

**Minutes of the Regular Meeting of the Board of Directors of
Poetic Justice Foundation
MARCH 2021**

***Meeting took place over Zoom due to COVID 19 Crisis**

Meeting Held: Thursday, March 18, 2021

Board Members Present: Kellie Shaw, David Ferguson, Joe Bryan and Matt Mount.

Huborth (Skip) Dailey arrived at 7:10.

Board Members Absent: Carrie Fuentes and Margaret Carter

Faculty Present: None

Call to Order: The meeting was called to order at 6:11

Approval of Minutes:

- Kellie Shaw moved to enter February minutes into the public record. 2021 Carrie Fuentes seconded. The motion unanimously passed and the February minutes will be moved into the public record.

Tenants (David Ferguson)

- David Ferguson is in the process of drawing up a 5 year lease for each of our downstairs tenants.
- DB Desserts and Go Hard MMA have each made a verbal commitment to move into the building. David will present them with a 5 year lease on Monday.
- We will be offering a significant rent abatement for the first two years- \$25 a square foot first year, \$27 a square foot the second year, raised 12 to 15 percent the third year (approximately \$31 a square foot), by the fifth year it is our goal to offer rent that is consistent with rent in the surrounding neighborhood.
- David Ferguson will send a draft lease for both tenants to the rest of the board by Monday March 23th

- David Ferguson and Matt Mount will collaborate to create a basic fee structure for renting office space upstairs, in the PJF space. They will update the rest of the board on their progress in two weeks.

Construction Updates (Kellie Shaw):

- Kellie Shaw met with the contractor. There were several change orders that will dramatically increase our costs.

Change Orders (Kellie Shaw):

- As Kellie and Natey navigated the potential of 2 rooms upstairs doubling as one room when needed for larger conference settings, they came up with a barn door solution. This will be lower cost than other suggestions.
- A total of 4 barn barn doors would be used to create a 12 foot opening. These would be solid core doors to help eliminate cross noise when not opened.
- The price for this install and doors hardware and repositioning of some receptacles to the floor would be **\$10,180.00**.
- "Small Kitchenette" on the back plumbing of the wall of the upstairs bathroom- which would consist of 1 sink base cabinet and 24" base cabinet. Laminate countertop with stainless steel sink, 2 upper 36" cabinets and microwave with vent and refrigerator. The price which includes connected exhaust, Dedicated GFI, drain and plumbing vent with appropriate trap and mounting under cabinet microwave is **\$5,100.00**
- The total for this change order would be **\$15,280.00**
- Kellie Shaw proposed paying the \$15,280.00 to Eastside Remodeling & Construction Inc. David Seconded. The vote unanimously passed. We will pay \$15,280.00 to Eastside Remodeling & Construction Inc.
- Mini Split Systems: Heating and Cooling option designated for each sectioned room. Total = 9. This option allows one's heating and cooling control from each individual room. Outdoor portions of the units will face East South and West.

- Total for this change orders= \$67,770.00
- Exterior Paint: 1 Color on Hardie Plank siding \$10,200.00. Note: Add \$2890.00 For Staining of Real Cedar front of building
- Asphalt: \$400.00. There is an existing low area in asphalt in the back common area. This area needs to be sloped away from the building. Adding Additional asphalt will assist making the rain water flow toward the storm drain.
- Kellie Shaw proposed to allocate \$70,000 to account for these change orders. David Ferguson seconded. This motion unanimously passed.
- Kellie Shaw proposed allocating \$210,000.00 to pay Eastside Remodeling & Construction Inc. for ALL of the change orders (including the cost of an ADA compliant lift). Joe seconded. David Ferguson and Skip Dailey opposed this expenditure. The vote passed 3:2. We will allocate up to \$210,000.00 to Eastside Remodeling & Construction Inc. for all of these change orders, combined.

Conflict of Interest Document (All)

- Kellie Shaw proposed adopting the Conflict of Interest document created by our attorney, Deborah Dyson. David Ferguson seconded. The motion was unanimously approved. We are adopting this document as our official Conflict of Interest policy.

Meeting Adjournment: Meeting was adjourned at 7:30

*** The April 2021 board meeting will take place on Thursday, April 15 at 6:00 PM**

ADDENDUM TO MARCH MINUTES:

On Friday, April 2nd the board voted through electronic mail on the adoption of new [bylaws](#). 5 board members voted yay while two abstained from voting. The motion passed 5 to 2. The new bylaws will be adopted and moved into the official record.