

**Eta Iota House Corporation
Meeting Minutes**

| | | | |
|-------------------------------|---|-----------|----------|
| Meeting: | 3rd quarter official meeting | Location: | Zoom |
| Date: | 09/28/2023 | Time: | 2006 EDT |
| Officers present: | Gregg Dudzinski David Marino Chuck Bonini Nick Weiss Grady Massey Larry Hesterberg Dave Fraser James Wasef | | |
| Special guests: | N/A | | |
| Total brothers in attendance: | 15 | | |

1. Approval of old minutes. Motion by Secretary Marino, 2nd by Trustee Fraser, unanimous.
2. President's Report – Gregg Dudzinski
 - Fifty brothers attended Hayden Ritchart's memorial service. Mrs. Ritchart was the strongest woman Gregg has ever met. Reconfirms EX goal of raising good men.
 - Would like to move annual brothers work week to UG move-in week.
 - UG meeting with President Dudzinski, Treasurer Stuhlweissenburg and Trustee Massey went well. UGs understand that this is a relationship with expectations from both sides. Had to spend \$289 to remove a bidet that was plumbed into a room. "This is not the fraternity house I lived in!".
 - Unfortunately, the House received its second code enforcement violation of the year. The first was for trash/debris in the back yard. The second was for cars parked in the back yard. Code requires cars to be parked on prepared surfaces. Thinking crushed shells may be a good alternative/cheap fix.
 - New UG House Manager, Blake, hitting it out of the park.
 - Need to ensure a room move-out/move-in checklist re abandoned furniture.
 - 3rd quarter meeting followed HC by-laws regardless of what was posted on HI FB page. Gregg spoke with Brother Kingsley (JD) to ensure compliance. He recommended a by-law clean-up to provided increased clarification.
3. Treasurer Report – Gregg Dudzinski (filling in for Kyle Stuhlweissenburg)
 - Finance updates (see attached).
 - The HC is in a very healthy position.

- The RFP for summer remodel was received too late to start construction. The HC elected to perform a heavy brother’s work week. Kitchen update, wi-fi/security system update, cleaning, laundry room floor replacement and RMF punch list items. Special thanks to all brothers (Hammond, Cassino, Hesterburg, Massey, Stuhlweissenburg, O’Neill, Marino) who worked so hard in very difficult conditions (record heat). A special thank-you to brother Aherns for donating stove and microwave and brother Bording for providing safety oversight.
 - The backwall next to pump room had to be replaced, tree removed, and pool decking replaced along with new ADA accessible ramp.
 - We budget for 8 months of income and 12 months of expenses (General Fraternity recommendation). Having full House occupancy for the summer helps to generate extra income.
 - RMF annual insurance increase of 8-9%. Most of FL saw increases upwards of 20%. We pay the RMF bill in full to receive a 5% discount.
 - Room 9 was cleaned and locked (Hayden Ritchart’s). Will be available in the spring semester. There are currently 29 UGs on a waiting list to move into the House.
 - Circuit breaker tripping in pump room, not gfic. Needs to be replaced.
 - Motion to accept Finance report by Marino, 2nd by Fraser, Unanimous.
4. Secretary Report – Dave Marino
- Meeting conducted in accordance with By-laws. Agenda was delivered to the HC (Exec board and Trustees on 09/19/23 via individual emails and Slack).
 - Duties performed.
5. Trustee Report- Grady Massey
- See addendum.
 - Waiting to receive new RFP for wing renovations. Expect answer by Dec, will award by end of Jan.
 - WOW has been a good partner.
 - President Dudzinski weighed in with RFP options: tear out both N&S wings and focus on one wing at a time. Complete one wing fully, then go to next wing. UGs stated they would be ok with doubling up for a short period of time if construction timeline hit unexpected delay.
 - We addressed most of RMF punch list items during work week. Tasking Brother Hesterberg with creating room evacuation plans. Remainder of minor RMF items will be UG responsibility. There are no remaining substantial safety issues.
 - President Dudzinski stated that original agreement with UG is that the kitchen update would be split 50/50 with UGs. That did not occur. They will now split replacement back doors to chapter room.
 - Stressed working ALONGSIDE UGs. Believed UG meeting was productive. They now understand the financial implications behind actions.
 - Please inform him of what items should be addressed for work week 2024.
 - President Dudzinski stated “Grady is a machine! Never saw someone work so hard and sweat so much during work week!”

6. Committee Report – President Dudzinski for Brother Kingsley

- Fred J Foundation is a 501c.3.
- Brother Banta reiterated that HI scholarship is also a 501c.3

7. Old Business

- Formally approved summer 2023 expenses. Motion by Marino. 2nd by Fraser, unanimous.
- Approve electrical work in pump room approximately \$1625. Motion by Marino, 2nd by Fraser, unanimous.

8. New Business

- Brother Banta reviewed the Data Protection and Network Access policy.
- Elements of responsible use, it's a resource to be used under certain conditions, should be linked to room leases, video monitoring from 20 cameras and 30tb of storage.
- Policy effectively states what we have, why we have it, what it is used for, who has access and when they can access it.
- President Dudzinski stated that UGs requested RMF manager have access. Tabled for further discussion.
- Motion by Trustee Wasef to approve and adopt and then allow HC time to incorporate into room leases, 2nd by Massey, unanimous.
- New pool pump replacement. Approximately \$750. Motion by Wasef, 2nd by Fraser, unanimous.

9. General Discussion

- President Dudzinski wanted time to review HC mission statement. The chapter is changing. Chapter turnover/change normally occurs every three years. We need to be patient and give the UGs a chance to learn. It is their house; we stand behind them.

–

Motion to adjourn by Secretary Marino, 2nd by Trustee Hesterberg, unanimous. Meeting adjourned 2107 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





2000 EDT

Agenda

- Call to order
- Roll call
- Approval of minutes
- Old business
- Officer Reports
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Trustees
 - ERAU Relations Committee Chairman
 - Undergrad
- New Business
 - Finance review
 - House-work updates/pool pump
 - Undergrad meeting synopsis
 - IT update
 - Code enforcement
- Adjourn



Account Balances

Welcome THE ETA IOTA HOUSE CORPORATION!

| Deposit Accounts | | Items per page: 10 20 50 100 All | |
|---------------------------------|-------------|--|-----------------|
| Account (Click for Details) | Balance | Status | Options |
| Promissory Note | \$50,326.96 | | Select Option ▼ |
| Capital Savings | \$93,780.42 | | Select Option ▼ |
| BusInter 0003 | \$38,405.72 | | Select Option ▼ |

Customer Summary Information



Account Balance



[Print Download Center](#)

The holdings you've hidden in your [customized view](#) are excluded from the information displayed on this page.

| | |
|---|--------------------|
| Self-managed accounts | \$75,541.88 |
| <u>Eta Iota House Corporation Account</u> | \$75,541.88 |
| Total Vanguard assets | \$75,541.88 |



August Spending Summary

Renovation Project = \$8,902.23

Security System = \$11,020.11

Contractors = \$12,296

Utilities = \$6,217.66

Total Spending = **\$38,436.00**

Net = **\$31,936.00**

Rental Income = **\$6,500.00**



Property Program Invoice
2023-2024 Program Year

Eta Iota — Eta Iota House Corporation, Inc.
Embry-Riddle Aeronautical University-Daytona Beach

Table with columns: Item, 2022-23, 2023-24, Status, Additional Info, Det#. Rows include Building Value, Contents, Business Income, Extra Expense, Total Insured Value (TW), Property Contribution Base, Additional Coverage, Hazard Zone Coverage, Equipment Breakdown, Excess Property Limit Coverage, Rating Factor Adjustments, Construction Class, Protection Class, Fire Sprinklered 100%, Claims Experience Loss Ratio, Renewal Response Submitted, Monitored Alarm, Enhanced Security, Recent Renovation - Life Safety, Alcohol / Substance Free, HCFIS: Alternative (win 1 yr), House Corp Award Winner, Total Adjustment, Applied Adjustment, Total Property Program Contribution.

Paid: \$13,999.00

ADDITIONAL INFORMATION
20. Primary Property Address: 520 S Ridgewood Ave, Daytona Beach, FL 32114-4930
21. House Corp. Mailing Address: 520 S Ridgewood Ave, Daytona Beach, FL 32114-4930
22. House Corp. Legal Name: Eta Iota House Corporation, Inc
23. Date Incorporated: 3/8/1974
24. Property named by: House Corporation
25. Contents owned by: House Corporation
26. Province: Central Florida
27. Trustee Territory: Southeast

*NOTE: AFHS/PV commitment must be signed and submitted every year to qualify for the credit.

PAYMENT SAVINGS OPPORTUNITIES

- No discount or penalty if paid on time in two half installments.
1. Pay in full by 9/30/2023: \$13,999 (0% discount)
2. Pay first 1/2 by 9/30/2023 and second 1/2 by 2/28/2024: \$14,738 pay \$7,369 per installment (No discount)



Women of Wonder - Back Wall



WOMEN OF WONDER Inc.
Residential & Commercial Restoration & Painting
255 N. Wood Olive Ave Daytona Beach
Email: womenofwonderinc@gmail.com / Tel # 917-370-7997
Web Site: www.womenofwonderinc.com

Total Cost: \$13,225.00

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

SCOPE OF WORK:

- Remove existing failed/damaged retaining wall
Install approximately 20' length x 6' underground 2" above ground up to 4' center block,
interior, concrete, and post-tension from rebar/anchor electrical lines.
Remove path line (and root box)
Repair post concrete pad north-west corner

Removal of debris - removal of tree and stump - Permit inspection cost included in final total cost.

Table with columns: Description, Cost. Rows include: Plant newly installed back (250.00), Forty BRQ sheet - install 2' 10" 4X4 PIV front winch-on - install two 8" 4X4 rear -support (600.00), Four 4" to 6" concrete slab walkway 20' length (1,750.00), Four 4X4 concrete footpath by pool/mechanical door (275.00), Install 3' block at start of path run and 6' block at finish nearest BRQ - install 8 additional caps (500.00), Total cost (\$13,225.00), Deposit (\$ 4,500.00), Balance Due (\$ 8,725.00)





Spring House Occupancy



2nd
Level



Rental Income

Fall Semester 2023: \$50,600.00



WOMEN OF WONDER Inc.
Residential & Commercial Restoration & Painting
205 N.Wild Olive Ave Daytona Bch
Email: womenofwonderinc1@gmail.com / Tel # 917-370-7997
Web Site: www.womenofwonderinc.com

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

SCOPE OF WORK:

Work to be performed by a licenced electrician (Little Electric Inc)
Add (2) lights in the pool pump house. Make both outlets by the pool their own dedicated circuits and put them on a GFI breaker, install bubble covers. Add new PVC conduit .
Put the pool pump on a GFI breaker , Add appropriate circuit breaker wattage to panel box to accommodate changes to lines, to avoid overloading and tripping breakers.

| | |
|------------------------------------|----------|
| Parts | \$750.00 |
| Labor 5 to 8 hours @ \$175 per hr | \$875.00 |
| Parts and labor included, 1,625.00 | |

Permit fees are not included in this estimate and will be added to the final bill.
DEPOSIT REQUIRED to begin work. 1/2 of the total amount due upon commencement of work.
Concrete and asphalt cutting and patching are not included in this price.
Roof repair, patching, or sealing is not included in this price.

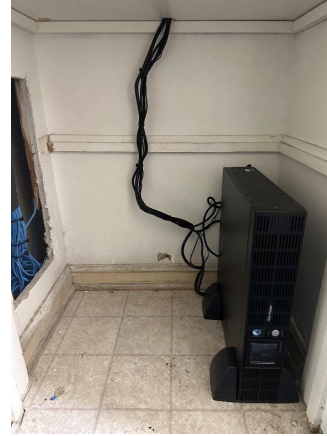
TOTAL \$812.50

TERMS: Kindly remit 1/2 \$975, work will commence upon receipt.
Balance depending on hours due upon completion of work.

Duration: We anticipate this job to be completed within 1 business days, (weather permitting)

In advance our staff genuinely appreciate your continuing support, we look forward to exercise our workmanship to your complete satisfaction.





| | A | B | C | D | E | F | G |
|----|--------------|------------------|--------------------------|------------------|--|------------------|-------------------|
| 1 | Camera ID | Model | Location | Camera Name | Target | Patch Panel Port | Unifi Switch port |
| 2 | G4P-1 | G4 Pro | NW Corner (Alley) | NW Alley | Back Yard | 1 | 31 |
| 3 | G4P-2 | G4 Pro | SW Corner (Pool) | Pool | Pool | 2 | 32 |
| 4 | G4P-3 | G4 Pro | North Parking Lot | N Lot | Parking Lot | 3 | 33 |
| 5 | G4P-4 | G4 Pro | South Parking Lot | S Lot | Parking Lot | 4 | 34 |
| 6 | G4P-5 | G4 Pro | North Courtyard | N Courtyard | Courtyard | 5 | 35 |
| 7 | G4P-6 | G4 Pro | South Courtyard | S Courtyard | Courtyard | 6 | 36 |
| 8 | G4P-7 | G4 Pro | Back Deck | Deck | Back Deck | 7 | 37 |
| 9 | G4P-8 | G4 Pro | Back Stairs | Stairs | Exterior Staircase and back yard | 8 | 38 |
| 10 | G4D-1 | G4 Dome | 2nd Fir Back Door | Back Door | Upstairs hallway | 9 | 39 |
| 11 | G4D-2 | G4 Dome | 2nd Fir Hallway | Hallway | Upstairs hallway | 10 | 40 |
| 12 | G4D-3 | G4 Dome | Kitchen | Kitchen | Kitchen | 11 | 41 |
| 13 | G4D-4 | G4 Dome | Chapter Room | Chapter Rm | Chanpter Room | 12 | 42 |
| 14 | G5B-1 | G5 Bullet | Pump Room | Pump Rm | Back Gate & Parking | 13 | 43 |
| 15 | G5B-4 | G5-Bullet | NE Corner (Alley) | NE Corner | Alley between house and old lawyer building | 14 | 44 |
| 16 | G5B-2 | G5 Bullet | SE Corner (Raintree) | SE Corner | Access way between house & Raintree property | 15 | 45 |
| 17 | G5B-3 | G5 Bullet | SW Corner (Raintree) | SW Corner | Access way between house & Raintree property | 16 | 46 |
| 18 | G3B-1 | G3 Bullet | Network Closet | Closet | Door opening to view persons upper body | 17 | 47 |
| 19 | | | | | | | |
| 20 | G4P-9 | G4 Pro | Spare | | | | |
| 21 | G4P-10 | G4 Pro | Spare | | | | |
| 22 | G4D-6 | G4 Dome | Spare | | | | |
| 23 | G4B-2 | G4 Bullet | Spare | | | | |
| 24 | G4B-3 | G4 Bullet | Spare | | | | |





Planning and Coordination of House Renovation for Summer 24'

- RFP is with NYCRE and WOW for sourcing and they will more than likely be selected
- They will look to complete the following work for the south wing from mid May to mid August
 - Remodeling of residential bathrooms
 - Installation of pressure fire alarm systems
 - Upgrade of HVAC system
 - Reconfiguration of room electrical systems
 - Replace drywall, trimming and floors w/paint job
- RFP response will be submitted NLT December 31st and contact will be awarded NLT January 31st



RMF Corrective Actions

- RMF inspection last year gave us a list of 24 observations and deficiencies we needed to address for the house
- 14 of these issues have been addressed, 2 are in progress and another 8 are being planned/prepared for.





RMF Corrective Actions

| Issue | Issue Notes | Location | Location Notes | Recommendation | Status |
|---|--|----------------------|-------------------------------|---|----------------------------------|
| Fire Extinguisher (tag/replace/install) | Fire extinguisher inspection is out of date | Exterior | Front of house | Inspection is needed | |
| Faulty/inadequate lighting | Light fixture at ground level | Exterior | Rear left | Removal is needed by a licensed electrician | |
| Damaged exterior finish | Chapter room - French door jambs | Exterior | Rear patio | Repairs/replacement is needed | |
| Damaged flooring | Damaged tiles noted | Chapter Room | Chapter room - exterior doors | Replacement is needed | |
| Loose/damaged electrical fixtures | Ceiling fan blade is damaged | Bedroom (1st Floor) | Bedroom 17 | Replacement is needed | |
| Blocked drains/vents | Knife was found in drain | Bedroom (1st Floor) | Bedroom 17 | Repairs are needed by a licensed plumber | |
| Emergency lighting/exit signage issue | Exit light is loose from its base | Corridor (2nd Floor) | Hallway | Light needs to be reattached | |
| Other | There is no readily-available evacuation plan, or posted evacuation routes for tenant rooms. | Interior | Multiple areas | Develop an Emergency Action Plan that includes evacuation procedures, including posted evacuation routes. | |
| Faded/peeling Paint | Paint is weathered and peeling | Exterior | Exterior finish | Power washing, prep and paint is needed | Faded/peeling Paint |
| Scratched/marred interior finish | Drywall damage noted | Corridor (2nd Floor) | Hallway drywall | Repairs and paint is needed | Scratched/marred interior finish |



Work Week 2024

- We are currently generating ideas for projects for Work Week 2024, tentatively planned for August 2024
- The goal is to improve the quality of life of residents and increase longevity of the house by correcting deficiencies, identifying opportunities for improvement, refurbishing and repairing the house.
- Some ideas we have already generated:
 - Tree Removal along fence/property line
 - Fence replacement and extension





House Upkeep and Maintenance

- As House Corps we want to continue our partnership with the undergraduates by fostering a healthy, well maintained and organized (as much as it can be) fraternity house.
- We plan to do this by:
 - Maintaining open communication
 - Identifying and correcting issues in an expedient manner
 - Living our values as Sigma Chi's everyday through our actions and interactions
 - Respecting the house we all love and share

