

Project Management Report to Council

February 10, 2023

1. Financials
 - a. We have received preliminary pricing for a new access control system and landscaping that fit within our budgeted allotments
2. ICIP
 - a. We have submitted Request for Payment #17
 - b. I'm in the midst of completing the quarterly report and should have this completed well ahead of the February 28th deadline
3. Status Update:
 - a. Municode Permit
 - i. Municode has advised that there are only three outstanding items to be completed in order to close the permit. All three items have now been completed. I will send them a letter indicating such.
 - b. Furniture
 - i. I've completed the order for the following furniture:
 1. Office desk and credenza
 2. Office chair and printer – purchased at Costco
 3. Large meeting room tables and chairs
 4. Small meeting room boardroom table
 - ii. I've been advised there are additional funds available so have been back on the hunt for task chairs for the small meeting room and will advise the committee when I find a suitable option
 - c. Volleyball Equipment
 - i. The volleyball posts and nets have arrived.
 - ii. We're anticipating the ref stands and padding to arrive in the coming weeks. There was a shipping delay on the pads due to a supply chain issue that has since been resolved.
 - d. Donor Tree
 - i. The donor tree has arrived and been installed with the help of some very generous volunteers. Next step is to hang the leaves
 - e. Signage
 - i. I've received an update that signage will likely be installed in the spring
 - ii. I've requested an additional price for vinyl lettering the the address to be installed above the front entry doors and expect to receive this next week
 - f. Landscaping
 - i. I have received pricing for the landscaping we've requested. It has come in under our allotted budget. I look forward to reviewing with the committee next week
 - g. Sink upgrade/addition

- i. The pot sink has arrived this week. We're anticipating he will install early next week.
 - h. Access Control
 - i. I've just received this back and look forward to reviewing with the committee next week.
 - i. Locksmithing
 - i. Re-keying should be completed early next week
 - j. Thermostat covers have arrived and been installed by James
 - k. We've moved over a bulletin board from the library for the vestibule
- 4. Quorex's Deficiency/Warranty Items:
 - a. Quorex has been working away on their deficiency items.
- 5. Warranty Items:
 - a. The flooring in the auditorium will be replaced under warranty. I'm still awaiting an installation date.