director of Nursing gave the first quarter report for the Medical Care Facility.

Meeting adjourned at 11:07 a.m.

# ***Human Services Committee***

*Laura Stanek*

***David Howelman, Chairman***

*Joseph Allen*

## **Minutes June 3, 2003**

Members present: Dave Howelman, Laura Stanek and Joe Allen

Members absent: None

Others present: Pete Garwood

**1. Meeting called to order** at 9:01 a.m.

**2. Probate and Family Court Update**

Bill Hefferan, Court Administrator presented the financial report for the courts. Mr. Hefferan and Ms. Stanek informed the Committee of some of the changes at the State level regarding funding for services.

*Judge Norman Hayes joined the meeting at 9:10 a.m.*

Discussion took place regarding the current status of foster care in the County.

**3. Meadowview Apartments Update**

George Perkins, Meadowview Apartments Manager recommended the Committee consider a discounted rental rate for when tenants go on vacation. The Committee was generally not favorable to the idea and took no action. Currently, there is one vacancy.

The Committee and Mr. Perkins reviewed the financial reports for Meadowview Apartments. Mr. Perkins reviewed the policy for what the tenants are to do in case of an emergency when the manager is unavailable.

Mr. Perkins requested direction on when he needs to go through the bid and quote process. Peter Garwood, Coordinator/Planner indicated the bid policy dictates that any capital purchase over \$2,500 requires sealed bids, and under \$2,500 requires informal quotes. For regular maintenance items (toilet paper, light bulbs, cleaning supplies, etc.) Mr. Perkins would not be required to use the bid or quote policy, but would be required to shop for the best price.

Mr. Perkins requested the Committee consider, once again, allowing him to hire individuals outside of the staff at Meadow Brook Medical Care Facility to provide the maintenance and housekeeping. The Committee reiterated they were not ready to create new positions in Meadowview Apartments, but asked Mr. Perkins to document instances that he believes justifies the request.

Meeting adjourned at 10:30 a.m.

# ***Human Services Committee***

*Laura Stanek*

*David Howelman, Chairman*

*Joseph Allen*

## **Minutes July 1, 2003**

Members present: Dave Howelman, Laura Stanek and Joe Allen  
Members absent: None  
Others present: Pete Garwood and Laura Sexton (for budget discussion)

**1. Meeting called to order** at 9:03 a.m.

**2. Family Independence Agency (FIA) Budget Request**

Fred Harris, FIA Director, chose not to come to the meeting as the appropriation request is the same as the past three years (\$13,000).

**Motion by Dave Howelman, seconded by Laura Stanek to approve \$13,000 budget request submitted by Fred Harris, FIA Director and forward the budget request to the Finance Committee for consideration. Motion carried – unanimous.**

**3. Meadow Brook Budget Request**

Judy Martin, Director, and Blair Coutant, Financial Director for Meadow Brook Medical Care Facility (MBMCF) joined the meeting regarding the MBMCF budget request. The proposed revenues budget is \$8,403,881 and the proposed expenditure is \$8,749,642 with a capital outlay budget of \$360,400.

**Motion by Dave Howelman, seconded by Joe Allen to approve and forward the MBMCF budget request to the Finance Committee for consideration. Also the Committee recommends that the millage be set at .69 mills. Motion carried – unanimous.**

**4. Child Care Fund Budget Request**

Bill Hefferan, Court Administrator joined the meeting to present the request for the Child Care Fund. The request for 2004 is \$390,000 compared to the 2003 budget of \$450,000.

**Motion by Laura Stanek, seconded by Joe Allen to approve the Child Care Fund budget request of \$390,640 and forward to the Finance Committee for consideration. Motion carried – unanimous.**

**Motion by Laura Stanek, seconded by Joe Allen to recommend the Board of Commissioners Chair sign the County Child Care Budget Summary. Motion carried – unanimous.**

**5. Commission on Aging (COA) Budget Request**

Carol Mitchell joined the meeting to present her budget request for the COA as well as the millage request.

**Motion by Laura Stanek, seconded by Joe Allen to approve the COA business operation budget request of \$476,905 (AAA budget \$497,195) and forward to the Finance Committee for consideration. The millage amount recommended by the Committee for 2004 is .3811. Motion carried – unanimous.**

**6. Traverse Area District Library**

The Traverse Area District Library has requested an appropriation of \$1,000 for services to the blind.

**Motion by Laura Stanek, seconded by Joe Allen to approve and forward to the Finance Comm. the request for an appropriation of \$1,000 for the Traverse Area District Library for services to the blind. Motion carried – unanimous.**

**7. Area Agency on Aging (AAA) Appropriation Request**

**Motion by Laura Stanek, seconded by Joe Allen to approve the request by AAA for appropriation of \$3,828 and forward to the Finance Committee for consideration. Motion carried – unanimous.**

**8. Veteran's Affairs Budget Request**

George Perkns, Veteran's Affairs Director joined the meeting to present his various budget requests:

Veteran's Affairs:

**Motion by Joe Allen, seconded by Laura Stanek to approve the Veteran's Affairs budget request of \$56,912 and forward to the Finance Committee for consideration. Motion carried – unanimous.**

Veteran's Relief Fund:

**Motion by Laura Stanek, seconded by Joe Allen to approve the fund request of \$40,000 for the Veteran's Relief Fund and forward to the Finance Committee. Motion carried – unanimous.**

Veteran's Trust Fund:

**Motion by Joe Allen, seconded by Laura Stanek to approve the request for the Veteran's Trust Fund of \$8,000 and forward to the Finance Committee for consideration. Motion carried – unanimous.**

**9. Meadowview Apartments Budget Request**

Mr. Perkins, in behalf of Betty Perkins, Meadowview Apartments Manager, presented the budget for the Meadowview Apartments.

**Motion by Laura Stanek, seconded by Joe Allen to approve the Meadowview Apartments budget request of \$112,400 for revenues and \$119,025 for expenditures, as amended, and forward to the Finance Committee for consideration. Motion carried – unanimous.**

Meadowview Fund Balance:

The Committee was informed that the Meadowview Apartments fund balance is \$96,000.

**Motion by Joe Allen, seconded by Laura Stanek to approve the payment of \$10,000 from the Meadowview fund balance to the general fund for the 2003 year. Motion carried – unanimous.**

Meadowview Apartments has one vacancy. Mr. Perkins provided a copy of a letter he wrote to Ken Thompson, Maintenance Director at Meadow Brook Medical Care Facility regarding the arrangement for maintenance and housekeeping services.

**10. Veteran's Affairs Report**

Mr. Perkins addressed the Committee on the need for computer replacement for the Veteran's Affairs office.

**Motion by Joe Allen, seconded by Laura Stanek to approve the request for a new computer and printer for the Veteran's Affairs office and recommend the Finance Committee find the funding (not to exceed \$1,300). Motion carried – unanimous.**

Meeting adjourned at 11:55 a.m.

# ***Human Services Committee***

*Laura Stanek*

***David Howelman, Chairman***

*Joseph Allen*

## **Minutes August 5, 2003**

Members present: Dave Howelman and Joe Allen  
Members absent: Laura Stanek  
Others present: Pete Garwood and Laura Sexton (for budget discussion)

**1. Meeting called to order** at 9:30 a.m.

**2. Housing Commission - Budget Request**

Patti Lowery presented the budget request for the Housing Department for the year 2004.

Ms. Lowery informed the Committee that most of the program is supported through grant dollars for both the program and administration. Ms. Lowery requested \$25,000 from the County General Fund in case some of the grant funds for administration do not come through.

**Motion by Joe Allen, supported by Dave Howelman, to approve the Housing Commission 2004 budget request (which includes an appropriation of \$25,000 from the County) for submittal to the Finance Committee. Motion carried - unanimous.**

**3. Meadow Brook Medical Care Facility**

Judy Martin, Administrator and Blaire Coutant, Finance Director of Meadow Brook Medical Care Facility presented the second quarter report for the facility.

**4. Probate and Family Court Update**

Bill Heferran, Court Administrator presented the financial report for the Child Care Fund.

**5. Meadowview Apartments Update**

Mr. Perkins, representing Meadowview Apartment management presented the tenant roster for July 2003. Currently there exists one vacant apartment. Mr. Perkins indicated the unit will be rented this month.

Mr. Perkins updated the committee on how the maintenance agreement with Meadow Brook Medical Care Facility is working out.

Mr. Perkins informed the Committee about a leak in the apartment building. Tim Moore, Moore Plumbing and heating is working on finding and stopping the leak.

Mr. Perkins informed the Committee that according to real estate license training he received, an apartment manager by law should have a real estate license. The Committee directed Mr. Garwood to request an opinion from legal counsel on the issue.

Meeting adjourned at 11:00 a.m.

# ***Human Services Committee***

*Laura Stanek*

**David Howelman, Chairman**

*Joseph Allen*

## **Minutes September 2, 2003**

Members present: Dave Howelman and Laura Stanek  
Members absent: Joe Allen  
Others present: Pete Garwood

### **1. Meeting called to order** at 9:04 a.m.

### **2. Family and Probate Court Update**

Judge Norman Hayes and Bill Hefferan, Court Administrator, presented the financial report for the Child Care Fund as well as other funds for the Family and Probate Courts.

Mr. Hefferan presented contracts for in home care service providers. The judge and Mr. Hefferan also presented information about a new contract between the Family Independence Agency (FIA) and the Lutheran Child and Family Services of Northwest Michigan to provide and coordinate prevention services for in home care (the idea is to keep the child in the home as opposed to sending a child to foster care). The position will be paid through the Child Care Fund. Financially, the goal is to reduce the dollar amount spent on foster care.

Because the contract involves spending dollars from the County Child Care Fund, the Committee directed Mr. Hefferan to have the contract reviewed by County Legal Counsel.

### **3. Meadowview Apartments Update**

George Perkins, representing Meadowview Apartments management, gave an update on activities at the Meadowview Apartments. In the last week of August and September, the apartments will be 100% rented.

The water leak in the maintenance room has been found and repaired. The facility has experienced water damage in the wall and the linoleum floor. Mr. Perkins proposes to replace the linoleum floor.

The Committee instructed Mr. Perkins to get three bids for the floor work. Mr. Perkins will get the three bids as soon as he can. If he is unable to get the quotes before the Board of Commissioners meeting the Committee will seek authority for the Chairman of the Committee to make the decision with the Meadowview management.

Mr. Perkins reported the septic has been pumped after three years at a cost of \$900. The septic service recommended the tank be pumped every year. The Committee thought every two years would be more reasonable if it is not needed sooner. Mr. Perkins will keep a close eye on it.

Mr. Perkins and the Committee discussed, once again, the possibility of breaking away from the maintenance and cleaning contract between Meadowview and Meadow Brook.

The Committee directed Mr. Perkins to get estimates on cleaning the apartments if he were to use an outside firm.

Mr. Perkins informed the Committee of a resident at Meadowview that he has had a negative experience with.

**4. Legal Counsel Correspondence**

The Committee reviewed a communication from Charlie Koop, Legal Counsel, regarding the need for the Meadowview Apartments Manager to have a real estate license. The essence of Mr. Koop's opinion is that if the County contracted with a company that managed apartments as a business, a real estate license would be necessary. Since Ms. Perkins (and Mr. Perkins) is an employee, a real estate license is not required.

Meeting adjourned at 11:00 a.m.

# ***Human Services Committee***

*Laura Stanek*

**David Howelman, Chairman**

*Joseph Allen*

## **Minutes September 30, 2003**

Members present: Dave Howelman, Joe Allen and Laura Stanek  
Members absent: None  
Others present: Pete Garwood

**1. Meeting called to order at 9:00 a.m.**

**2. Family and Probate Court Update**

Bill Hefferan, Probate Court Administrator, distributed the financial report for the Child Care Fund and other funds.

**3. Meadowview Apartments Update**

George Perkins, representing Meadowview management, joined the meeting. The apartment building is 100% full, currently.

- Floor Replacement

The 1st floor water leak is fixed and the walls and floors have been well dried out.

Mr. Perkins presented three bids for replacing the flooring due to the water leak.

**Motion by Laura Stanek, supported by Joe Allen, to recommend the Board of Commissioners accept the Northern Floor & Tile Service, Inc. bid for removal and replacement of the flooring in the Meadowview Apartments at a cost of \$5,080.10 (see attachments). Motion carried – Unanimous.**

- Meadowview Apartments Carport Proposal

Mr. Perkins informed the Committee they have been looking at constructing a carport for the Meadowview tenants for a few years.

The Committee agreed the issue should not be addressed this year but should be considered again next year.

- Meadow Brook Maintenance and Housekeeping

Mr. Perkins indicated the service he is receiving from Meadow Brook staff continues to be substandard. Mr. Perkins informed the Committee that recently the boiler room for Meadow Brook flooded. The water crept into the Meadowview locker storage room for three days in a row without notification to Meadowview Management. Mr. Perkins will have a discussion with Ken Thompson the Maintenance Director at Meadow Brook.

Mr. Howelman cautioned that the heating fuel prices are projected to go up quite high this year.

Meeting adjourned at 10:15 a.m.

# ***Human Services Committee***

*Laura Stanek*

***David Howelman, Chairman***

*Joseph Allen*

## **Minutes November 4, 2003**

Members present: Dave Howelman, Joe Allen and Laura Stanek  
Members absent: None  
Others present: Pete Garwood

**1. Meeting called to order** at 9:06 a.m.

**2. Family and Probate Court Update**

Bill Hefferan, Court Administrator, came in and provided a financial report for the Committee.

Mr. Hefferan provided information on the employee for the Lutheran Child and Family Services that will be providing in home services for the court.

Mr. Hefferan presented an agreement between Antrim County and Leelanau County for Non-Secure Detention Home services.

**Motion by Laura Stanek, supported by Joe Allen, to recommend approval for signature by the Chairman, the agreement between Antrim County and Leelanau County for Non-Secure Detention Home Services (attached).  
Motion carried – unanimous.**

**3. Meadow Brook Medical Care Facility**

Ms. Judy Martin, Director, and Blair Coutant, Finance Director, joined the meeting.

Ms. Martin gave the 3rd quarter report for the facility. Ms. Martin informed the Committee that this is the first time in quite awhile that they do not have a nursing position open.

**Motion by Joe Allen, supported by Laura Stanek, to accept the Meadow Brook Medical Care Facility 3<sup>rd</sup> quarter report. Motion carried – unanimous.**

**4. Meadowview Apartments Update**

Mr. George Perkins, representing Meadowview Apartments management, presented the report for the apartment complex. Mr. Perkins informed the Committee there currently are no vacancies at the apartments.

Northern Flooring will begin the tiling and re-carpeting job on Wednesday.

One tenant will be moving out of the Meadowview Apartments to the new senior apartments in Bellaire.

Mr. Perkins informed the Committee that the carpet needs to be replaced in three apartments. The Committee directed Mr. Perkins to get three bids for the next meeting.

Meeting Adjourned at 10:37 a.m.

# ***Human Services Committee***

*Laura Stanek*

**David Howelman, Chairman**

*Joseph Allen*

## **Minutes December 2, 2003**

Members present: Dave Howelman, Joe Allen and Laura Stanek  
Members absent: None  
Others present: Pete Garwood

**1. Meeting called to order** at 9:10 a.m.

**2. Family and Probate Court Update**

Bill Hefferan, Court Administrator, joined the meeting and presented the financial report. Mr. Hefferan updated the Committee on recent events in the court.

**3. Meadowview Apartments Update**

George Perkins, representing Meadowview Apartments management, joined the meeting. As of November the apartments are 100% occupied. One renter will be moving to the new apartments in town. However, a new renter will take the apartment upon vacancy.

Kone Elevator has informed Meadowview Apartments, the cost of the maintenance contract will be increasing due to an increase in the wages and compensation for the Kone employees. Mr. Perkins informed the Committee that Otis Elevator may be providing some competition for Kone soon.

The Committee discussed with Mr. Perkins the recent communications that went back and forth regarding hanging wreaths, and putting flower boxes and such out the windows of their individual apartments. The Committee directed Mr. Perkins to draft a policy for their review on the issue of placing things outside of the windows.

Mr. Perkins informed the Committee that the tile has been installed in the public areas and the elevator of the apartment building. In the Community Room they removed five layers of old tile prior to installing the new tile.

Mr. Perkins informed the Committee that Meadowview is responsible for purchasing supplies (light bulbs, ball cocks, etc.). Mr. Perkins indicated he gets his supplies mostly from Home Depot, and he inquired about the possibility of having a charge card. Mr. Howelman will check with L & R Hardware regarding the possibility of establishing an account for Meadowview.

Mr. Perkins informed the Committee of the need for carpet in 16 apartments (most of which hasn't been replaced in 18 years). The Committee directed Mr. Perkins to get quotes for replacement of the carpet in the 16 apartments.

Mr. Perkins also indicated the stoves in 13 apartments should be replaced at approximately \$250 a stove. The Committee directed Mr. Perkins to get quotes for replacement of the 13 stoves.

Meeting adjourned at 11:00 a.m.