

## **Swan River Montessori Charter School Building Company**

### **Board Meeting Minutes**

**Date:** August 25, 2026

**Time:** 4:30 p.m.

**Location:** Building 503

#### **I. Call to Order**

The meeting was called to order by Dustin Wiebold at **4:42 p.m.**

#### **II. Roll Call**

##### **Board Members Present**

- Rob Dowd
- Dustin Wiebold

##### **Board Members Absent**

- None

##### **Others Present**

- Annette Vemuri

#### **III. Approval of Agenda**

The agenda was amended to include discussion of:

- Building Company checkbook and debit card
- Scheduled maintenance fee
- Heating and cooling service providers

**Motion:** Dustin Wiebold moved to approve the amended agenda. Rob Dowd seconded the motion. **Motion carried unanimously.**

#### **IV. Approval of Minutes**

**Motion:** Dustin Wiebold moved to approve the previous meeting minutes. Rob Dowd seconded the motion. **Motion carried unanimously.**

#### **V. Financial Report**

The Board reviewed the Building Company financial statements.

- **Checking Account:** \$32,665.62
- **Savings Account:** \$10,360.62

#### **VI. Old Business**

- **Esterbrooks Invoice:** No additional communication has been received regarding the \$4,105 invoice. The Board believes the matter has been resolved.
- **HVAC Maintenance:** Dustin Wiebold will follow up with Always Heating to discuss ongoing maintenance services and a potential service contract. The Board may also seek proposals from additional providers.
- **Security Screen:** A quote of approximately \$2,200 was received from LVC to integrate the existing systems. Because of the cost, Dustin Wiebold will obtain pricing for replacing the door panel before the Board determines the best option.
- **Boiler:** Dustin Wiebold discussed the boiler with Always Heating. The project will require long-term planning.
- **PVC Pipe Repair:** Rob Dowd will contact JD Electric regarding the repair.

- **HVAC Low-Voltage Wiring:** Rob Dowd will obtain a quote from JD Electric, and Dustin Wiebold will continue discussions with Always Heating.
- **Bathroom Sink:** JD Handyman will inspect and repair the sink.
- **Chapel Doors:** Dustin Wiebold will contact a commercial door contractor regarding replacement of the weather stripping.
- **Water-Damaged Ceiling Tiles:** JD Handyman will replace the damaged tiles.
- **Gathering Space Lighting:** A broken light fixture in the gathering space will be replaced.

## **VII. New Business**

- **Building Company Debit Card:** Dustin Wiebold moved to authorize a debit card for the Building Company checking account. Rob Dowd will serve as the authorized cardholder and signer. Annette Vemuri seconded the motion. **Motion carried.**
- **Scheduled Maintenance Fee:** The Board reviewed a scheduled maintenance charge from Always Heating.
- **Financial Services:** Rob Dowd will contact Kyle to discuss financial service questions.
- **Windows and Weather Stripping:** Dustin Wiebold will work with the glass contractor to address gaps in the weather stripping around the windows.
- **Building Siding:** Corner siding repairs were discussed and will be evaluated.
- **Roof Flashing:** Dustin Wiebold will contact a contractor to replace missing roof flashing.
- **Concrete Repairs:** Rob Dowd will obtain estimates for needed concrete repairs.
- **Building Grade:** JD Handyman will evaluate grading around the building to improve drainage away from the foundation.

## **VIII. Board Correspondence and Communications**

No additional correspondence or communications were presented.

## **IX. Next Meeting**

**Date:** November 16, 2026

**Time:** 4:30 p.m.

**Location:** Building 503

## **X. Adjournment**

Dustin Wiebold moved to adjourn the meeting. Rob Dowd seconded the motion. **Motion carried.**

The meeting adjourned at **6:17 p.m.**