

November 11, 2021

Dear Friends,

Greetings on yet another beautiful Fall Day!

This email is being sent to the contacts we have for all the building use groups at Calvary UMC. If you are no longer serving in this capacity, please forward this email to the right person.

The Church Council of CUMC wants to inform you of some building repairs and to remind you of important building use practices noted in your lease and/or the building use agreement. Please share the contents of this email with the people who participate in your organization's activities.

1. A roofing and gutter company will be working on-site mid to late November to stop the leaks in the vestibules by the "white doors" and brown office doors off the parking lot and Madison Avenue. We will not repair the interior walls and ceilings in these areas for at least 2-3 months because we want to be certain we've resolved the problem. We apologize for the unsightly entry vestibule near the white doors.

2. The church is heated by two boilers. One boiler recently cracked and has been turned off. Because the equipment needs to be compatible (a two boiler system), we are having trouble finding the best replacement. Therefore, it is VERY important that EVERYONE complies with the heating situation. **We will set the thermostats between 68-70 degrees. They are NOT TO BE TOUCHED by anyone other than our plumber.** If the temperatures remain between 30-50 degrees and the settings between 68-70 degrees, the building should be comfortable when individuals are dressed for Fall weather. Again, do not touch the thermostats and PLEASE COMMUNICATE THIS TO YOUR CONGREGANTS AND MEETING ATTENDEES. We apologize for any inconvenience.

3. With the Fall weather, and the heating situation described above, it is even more important that doors are kept closed. Speaking of doors, I've noticed recently that the wooden doors facing Madison Avenue have not been fully closed/locked. We are aware that the wood has "swollen" making the doors hard to close. We are working on this project as well. Please do not open these doors except in the case of an emergency.

4. Last, but not least... We ask for your continued attention and effort to ensure lights are turned off inside and outside the building, the silver door at the top of the stairs leading to the second floor is closed and water faucets are turned off – not dripping before you leave.

Thank you very much for your cooperation and commitment to spread the word!

God bless,

Elaine

Rev. Elaine Wing on behalf of the Calvary UMC Council

(Contact info if you have any questions: 201 317 5718 or Calvary185@verizon.net)