

**Eta Iota House Corporation  
Meeting Minutes**

Meeting:	1st quarter official meeting	Location:	Zoom
Date:	01/10/2024	Time:	2034 EDT
Officers present:	Gregg Dudzinski David Marino Mark O'Neill Kyle Stuhlweissenburg Grady Massey Larry Hesterberg Dave Fraser James Wasef		
Special guests:	N/A		
Total brothers in attendance:	18		

1. Approval of old minutes. Motion by Secretary Marino, 2<sup>nd</sup> by Trustee Fraser, unanimous.
2. President's Report – Gregg Dudzinski
  - Revised RFP for wing renovation discussion will be focus of new business.
  - A big undergrad graduation class has created a lot of turn-over in the chapter. UG's are handling it well and stepping up.
  - City cited the House for parking in back lot (Department of Environmental Protection issue – car fluids draining into ground water). Is trying to use resources within the city to grandfather parking, as to allow past practice.
  - Finances are in great shape, there are always more projects to work on, however we will not over-extend ourselves.
  - The last part of the year was personally difficult, especially with the loss of Hayden. Apologized for not giving his usual 110%.
3. Vice Presidents' Report – Mark O'Neill
  - Discussed back parking lot issue in detail. City is asking for a permit before any "improvements" can be made. City isn't being as responsive as he would like. Multiple calls/emails to get more information. Permit process (improvement) includes 26 pages of civil engineering docs. "Way above my paygrade!"
  - President Dudzinski added – if we cannot get grandfathered, would need professional engineer to accomplish task as well as the need for a new survey. Very costly! For background info, city is trying to clean up Seagrave, overfilled

dumpster and illegal dumping caught their eye, cars parked in back lot were noticed and that leads us to today. Any illegal dumping needs to be documented and reported to the city immediately. New code enforcement officer is kind and communicative.

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4. Treasurer Report - Kyle Stuhlweissenburg

- See slide deck for finances.
- 55<sup>th</sup> birthday fundraiser should net ~\$20K (bottled whisky).
- Motion to accept report by Secretary Marino, 2<sup>nd</sup> by Trustee Hesterberg, unanimous.

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5. Secretary Report- Dave Marino

- Duties performed.
- President Dudzinski in response to a question regarding communication: Brother Pacheco's (Communication Committee/Fund Raising Chair) work schedule has increased substantially and would like help. Need to fix/improve logistics for tracking donations and help in distributing communications. Current 1855 donors are ~98 brothers that generate ~\$4k a month. Brother Palmer (IT) requires new generation brother(s) to help with website.

6. Trustee Report – Trustee Massey

- Eight outstanding RMF corrective actions. Most will be addressed by UGs.

7. Undergrad Report – Consul Stein and HM Handley

- Budgeted \$5K to replace back chapter room doors (RMF required).
- New kitchen remodel working out great. Back parking lot a frustration, especially during chapter meetings.
- Rooms 1-4 are empty. UGs agreed to renovate rooms during semester as to ensure they are finished by Fall '24. Hole in hallway wall repaired.
- President Dudzinski: backyard lighting plan too expensive. Brother Banta: updated network and video surveillance platform is very flexible. No limitations on system. Would like to see access controls on pump room, brother's office, network closet and HVAC closets).
- Pool back in compliance. Smart parts needed for pump. President Dudzinski: pool safety equipment must be a priority.

8. Old Business

- No old business

9. New Business

- Overview of contractor President Dudzinski: Women of Wonder. Journeymen contractors who train apprentice single moms. WOW completed back stucco

repair and removed and replaced retaining wall (next to pumphouse/pool).  
Excellent work and thinks RFP is fair.

- Discussed splits vs central air for wings (especially considering new AC compressor). Elected to keep central air (costs).
- Trustee Grady requested bi-weekly construction updates from contractor.
- Old renovation cost ~\$30K per room. New RFP ~ \$32K per room. "Better work and better price!"
- Discussed current HC finances in relation to project.
- Q&A to all present. Debated doing all 8 at once or 4/4. Elected to doing 4 at time. UGs see no problem filling house for next few years.
- Vote to approve \$110K for remodel with 10% over-run. Motion by Vice President O'Neill, 2<sup>nd</sup> by Stuhlweissenburg, unanimous.
- Election logistics: Annual meeting on March 16<sup>th</sup> at 1200 EDT. Election committee of O'Neill, Banta, Weiss, and Marino

#### 10. General Discussion

- Possibility of special fundraiser to help offset remodel costs.
- Backyard wall/fence in future.
- UG housing priority and vacancy

Motion to adjourn by Secretary Marino, 2<sup>nd</sup> by Treasurer Stuhlweissenburg, unanimous. Meeting adjourned 2208 EDT.

## **Addendums**



## Mission Statement

To provide, protect and maintain a suitable house for the cultivation and maintenance of friendship, justice and learning for the undergraduate members of the Eta Iota chapter of Sigma Chi.

Manage the infrastructure for Alumni communication, involvement and lifelong bonds of our Brotherhood.

Facilitate these objectives through a system of synergistic management and mentorship.



## 2023 House Corp Vision

- Cultivate and maintain relationship with undergrads
- Continue to run House Corp like an actual corporation
- Expand and improve the Fred J Ford fund
- Maintain an environment of ownership for the undergrads
- Support and promote the Eta Iota, ERAU and EX Int'l Fraternity scholarships
- Broaden and strengthen alumni involvement
- Streamline communications plan (internal/external)
- Web site redesign/modernization
- Transition into a mature chapter focused on the future with reverence for the past
- Create and distribute an RFP for final remodel/construction needs
- Explore professional property management
- Enhance support of House Construction Manager efforts





2030 EDT

# Agenda

- Call to order
- Roll call
- Approval of minutes
- Old business
- Officer Reports
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Trustees
  - Undergrad
- New Business
  - Wing renovation RFP
  - House Corp election logistics
  - Q&A
- Adjourn



# Review of Bank Account

Welcome THE ETA IOTA HOUSE CORPORATION!

Deposit Accounts		Items per page: 1   10   20   50   100   All	
Account (Click for Details)	Balance	Status	Options
<a href="#">Promissory Note</a>	\$50,908.93		Select Option ▾
<a href="#">Capital Savings</a>	\$23,584.51		Select Option ▾
<a href="#">Businter 0003</a> <b>Checking</b>	\$36,973.00		Select Option ▾





## Rent Recap

**Income for the Semester: \$46,600**

- **Rental Income : \$40,600**
- **Parlor Fees : \$6,000**
- **Other :**

**Brothers on the waiting list: 19**

## Invoice - Bourbon



Four Seas Distilling Co. LLC  
DBA - Copper Bottom  
Lic#7405801  
915 Bunker View Drive  
Apollo Beach, FL 33572  
(813)957-2611

Invoice



BILL TO  
Bill Kingsley

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1297	06/22/2023	\$12,000.00	06/22/2023	Due on receipt	

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/22/2023	Spirits: Bulk Spirits Private Bourbon Barrel	1	12,000.00	12,000.00
			SUBTOTAL	12,000.00
			TAX	0.00
			TOTAL	12,000.00
			BALANCE DUE	<b>\$12,000.00</b>

[Eta Iota 55th Anniversary Bourbon. Buy a Fifth for the 55th](#)



WOMEN OF WONDER Inc.  
Residential & Commercial Restoration & Painting  
205 N.Wild Olive Ave Daytona Bch  
Email: [womenofwonderinc1@gmail.com](mailto:womenofwonderinc1@gmail.com) / Tel # 917-370-7997

Regarding:  
Eta Iota House Corporation  
520 S Ridgewood Ave Daytona Beach. FL 32114  
Attn: Gregg Dudzinski

### **SCOPE OF WORK:**

First phase: Exact same work to be performed in each for unit's 1,2,3,4 only.  
Phase 2 , units 5 through 8 will be priced separately.

Primer: Interior water based primer sealer for approx. 1750 sqft  
Paint: Interior paint, Arizona white, semi-gloss with fade resistance for approx. 1750 sqft  
Caulk: Long lasting acrylic latex caulk plus silicone  
Furring Strips: Paintable stainable furring strips  
Dry Sheetrock: Fire resistant gypsum drywall for approx. 1750 sqft (**smooth finish**)  
Joint Compound: Versatile joint compound for drywall  
Joint Tape: high tensile drywall tape resists tearing, stretching, wrinkling  
Drywall Screws: Phosphate plated drywall screws  
Trim Boards for Window Casing: White, real wood, sealed  
Trim Boards for Floor and Doors: White, real wood, sealed  
Window Blinds: Vinyl blinds, durable, heat and moisture resistant, cordless  
Shower Head and Handle: 4-function showerhead and single lever handle, chrome  
Shower Mixer Valve: ½ Mixing Valve  
GCFI Outlet Bathrooms: Tamper resistant, NEMA 5, 125 volt  
Lighting Bath: Incandescent, ambient light, 1 **CAN, 3** light mounted  
Toilets: 1.6 GFP minimum, elongated, two piece, white  
Vent Stacks: Charlotte Pipe PVC (this work may entail roof shingle augmentations)  
Bathroom Fan Units: Ceiling/Wall Mount Bathroom Exhaust Fan, 80 CFM, support 75sqft  
Medicine Cabinet: wall mount, mirror, reversible door  
Wet Sheetrock in Bathrooms: Ultra Lightweight drywall with moisture and mold resistance for approx. 320 sqft  
Flooring Bath Tile: Porcelain, bianco calacatta color, stone look, glazed for approx.. 96 sq ft  
Flooring Bath Thinset: Thinset non modified mortar  
Flooring Bath Grout: Delorean Gray, crack resistant, sanded grout  
Flooring Bath Threshold Strip: Double white, beveled, polished engineered marble threshold





Bath Towel Rack/Toilet Paper Hanger Posts: Chrome or brushed nickel  
 Bath Towel Rack Rods: Chrome or brushed nickel  
 Toilet Paper Roll Rods: Chrome  
 Sink and Vanity Combo: Bath Vanity with Cultured Marble Vanity Top in White with Integral white sink with bottom cabinet  
 Faucets: 2 handle, brushed nickel, low arc  
 Shower Pans and Surround Kit: includes shower door, right side panel, left side panel, back wall panel, shower base, and drain cover, frameless swing shower door with rain glass, swanstone comparable  
 Romex: WG residential wiring for outlets, switches and other loads, copper conductor  
 Blue Boxes for Outlets/switches: New Work Electrical Switch and Outlet Box with Bracket  
 Blue Box for Ceiling/Wall Light Fixtures: Round Old Work Electrical Box  
 Light Bulbs: ecosmart 60w  
 Lighting Main Room: 4 Can -Light, Brushed Nickel, Dome, Flush Mount, Glass Shade  
 Outlets & Cover Plates Main Rooms: 15 Amp Tamper-Resistant Duplex Outlet, NEMA 5, 125 volt, in wall  
 Light Switches/Cover plates: 15 amp single pole switch  
 Flooring Main Room and Closets: European Gray Oak, Rigid Core Vinyl Plank for approx. 600 sqft  
 Front Doors: Inswing Classic 6-Panel Primed Steel Prehung Front Door, Off White, Steel  
 Interior Doors: wood for Bath and Closets: Pre hung, off white.

Specific Licensed electric, plumbing and Hvac trade work to be performed by subcontractors associated with W.O.W. Inc . All permits required will be secured by W.O.W. Inc

Commencement of work on or near January 15th 2024( considering units 1 thru 4 are vacant)  
 Duration of remodel ( predicated on weather ,city final permit inspection schedules) 6 to 8 weeks

Parts & material	\$33,980.00
Labor 4 to 6 person(s)	\$41,300.00
Tradesman ( <b>Plumber, Electric &amp; Hvac</b> ) With Hvac you have 2 options	
Hvac- 4 mini splits 1 per each unit with wifi temp control capability	<u>\$41,162.00</u>
OR	
Hvac- 3.5 ton with air handlers in the wall of each unit ,with wifi temp control capability, new duct work , thermostat in each room	<u>\$47,635.00</u>

**TOTAL \$116,442.00 OR \$122,580.00**

It's sickening due to materials price increases and labor costs over the past year, final prices have unfortunately increased as high as 20% in some sectors.

There may be additional cost TBD to changes initiated by customer or issues which arise to unforeseen obstacles.

This estimate includes: permit cost, debris removal, ( we will require a specific space for container **NOTE** no other garbage may be thrown into container otherwise additional cost may be assessed by trash carrier)

(Concrete and asphalt cutting and patching are not included in this price.

Roof repair, patching, or sealing is not included in this price.)

TERMS: Kindly remit ½ **\$58,221 OR \$61,290**, work will commence within 4 days after receipt.

¼ **\$29,110.50 OR \$30,645** of balance will be remitted when plumbing electrical and Hvac work have been completed, final balance ¼ payment will be paid on the day of successful completion of work.

Duration: Job to be completed within 8 weeks, ( weather& permit schedule permitting )

In advance our staff genuinely appreciate your continuing support, we look forward to exercise