

**Administration Committee**  
**June 29, 2010**

PRESENT: James Reilly, Julie Zelman, Yolanda Caldwell, Philip Ritter, Heidi Fuge,

VISITOR: Mary Muller

EXCUSED: Anne Kuthy

4:05 PM – Meeting called to order by J. Reilly, Chair

**I. LEASE WITH THE ASIAN ARTS GROUP**

P. Ritter reported that the Lease Agreement mailed to the Committee members has been approved by both the UHLS Attorney and the Asian Arts Group. The Lease covered all of the points that the Administration Committee wanted in it:

- an extension of the current lease term;
- an eventual increase in the lease rate;
- a clause that would impose a “penalty” on the Asian Arts that would cover the cost of the floor renovation if they broke the lease prior to the term ending.

In addition, the proposed Lease Agreement also includes a rate increase if the Asian Arts Group should decide to renew the lease after 2017.

J. Reilly noted that the initial renovation has been paid back and that if the cost of this renovation does not exceed the estimate, it will be paid back at about the time that the work will take place in August.

**REQUIRES BOARD APPROVAL**

MOTION: Y. Caldwell moved to recommend that the Board approve the Lease Agreement as presented. J. Zelman seconded. Unanimous.

**II. FLOORING CONTRACTOR**

P. Ritter noted that although the Committee and the Board have informally agreed to use Classic Custom Construction for the Asian Arts floor, there should be a formal approval of the proposal from them.

**REQUIRES BOARD APPROVAL**

MOTION: Y. Caldwell moved to recommend that the Board approve the proposal from Classic Custom Construction for the renovation of the floor in the Asian Arts space. The proposal is \$7,700 with the caveat that the work might cost more depending on what they find when they pull up the carpet and the underlayment. J. Zelman seconded. Unanimous.

Discussion about the estimate and how to handle it if the floor requires more work than anticipated in the \$7,700 cost. J. Reilly noted that in signing the lease, the Board has agreed to repairing the floor and that we should be prepared to be reasonably generous.

**REQUIRES BOARD APPROVAL**

**MOTION:**

Y. Caldwell moved to recommend that the Board approve a contingency of up to 50% (\$3,850) over the cost of the estimate. J. Zelman seconded. Unanimous

P. Ritter noted that both the contractor and the Asian Arts Group have agreed that the work could be done during August 5 - 15.

**MOTION:**

J. Zelman moved to adjourn. Y. Caldwell seconded. Unanimous. Meeting adjourned at 4:18 PM.

Heidi A. Fuge  
6/29/10