

Historic Carter House Society Inc.

Board Meeting Minutes

August 9, 2017

Annette Bodi, Interim Chairman, called to order the meeting of Historic Carter House Society Inc. (HCHS) held at 30325 Carter Cemetery Road, Springfield, LA at 3:05 PM. Members in attendance were: Annette Bodi, Linda Simoneaux, Carol Lamm, Beverly Burgess, Yvonne Pecoul and Evelyn Haynie. Linda introduced our new member, Yvonne, to the board members. Vickie provided an email status of her action items, since she was unable to attend today's meeting.

OLD BUSINESS

Minutes

Motion made by Linda and seconded by Carol that we accept the minutes from the July 12, 2017 board meeting with changes emailed by Vickie. Approved by all.

The Financial Report - Linda provided an Income Statement to all HCHS members via email. Linda advised that the balance as of July 31, 2017 was \$40,964.91. The HCHS presently has upcoming expenditures of \$2137.50 and August deposit of \$300 leaving approximately \$39,157.41 available.

Motion made by Annette and seconded by Beverly to accept the financial report. Approved by all. Vickie requested that we add a line item on the financials, under upcoming expenditures, for the pool house renovations in the amount received from FEMA. Linda will add it on the Income Statement for next month's meeting.

Status on CPCA 2017 Golf Tournament

Linda reported the HCHS received a check from the CPCA's Golf Tournament Fundraiser for \$5875. The CPCA would like to be notified of the specific project that the money would be used for. The board approved last month that we proceed with refinishing the floors in the dining room at a cost of \$1750. Linda suggested that we could refinish the rest of the floors in the front of the Carter House and that could be the project we identified for the CPCA donation. Repairing and refinishing the floors in the front section would be \$3430 for a total of \$5180. Beverly asked if the bad boards were going to be replaced with old wood. Linda told her yes they were. Beverly suggested that after the floors are refinished that we do not put the rugs back down as it would hide the beautiful floors. Beverly also pointed out that there are some bad spots under the rugs. Linda said that the rugs were not pulled up to check for bad spots and would have Randy check them out before starting the project. Linda suggested we delay starting the job until Beverly moves whatever furniture she will need to replace the furniture she lost in the flood. The remaining furniture would have to be moved to clear the rooms. Beverly would like us to check to see if the piano could stay in the room and be moved slightly to refinish under it. Linda will check with Randy.

MOTION: Linda made a motion to accept Randy's Floor Refinishing bid to refinish floor in the rest of the house for approximately \$3430. Annette seconded the motion. Approved by all.

Status on Carter House Restoration Project – Prior to Flood

Completed 8/1/17. Linda received a call from Mike Sharp to see if the contractor had finished the job. When Linda told him he had, Mike said it appears that the debris from this job was dumped on his property. I told him we could have it removed on the job of gutting the pool house. He advised that it was okay, he would have it taken care of.

Status of GOHSEP request for funding to gut and clean out Pool House

Vickie's emailed comments

I have emailed Lee McDonald, the FEMA person that worked with me to put together the Project Worksheet. I have not received a reply at this time.

Status of HCHS Handbook

Vickie's emailed comments

This is still a work in progress. Due to recent health issues I have not been able to work on this

Status of Training Class for tours

Vickie's emailed comments

No new individuals have responded. I suggest we sent out the email again and include the remaining dates for Open House and ask anyone that would like to help that they attend one of the Open House dates.

Status of Landscape Maintenance (Mulching, Trimming, Weed Removal)

Vickie's emailed comments

- I have located two high school boys that have started doing lawn work and they have started on the weeding. They did some of the weeding on Friday, August 4 and said they will be back on August 10 to finish the job. The 25 bales of mulch has been order and delivered on August 8. They gave a quote to put out the mulch and that was \$350.00. I was surprised that this was higher than the weeding quote of \$300.00. We will need to let them know if we want them to distribute the mulch when they come back on August 10. Please let me know if you want me to ask them to distribute the mulch.

It was agreed that \$350 for spreading the mulch was too much. Annette will check and see if she can get Jerry to do the job which she knows will be cheaper than \$350. Vickie was notified to tell the boys not to do the mulching.

Status of Pool House Bids for Renovation Work

Vickie's emailed comments

- I received the quote from Old Orleans Building & Renovation, LLC and their total to do all the work we had on our quote form is \$21,927.00 and that amount would include the replacement cost for a new garbage disposal if the one we have now doesn't work, and new commodes for both bathrooms. The other amount of \$21,249.00 would be the total if they do not have to replace the garbage disposal and the two commodes.
- I was very pleased with their quote, not only the amounts appear to be very reasonable and that he used our quote and broke down the costs. This will make it very easy should we decide that we will purchase some of the items or decide not to do some of the work because we can just remove those items from the list. An example will be if we decide to purchase the appliances. Also, he shows that he will be replacing the upper and lower cabinets and I firmly believe we should replace both since it certainly looks like we will have the funds. This will be more appealing to a new tenant.

If Linda has the itemized list from Jory will someone try to do a comparison of the costs?

Second email from Vickie

I have made an attempt to compare the two quotes that we have, Ken and Mary Ann. It is virtually impossible to do a comparison since Mary Ann didn't use our form. She has included items we didn't ask for, examples: install ceiling tiles in 2 bedrooms, install Rev-a-shelf trash can base slide out and 2 spice/utility slide outs on each side of stove. If we do want these, then we have to ask Ken to update his quote to include those items.

I don't see in her quote where she includes anything about plumbing, she has item 13 to paint facing, insides and base panels of kitchen cabinets - I don't understand why you have to do this since cabinets will be painted/stained, and not sure why she has pain base panels of kitchen cabinets? It appears she is not replacing the upper cabinets where our quote list had replace upper and lower cabinets in the kitchen.

She doesn't include anything about the following items on our quote sheet:

- 1) commodes
- 2) sinks
- 3) cleaning the entire apartment after renovation is complete

Someone needs to sit down with our quote form and put her costs on the form to try and see how her quote compares to Ken's.

Linda advised that all three bids were in but the bid from Jory Tantillo was not detailed. Linda had

called Mike Sharp and told him we need a detailed bid from Jory before we could proceed to select a contractor. Linda discussed a few of the differences on the other two bids and it was decided when Jory provided the detailed bid, a worksheet would be created with the difference between the bids as Vickie suggested. We will then contact the contractors for clarification where needed.

Status of D & O Insurance

Linda advised that the price she received from Powell & Associates Insurance Co. for D & O Insurance is \$1050. Linda advised she checked to see if we could get the insurance for six months, since we will have a new board in January. They said no, the policy is for a year, but can be transfer to another insurance company, if the new board would like to use someone else. Annette asked if the policy covered the HCHS board (and whoever is on it) or the specific people by name on the board. Linda said she would check and advise. Annette requested we proceed with doing an email vote once Linda obtains the information.

Status of Bylaw Changes

According to the State, Bylaw Amendments do not need to be filed with the State. They are kept with the Company's records. Linda sent an update on the State Website (GEAUBIZ) for the following:

Agents: Remove Vickie, Add Annette
Officers: Change Vickie from President to Director
Cost \$30

The update went to Annette, as agent, to confirm. However, the email went to her trash folder and when she finally saw it, it had expired. Linda will send update through again.

Electrical Change in Mudroom

Completed 7/18/17 – Lights and can light fixture was changed to LED in mudroom by Ferrara Electric for \$250.

Rewiring Chandelier in Dining Room

Vickie's emailed comments

I sent some pictures of the chandelier to the company Shades of Light, 1121 Josephine at Magazine in New Orleans, 504-524-6500 and did not get a response so after a few days I called and talked to Robert. He looked at the picture and said the cost could be as little as \$250.00 for the rewiring or as much as \$400.00. If the chandelier has the wires glued in that will mean he has to drill to get the old wires out and then put the new wires in. He said they sometimes come and pick them up but would prefer if we can have someone take it down and bring it to them.

I talked to Linda and we decided it would be best to contact the electrician so I called

Donne Ferrara with Ferrara Electric and his cost would probably be about \$250.00 to take it down, however, if there is something unusual or difficult about getting it down it could cost as much as \$400.00.

This is something important that should be done and the lowest amount it should cost would be \$500.00 and the highest amount would be about \$800.00. This is a perfect project where some of the golf tournament money should be used.

Please let me know if I should get the quotes in writing, especially for the rewiring. I feel like we have used the electrician enough that we can trust him for his word.

The board agreed this is an important item that needs to be addressed. Linda said she would contact Vickie to find out if the price Ferrara Electric quoted included reinstalling the chandelier or just taking it down. Annette said she didn't think it was necessary for us to get other quotes, since not many places do rewiring of old chandeliers. Linda pointed out that the rewiring of the chandelier will need to be coordinated with scheduled events, since all the lights in the dining room only work, if the chandelier works.

MOTION: Linda made the motion to proceed with the rewiring if the total cost will be under \$1000 (check with Ferrara on cost of reinstalling fixture). Seconded by Annette

School Supplies for Head Start

Vickie's emailed comments

I did speak to the Dollar General Store Manager and they agreed to let us put out a box to collect the school supplies. The box has been out almost two weeks. I have not had a chance to stop by the store to check on the status but will try to go by over this coming week-end but before the week-end we should send a reminder email letting the people know the box is still there or they can contact Linda Simoneaux to drop off supplies to her. Should I pick up the box this week-end or leave it there for part of next week. Please let me know when you think I should pick up the box.

The board agreed the box could stay at the Dollar General for another week. Linda advised she went to the school and has dropped off donations made by Donna Spencer, Dorothy Sledge, Yvonne Picoul and Linda Simoneaux. The school will not be opened until the middle of the months. The teachers are presently doing home visits.

Christmas Open House

Vickie's emailed comments

I will plan to set up a meeting at the end of October or the first of November. I'll work on changing the flyer and get it to Carol so she can send the information out to anyone that will include it in their calendar of events (free), newspapers, and we might be early enough to get it in *Country Roads*

NEW BUSINESS

HCHS Telephone for August

Beverly Burgess agreed to handle the phone for the month of August.

Upcoming Schedule

Vickie's emailed comments

- September 17 Carter Open House

This will be the last Open House date so maybe we should add a little something to this one. We could serve tea, ice cream floats (ice cream with Coke, Sprite, or Root Beer) or something to try and attract people. We have plenty of Cokes and Sprites so all we would have to buy is ice cream and Root Beer. We should also make a special invitation via email to all the new people in Carter Plantation. If you want to do this, please let me know and I'll work on a flyer. If you decide on the ice cream floats then I will be happy to supply the ice cream and root beer.

The board agreed this was a wonderful idea and agreed Vickie should proceed with making the flyer.

Tour Guide for Metairie Senior Tour – September 12, 2017 10am

Carol and Annette volunteer to be tour guides for the Metairie Senior Tour.

Request for Information

The following calls were received requesting pricing information. Linda emailed Rental Guidelines and Pricing Sheet. No dates were set.

Nancy Perrilloux – Shower in February

Stacey Evans – Engagement Party October

Questions from Stacey – Can Lanterns, Flowers and Lights in trees be added and removed by them? Can an outside caterer be used? Requested if possible, the front bricks be painted where paint has come off & mold removed from steps.

Agape Pest Services – Schedule Termite Inspection

Linda scheduled for Thursday 8/17/17 at 10 AM. They will call Linda (home phone) 30 minutes in advance.

Vickie's emailed comments

I had an email from Michelle Brown (Linda's neighbor) about having a shower at the Carter House but she didn't tell me the date she was planning to have the shower and I have not heard anything more from her.

Adjourn Meeting

Motion to adjourn made by Carol and seconded by Linda.

Annette adjourned the meeting at 3:50 PM.