



To: Board of Directors
From: Edward I. Miller, President
Date: March 21, 2019
Subject: Office Damage Update

As you have all been informed, Office Manager Crawford's office suffered water damage last month due to an ice dam. Since that time, the affected drywall has been removed, the insurance company has been notified and Facilities Coordinator Tim Schrader will be meeting with the claims adjuster next week.

Until the claims adjuster has an opportunity to review the damage, no other work has taken place. Eventually, furniture will need to be moved out so the carpet can be replaced. Repairs on the roof area will have to wait until spring/summer when the snow has finally melted so repairs can be done properly.