

Beebe Estate Trustees Meeting

Meeting Minutes

December 5, 2023

Attending: Jess, Bill, Sarah, Sean

1. Review of November Minutes — Sarah to collect any November notes
2. Monthly Treasurer report -- review of deposits
3. Monthly maintenance discussion and new project discussion
 - Holiday decor by Garden Aglow — looking wonderful; all positive feedback; decor is ours to keep and reuse; we will store in plastic bins in basement
 - Electric — outdoor outlets complete and upgrade quote from Kuhlman for Panel Replacement estimate of \$3008.
 - Floors — 3 days to be scheduled in January/February
 - Back hall/chimney/roof — contractor needed — Sarah will email and request some guidance on roof chimney issues: Ward Hamilton(?); Dave can meet him at the Beebe to review the issues
 - Exterior paint — needs to be scheduled for the spring
 - Front door — new door has been ordered and will be replaced
4. MOU with City – any updates
5. Tenants and Event Rentals
6. Other Trustees business
 - Jess will email clients Tenants and say we have 2 upcoming projects
 - Jess will reach out to the new CoA Director, Erica Brown, and invite her to an upcoming meeting
 - Our next meeting will be Tuesday, January 9 at 730 pm