



# ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

## Special Vestry Meeting via Zoom: March 18, 2021, 7:30 pm Minutes – Approved March 30, 2021

### A. OPENING

Vestry Members attending were The Rev. Christopher I. Wilkins – Priest-In-Charge, Lee Mericle – Senior Warden, Rosanne Tingley – Junior Warden, Erwin Avila, Samuel Ayodele, Lucy Fernandez, Jose Fernandez, Charlene Langley, Laurie Robey, Gail Soulea, Janis Smith – Treasurer, Joyce Walker- Vestry Secretary. Additional attendee: Linda Lee – Parish Administrator.

Meeting was called by the Senior Warden via email to all vestry members on Tuesday, March 16, 2021. Three-day notice was waived at the February 23, 2021 regular vestry meeting.

#### 1. Opening Prayer:

The meeting was called to order at 7:35 p.m. by Rev. Wilkins. He opened the meeting with a prayer.

#### 2. Acceptance of the meeting agenda:

Motion was made by Lee Mericle and seconded by Janis Smith” to accept the meeting agenda”. Motion carried.

### B. FOC RECOMMENDATION CONCERNING URGENT ROOF REPAIRS

#### 1. Summary of FOC discussions:

FOC decided to accept the proposal from ROOFWORKS so that the problem of the leaking roof in the church could be fixed as soon as possible.

#### 2. ROOFWORKS Proposal:

1. Fixing the main flat roof of the church per proposal

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2. Tearing off and replacing the shingled roof of the shed that is adjacent to the thrift shop.
3. Installing Shur-Flo metal gutter guards on the flat roof, and to the adjacent shingled roofs.
4. Cleaning up the job site and hauling away all job-related debris.
5. Manufacturer's Warranty: 12 years Modified Bitumen, 50 years shingles, and contractor's labor warranty: 5 years.
6. Work to begin within 21 days of customer acceptance, weather and schedule permitting.
7. Project to be completed within 1-2 working days.
8. Total Price: \$14,150 - \$500 (discount) = \$13,650  
Deposit: \$4,550  
Balance: 9,100 (balance due upon completion)

Motion was made by Lee Mericle and seconded by Charlene Langley "to approve the Proposal from ROOFWORKS dated March 3, 2021 and revised March 17, 2021 to replace the Main Flat Roof, the roof on the shed adjacent to the Thrift Shop, and to install gutter guards according to the proposal for a total for \$13,650".

The motion was amended "to include - Install gutter guards according to the proposal". The motion carried.

### C. Closing Prayer:

Motion was made by Lee Mericle "to adjourn". Seconded by Rosanne Tingley. Motion carried. Rev. Wilkins ended the meeting with prayer.

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