

**Eta Iota House Corporation
Meeting Minutes**

Meeting:	Official Quarterly Meeting	Location:	Online
Date:	07/07/2021	Time:	2000 EDT
Officers present:	Gregg Dudzinski Mark O'Neill Kyle Stuhlweissenburg Dave Marino Anthony Hammond Allen Cassino Rob Pacheco Nick Weiss Chuck Bonini		

Agenda:

1. Approval of minutes:
 - April 2021 special meeting minutes.
 - Motion by Dudzinski, seconded by Pacheco, unanimous approval.
2. Old Business
 - No old business.
3. Officer Reports:
 - President: Gregg Dudzinski
 - Ceded time to House Corp Trustee Pacheco:
 - Buy a room going very well.
 - Need to focus on 1855 Club
 - Brother Dudzinski asked Rob to prepare a YTD Fundraising report for the October regular meeting.
 - Introduced and asked for acceptance regarding new meeting rules. Unanimously accepted (Addendum #1).
 - Shout out to House Corp Trustee Hammond for coordinating work on the House.
 - Met with contractors in-person, discussed pace of renovations and is satisfied with outcome. "Come to Jesus meeting" re: billing going forward.
 - Shout out to undergrads: Kuba, Heit, Halprin & Suzavek for cleaning out rooms to allow for mud and tape.
 - Unannounced House visit went well. The condition and appearance of the House is in vastly better shape. Repairing relationships with the undergrads is yielding results.

- Fiscal audit underway. Hoping to complete by November. There are several concerns and red flags. Will not speculate/spread rumors and wait for the facts.
- Performing quarterly Retrospective Meetings to address SWOT. Thanks to House Corp Trustee Weiss for his work.
- Need to keep best foot forward regarding the community, school, and alumni. Both in-person and on-line. DABPD is taking a new interest in holding local properties accountable.
- Met with new Grand Praetor. He will be able to perform annual House fire inspections. Also met with Regional Coordinator. Still trying to coordinate/meet with Grand Trustee White.
- No meeting next week due to KTLW. Eta Iota has the highest number of facilitators out of any chapter.
- House Corp Trustee Cassino asked about a Hurricane preparedness plan. Suggestion was forwarded to RMF committee.

Vice President: Mark O'Neill

- Clarify meeting times and streamline communication. 2030 EDT workshops. 2000 HC meetings.
- "Who's on point?" Recognized House Corp Trustee Hammond for all his hard work. Hammond has been the "point man" for coordinating renovation work.
- Reiterated "Brother Work Week", second week of August.
- House Corp Trustee Cassino provided update on By-law revision.

Treasurer: Kyle Stuhlweissenburgh

- Rent collection due August 1st.
- Working on taxes and Audit Committee
- Promissory Note collection = \$74K out of \$75K promised.
- General checking balance = \$10.5K
- Capital savings = \$26.2K. We are back in compliance with By-law capital reserve requirements. House Corp President Dudzinski pointed out that when the new House Corp Officers were seated in March, the reserve was almost negative.

Trustee: Anthony Hammond

- All pieces in place for current renovation completion.
- Supply chain issues regarding vanities and lights (Home Depot and Lowes)
- Dealing with last minute/tactical issues.
- Question from House Corp Vice President O'Neill "What is the greatest risk to projection completion?" Trustee Hammond responded "if the plumbing doesn't work. All new feed lines and drains. They haven't been tested yet". The plumbers will be on site for final fitting and testing.
- Timeline has enough slack to be moved around a few days.
- 2.5 tons of concrete being delivered to level the bathroom floors.
- House Corp Trustee Pacheco asked for the undergrads to take pics/document the work.

Trustee: Allen Cassino

- 70 Birthday boxes ordered. Please tell all your contacts.

4. New Business

- Vote on Promissory Note Item #1. Motioned by Dudzinski, seconded by Pacheco. Passes unanimously (Addendum #2).
- Vote on Promissory Note Item #2. Motioned by Dudzinski, seconded by Marino. Passes unanimously (Addendum #3).
- Retrospective based Committee realignments. By-Law Committee Chair: O'Neill, Birthday Co-Chairs: Ahrens & Cassino, RMF Committee Chair: Whitlock (requested).
- Time for general discussion.

5. Adjournment

- Motion to adjourn by O'Neill, seconded by Marino. Passes unanimously. Meeting adjourned at 2033 EDT.

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Addendums

Addendum #1

Roberts rules for meetings:

- New business discussion (if necessary) pro or con limited to 5 mins per side.
- Motion to amend has precedence over discussion.
- Call to vote/question can occur at any time. Requires a second.
- Only Board and Trustees are allowed to vote.
- Vote by open outcry or thumbs up.
- All votes to be recorded.
- Motion to table by majority vote.

No new business can be introduced without a majority vote to entertain.

General discussion (if necessary) will be limited to 5 mins per topic.

Addendum #2

I agree to borrowing (unsecured) up to and including \$75,000 from the alumni of the Eta Iota Chapter of Sigma Chi as defined in item below (Promissory Note).

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PROMISSORY NOTE

Loan Amount: \$ _____

Due Date: July 15, 2026

Promise to Pay. FOR VALUE RECEIVED, the undersigned, **Eta Iota House Corporation of the Sigma Chi International Fraternity, Inc.**, a Florida not-for-profit corporation ("Borrower") promises to pay to the order of _____ **[Brother's Name]**, an individual residing at _____ **[Address]** in the State of _____ ("Lender") the principal sum of _____ and 00/100 Dollars (\$_____.00), together with interest accruing on the unpaid principal balance, prior to or after maturity.

Computation of Interest. Interest on the principal balance shall accrue at a rate equal to **three percent per annum (3%)**, compounded continuously, from the date of this instrument until the maturity date set forth below.

Payments. Unless accelerated pursuant to the terms of this Promissory Note ("Note"):

Borrower shall pay the entire principal balance of this Note, plus accrued interest, on or before July 15, 2026 (the "Maturity Date"). All interest accruing after the Maturity Date shall be due and payable on demand.

Borrower may prepay all or any portion of the principal balance hereof without premium or penalty at any time after the date hereof without prior notice to Lender. Any prepayment shall include interest to the date payment is made.

Security. This Note is unsecured.

Default. Each of the following events shall constitute an "Event of Default" for purposes of this Note and each such Event of Default shall be deemed to exist and continue so long as, but only so long as, it shall not have been remedied:

Payment Default. Borrower shall default if payment of the principal balance and interest due Lender is not received by the sixtieth (60th) day following the Maturity Date.

Insolvency. Borrower shall default if it becomes insolvent or admits in writing its inability to pay its debts as they become due.

Acceleration. Upon the occurrence of an Event of Default, the entire unpaid balance of principal and interest of this Note shall become due and payable immediately, without notice or demand, at the election of the Lender. Lender shall also have all remedies available at law or in equity.

Waiver. Borrower hereby waives demand, protest, presentment for payment, notice of dishonor, notice of protest and diligence in bringing suit against any party, and hereby consents that the time for payment of all or any part of the principal amount, and of the interest thereon, may be extended from time to time by Lender without notice, and that any such extension will not

discharge or otherwise impair the obligation represented by this Note. The waiver of any default hereunder by Lender will not be deemed to constitute a waiver of any prior or subsequent default.

Miscellaneous. This Note shall be binding on Borrower and its successors and assigns, and shall inure to the benefit of Lender and his heirs. Any reference to Lender shall include any holder of this Note. Section headings are for convenience of reference only and shall not affect the interpretation of this Note. This Note embodies the entire agreement between Borrower and Lender regarding the terms of the indebtedness evidenced by this Note and supersedes all oral statements and prior writings relating to that indebtedness.

Governing Law. This Note shall be governed in all respects, including validity, interpretation and effect, by the laws of the State of Florida, without regard to principles of conflicts of law.

Venue. Any dispute shall be brought in the courts of the Seventh Judicial Circuit Court of Florida in and for Volusia County, Florida. For the purpose of this clause 'dispute' shall mean any contractual or non-contractual dispute, matter or claim which relates to, concerns or arises from this Note.

Signed and delivered to _____ [city/state of Brother's
residence] effective as of this _____ day of _____, 2021.

LENDER

Eta Iota House Corporation of the Sigma
Chi International Fraternity, Inc.

By: _____
Gregg Dudzinski, President

By: _____
David Marino, Secretary

Addendum #3

I agree to spend up to and including \$75,000 from the Capital Improvement Fund (Fred J. Ford Fund), on house renovations as detailed in item below (Work estimate).

ROOM 5

Main Room: 8'x14'10"x15'5" = 229 ft²
Closet 1: 2'x1'8" = 3.5 ft²
Closet 2: 2'4"x3'7" = 8.4 ft²
Flooring Main Room/Closets: **241 ft²**
Flooring Bath: **22.6 ft²**

Paint Room/Bath/Ceiling: **813 ft²**

Window Trim 10' Sections: **4**

Door/Baseboard guesstimate: 141ft

ROOM 6

Main Room: 8'x10'x15'7" = 156 ft²
Closet: 2'3"x3'7" = 20 ft²
Flooring Main Room/Closet: **176 ft²**
Flooring Bath: **24.7 ft²**

Paint Room/Bath/Ceiling: **665 ft²**

Window Trim 10' Sections: **4**

Door/Baseboard guesstimate: 118ft

ROOM 7

Main Room: 8'x12'x15'6" = 185 ft²
Closet: 1'6"x5'5" = 8.12 ft²
Flooring Main Room/Closet: **195 ft²**
Flooring Bath: **25 ft²**

Paint Room/Bath/Ceiling: **726 ft²**

Window Trim 10' Sections: **4**

Door/Baseboard guesstimate: 123ft

ROOM 8

Main Room: 9'x13'x12'3" = 157 ft²
Closet: 2'4"x1'11" = 4.5 ft²
Flooring Main Room/Closet = **161.5 ft²**
Flooring Bath: **18 ft²**

Paint Room/Bath/Ceiling: **714 ft²**

Window Trim 10' Sections: **4**

Door/Baseboard guesstimate: 331ft

ROOM 9

Main Room: 9'x13'x12'3" = 153 ft²
Closet: 2'x2'3" = 4.5 ft²
Flooring Main Room/Closet = **158 ft²**
Flooring Bath: **19 ft²**

Paint Room/Bath/Ceiling: **698 ft²**

Window Trim 10' Sections: **2**

Door/Baseboard guesstimate: 115ft

ROOM 10

Main Room: 9'x13'x10'6" = 124 ft²
Closet: 42 ft²
Flooring Main Room/Closet = **166 ft²**
Flooring Bath = **25 ft²**

Paint Room/Bath/Ceiling = **713 ft²**

Window Trim 10' Sections: **2**

Door/Baseboard guesstimate: 113ft

ROOM 12

Main Room: 8'x16'2"x11'8" = 188 ft²
Closet: 2'4"x3'7" = 8.4 ft²
Flooring Main Room/Closet = **197 ft²**
Flooring Bath: **27.1 ft²**

Paint Room/Bath/Ceiling = **734 ft²**

Window Trim 10' Sections: **4**

Door/Baseboard guesstimate: 137ft

ROOM 14

Main Room: 8'x16'2"x14'4" = 232 ft²
Closet 1: 2'8"x3'8" = 9.8 ft²
Closet 2: 1'3"x3" = 3.75 ft²
Flooring Main Room/Closet = **246 ft²**
Flooring Bath = **22.6 ft²**

Paint Room/Bath/Ceiling = **820 ft²**

Window Trim 10' Sections: **4**

Door/Baseboard guesstimate: 152ft

Total Room Flooring: 1541 ft²

Total Bath Flooring: 184 ft² Total Paint: 5883 ft²

MATERIALS

Includes 6.5% Sales Tax

PLUMBING FINISH

Bathroom Tile - 203 ft² (184ft²+10% wastage)

Product - 12x12 Ceramic Waterproof Bath Floor Tile

Cheapest - Home Depot Traffic Master - .69ft² = \$149

Mid - Home Depot Daltile - 1.33ft² = \$287

Product - Thin Set Mortar

Cheapest - Home Depot - Versabond Unmixed powder 50lb Dry (x2) = \$36

Easier/Expensive - Home Depot - Simpleset Premixed 50lb (x2) = \$115

Product - Tile Grout/seal - \$53

Flooring General Bath and Room

Product - Self-levelling underlayment

Home Depot Sika Self Leveling compound 50lb bag dry (x8) = \$217

Home Depot Sika Concrete primer - 1gal (x8) = \$159

Vanities/Sink

Cheap - Home Depot 25in Vanity with 4" Center Sink #GB24P2-WH (x8) = \$843

Mid - Home Depot 30in Vanity with 4" Center Sink #DR24P2-PG (x8) = \$1696

Sink Hardware

Home Depot 4" Center Set Faucet with Drain Kit #HD67091W-6B04 (x8) = \$272

Plumbing Hardware

Oatey Cast Iron or Twist in PVC Flange x 8 = \$170

Extra Thick Wax Ring with Funnel/flange x 10 = \$43

Braided Steel Toilet Supply Line 3/8" to 7/8" (Home Depot #NL-27413) x 9 = \$77

Braided Steel Sink Supply Lines 3/8" to 1/2" (Home Depot #B1-12A F) x 18 = \$100

1/4 turn Supply Line angle Valve 3/8" (Home Depot #G2R17X C1) x 27 = \$258

P trap drain connection kits (assorted) = \$100

Paint

Home Depot Behr Pro 5-gallon White # PR17005 x 3 = \$271

General Materials

Caulking, Brad Nails for trim, Paint Rollers, Paint Pans, Brushes, Paint Poles, Trowels, etc.
\$500

Toilets

Possible to reuse the ones we already have on site. If we are unable:

Cheapest: Home Depot Glacier Bay 9 pack (#N2428R) = \$836

Entry Level Toto: Ferguson's Toto Eco Drake (#3377720) = \$2079

Seat Home Depot (30115 000) x 9 = \$95

Interior Tank hardware kit Home Depot (#4010MC) x 9 = \$211

ELECTRICAL FINISH

Lighting Main Room

Cheap - Home Depot 3-Light Flush Mount #LF3SNW (x8) = \$100

Mid - Home Depot 3-Light Flush Mount #V1914-6 (x8) = \$205

Lighting Bath

Cheap - Home Depot Hampton Bay 3 light Brushed Nickel #HB2050-35(x9) = \$124

Mid - Home Depot Raceway 3 light Brushed Nickel #5003NI (x9) = \$236

Light Bulbs

Home Depot LED light Bulbs 48 pack Model #A7A19A100WUL01 = \$155

Outlets and Switches

Home Depot GFI Outlet Bath 4 pack #M42-GFTR1-04W - x2 = \$117

Home Depot GFI Outlet Cover plate 10-pack #M52-0PJ26-0WM = \$7

Home Depot Standard Outlet Covers 10-pack #M52-00PJ8-0WM x3 = \$13

Home Depot Standard Duplex Outlets 10-pack #M24-05320-WMP x3 = \$16
Home Depot Standard Light Switch 6-pack #M22-01453-2WM x2 = \$15
Home Depot Standard Light Switch plate 10-pack #M52-00PJ1-0WM x2 = \$9

FLOORING AND TRIMOUT

Room Flooring - 1695 ft² (1541ft² + 10% wastage)

Product - LVT (Luxury Vinyl Tile). Lifetime Residential Warranty. 20MIL Wear Layer
Underlayment attached.

Cheapest - Home Depot A&A Surfaces Low Country Collection \$1.99 ft² = \$3,592
Mid - Lumber Liquidators CoreLuxe (SKU 10048704) \$2.19 ft² = \$3,953
High - Home Depot Callahan (#HD19007) \$2.49 ft² = \$4,494

Window Trim

Lowes 10ft Primed Pine Casing 2 1/4"#L04214210 x 28 = \$299
Great Stuff Foam Sealer - Five Cans = \$31

Baseboards/Door Trim

Sloppy estimate all rooms - 1353 Feet.
Lowes - Use the Same as Window = \$1,440
Home Depot MDF - #10001356 = \$1,068

Bath to Main Room Reducer Threshold

Home Depot 6-foot section (x4) = \$213

Shower Curtain Rod

Home Depot 27"-40" Zenna Home Never Rust Adjustable Rod #40B4ALSSL (x8) = \$86

Towel and Toilet Paper Rod

Home Depot - Glacier Bay 3-piece Hardware #BTFZ1300BN (x9) = \$364

Medicine Cabinet/Mirror

Home Depot - Glacier Bay Surface Mount #1002749437 (x9) = \$286

Tiles for Chapter Room Ceiling:

\$556

Material Totals:

Cheapest: \$10,812

Better: \$13,755

LABOR

Includes 6.5% Sales Tax

Bid to have rooms mudded and taped to Orange Peel

\$7,572 - Includes 20%vig to Dream Home
\$10,624 to Smooth wall

Labor Electrical Install Lights, Switches, Outlets

\$450/ room + 20% vig to Dream Home = \$4,600

Labor Plumbing to Install Toilets, Toilet feeds, and Sink connections

Bid Pending. Prior invoices from upstairs bathrooms. I figure 3 hours (\$330) per room.
\$3796

Labor Painting

Actives and Alumni can do it.

Labor to Install Flooring Grind and level floors, lay down laminate, Lay tile.

Glue Down Tile = \$10,938 D&D flooring.

Labor to Install Trim

Bid Pending - Alumni work Party?

Cost per Phase

Mud and Tape		\$7572
Tile Bath Floor	Labor	N/A
	Materials	\$1207
Finish Electrical	Labor	\$4600
	Materials (Cheap)	\$5156
	Materials (Better)	\$5373
	Total	\$9756-\$9973
Finish Plumbing	Labor (Best Guess)	\$3500
	Materials Essential	\$1054
	Materials (Cheap)	\$991
	Materials (Better)	\$1951
	Total without toilets	\$5545-\$6505
	Total with toilets	\$6671-\$8795
Flooring/Trimming	Labor	N/A
LVT planks, towel racks, curtain rods	Materials	\$7213

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Mark O'Neill
Vice President