



August 8, 2019

## Tapestry Board of Trustees Meeting Minutes

**Attendees:** Julia Rampone, Rev. Kent Doss, Connie Pursell, James Thompson, Jon Eckhardt, Christine Krueger, Janet Lusk, Jim Bucklin, Dave Weber

**Guests:** Rona Henry, Richard Boote

**Absent:** Paul Bonfanti

The Board Meeting was called to order at 7:02 pm by Julia Rampone. Julia provided opening words by Arthur Carlton Cuse, a screenwriter.

Following check-in, we discussed the following:

### Agenda and Approval of Minutes

- Minutes of the July 2019 Board meeting were approved as submitted. M/S/P
- The agenda was amended and approved (MSP) as follows:
  - Move Richard Boote to the front
  - Add Rona Henry to report on the Congregational Survey

**Consent agenda:** N/A

### Building and Grounds – Richard Boote

Richard presented a copy of the estimate for the system 7 HVAC unit. The repair will cost \$2,800.00 to \$4,800.00 vs. a cost of \$4,360.00 to replace (purchase would include a warranty).

Also refer to Richard's email sent prior to this meeting (attached as Attachment E). There is an issue with the R22 refrigerant which is being phased out and is expensive. The new refrigerant is much less costly. There was discussion about HERS testing and if it was needed, and whether or not a permit would be needed to replace. Pros and cons were weighed.

A motion was made and passed (MSP) to approve Richard's proposed expenditure. This will come from the capital account; about \$52,000.00 will remain after this purchase.

### Results of Congregation survey – Rona Henry

She reviewed the high points of the results of the survey. The social hour is not working well; the Center Room is too crowded. There was discussion re. how to improve food service and traffic flow. The survey showed that the worship service is not the highest priority for most congregants.

*Continued on next page*

**Minister:** Reverend Kent Doss **RECY Director:** Katelynn Riva  
**Minister Emeritus:** Reverend Robert Jordan Ross **Music Director:** Melissa Sky-Eagle  
**President:** Julia Rampone **VP Finance:** Paul Bonfanti **VP Operations:** Christine Krueger  
**Treasurer:** Dave Weber **Secretary:** Connie Pursell **Trustees:** Jon Eckhardt, Jim Bucklin, Janet Lusk

**Business Themes:**

**Finance:**

**Report of VP Finance:** Paul Bonfanti was not at the meeting, but sent an email report. See Attachment A1.

**Report of the Treasurer:** Dave Weber reported as follows:

- He has amended the budget slightly and it is now finalized. Christine will share the results with the committees so that they know their respective budget amounts. He still needs to fix some entries in Breeze. Some pledges are entered in the wrong fiscal year.
- There was conversation about how to find renters. Maybe advertise in Nextdoor in addition to Craig's List?
- We clarified Melissa's pay – we approved an increase in her hours by 20% but kept the hourly rate the same.

**Building Insurance**

Julia reported that she met with Mark of Church Mutual. She will work on an analysis and will make recommendations at the next meeting. She will check with the HOA to check for gaps or overlaps in coverage. We are keeping the deductible as is. Christine will help Julia investigate the choices and options.

**Upcoming Event on September 28**

There will be a special meeting to talk about Tapestry's future – "Tapping Our Future." It will be held from 9 am to noon, hosted by the Comprehensive Planning Committee. The purpose of the meeting is to gain clarity on Tapestry's culture and what is most important to congregants for this unique congregation. It is first step in information gathering in order to develop a future comprehensive plan.

**Report of VP Operations – Christine Krueger**

She reported on looking at energy use by appliances but wasn't able to get any conclusive information. Christine also sent a report prior to the meeting. See **Attachment B**.

**Minister's Report** – Rev. Kent reported the following:

- He reported on the HOA meeting he attended re. the tenant who is selling marijuana.
- He will go on sabbatical in the summer of 2020. He will provide a proposal with details for the next meeting.
- COSM (Committee on Shared Ministry) has a vacancy. Current members are: Dave Dearing, Michelle Antenese, Carl Webb, and Rona Henry. There were suggestions for a future replacement: John Mendonça, Bruce Johnson, Annette Eckhardt, among others.
- See further details and issues in Rev. Kent's full report attached as Attachment C.

**Welcoming Congregation**

It is time for us to become re-certified. What is involved? We need someone to head this short-term effort.

*(Continued on next page)*

**Aesthetics Committee:**

Current members are: Linda Yeargin, Marsha Medina, Jeff Gothard. It is time to rotate one person off and get one new person. A proposed replacement will be voted on at the September Board meeting.

**Upcoming Board Retreat**

This is scheduled for Saturday Sept. 14. Celia Young will facilitate. Save the date. Time will be from 9:00 to 1:00, location to be determined.

**Date for 2020 Annual Meeting**

It will be on June 14, 2020.

**Next Board Meeting**

Sept. 12, 2019 at Tapestry

**Closing words** were read by Julia, a quote by David Takayoshi Suzuki about the human brain and memory.

Meeting adjourned at 8:58 p.m.

Minutes taken and transcribed by Connie Pursell, Secretary.

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**Attachments:**

Definitions

Action Log

Attachment A1 – VP Finance Report (Paul Bonfanti)

Attachment A2 – Treasurer’s Report (Dave Weber)

Attachment B – VP Operations Report (Christine Krueger)

Attachment C – Minister’s Report (Rev. Kent Doss)

Attachment D – RECY Report (Katelynn Riva)

Attachment e -

## Definitions

Term	Definition
<b>COSM</b>	Committee on Shared Ministry
<b>R22</b>	Chlorodifluoromethane or difluoromonochloromethane is a hydrochlorofluorocarbon (HCFC). This colorless gas is better known as HCFC-22, or R-22. It is commonly used as a propellant and refrigerant. It is an environmental danger because it contributes to the depletion of the ozone layer. R22 is being replaced by R-410A, a safer material which is the current, compliant standard refrigerant in air conditioning equipment.
<b>HERS Testing</b>	– stands for Home Energy Rating System. This testing examines a building’s energy efficiency and notes areas where energy efficiency can be improved. HERS testing is especially important when buying or building a new home and need to determine how much is likely to be spent on utility bills.
<b>MSP or M/S/P</b>	Moved, seconded, passed
<b>OWL</b>	Our Whole Lives, age appropriate sex education for children and youth
<b>RECY</b>	Religious Education for Children and Youth

## Action Log

Date Proposed	Topic	Discussion/Action	Responsible Person	Status
6/13/19	Building/Facility Use Policy	Should include our no smoking policy	Connie	
7/11/19	Fire Safety	<ul style="list-style-type: none"> <li>• We approved a bid for \$1,030 for a removable window upstairs. We already have a collapsible ladder. Limit the cost to \$500.00. for any additional ladders that might be needed.</li> <li>• We will post “no smoking” signs at all entrances.</li> </ul>		Complete
8/8/19	Building & Grounds/HVAC	We approved purchase of a new HVAC unit to replace #7, per Richard Boote’s recommendation.	Richard Boote	Complete

**VP Finance Report**

**Date:** Thu, Aug 8, 2019 6:42 am

**From:** Paul Bonfanti (bonfanti20@gmail.com)

Hi board,

I regret that I will miss the meeting today as I'm on vacation. Here's a report about our finances to augment David's excellent Treasurer's Report. Let me know if you have any questions.

**2018-2019 Pledge Drive**

We were able to clean up the incorrect entries around the 2018-2019 pledges. I have been contacting people who did not fulfill their pledge completely from last year yet, several of whom have committed to completing their pledge. However, I was surprised by the number of incomplete pledges. It appears that we have a good number of people who made their "step-up" pledge and then forgot about it, since it was not reflected in their monthly payment. However, it is possible that in some cases, people made their contributions through other means, and it is not being reflected in their pledge campaign entries. I recommend that we do not pursue the "extra pledge" idea again; instead, it will hopefully be more effective to ask people to "repledge" as we did this year.

**2019-2020 Update**

We have received about \$23,000 in pledge contributions so far. This represents 11% of the total amount pledged. Since we have completed about 10% of the weeks of the year, this is about where we should be.

On a positive note, we received two new pledges last week. It only represented \$1305 total, but it's a step in the right direction.

## Treasurer's Summary Report, August 2019

### A Few Opening Comments:

This month, we finalized and incorporated the new FY Budget into our bookkeeping. The budget was tweaked to allow for 3.3% salary increases for Kent and Katelynn, effective with the first paycheck of the new FY, and to allow all committees to get what they requested. This led to only a minimal change in the budgeted totals compared with those presented at the annual meeting. Theresa and Melissa each got salary increases late in the last fiscal year (Melissa's reflecting an assumed 20% increase in hours), so their salaries remain unchanged at this time.

### Changes to Accounts:

- 1) Some accounts, such as those involving the intern minister and defunct Spirit Grant, along with several extraneous miscellaneous income accounts, have been eliminated.
- 2) An account has been added to track RECY parent contributions

### Changes to Budget vs. Actual reports:

- 1) The new FY budget has been incorporated. Note that because of uneven income and expenses over the course of the year, income and expenses do not balance each month, but do for the overall year.
- 2) Staff salary actuals have been broken down into separate accounts, and a sum of all accounts has been added for each allowing a better review of actual expenses vs. budgets.
- 3) First and Second Trust Deeds now include full mortgage payments, rather than just interest, reflecting actual expenses.

As a result of these changes, the listed net revenue in the report closely tracks the actual change in Operating budget balance for the month.

### Income:

Our new FY budget, that went into effect July 1<sup>st</sup>, sets challenging goals. These include a \$20K increase in pledge income over last year's actuals, \$24K in rental income, and a \$39.7K Fundraising goal. Goals for the two Auctions and Ways and Means Fun-raising are close to last year's actuals, but another \$8.6K in unspecified fundraising has been added to achieve a balanced budget.

Due to a generous one-time pledge of \$10K in July, we exceeded our pledge goal this month by \$4.7K. Plate income was close to target, reflecting once again that making every Sunday a generosity Sunday has not hurt us so far. We included \$3K in the budget for pledges we would collect this year from the previous fiscal year. I assumed most of these would be collected early in the fiscal year and budgeted \$2K income for July and \$1K for August from this. However, we collected just \$425 in July, missing our target by \$1.6K. Our goal for the month for fundraising was \$1.4K, one-twelfth of our annual goal excluding the auctions. However, there were no fundraising events in July and nothing was collected. Rental income was just \$158, compared with a budget target of \$2K. Negative Miscellaneous income of \$683 reflects a bookkeeping issue - the generosity income collected in June, \$803, was credited to miscellaneous income for that month, but was sent to the recipient in early July, and therefore debited from the account this month. In summary, overall income fell short of the budget goal by \$1.0K. Correcting for the Miscellaneous Income issue, we still fell short of our income target by about \$200, this despite that \$10K one-time gift, an event we certainly cannot depend on every month. Without that gift, we would have fallen far short of our goal.

There were no contributions to the Capital fund and FOCD donations totaled just \$20 during July.

### Expenditures:

Employee salaries were \$2.2K below budget. Some of this was a result of reduced hours worked but much of it was just the absence of insurance and professional expenses that will show up later in the year. Building and Grounds expenses were about \$0.2K below budget. Committees also underspent their budgets, by about \$0.4K. Overall expenditures were therefore about \$2.8K below budget.

Capital expenditures totaled \$6.2K for a new AC unit to cool the offices and for the down payment on a new window for the front classroom (one that opens, permitting escape in the event of fire). Installation of the window is expected in late August, at which time the remaining \$1.0K of the cost will be paid. FOCD operational expenses totaled \$2.8K.

### Conclusions and Discussion:

We saw a net excess of income over expenditures of \$3.5K in July and ended the month with a healthy \$16.25K in the Operating Account. Because of expenses but no contributions, Capital Reserves dropped to \$58.7K. With nominal expenses and virtually no income, the FOCD account balance fell to \$55.6K. The Operating Reserve remained unchanged at \$27.0K.

We came close to meeting our income target in July because of a one-time \$10K pledge. Without that contribution, it would have been a bad month. As we cannot expect many gifts of this amount, we need to increase our income dramatically in coming months. Perhaps we need to remind members that now that the Capital campaign has ended, they need to redirect more funds to our Operation - this is not the time to let up.

Now that we have a terrific new building, we are hoping our membership will dramatically increase, providing us with new pledging units. We are seeing visitors but I am unsure they are returning and becoming members. Is there some way to collect contact information and have Membership contact visitors and invite them to events?

I recommend the formation of a task force working with Ways & Means to examine how we can increase fundraising to meet our overall target – finding a way to raise the unspecified additional \$8.6K in addition to our normal fundraising will need some creative thinking.

Also, although we have been in our new building for nearly seven months, rental income remains minimal, and the building sits empty the vast majority of the time. We need a concerted effort to generate significantly more rental income in the very near future!

Finally, Paul has a list of delinquent pledgers and has been contacting them, but I am concerned that we may not achieve our \$3K goal in previous FY pledges.

(statement of financial position on next page)

**Tapestry UU Congregation**  
**STATEMENT OF FINANCIAL POSITION**  
As of July 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1120 Operating Acct (5090)	16,247.71
1130 Scrip Account (5041)	4,531.52
1140 Minister's Discr (5058)	1,250.00
1150 Spirit Grant (5074)	0.00
1170 FOCD Account (4994)	55,634.96
1210 Growth Account (0231)	27,021.26
1220 Capital & Move (2284)	49,211.75
1225 Capital Checking	9,548.39
<b>Total Bank Accounts</b>	<b>\$163,445.59</b>
Other Current Assets	
1320 Scrip on Hand	6,005.00
1330 Deposits with Others	0.00
<b>Total Other Current Assets</b>	<b>\$6,005.00</b>
<b>Total Current Assets</b>	<b>\$169,450.59</b>
Fixed Assets	
2010 Piano	10,995.00
2020 Sound System	22,331.88
2050 Land	760,000.00
2060 Building	759,000.00
2070 Leasehold Imprvmt	724,826.71
<b>Total Fixed Assets</b>	<b>\$2,277,153.59</b>
<b>TOTAL ASSETS</b>	<b>\$2,446,604.18</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3113 Payroll Tax Payable	-405.83
3116 Retirement Payable	-130.10
3120 PTO Liability	1,245.12
3130 Camp Scholarship	891.00
3150 Minister Discretionary	0.00
3210 Prepaid Pledges	1,410.00
3220 Prepaid Intern	622.55
3230 Prepaid Grant Funding	0.00
3310 Camp Deposits	867.96
3320 Building Use Deposit	0.00
3330 Misc Pass-Through	-462.50
3340 WRAG Funds	481.00
<b>Total Other Current Liabilities</b>	<b>\$4,519.20</b>
<b>Total Current Liabilities</b>	<b>\$4,519.20</b>
TOTAL	
Long-Term Liabilities	
3420 First Trust Deed	1,190,099.94
3430 Second Trust Deed	95,975.82
<b>Total Long-Term Liabilities</b>	<b>\$1,286,075.76</b>
<b>Total Liabilities</b>	<b>\$1,290,594.96</b>
Equity	
4110 Retained Earnings	1,161,034.19
4120 Unrestr Memorial Gifts	0.00
4140 Cash Reserves	0.00
4210 Capital Fund	0.00
Net Revenue	-5,024.97
<b>Total Equity</b>	<b>\$1,156,009.22</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,446,604.18</b>

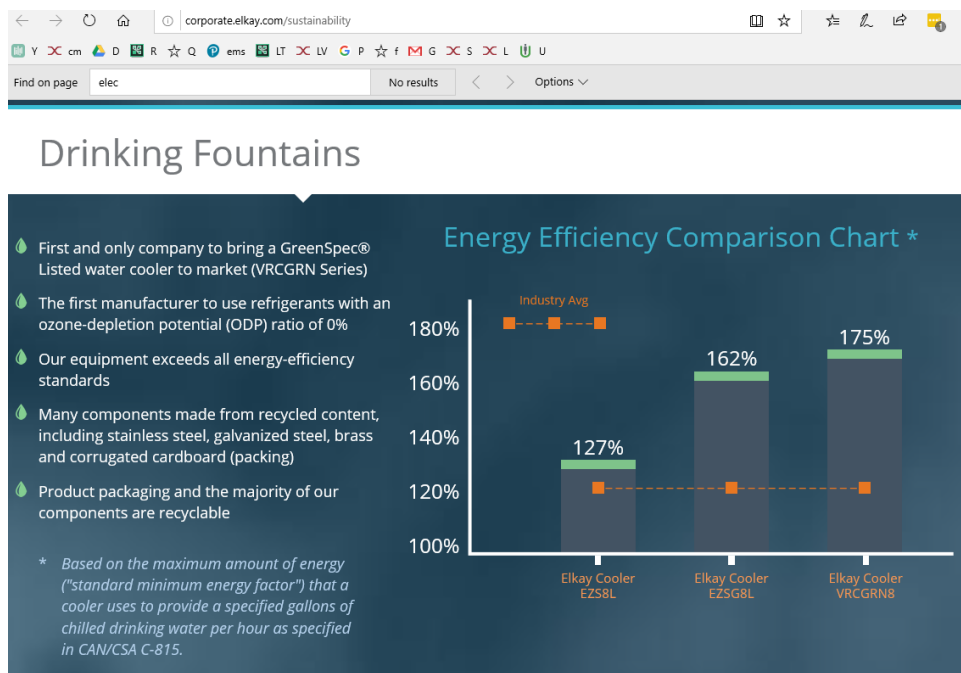


**Tapestry Board Report – VP of Operations, Christine Krueger, August 2019**

- 1) **Routine Tasks** - I continue to check the Tapestry admin email 3x per week, answer/forward emails, follow up and liaise with others, review the Tapestry website calendar about 1x per month for errors/omissions.
- 2) **2019-20 budget requests** – after the budget was finalized, a few committees received more money than they requested, while a few committees received less. I worked with Dave and Julia in July to address it.
- 3) **Coordinating Council** – next meeting September 15 (3<sup>rd</sup> Sun), OOS reminder and agenda to be emailed prior to meeting.
- 4) **Water fountain and ice maker energy use** - from the July meeting discussion regarding energy use, I said I would try to research energy use for the water fountain and the ice maker to see if turning them off at certain times might save us money. I could not find specific energy use but the Elkay website states that their drinking fountains exceed energy-efficient standards. See below. Similar with the Rovsun ice maker. I could not find specifics on energy use but found the info below. I assume we cannot turn off the ice maker or the ice will melt so may be a moot point.

**Elkay water fountain specs**

<https://www.restroomdirect.com/pdf/Elkay/Elkay%20EZSTL8L,%20EZSTLDL%20Water%20Coolers%20and%20Drinking%20Fountains%20Specifications%20Sheet.pdf>



**ROVSUN 99Lbs Stainless Steel Commercial Ice Maker**

<http://www.rovsun.com/rovsun-99lbs-stainless-steel-commercial-ice-maker-us-plug-p-16.html>

## Minister's Board Report – August, 2019

### Rev. Doss Board Report

#### The Past Month

Fri July 12 I attended protest in Irvine to close the detention centers for migrant children. Several Tapestry members were there. It was a good reminder to me that it's helpful to participate in these things together. I think Peggy Thompson decided to come to Tapestry after I met her for the second time at a protest.

Tues July 16 I attended the Business Owners Association meeting regarding the marijuana dispensary in our complex. I sent an email summarizing the meeting, but can answer any other questions at the Board meeting. At the meeting it was decided that we would pressure the city to act, through a City Council meeting, but I don't know of any follow up that has occurred. Our only existing informal policy around the BOA is that Julia R, as Tapestry Board President, is the point of communication with the president of the Building Owners Association or Property Manager, I'm not sure which. We may want to think more about how Tapestry should engage with the Building Owners Association. It might be wise to consult with the other churches and the Masonic Lodge to see what they do.

Sun. July 21 was an FOCD Leadership Team meeting. The organization is still in significant transition. They still have around \$50,000 in the bank. It looks like there is significant interest from volunteers to visit people in detention in Adelanto. We are waiting to see if that interest holds up once volunteers experience the trip a few times. It looks like we will not invent a new mission for the organization but will continue visiting at Adelanto if the volunteers hold up.

On Thurs. July 25, the Comprehensive Planning Committee met. We are moving forward with the first phase of planning, which is researching the congregations unique culture. We have scheduled an event **September 28 9am-12. called "Tapping the Future."** All Tapestry members are welcome, but key leaders will be personally invited. You are among those leaders that we really need to make this event successful.

In July I led three sessions of "The New UU". Three new members signed the book. Now that the class is over I will work with the membership committee to hold a membership recognition during an upcoming worship service.

#### Upcoming

August 24 - Tapestry Game Night. This was the membership committees effort to host a free family-friendly social event. This would be a good opportunity for Board members to get to know some new members if you are feeling out of touch.

September 19 Rev. Rayna Hamre and I will lead a Memorial for our Neighbors Without Homes. This is a spin-off of a monthly event hosted at a Catholic Church in North Orange County. There is a possibility of this being a monthly or quarterly event.

#### Notes for Leadership

Kathy Tuominen-Lenney is not able to serve on COSM. We need one more member. I will bring a few names to the Board Meeting to discuss. We currently have 4 membership of the committee, which is what the bylaws calls for. We have found that a fifth member is helpful for attendance purposes.

I would like to start discussing with the Board, planning a 3 month sabbatical next Summer. The timeframe that seems to make sense is June 15 - September 15. I took the same time for sabbatical during the summer of 2016. What we did last time, and what I would recommend doing again, is setting aside money to pay for guest speakers for Sundays. We can make an arrangement with Rev. Rayna Hamre or Rev. Lee Marie Sanchez to provide emergency pastoral care at an hourly rate if needed. I will write a more formal proposal and plan, but wanted to plant the seed for this discussion early.

**RECY August Board Report by Katelynn Riva**Attendance

<b>Date</b>	<b>Nursery</b>	<b>RECY Class</b>	<b>Total</b>
7.14	0	11	11
7.21	0	7	7
7.28	1	10	11
8.4	1	6	7

\*A note on Nursery attendance: A few children usually play in the nursery before the Time for All ages and then attend the Preschool class; I do not double count them.

New/Return Visiting Families

7.14, Ben, Mimi, and Nathan Bijor, visiting from Studio City Congregation

7.21, Eileen, Arena, Marilyn

8.4, Dave, with two kids, grade 5 and grade 2

2019-2020 Budget: 1100

The Past Month

- All ages together, over the summer, has been really fun. We have been meeting in the teen room because it is air conditioned. We are learning about famous UUs.
- Christine, Molly, and I are working on organizing HS youth group activities. There are two upcoming in August, the group will meet for dinner at 6 and then attend the Homelessness 101 event on Aug 22. And then we are advertising the game night to be a youth event, as well, the one on Aug 24. I am also working with Bruce Johnson to get the group involved with feeding the homeless in Laguna Beach.
- The RECY comm decided to teach world religions this fall. We will be creating our own curriculum while pulling from two UUA curriculums, Picture Book of World Religions and Building Bridges. I have spent the last month researching for lesson plans and finding picture books to suit our topics. We will start the new curriculum Sept 8.
- Jocelyn, Christine and I will meet next week to go over OWL materials, the three of us will be teaching OWL 4-6, Sept-Nov. The Orientation is Aug 25, at which point I will know how many students to expect, my guess is between 7-10 students.
- We have started registration for the new 2019-2020 RE year. We will have a RECY table set up all month for registration and other RE news.

- This year RECY will host an orientation breakfast, Sunday Sept 8 and two teacher trainings, Sept 1, and 7. We are hoping to run four classes in the fall but it all depends on how many volunteers we can get.
- I continue to prep lessons, organize classrooms, recruit teachers, and communicate with families.

**Sundays Off:** Aug 18, Sept 29, Oct 6, Nov 24, Dec 29

**Out of Town:** Sept 27- Oct 2, Dec 21- Jan 4

## Attachment E

Date: Wed, Aug 7, 2019 2:11 pm  
From: Richard H Boote (rhb912@aol.com)  
To: Jim Bucklin  
you (Bcc) + 5 more Details

Jim - We recently installed System 4 without a permit. The permit + the HERS test would be about \$500. The contractor said we can do it with or without a permit though there is small chance the City might drive by while the crane is there and force us to get a permit. I think that the risk is low and we should proceed without a permit. The weight is not a problem as the replacement is small and will simply go where old system sat on the roof. Thanks for the offer for permitting etc.

See you tomorrow at board meeting.

Richard

On Aug 6, 2019, at 9:17 PM, <bucklins@cox.net> <bucklins@cox.net> (Jim Bucklin) wrote:

Hi Richard,

I'm in favor of moving to a new R410A system as outlined below and attached if budget allows.

I don't know if you can get an answer from Controlled Climate before Thursday, but a system replacement needs to be permitted by the city.

I know that a residential hvac replacement in lake forest has city fees of \$119.50 Commercial hvac fees may be slightly more, but I doubt it will be significantly higher if at all for just a 2 ton system.

More importantly though, the city might want us to prove that the weight of the replacement 2 Ton condenser will be sufficiently structurally supported by the existing roof. In most cities the threshold is 400 lbs without requiring a structural engineer to sign off on, and a 2 Ton capacity condenser is almost certainly under 400 lbs, so this is probably a non-issue.

I'm happy to undertake the cost and effort of obtaining the city permit and energy compliance (HERS) forms at no cost to Tapestry as a donation as long as Controlled Climate authorizes me to act on their behalf to pull the permit.

If unexpectedly the city requires structural engineering, though, the contractor will need to provide engineering which will certainly entail additional nominal (\$500?) cost to Tapestry, so please be aware of this possibility.

Thank you,

Jim

Continued on next page....

From: Richard Boote <rhb912@aol.com>  
Sent: Tuesday, August 6, 2019 8:38 PM  
To: board@tapestryuu.org; rev@tapestryuu.org; medinox5@yahoo.com  
Subject: Tapestry -- System 7 HVAC Update - Discussion for Board Mtg

At the meeting on Thursday, the agenda includes consideration of funding to update System 7 HVAC which controls offices for FOCD and Katelynn. The earlier estimates by contractors to fix System 7 were all uncertain but all recommended a leak test which was \$650 to \$700. Replacing R-22 refrigerant was an additional \$650 - \$700 @ \$106 per lb. The cost to repair the leak and replace needed parts ranged from about \$1500 to \$3500. The total repair cost with leak test would range from about \$2850 to \$ 4800.

Jon pointed out that R-22 is being phased out in January and later need for R-22 could be even more costly. Accordingly, the recommendation is that we not repair System 7 but instead replace the outside unit. The new unit will use a different much cheaper R-410 refrigerant (\$27 per lb) so future repairs would be cheaper. The inside air handler is designed for long-term commercial use and only requires a minor part upgrade to use the R-410. Replacing the air handler is unnecessary and would add substantial cost (\$2000 or or more) to fixing System 7.

The attached proposal lays out costs for air handler parts and replacement of exterior unit of \$3660 plus crane (\$350) and leak test for air handler only (\$350). Total cost \$4360.

If we decide not to test the air handler, we can save \$350 but if the leak is found in the air handler, and the exterior unit is hooked up, the refrigerant will need to be replaced at a cost of \$189). Also note that if the refrigerant leak is found in the line to the air handler additional costs may be involved. If a leak site is easily accessible, the cost would be minimal. If a leak is found in the wall, the cost would be substantially higher.

Bottom line is we should go forward with the proposal attached including the leak test. We need this fixed before Swedish school starts.

Richard