

**Church of the Holy Cross**  
40700 W. Ten Mile Rd., Novi, MI 48375  
Vestry Meeting Minutes – Online via Zoom  
August 7th, 2024

+ 6:06pm Rev. Ian Reed Twiss called the meeting to order.

**Present:** Rev. Ian Reed Twiss, Sherilyn Casiano, Ed Happ, Tryn Hinkle, Gael Grossman, Pam Janson, Bruce Hinkle, Tim Lovelace, Karen Wang

**Absent:** Chris Jamieson

+ 6:07 Check-in and Opening Prayer — Bruce

- + Tryn Hinkle made a motion to approve the meeting minutes of 6/19/24 as written, seconded by Gael Grossman. A vote was held and the motion carried unanimously.
- + Karen Wang made a motion to approve the 8/7/24 meeting agenda as written, seconded by Tryn Hinkle. A vote was held and the motion carried unanimously.

+ 6:23 Decisions

- + Joe LaVela starts his internship at Holy Cross in September. He will be working 8 to 10 hours per week, and he has written some goals about what he wants to learn. We need internship committee personnel for Joe LaVela - Chris, Pam, and Tryn have volunteered. We need parameters to explain what the committee does. We know that we'll meet monthly with Joe. The committee meetings are open-ended discussions with room for feedback on sermons and other intern activities. Committee acts as a liaison between the intern and the congregation. There are no assessments or performance reviews. Pam named four parishioners who may be interested in joining the committee. **\*\*Action item: Ian will send the internship committee document to the Vestry. Pam and Ian will contact possible committee members.\*\***

+ 6:20 Discussions

- + Pledge Campaign starting in September – what can we do differently? We could use the CCD interviews, perhaps make a display of parishioner comments (on notecards) about strengths of Holy Cross. What does Holy Cross mean to you? Why Holy Cross? Could include breakdown of how funds are spent and what the church actually does. **\*\*Action item: Karen will set up board, colorful index cards, pencils by 9/22/24, Bruce and Ian will meet to make a pie chart.\*\***
- + Two Soffit-Trim bids have been sent to Vestry (see appendix in the meeting minutes). The SAL Development bid is much lower, and the contractor is willing to give us credit if permitted to remove our large landscaping stones. We may be able to use volunteers for any job items that can be delegated to volunteers, such as the cross or later staining. Pam Janson made a motion to approve the SAL development bid of \$19,460, and to proceed with the project with funds from Designated Building Fund, line item #33080, seconded by Ed Happ. A vote was held and the motion carried unanimously. **\*\*Action item: Gael will contact the contractor to begin soffit repair.\*\***
- + What to do with memorial and kid's gardens will be discussed at the next Vestry meeting.

- + 7:08 June/July 2024 Financial Report – Bruce
- + On the June/July balance sheets, we have about \$42,000 in available funds. We are still having difficulty with Flagstar, and we may move our account to a different institution in the future. On June/July profit and loss sheets, 28K in income, 11K in expenses, net income of 17K. However, utilities and some payroll were rolled into July. We are staying within budget. Even though we have a deficit budget, our actual numbers are still net positive. We have successfully updated our diocesan apportionment at the reduced level that we requested. Financial report was accepted by acclamation.
  
- + 7:26 Action Items from Last Meeting
- + Karen will discuss scheduling Biblical Greek with Teri and Ian. In progress
- + Gael and Teri needs to contact the bathroom contractor to recalibrate the toilets and fix the soap dispenser. In progress
- + Gael will ask parishioners for leads on commercial contractors for gutters/soffit in May, then after school ends in June, Gael will request bids from contractors. *Completed*
- + Ed will investigate the account types at Edward Jones and gain a better understanding of the fee structure. Ed needs additional data. In progress
- + Chris, Pam and Tryn will recruit 2 additional internship committee members. *Completed*
- + Ian will meet with Joe to work on details of the internship contract. *Completed*
- + Bruce will take responsibility for finding the items needed for the 2022 audit in past meeting minutes. In progress
- + Tim and Ed will supervise a needs analysis for the church website, and they will include Teri in the process. In progress
- + Bruce will research options such as a switchbox, Velcro ties, shorter cords, and/or cover. Tryn is interested in selecting fabric for the cover in a neutral off-white. In progress
- + Karen and Gael will work together to get the branches removed from the gutter. In progress
- + At the next Vestry meeting, we will discuss what to do with the memorial garden and children's garden. In progress
  
- + 7:45 Action Items going forward
- + **Ian will send the internship committee document to the Vestry. Pam and Ian will contact possible committee members.**
- + **Karen will set up board, colorful index cards, pencils by 9/22/24, Bruce and Ian will meet to make a pie chart.**
- + **Gael will contact the SAL Development contractor to begin soffit repair.**
- + Next Meeting – Wednesday, September 18, 6pm, in person at church
- + Next Prayer – Tryn
- + Closing Prayer – Bruce
  
- + Meeting adjourned at 7:37pm.
  
- + **Appendix: Soffit Repair Bids**

SAL Development, llc

24506 Lee Baker Dr.  
Southfield, MI 48075

saldevelopmentllc@gmail.com

Phone # 248-250-2104

Fax #

# Estimate

Date	Estimate #
6/10/2024	1007

Name / Address
Holy Cross Gail Grossman 40700 W. 10 Mile Road Novi, MI 48070

Project
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Exterior Soffit repair ...
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Description	Qty	Rate	Total
Holy Cross Church - Exterior soffit and Paint			
Carpentry Remove damaged soffit materials and t1-11 siding and replace with same.	1	5,400.00	5,400.00
Electrical Remove and reset lighting and cameras (This will require 2 trips	1	1,440.00	1,440.00
Paint Prep and paint all soffits prior to gutter installation. Add \$1750.00 to restain the brown wood .	1	7,800.00	7,800.00
Gutters Remove and replace all 5" gutters keeping Downspouts.	1	3,380.00	3,380.00
General Conditions Debris removal Project Management Misc.	1	1,440.00	1,440.00
<b>Total</b>			\$19,460.00

**PROPOSAL** *Rick cell 734-306-6025*

<b>R.GRAHAM CONSTRUCTION, LLC.</b> <b>License# 2102193186</b> <u>www.regrahamroofing.com</u> 30966 Grand River Ave., Farmington, MI 48336 (248) 987-1155 (800) 842-4541 Fax (248) 987-1161	Proposal No.  Sheet No.  Date: 10/12/23
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Proposal Submitted To	Work To Be Performed At
<b>Name: HOLY CROSS CHURCH</b> <b>Address:</b> <b>City:</b> <b>Phone (Main): 248-231-1659 JOHN JANSON</b>	<b>Address: 40700 W 10 MILE RD</b> <b>City: NOVI, MI</b> <b>Email:</b> <b>Alt. Phone:</b>

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

**SOFFIT/ TRIM:**

- Replace rotten wood to entire building as needed
- Cut additional openings in all existing soffit areas. Install new vented vinyl soffit
- Install solid vinyl soffit on gable ends of building
- Custom fabricate new aluminum trim around fascia, rake and gable ends
- New trim to be white
- Caulk as needed
- Haul away job related debris

**SIDING- JAMES HARDI**

- Remove and reset Crucifix on East end of building for project
- Install new horizontal, cedar mill, 7" exposure James Hardi siding to both gable ends
- Install composite trim wood as needed between transition of soffit and James Hardi siding
- Caulk as needed
- Haul away job related debris

**Gutter Replacement:**

- Remove existing gutters and downspouts
- Install new seamless, 6", commercial grade gutters with 4" downspouts
- Downspout placement to match existing
- Standard color of choice. \_\_\_\_\_
- Haul away job related debris

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and Specifications submitted for above work and completed in a substantial workmanlike manner for the sum of with **Dollars:(\$29,500.00)**  
 Payments to be made as follows:  
**- 50% DOWN - BALANCE DUE UPON COMPLETION**  
**\*\*\*3% Finance charge applied to ALL credit card transactions\*\*\***

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Contractor.

Respectfully submitted: R.Graham Construction, LLC.

Per: Richard Graham

Note-This proposal may be withdrawn by us if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specification, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

R. GRAHAM CONSTRUCTION, LLC  
GENERAL TERMS AND CONDITIONS

**ACCEPTANCE OF THIS PROPOSAL:** Upon acceptance, this proposal shall become a contract binding upon both the buyer and R. Graham Construction, LLC (hereinafter called Company) and shall be construed according to the laws of the State of Michigan.

**LIABILITY:** The Company shall not be responsible for damages or delay, either before commencement of or during the said work described herein on account of transportation difficulties, priorities, strikes, accidents, war, acts of God, fire, sudden rains, storms, windstorms, ice dams, other casualty or theft or other causes beyond its control. The Company will exercise reasonable care when performing the work, but cannot be held responsible in any other manner for damages to sidewalks and driveways, foliage, awnings, septic tanks, on the premises during in process or after completed project. Customer is urged to cover furniture and otherwise protect their property. We cannot accept responsibility for any damages done to the roof by plumbers, electricians, air conditioner men, fumigators, or any other tradesmen. R. Graham Construction, LLC will take reasonable care when removing and replacing satellite dish while contracted work is being performed. The Company shall not be responsible for reception of satellite dish after removal and replacement of roof.

We reserve the right to correct any and all problems from or arising out of the performance of this contract where we are found responsible and do not authorize personnel other than that of the Company to perform these services.

Owner to provide right of ingress or egress, to include written permission from the owner of neighboring property that must be used to provide access for workman or machinery. Owner to provide water and necessary electricity.

**INSURANCE:** The Company shall comply with all laws relating to Workman's Compensation in the State of Michigan and shall carry a minimum of \$300,000 Public Liability and Property Damage Standard form insurance, insuring during the progress of the work and liability, which may be imposed by law upon the Company due to accidents arising from such operation.

**TRANSFERABLE:** The owner may transfer the workmanship warranty anytime during the first year unless otherwise stated on the final billing. This transfer must occur simultaneously with the sale of the building. The written notice must include those names of the Owner and the Purchaser, the address of the building upon which materials provided by the Company was installed. Except as set for in this paragraph, any assignment, sale or transfer of the warranted work of the building, which the Company has applied, shall immediately terminate all liability of R. Graham Construction, LLC. from contracted work.

**GUARANTEE:** There shall be neither guarantees, nor liabilities on the Company after the work is completed, except as may be provided in this proposal by a reference to specifications covering the proposed work, or as may be provided specifically in this proposal. However, any such reference and/or provisional shall be strictly construed only as an obligation on the Company to issue a written guarantee upon completion of the work. And it is mutually agreed that all guarantees to be binding upon the Company must be in writing whether issued voluntarily or in accordance with this proposal, and that whenever the Company upon completion of the work provided, shall issue to the Buyer, such a written guarantee, the liability of the Company shall be limited to the terms of such liability for damage caused by termite or wood destroying organisms, fire, tornado, hail, hurricane, or other extraordinary causes beyond the control of the Company or for damage to the building upon or in which such work is done; nor for any damage to said work caused by settlement, warping, distortion, or failure or roof deck, sheathing, walls, partition walls, ceilings, or foundation of said building; nor for failure of any materials or integral part of said building used as a base, attachment to or for said work; nor for damage to interior furniture and fixtures, decorations, stock or equipment due to leakage or otherwise. It is further agreed that in the event the Buyer, upon final settlement to the Company fails or neglect to require such a guarantee as may be anticipated by the Parties hereof, the same shall be construed as a waiver by the Buyer of all rights under the predicated guarantee.

**COMPLETION AND ACCEPTANCE:** Upon completion the Buyer shall immediately inspect and accept the Company's work provided that work has been completed according to the terms of the working contract, and full settlement shall be made in accordance with this agreement. A full and complete acceptance of the work shall be presumed upon the Buyer and making final settlement and/or executing a note for final settlement. When guarantees are included and stated so in the agreement, they shall become null and void if null payment for work performed in accordance with this agreement is not received within 15 days from the date of final billing. Should the customer decide to cancel the agreement with R. Graham Construction, LLC, a charge of up to 5% of the contract price will be incurred. And an additional charge of up to 5% will be incurred for processing cost.

**DELINQUENT ACCOUNT CHARGE:** A delinquent charge of 1.5% per month will be charged on any unpaid balance over 30 days. Any finance charge will be adjusted to a minimum of fifty cents where permitted by state law. R. Graham Construction, LLC will add a \$50.00 service charge for any check returned from the bank for insufficient funds.