

# Duke Memorial United Methodist Church

504 WEST CHAPEL HILL STREET  
DURHAM, NORTH CAROLINA 27701

PASTOR: EDWARD F. SMITH  
Study: 688-1901; 688-2170  
Parsonage: 2000 Cedar St., 489-2210

January 3, 1977

ASSOCIATE PASTOR: ROBERT L. WALLACE  
Office: 688-1901; 688-2170  
Rt. 2, Chapel Hill, 383-4542

Mr. William T. Coman, Chairman  
Administrative Board  
Duke Memorial United Methodist Church  
Durham, North Carolina 27701

Subject: Church Projects - costs and status, also request  
for other approvals.

References: W. K. Howard Projects Letters to Mr. William Self  
dated 20 July 1976 and 3 August 1976

Dear Bill:

This is to give you and, by copies, Laney Funderburk, Bill Self, C. J. Jones, and Ed Smith status on the church projects and ask approvals on some changes and additions.

As briefly as possible, I give the following project over-view:

1. Termite Protection - by Allied Exterminators  
Completed -- contract -- \$2,187.00  
Assisted by Area Landscaping and Nursery 242.00  
Total cost \$2,439.00

Note: This contract with Allied includes an Annual  
Renewal Agreement at an annual cost of  
\$175.00

2. Sub. A - 6" fiber glass insulation over sanctuary, organ  
and choir - by Gibson Insulation Co. -- completed  
contract -- \$4,551.80

3. Air Conditioner chiller replacement -- West  
Education Building - by Comfort Engineers \$4,200.00  
Completed

4. Basketball goal -- withdrawn from list of requests

5. Sanctuary Sound Re-enforcement System, corrections  
and improvements -- significant work on this has been  
accomplished, which included maintenance work and  
adjustments on the equipment and refocusing of





overhead speakers all with observable improvements in the system's performance. We will not plan further corrections or improvements until we have had an opportunity to observe the general performance of the system for a period of time.

Work accomplished by: Mehlich Electronics, Inc.,  
Raleigh, N. C.  
and  
Cole Construction Co., for  
scaffolding.

Estimates of costs to date \$ 650.00

6. Replacement of drapes and shades in Fellowship Hall, including light control blinds on north doors and windows over. Also repairs to stage curtains. Repairs to Bradshaw Room drapes and replacement of worn out window shades in basement classrooms of the same building. -- Original Est. - \$1,000. -- Revised Est. \$2,800.00 \*

To explain above increase in estimate -- This reflects additional necessary costs not anticipated originally. These are replacements of worn out shades behind the Fellowship Hall drapes and in the basement classrooms of this building and the installation of light control blinds on the Fellowship Hall North Exit doors and the windows over.

In connection with the above and the following painting, Item 13, we are fortunate to have the assistance of Mr. Worth Younts, Interior Decorating and Design Consultant, and member of our church (he was interior Decorator for Duke University for several years) in the above and the painting below. The above updated estimate is based on favorable costs that he is prepared to arrange to the benefit of Duke Memorial.

\* *work made by Rev. Loney - see his Loney Undertaking for Address*  
\$1,800 *not original estimate - carried*

Cleaning and preparing the old basement organ blower room for special storage.

-- Now near completion -- By:

Cole Construction Co.

ARC Electric Co. -- main contractors Est. \$ 850.00

8. Heat Piping and Control changes and improvements on second floor of Middle Building have been delayed until moderate weather since it is necessary to put the heating system out of operation for several days. Est. \$1,500.00

11200  
The following is a list of the names of the persons who have been  
admitted to the office of the Secretary of the State of New York  
since the 1st of January, 1880, and who have been sworn in as  
officers of the State.



9.	Air conditioning improvements in Middle Building will be accomplished before hot weather.	<u>Est.</u>	600.00
10.	Misc. Items		
	A. Office sign -- <u>complete</u>		
	B. Stretcher procurement -- In process		
	C. Mail box - <u>complete</u>		
	D. Misc. - in process		
11.	Drinking fountain in choir practice room -- This has been accomplished at no cost to Duke Memorial through the donation of an excellent stainless steel wall mounted cooler by Ran Few and installation by Marcus Copelan (excluding electric connection -- presently accomplished by means of a short extension cord. A permanent receptacle will be installed at a later date). -- Original Est. \$400 -- no cost to date as above -- Est. for permanent and properly located receptacle -- \$80.00		
12.	Library shelves -- <u>completed</u>		\$338.00
13.	Painting:		
	A. 2 yr. old classroom -- Est.		\$650.00
	B. 3 yr. old classroom -- Est.		650.00
	C. 5 yr. old classroom -- Est.		900.00
	D. Northwest corner classroom. Est.		900.00
	E. Bradshaw Room -- Est.		500.00
	F. Fellowship Hall -- Est.		\$1,600.00
	G. Administrative offices -- Est.		700.00
	Total		<u>\$5,900.00</u>
<u>Additional Items Not Covered by referenced letters:</u>			
14.	Sanctuary air conditioning unit No. 2 (compressor and motor repairs) which broke down in late summer of 1976. Work is now in process and nearing completion.	<u>Est.</u>	\$2,000.00
15.	Bulletin boards for second floor hall of West Education Building -- Requested by the Director of Religious Education		\$ 450.00
16.	Carpet on corridor of Administration and Library area in the Middle Building to replace the rubber runner. Also, replacement of carpets in the two secretaries' offices	Est. -- corridor -- offices	\$1,100.00 600.00
17.	Painting in Parlor -- recent inspection of this room indicates need	--	500.00
	Total of additional items	--	<u>\$4,650.00</u>

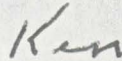




Bill, the Properties Committee needs the approval on the over-run on the Estimated Costs involved in Item No. 6 (drapes and shades, etc.) so that we can proceed with much needed work. We would like this consideration given priority. In addition, we request consideration and approval of the above items: Nos. 14, 15, 16 and 17, if possible. Please advise if additional information is required.

I think I should remind you that the division of the Vault to set aside space for Archives and the installation of the Christmas tree costs were not mentioned above. Bill Self may have funds set aside for these of which I am not advised.

Sincerely,



W. K. Howard  
Chairman, Properties Committee

cc: Mr. Laney Funderburk  
Mr. Bill Self  
Mr. C. J. Jones  
Rev. Ed Smith

