



Annual Reports for 2011 and Slate of Candidates for 2012

January 29, 2012

The Skyland Church Bylaws specify in *Section 2: Annual Meetings*:

The Annual Meeting shall be held in the month of January of each year, at which time officers and Board members shall be elected, reports received from officers, committees and constituent organizations, and such other business transacted as the bylaws authorize.

This document contains the annual reports for 2011 submitted to the Skyland Church Council by church officers and organizations. It also contains the 2012 slate of candidates for the Skyland Church Council, Committees, and Boards elected at the Annual Meeting on January 29, 2012.

Annual Reports from Church Officers

**Pastor - Stephen Glauz-Todrank
Treasurer - Gerald Alonzo**

Annual Reports from Boards, Committees, and Groups

**Art & Music - Nancy Jo Lopp
Communications - John Gaffney
Deacons - Marcia Rollins
Missions - Anne Evans
Religious Education - Gina Adams
Trustees - Gerald Alonzo & Lou McTamane
Women's Group - Nancy Jo Lopp**

Slate of Candidates for 2012

It has been another wonderful year to be your minister at Skyland Church. Now that the big 20 years anniversary together has passed, we are moving together into a new decade, appreciating the past and looking forward to what new promptings will come our way from God. Many of the same themes from previous years continue. We carry on with weekly worship services, adding special services during the church year and as needed to celebrate or grieve together. We manage to do an awfully large amount of good in the world through our actions and through over \$28,000. in various forms of Mission money sent near and far during the year. We worked together on the 19th annual Skyland Mountain Run and the (who knows what number of annual) Harvest Festival. We concluded our two year field education internship with Yael Lachman and kept her on for the summer while I was on sabbatical. We said farewell to some very dear elder members: Dorothy Ellis, Janis Smith and Bobbi Hoover, all of whom we trust will be with us in spirit. We supported Patricia Wood at her Ecclesiastical Council in which the Santa Clara Association approved her unanimously for ordination pending call. There is so much to be grateful for!

In May, at our Conference's Annual Gathering, I concluded my one year term as Conference Moderator. I had served the previous year as Vice Moderator. I really enjoyed learning how the conference does its work, being part of the retirement celebration for Conference Minister, Rev. Mary Susan Gast and also part of welcoming our Interim Conference Minister, Rev Phil Hart. I also got very acquainted with the challenging but spirit filled process of designing the Annual Gathering which met for the first time not at Asilomar but at the Sofitel in Redwood City.

I took a two month sabbatical over the summer and used the time for rest and renewal, for reading, extra prayer time, and for making some needed improvements on our house. I returned to work with energy and enthusiasm for the ministry which we share so well together.

Part of my intention for this year has been to reach out more into the community beyond the walls of Skyland Church. Working with another local person, I co-lead a weekly meditation group which is for anyone in the community but especially for parents dropping their children off at school. We meet every week that school is in session. Through that program I have gotten to know more people in the school community. I am also working on, at year's end, a plan to bring together students with volunteer opportunities in the homes of local elders. I hope that this program will get a chance to fly in 2012.

All in all, it has felt like an active and productive year. Thank you all so much for manifesting God's love to me, to each other and to the world this year.

With love and blessings,
Stephen

TREASURER'S REPORT FOR 2011 CALENDAR YEAR

Thanks to your generous financial and personal support and the success of the 10K run, Skyland Church continues its generous mission outreach. 10K Run proceeds of \$7,120 have been distributed to organizations selected by your Mission board. An \$921 remains for further 10K Run outreach. Other special fund raisers and planned giving resulted in \$23,101 of additional outreach. Total outreach of \$30,222 is 18.2% of our general operating budget. See Missions report for details.

Your generosity in time and talents resulted in a joyous Harvest Festival with net proceeds of \$13,167. This revenue supports 8% of our general operating budget.

Thanks to your support, pledge donations are almost on target, 97.4%. However, establishing the 'Year to Date' target involves an intelligent crystal ball, due to lump sum giving and new pledges at various times during the year.

Combined income from Offerings, Hall Rental and Other is slightly above target.

Everyone has helped to keep a lid on our operating expenses. The result is an operating net of \$3,418 above the planned amount for our first seven months.

Following is a quick summary of our finances at the start and end of 2011 and the June 1 start of our current 11/12 fiscal year.

Year 2010	January 1	June 1	December 31
General fund Balance	16,272	13,598	21,081
Special Funds	134,187	132,178	135,706
Total Assets	150,459	145,776	156,786
Earthquake rebuild loan	27,582	26,476	24,897

Change in assets from Jan 1, 201F to Dec 31, 201F is \$6,327.

A summary of our June through December income and disbursements along with year-to-date and annual budget is presented on the next page. Our special fund balances are shown on the succeeding page.

Gerald J. Alonzo

Skyland Community Church						7:46 PM
Profit & Loss Financial Plan Performance						Var. 01/14/2012
December 2011						+ Good Cash Basis
Revision 1						- Bad
	Dec 11	Budget	Jun - Dec 11	YTD Budget	YTD Var.	Annual Budget
Income						
Pledges	10,380	8,238	78,255	80,313	(2,058)	122,000
Offerings	6,674	3,000	15,562	14,000	1,562	17,000
Other income & surplus	1,027	100	1,708	700	1,008	10,000
Hall Rental	150	292	1,200	2,042	(842)	3,500
Harvest Festival	-	-	13,139	14,000	(861)	14,000
Income Total	18,231	11,629	109,864	111,054	(1,190)	166,500
Disbursements						
Art	-	-	-	-	-	-
Communications	-	20	11	142	131	300
Council	-	-	-	-	-	200
Total Deacons	1,500	1,610	1,700	2,670	970	3,970
Education	-	19	-	184	184	280
Harvest Festival	-	-	72	150	78	150
Human Resources						
Music Director	965	842	5,689	5,364	(325)	8,920
Pastor	14,510	14,661	65,170	67,331	2,161	106,142
Mission						
Our Share to UCC	3,436	3,437	10,308	10,309	1	13,747
Other Expenses	-	-	-	-	-	-
Trustee						
Facility Ins., Loan, Taxes	2,987	2,923	10,834	10,808	(26)	14,979
Non-Utility	1,336	1,381	3,293	3,666	373	8,815
Utilities	302	360	2,954	4,015	1,061	8,480
Disbursements Total	25,037	25,253	100,032	104,640	4,609	165,983
NET TOTAL	(6,806)	(13,624)	9,832	6,414	3,418	517

MISSION SPECIAL	Dec 11	Jun - Dec 11	
Mission Income			Bal Last Year
10K Run	-	12,127	204.33
Local Emergency	20	1,570	1,328.10
Other Mission Drives	2,726	2,908	274.00
Mission Income Total	2,746	16,604	
Mission Special Disbursements			Balance
10K Run Expense	-	4,298	
10k Run Outreach	-	7,120	912.91
Local Emergency Relief	-	1,100	1,798.10
Spcial Outreach	2,751	2,933	249.00
Mission Special Disbur. Total	2,751	15,451	
MISSION SPECIAL NET TOTAL	(5)	1,154	2,960.01

Skyland Community Church		7:48 PM								
Balance Sheet	As of December 31, 2011	01/14/2012								
	Revision 1	Cash Basis								
Accounts										
	Checking	11,953								
	Savings	57,112								
	Dreyfus MM	24,598								
	Endowment	38,735								
	Total Index	24,389								
Total of Accounts								156,786		
General Fund								21,081		
Special Funds										
Liabilities						Equity				
Current Liabilities						Temporarily restrict net asset				
Other Current Liabilities						Use restricted net assets				
Board Designated Reserves						Memorials				
	Capital Improvement Fund	431				J. Anderson	225			
	Child Care Fund	-				D. Ellis	100			
	Choir Fund	4,491				S. Forsen	300			
	Endowment Dividends	-				Milberry	52,580			
	Endowment Fund	38,735				S. Mitchell	275			
	Facility Maintenance Fund	15,391				Total Memorials		53,480		
	Gift Fund	2,229								
	Hall Rent Deposit	-								
	Hand Bells Fund	3,600								
	History Project Fund	3,005								
	Memorial Walk Fund	3,439								
	Music & Arts Fund	3,000								
	Pastor Discretionary Fund	-								
	Pastor Educational/Prof. Fund	1,015								
	Pastor Search Fund	924								
	Pastor Substitute Fund	-								
	Seminary Student Fund	3,006								
Total Board Designated Reserves		79,266								
Deferred revenue										
	Total 10K Run Advance	-								
	Pledge Advance	-								
Total Deferred revenue		-								
Total Special Funds		79,266								
Total Special Funds , Memorials and Mission								135,706		
Long Term Liabilities										
	SBA Loan	Earthquake rebuild	24,897							

Art & Music

Nancy Jo Lopp, Del Mahrle, Mike Mahrle, Paula Leary, Marsha Rollins. Christina Lopp.

ART:

We have presented several artists Nancy Jo Lopp, Del Mahrle, Jeanne Tillman, Mary Ellen Mctamane, Carolina McCall who have hung their work in Whitaker Hall.

We had two art nights during the summer where you could bring projects to work on. They were fun and rewarding.

The Committee painted the art wall one Saturday and has plans on lighting. The women's group donated \$300 to start this job

Music:

Some work was done organizing music for Harvest Festival.

Christina led our group in Hosting Martin Heyes and Dennis Cayhill for a night of Irish music. We had a great turnout. The next day the musicians went to the school assembly and played some tunes. A student came and Irish Danced.

We have talked about having children's Art and music. We have talked about getting other artists to come and perform.

Respectfully Summited

Nancy Jo Lopp





Board of Communication Systems (BCS) 2011 Summary Report

Description

The Church Bylaws creates six Boards, one of which is the **Board of Communication Systems**, commonly abbreviated **BCS**:

This board shall consist of six members elected by the membership for a three year term. Each year two of the members, who have completed their term shall retire. Incumbents may serve two consecutive terms and are then ineligible for election to this board for one year. The board shall seek consensus for all major system changes with the council. Duties:

- Develop and maintain the communications systems for our church.
- Develop and oversee the church website.
- Serve as a channel for distributing written communications within the church and community.
- Cooperate with the other boards, committees and pastor to enable and assist them to make visible their message.
- Provide accessible and secure locations for Church documents, which include our history, our current processes and training aids.
- Develop and maintain the member and friends database.
- Develop and propose the annual budget for their activities.

Elected Members in 2011

John Gaffney (Chair)
John Wetherill
Michael Mahrle
Larry Lopp
Cliff Barney
Christina Schwabecher

As specified by the Skyland Church Bylaws, as Chair I represented the BCS on the Church Council in 2011.

BCS Activities in 2011

- Working with John Wetherill to be able to:
 - edit the email announcement distribution list on our server
 - directly access the church database (via MySQL)
 - post new 2011 Skyland Run and Harvest Festival pages on the church website.
- Working with the Skyland Run team to:
 - install the new Skyland Run website pages created by Christina Schwabecher
 - create the distribution list for the Skyland Run postal mailing
 - produce the mailing itself for printing at FedEx Office
 - update Skyland Run info on its reservation website (a third-party website)
 - update sponsor info on the church's website.
- Working with Anne Evans to improve the sanctuary sound system
- Working with Anne Evans and Mike Mahrle to provide audio support for the Martin Hayes and Dennis Cahill concert
- Working with Mike Mahrle to produce the monthly newsletter
- Updating the church website using Cliff Barney's excellent review written in 2010. John Wetherill made changes in system privileges to enable Mike Mahrle and me to edit many more church web pages.
- Producing and distributing the questionnaire to the church members for Stephen's performance review on behalf of Pastoral Relations
- Providing video projection and audio services for special events. In fact, we now have a way to hang a projection screen in the sanctuary and to connect DVD audio to the sanctuary sound system.
- Assisting a few church members to be able to get computer access to the church website
- Collecting board and committee yearly reports and producing a consolidated summary report for the annual church meeting (work in progress)
- We submitted a minimal budget for 2011. Our only regular expenses are for printing and mailing the monthly newsletter.
- We did not hold any regular meetings, relying instead on email and personal communications to carry on the duties of BCS.

John Gaffney, 2011 BCS Chair

Board of Deacons Report for 2011

The Deacons are responsible for activities related to the spiritual life of the church, including planning and facilitating church services. We serve communion, and arrange for liturgists, ushers, substitute preachers and greeters. We provide orientation for prospective members and assist Stephen with New Member Sundays. We are open to feedback from members of the congregation regarding church services. Our meetings are held monthly, usually on the second Sunday of the month, and are open to any members of the congregation who wish to attend.

In November we hosted the annual Deacons Potluck. At Harvest Festival we hosted a welcome booth and distributed reusable shopping bags which were designed by Glenda McCalla and decorated by our members.

This year we were fortunate to have our student intern, Yael Lachman, continue with us as a student in advanced field studies and as a substitute for our pastor Stephen, while he was on sabbatical this past summer.

A key responsibility of the Deacons is to provide support to individuals who are Person's in Discernment. This year we met several times with Patricia Wood, who is a graduate of Pacific School of Religion, and gave our support and encouragement in her call to ministry.

The board of Deacons for the year 2011 included the following members: Jennifer Busam, Ruth Dawkins, Pam Knutsen, Glenda McCalla, Marcia Rollins, Lisa Rosen, Christina Schwabecher, Jackie Seymour, and Fern Thompson.

Submitted by Marcia Rollins
Chairperson

Mission Board Annual Report - 2011

In January the Missions board continued to collect used books for the African Library Project shipments to schools in Swaziland, Africa. We had collected so many books, about 1,700 that the African library Project asked us to ship one and a half libraries.

In February the Mission Board and friends packed up over 1,600 books to create a complete library in Endzingeni High School in Pigg's Peak and also over half a library at Mhlalo High School in Swaziland. Included in the shipment were photos of our church, and letters from church members. In March a group of us then took the packed books to the Redwood Estates Post office to begin their 6,000-mile journey to Swaziland. Skyland Community Church was named a 2011 Global Literacy Champion by the African Library Project for providing books for the two libraries.

In March, Nancy Jo prepared the updated Giving Book. With help from Cliff in the writing and editing, she added photos to it and with the additional help of Lou and John Gaffney, printed it herself. It is a lovely booklet which reflects the generous nature of our church community .

Our Heifer tube filled with quarters twice so we contributed \$314 and bought small animals as part of the Heifer Project.

We contributed \$1,909 to the Japanese relief Fund for the Earthquake/Tsunami and the monies were managed by the UCC in Japan.

One Great Hour of Sharing raised \$1,737 at Easter.

In May the Mission Board joined with the Skyland Run Committee to plan and organize the 19th annual Skyland Run. Christina Lopp Schwabecker redesigned the Skyland Run web page along with Cliff's writing. It was even updated with the winners after the event in July.

In April, Skyland Run hand-out cards were given out at the jogathon and in May at the Annual Firemen's BBQ and Girls on the Run event in Los Gatos. New Run banners were ordered and placed as well as posters around the local high schools. Local businesses were also approached to give prizes for the raffle at the Run.

The Mission Board supported the Skyland Run, which had almost 300 runners this year, and everyone had a great time. The run also required about 52 volunteers and the net profit was a record-breaking \$8,032.00.

In October the Mission Board decided on the distribution of the monies from the Skyland Run. \$7,120 was divided up between 23 non-profits and charities. We also wrote a letter to be sent with the contribution so that we could learn how the money is spent by the various organizations. We have received many letters of thanks from the individuals and organizations.

In November the Mission Board began collecting toiletries for the migrant workers to be distributed through the Davenport Resource Center. This year Angela Patterson and Stephen delivered over six full boxes of toiletries to the Davenport Resource Center.

In December we collected \$2,225 during Blanket Sunday.

The Mission Board is proud of the generous individuals who have done their own projects that have contributed so much to end hunger, poverty and ignorance both locally and world-wide.

The following is a summary of the money and items collected and distributed:

UCC Share	\$13,608
Blanket Sunday	\$2,225.
Heifer Offering	\$314
Japan Eathquake relief Fund	\$1,909
One Great Hour of Sharing	\$1,737
10 K Run distribution (23 organizations)	.\$7,120
India Student Ed. Fund (special fund)	\$500
Shipping 2 libraries to Africa through the ALP	\$429.
Pastor Discretionary Fund (emergency relief)	\$1,670.
Summit Fire local relief	<u>\$453</u>
Total donations and contributions	\$30,115.00
used children's books for ALP (2 libraries shipped)	1,700 books
Hygiene kits for migrant families(6 boxes)	<u>~ \$400. +worth</u>

Board of Religious Education

Members: Gina Adams, Deana Arnold, Carol Carre, Kim Gautho, and Joan Law

During 2011, we continued with a worship-based education program for children instead of Sunday School. During the Words for Children in church, we shared stories that tied in with the message of the day. Most would sit up front and listen closely, ask questions, and answer questions (to all our delights!) They would then go downstairs with Jessy Rosen and Willow Karow-Digangi for fun activities. We were fortunate to have both these great young ladies helping out and have missed Willow, as she moved before the start of the new school year.

Once per month on Family Sundays, the children would stay for the entire service. The sermon and/or activity would be geared towards the entire congregation, as a way to build our multi-generational community even more.

The youth group, made up of college students and high school-aged teens met regularly during the spring. They met once a week in the evening, had dinner and talked over a fun game, like Jenga or Pictionary. The group lost several of its members when fall arrived, so the group has not been meeting regularly since then.

For adult education, we held a poetry workshop during the summer. Gina put together a selection of poems from Mary Oliver's collection, *Thirst*. A group of around 10 gathered together in the shade on the deck after church, read the poems aloud, and talked about them, with Gina acting as guide and moderator. We also emailed the Skyland community asking for ideas for non-fiction books that we might read together.

Our goals are to continue with the children's program, staying open to new ideas from parents. We'll need to search for a new teen to take the place of Jessy when she graduates from high school in June. We also want to provide more events for adults, such as book discussions and more poetry. We need to look at the need for a youth group at this time.

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Board of Trustees Report

2011 Annual Summary Report of Activity

- Worked throughout the year on the year with Santa Cruz County Planning Department to resolve the Kitchen and Bathroom Red Tag issues. Please refer to Appendix 'A'.
- Repair of high Sanctuary Window –
 - This required two attempts; the first from the outside using a Rented Hydraulic Lift with Platform. This was unsuccessful since the Lift did not have the required combination of lateral and vertical lift. The second & successful attempt was made from inside the church using l-o-n-g ladders and fearless trustees
- Spring Cleaning
- Skyland Run – July 2nd
 - Set up Start line / Finishing Shute, Registration and Race Packet Distribution Tables on Friday 1st July. Cleared Tables and Finish Line equipment - the latter being returned to the church for storage
- Memorial Garden
 - Installed Pavers in the garden and also the ledge stone facing on the retaining wall
- Harvest Festival – September 17th
 - Set up Booths on the weekend prior to Harvest Festival and tore down the booths and put them back in storage on the weekend following Harvest Festival
- Installed 'Crash Bars' on the Main Door to Whitaker Hall
- Fall Clean Up
- Repaired Church Porch – replaced a rotted support post and 2 rim joists
- Broken plastic Gate Valve on the Lower Water Tank replaced with a durable brass one
- Removed an abandoned car from the Church Parking lot and entered it into the Santa Cruz County Abandoned Car reporting website
- Installed Visibility Strips on Porch Steps and on Stairs down to Whitaker Hall
- Ordered Coffee Packs for the Kitchen
- Replaced Screens on Whitaker Hall Gutters – Gutters on the Church building are scheduled for 2012 when the weather is warmer and drier

Year 2011 Operating Expense Summary

\$ 2,685 Earthquake Loan Principal
\$ 1,059 Earthquake Loan Interest
\$ 3,050 Custodial
\$10,373 Facility Insurance
\$ 788 County Property Assessments
\$ 724 Supplies and miscellaneous materials
\$ 920 Electric
\$ 3,047 Propane
\$ 1,028 Telephone
\$ 525 Water
\$ 1,687 Garbage
\$ 1,000 Transfer to Building Maintenance Fund
\$26,886 Total Operating Expenses

\$7,166 Expenses to date in response to code violation.

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Appendix A: Response to Code Violation

Background: The church received a letter from the County of Santa Cruz Planning Department dated September 23, 2010 stating that a complaint was received alleging that the following violations may be present on church property:

- Major remodel of bathroom (enlargement of stalls for wheel chair access) without permits
- Remodel of kitchen to include electrical wiring without permits.

The county's letter requested us to schedule a site inspection by a code compliance investigator to determine if this complaint was valid. We scheduled an inspection for October 21, 2010 during which the code violation was confirmed. A notice of code violation (red tag) was posted which required that we submit building plans to obtain permits for all the new construction. The overall process to legalize the remodel is depicted in Figure 1.

We estimated that it would take about \$3,000 to \$5,000 to clear the red tag. This included the architect's fee to draft the as-built plans, the permit fees, the penalty, and staff costs at \$170 per hour. This did not include the cost to repair any walls that would have to be opened up to inspect electrical and plumbing. The first step in this process was to have as-built plans drawn up for the kitchen and handicap bathroom remodels to recognized architectural standards that contained all the information needed by the county reviewers. The trustees approved to have a local architect draw up the as-built plans. We met with the architect at Whitaker Hall on October 23, 2010 to take measurements and photos needed to draw up the as-built plans. A contract with the architect was signed on October 28, 2010. A draft set of plans for review was completed on November 2, 2010. Seven sets of finalized as-built plans were ready on January 13, 2011.

On January 19, 2011 Pete's Outflow Technicians pumped the church septic tank and provided a pumper's report. A pumper's report (\$540) was required in order to obtain a clearance from the county's Environmental Health Department in order to submit our plans to the Planning Department.

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Board of Trustees Report

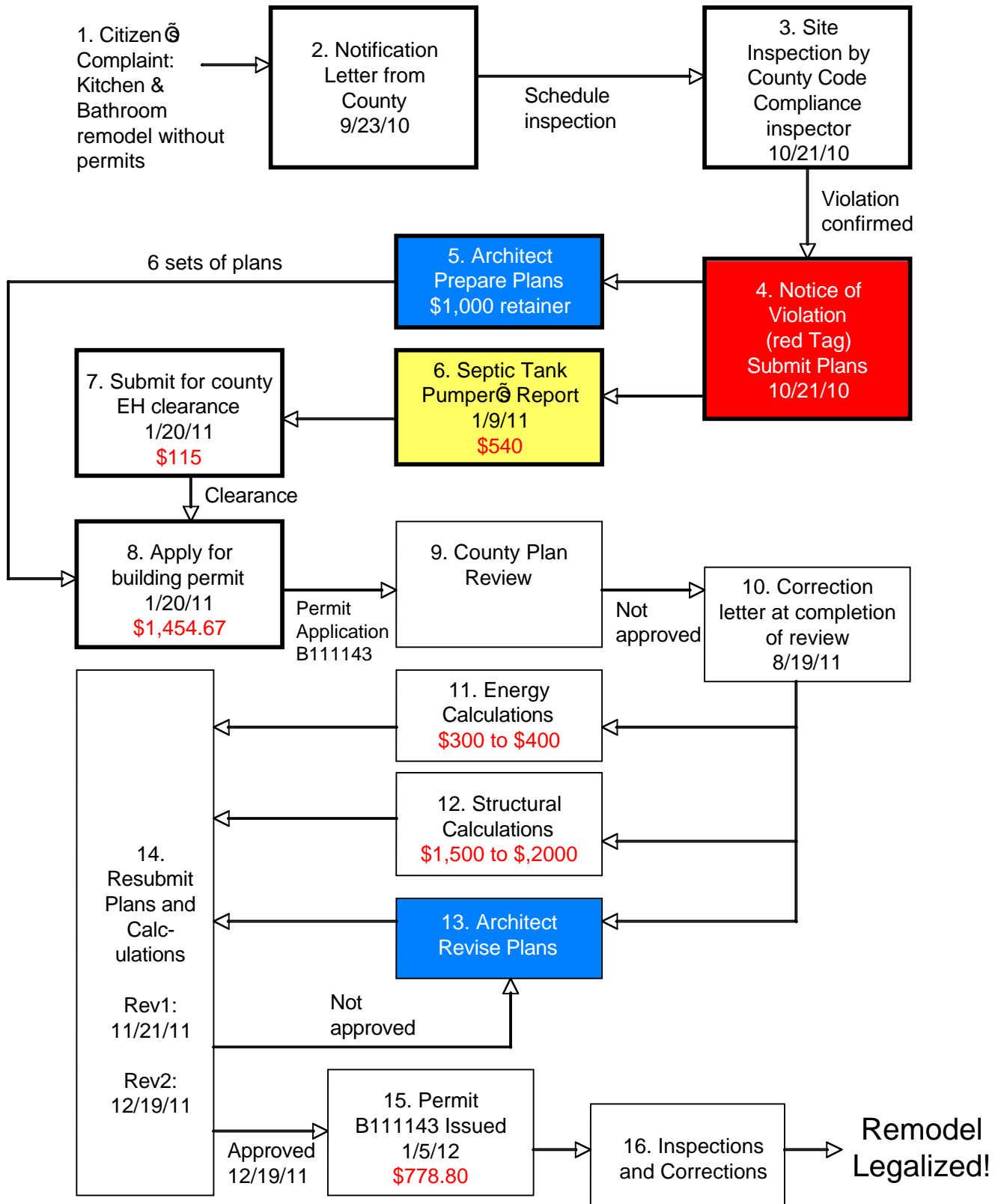


Figure 1: The Overall Process To Legalize The Remodel

Permit Application & Reviews: The following day we took our new pumper's report and six sets of as-built plans to the county planning department. The pumper's report was acceptable to

Skyland Community Church 2011 Annual Report

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the Environmental Health Department and they gave us a clearance (\$115) to submit our plans to zoning and building. Our plans were accepted by zoning and building for plan check. Our application (\$1,454.67) was number B-111143. The estimated time for first review was 32 days.

The county's plan check was completed on March 14, 2011 and the following comments were posted on the county's web site:

1. Two sets of project plans are required to be prepared, stamped and signed by a CA licensed architect and/or engineer. The plans routed to this department have the architect's name in the title block, but the stamps and signatures are not provided. (CBC 2308, Business and Professions Code)
2. Please submit two sets of structural calculations to determine lateral load resistant construction. There are added windows that reduce the existing shear capacity of the structure. (CBC 2308, 1605.3404.4)
3. Please revise the type of construction on Sheet 1 to VB. Also, note if the building is protected with fire sprinklers.
4. Access for persons with disabilities for existing buildings shall be provided in accordance with CBC 1134B. If the cost of the project exceeds a threshold of \$132,538.28, an exception can apply to this project where 20% of the construction costs will need to be applied to the project, with priority given to the entrance. If the cost of construction exceeds this threshold, accessibility to the entrance, restrooms, path of travel from the parking to the entrance, path of travel to the restrooms, drinking fountains and accessible parking shall comply with current CBC 11B. Please revise the drawings to show complete details in order to determine where accessibility work is required. Forms are available to document construction costs and access costs if the exception can be used at <http://www.sccoplanning.com/pdf/bldg/hardshipexception.pdf> .
5. The plans show converting the men's restroom to a unisex restroom. This is not allowed in the plumbing code. Separate men's and women's restroom facilities are required. Also, any new work needs to comply with current code. Installing a non-compliant urinal is not allowed. Both will need to be upgraded to provide accessibility, without reducing the number of water closets required. Complete details are necessary to verify compliance. See item 4 above for exceptions for complete work. (CPC Ch. 4, CBC 1115B)
6. Stairs from the addition to the breezeway are proposed. These stairs are allowed only if the finish floor of the addition is more than 24" above grade. If this is the case, a sign that warns this is not accessible is required. Exterior stairs still must comply with handrail and striping requirements in CBC 1133B.4. (CBC 1133B.1.1.1.1)
7. The path of travel from the accessible parking space to the entrance, and from the hall to the accessible restrooms must be a maximum 5% in the direction of travel, unless a ramp is constructed. Cross slopes at the accessible parking and along paths of travel shall not exceed 2 %. Please specify the slopes on the drawings.
8. Please clarify the type of cooking equipment to be installed. Provide hood and ventilation specifications and details to serve new commercial-type kitchen equipment. Type I hoods are required at ranges. (CMC 507, 508)
9. Please submit energy documents to verify compliance with the 2008 CA Energy Standards for Non-Residential. Compliance forms ENV, LTG, OLTG, and MECH are required. The plans shall be revised to include the energy features required in the compliance forms.
10. If engineer's calculations determine a need for epoxy anchorage into existing foundation(s), please complete and return a special inspection and testing agreement form. Forms are available at http://www.sccoplanning.com/html/misc/online_services.htm .
11. Provide door specifications for new doors, entry door and bathroom doors to include hardware type, 5 lb. maximum effort and threshold. (CBC 1133B.2)

We reviewed the plan check comments and discussed them with the architect. We agreed that the plans could be revised as requested in items 1 through 4, and items 7, 9, and 11. We met with the architect and the structural engineer at Whitaker Hall. The structural engineer estimated that the

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cost of the Structural Analysis (item 2) would be between \$1,500 and \$2,000 and would take about two weeks. It was estimated that the energy calculations (item 9) would cost us approximately \$500.

For item 4, the architect showed the accessibility details on the drawings and we looked at the hardship form that needed to be filled out with the construction costs. This hardship exception is only available if the project cost is less than \$132,538.28. We made slope measurements to be used in response to items 4 and 7. The special inspection requirement (item 10) only applies to any new epoxy anchorage required by the structural engineer.

We agreed that we should push back on items 6 (stairs to breezeway) and item 8 (commercial kitchen). On item 6 we pointed out that the stairs were always there but have now been reduced significantly in width and the door associated with them is a secondary exit used mainly to access the mop closet during cleanup. If the county was suggesting that the stairs be replaced by a ramp, there is not enough room for a ramp that would meet the ADA slope requirements. We would certainly be willing to add a sign that warns that this entrance/exit is not accessible.

For item 8 (commercial kitchen), we pointed out that the remodeled kitchen is not a commercial kitchen. We noted that we do not prepare meals for sale to the public on a regular basis. This was confirmed with D. Roger Houston at the county environmental health department prior to the start of the remodel.

As for item 5 (the bathrooms), the architect felt that we should submit some alternative plans that meet or come close to meeting the latest requirements. That would have meant remodeling both bathrooms to make them ADA compliant, one for women and one for men. The women's bathroom would probably have wound up with only one toilet and no partitions. The partitions in the men's bathroom would also have had to be removed and the location of the door would have to be changed. This would be very expensive. We felt that we should try to get an exception for our current configuration, perhaps with some minor changes. We've already gone to considerable expense to make the entire wing accessible. We didn't do this because of prodding by the county to meet codes, but rather because we realized that we needed to accommodate the needs of our aging congregation. We felt that we are a small church with a small congregation and limited funding, so, we shouldn't be burdened with the requirements imposed on much larger and much more public places. Our current configuration has worked really well for four years. The women are happy because their bathroom can accommodate three at a time. The other bathroom accommodates women and men both handicapped and not.

We emailed our pushback to the county's plan checker on March 24, 2011. We received the following feedback that afternoon:

Item 6: To comply with this item, an unreasonable hardship request will need to be documented to allow a non-accessible exit at the breezeway area. Please provide costs estimates, as noted in items 1 and 2 under the "unreasonable hardship" definition.

Item 8: the code requires hoods for commercial type appliances. Please clarify the type of equipment. If the appliances are residential type, then the hood is not required. The make and model numbers may be provided if this will allow me to find out if the appliances are commercial-type or residential-type.

Item 5: The addition/remodel triggers access compliance for existing buildings. However, the proposed plan makes it less compliant, in terms of plumbing code requirements. You may provide a unisex restroom that is fully accessible, and keep the existing men's and women's room as-is.

Later that afternoon the list of appliances was sent to the county's plan checker. We received the following response, resolving item 8:

"It appears the appliances are indeed residential type, so no commercial hood is required. The appliances will only need to meet the manufacturer's requirements".

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At this time we also started gathering the remodel costs in order to complete the hardship form to resolve items 5 and 6. We needed to show that we had already expended 20% of the project cost on accessibility upgrades.

After seven months, on August 19, 2011, the county finally completed the initial review of our plans. The historical review was the last to weigh in:

“ The addition is appropriate for the historic property. This is a minor historic alteration project, involving a minor addition at the rear of the property, and does not require review by the HRC. There are no changes to the historic structure, and the addition to the existing non-historic building is appropriate for the site”.

However, our application was denied and the plan check deficiencies noted in March had to be addressed.

On August 25, 2011 the architect met with the county's plan checker. As a result of the meeting he felt that we would be okay on the hardship exemption for the breezeway stairs if we wrote it up correctly and as long as we identified and put signage on the door that it is not accessible. For the restrooms, the county wanted equal improvements for both men and women. The county felt that we would need to keep at least two toilets for the women to be in compliance with the plumbing code.

At this point, the plans called for moving the wall between the women's bathroom and the mop closet 18" into the closet and installing a 36" door recessed to provide 5 feet of clear space. The architect estimated that this would cost \$1,818. However the cost was going to be higher than this because there are hot and cold water pipes and electrical in that wall and moving it 18" would encroach on the electrical sub panel and the on-demand water heater in the closet. According to our estimates the project cost was \$85,842. A minimum of 20% of that (\$17,168) had to go to accessibility upgrades. Without the \$1,818 in women's rest room upgrades we were already over 20% (\$18,583), however despite this the county wanted to see some steps taken towards accessibility in the women's bathroom. We could accept this and submit the revised plans as is or we could express our opposition in a meeting with the plan checker: "We don't want to do this. It's too expensive and we're already over our accessibility limit". We asked the architect to come up with alternatives for the women's restroom that would minimize our cost and would be acceptable to the county.

The alternatives for the women's restroom were presented at the October trustees' meeting. The trustees voted to submit the plans with no changes to the women's restroom as we were already over the hardship limit of 20% of project cost for accessibility upgrades.

The architect had two sets of the revised plans including the energy and structural calculations, and the hardship and special inspection forms stamped, signed and ready to go on November 3, 2011. We emailed the county plan checker to inform her that we had completed the revision of our plans in response to her review comments and that we would like to meet with her to go over them before we formally submitted the plans to make sure that they would be approved and that we would not have to incur any additional review expenses. However we were able to handle this via email and felt that we were on the same page when we received this response from our plan checker:

“Revised plans and the documentation for unreasonable hardship with the itemized construction costs have not been submitted for review, so I can't tell if work needs to be done in the restrooms. If all access work that is required by the 20% additional costs is documented and detailed on the drawings, according the list of priorities in CBC 1134B, then that's as far as you need to go to comply with minimum CBC requirements. If the 20% is not used up and the next item on the list is the bathrooms, then equal access for the men's and women's restrooms would be required”.

It was also noted that it's not required that the facility become 100% compliant.

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The revised plans were submitted on November 21, 2011. The county completed its review of our revised plans and noted the following deficiencies:

1. The hardship form and costs show that \$8320.00 is part of the 20% cost of construction that is left to spend on the men's and women's restrooms, after spending the rest on accessible entrance and accessible routes. CBC 1134B, exception 1 lists the priorities as follows:

- 1.1 An accessible entrance;
- 1.2. An accessible route to the altered area;
- 1.3. At least one accessible restroom for each sex;
- 1.4. Accessible telephones;
- 1.5. Accessible drinking fountains; and
- 1.6. When possible, additional accessible elements such as parking, storage and alarms.

Please note that this list includes "each sex". Please provide equal access features for both the men's and women's restrooms. Although this will not provide total compliance for each restroom, the features that will be provided will be equal. A drawing, titled "full accessible rest rooms, Alternate #4", was included in the documentation. It appears making the closet smaller and the women's restroom door larger would be less expensive than what is currently shown.

2. The wall lines at the kitchen area have been remodeled to increase window opening sizes. The structural calculations did not include these wall lines in the analysis. Please include this in the analysis. Diaphragm loads at the kitchen area may be shown to transfer to new shear walls at other areas. Drag ties will need to be designed and detailed on the drawings, if this method of analysis is chosen. As an alternative, see exception below in this 2010 CBC Section for alterations:

3404.4 Existing structural elements carrying lateral load. Except as permitted by [Section 3404.5](#), where the *alteration* increases design lateral loads in accordance with [Section 1609](#) or [1613](#), or where the *alteration* results in a structural irregularity as defined in ASCE 7, or where the *alteration* decreases the capacity of any existing lateral load-carrying structural element, the structure of the altered building or structure shall be shown to meet the requirements of [Sections 1609](#) and [1613](#). **Exception:** Any existing lateral load-carrying structural element whose demand-capacity ratio with the *alteration* considered is no more than 10 percent greater than its demand-capacity ratio with the *alteration* ignored shall be permitted to remain unaltered. For purposes of calculating demand-capacity ratios, the demand shall consider applicable load combinations with design lateral loads or forces per [Sections 1609](#) and [1613](#). For purposes of this exception, comparisons of demand-capacity ratios and calculation of design lateral loads, forces, and capacities shall account for the cumulative effects of additions and alterations since original construction.

Well, this was unexpected. The structural engineer was asked to address the required wall line analysis. The accessibility upgrade issue was becoming a real drag on the project. It was discussed at the trustees' December meeting. It was decided to send the following letter to the county:

"We represent Skyland Community Church, which filed an application under permit application B111143 for hardship exceptions to accessibility requirements for existing buildings. The permit application is to recognize as-built construction that was already completed.

If we understand correctly, in reviewing the plans of our completed project, the county is requesting that we now provide equal handicap access features for both the men's and women's bathrooms. This would require us to upgrade the women's bathroom, and while we would have preferred to do just that, as a small church, we had limited funds to accomplish this remodel. Had we split our meager funds for the single bathroom upgrade to partially upgrade both bathrooms, neither bathroom would have been handicap accessible, so we chose to limit our remodel to the men's bathroom, and by redefining it as a unisex bathroom, we provided full handicap access to a restroom.

We had thought that the California Building Code (CBC) in section 1134B.2.1 allowed us be granted a waiver from meeting all the accessibility requirements if our project was small enough and the cost of the existing accessibility features exceeded 20% of our project costs. Our project cost us \$85,842.60, which we believe places it under the \$132,536.28 threshold currently in the CBC. Knowing this, we previously provided the accessible elements in the priority order listed in the CBC, which in total cost us \$18,583, or 21.6% of the total project cost. Having exceeded the 20% threshold, we sought a waiver for the subsequent accessibility requirements.

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Again, please understand, we are a small church of limited financial means, and do not have the \$10,000 to \$20,000 in our budget to make the women's bathroom fully handicap accessible.

Therefore, we are requesting that you please take our financial hardship into consideration, and waive the rest of the accessibility requirements, approve our previously submitted revised plans and allow a permit to be issued.

We appreciate your thoughtful and considerate attention to this matter".

Our letter finally brought the county to the realization that all of the accessibility upgrades had already been completed and they finally noticed that we had attached the restroom upgrade costs to the hardship form! We received the following feedback form the county:

"The code (and our department) is not asking the church members to spend more than 20% of the construction costs".

"It's very unfortunate that a permit was not obtained prior to construction, so that equal work could have been done to both restrooms. In the meantime, there should be a unisex identifier at the men's restroom to allow possible use by women who require an accessible restroom. There should also be signage at the women's restroom that locates the accessible restroom next door. Of course, the door to the men's/unisex restroom should be lockable for single user. This is not an ideal situation, but may be a temporary solution to this problem.

We informed the county that there was a unisex identifier at the men's restroom and the door to the men's/unisex restroom is lockable for a single user and that it includes a "vacant/occupied" indicator on the door. We also noted that we would add a note on the wall elevation plan that shows signage to identify the route to the accessible restroom.

We submitted the second revision to our plans on December 19, 2011. Our plans were approved the same day! \$778.80 in additional fees were paid via check in December and the permit was picked up on January 5, 2012. At that time a building inspector was assigned. We emailed the inspector indicating that the trustees would like to meet with him at the church to understand the inspection procedure and schedule, as our situation obviously doesn't fit the process outlined on the permit for new construction. This meeting is tentatively set up for Thursday, January 26.

Stipulation and Order (S&O): The church received a letter from the County of Santa Cruz Planning Department dated February 10, 2011 stating that the code violations were significant enough to pursue further enforcement action. To minimize enforcement costs, the county attached a proposed Stipulation and Order. The county stated that if we agreed with all the terms and conditions of the S&O we were to sign it and it would be presented to the Administrative Hearing Officer without the need for us to appear at the hearing.

We were required to sign by March 30, 2011. We couldn't see how we could agree to this without an understanding of the deficiencies that had to be resolved as a result of the county's review of our plans. We requested and were granted an extension. The S&O was signed on May 9, 2011. In signing, we agreed to final the building permit by March 5, 2012, and to pay \$408 in enforcement costs and 25% of the \$2,500 penalty (\$625) by June 17, 2011. If we comply with all terms the remaining \$1,875 penalty will be waived. If we fail to comply we will have to pay the remaining \$1,875 penalty on March 5, 2012 and it will be a separate offense for each and every day that the violations continue and the matter may be referred to county counsel to pursue civil remedies. We agreed to sign the S&O with the understanding that we could extend the final date without penalty as long as we submitted a written request 30-days prior to the final deadline. The Administrative Hearing Officer signed the S&O July 28, 2011.

On January 6, 2012 we emailed the code compliance investigator to request an extension of the deadline to finalize our permit from March 5, 2012 to January 5, 2013, which is one year from the issue date of our permit and is consistent with the deadline stated in the permit. Our request was granted.

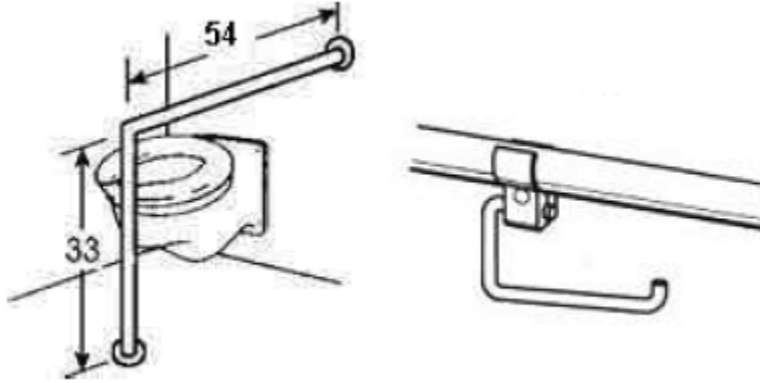
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New Work Required: As a result of the county's review and the structural analysis, the following additional work needs to be completed in order to finalize our permit:

1. Add CO detector in nursery
2. Label breezeway door as not accessible
3. Add sign at women's restroom showing direction to accessible restroom
4. Add new plywood shear wall sheeting above breezeway door in attic to existing roof
 - a. This occurs at each wall to the north and south of the doorway to the breezeway. It will be open in the attic over the door so we can still have access to the attic.
5. Add new post and pier footing under header post (below electrical panel)
 - a. The new 18" square footing, post, and blocking is to take the ceiling and roof loads down to a solid foundation. That is just one spot under that center wall.
6. Add roof eave strapping to right of window in chair storage room
 - a. This requires new H2.5 clips and possibly new blocking at the rafter to wall. This happens where the roof is sloping down under the flat ceiling so the ceiling/wall sheetrock will have to be removed to gain access here. We will verify with the structural engineer if this only has to occur over the shear wall dashed lines. (4 rafters)
7. Add shear and strapping above and below small kitchen window
 - a. The short end wall will need to be stripped of the horizontal siding to confirm or install plywood sheathing and to add two horizontal straps. One continuous horizontal strap will go above the window and one below. That may have already been done but it will have to be exposed and added or verified if it is there. If there is no plywood on the cripple walls (vertical walls between foundation to floor joist) than that will need to be added. It could go inside or out. An additional hold-down at each end of the wall will not be required.
8. Verify existing hold-downs or provide new HTT5 hold-downs, 5 places
 - a. We may be able to use the two existing hold-downs in place if they are rated as HTT5 or higher. If they are less than that, then we will have to add new ones adjacent to the existing to meet the load demands. We will have to expose the existing hold-downs in the wall and determine what they are and we will also have to add the required new ones. The easiest way is to remove the sheet rock and install from the inside. We can do this on the closet side, north of the door, but not so easy on the side behind the cabinets. It may be better to remove the existing siding and plywood in order to install on the breezeway side so we do not have to move or cut the cabinet.
 - b. A special inspection is required. This is a form required by the county to make sure everyone understands that a special inspection has to be made of new anchor bolts drilled and epoxied into the existing foundation. An inspection firm and the architect signed the document, and the Church (Owner Builder) also signed the form. We also signed a statement that we will be the one to coordinate this action, and that we understand that it is for the epoxy bolts and we have the necessary abilities to carry out the required coordination. The inspection firm will come up and watch us blow out the drilled holes, brush them clean with a nylon brush, blow them out again, apply the epoxy and twist in the new bolt. They will make notes of this and write a letter to the county confirming the installation was done correctly PSI sent a proposal and contract for our files. In the past the inspection fee has ranged from \$450 to \$600 for the site visit and paperwork.
9. Replace electrical outlets in Nursery and both bathrooms with GFI units
10. Shim breezeway stairs such that the three risers are the same within 3/8"
11. Add 1-1/4" to 2" diameter grippable handrail at right side of breezeway stairs.

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12. Unisex restroom: The 30"x48" clear space required in front of the urinal is only good if the partition comes out 24" or less. The current 60" deep partition would need a 36" wide by 48" deep clear space. We do not have that space. We will need to remove all of the partitions and add a freestanding grab bar. A small 24" wall-mounted partition between the urinal and the toilet would be okay. A 33"x54" Wall-To-Floor Bar is required. A Snap On Toilet Roll Holder is available and it has to be centered 19" above the finished floor minimum.



The trustees agreed to complete the quick fixes and to obtain quotes from three contractors to complete the structural work.



Woman's Group 2011

We had a spirituality rich year with in depth discussions in each meeting of issues important in our life. We miss our beloved Dorothy Ellis and Bobbie Hoover who died during the summer.

We decided that we use our money as follows:\$100 to Rebele Family Shelter in Santa Cruz.\$300 Camp Scholarship, \$100 to Valley Churches United,\$300 improving Whitaker art display , lights painting.

February brought us the Spaghetti Dinner on Feb 4. Was very successful.

April: Light Rail Excursion to Mountain View for Lunch.

May 7th Woman's Retreat at Diane Cooke's, Woman's retreat led by Yael Lachman.

May: Book Group

Bring your own bag lunch for book discussion
"Here if you need me by Kate Brastrup.

Yael led discussion.

Easter. The women's group sponsored the
Easter Buffet.

Woman's Group Sponsored the Christmas Potluck

Respectively Summited

Nancy Jo Lopp



Skyland Church Council, Committees & Boards for 2012

Term through	2012
Moderator	(Mary Ellen McTamane)
Vice Moderator	(Nancy Jo Lopp)
Clerk	John Heyes
Treasurer	Gerald Alonzo
Asst. Treasurer	Jan Swayne
Auditor	Larry Cooke
NCNC Delegates	Mary Ellen McTamane
	Jeremy Cole
	Jessie Rosen
NCNC Alternates	Gerald Alonzo
	Patricia Wood

Term through	2013	2012
Missions	Jacki Huffer	Cliff Barney
	(Jan Parker)	Anne Evans*
	(Angela Patterson)	(Larry Lopp)
Music & Arts	Nancy Jo Lopp	Del Mahrle
	Paula Leary	Christina Schwabecher
	(Mike Mahrle)	Marcia Rollins
Pastoral Relations	(John Gaffney)	Peggy Johnson
	(Julie Victorine)	(Gina Wetherill)
Endowment	(Don Law *)	(Lucy Lofrumento) Jan Swayne

Term through	2014	2013	2012
Trustees	(Larry Cooke)	Gerald Alonzo	Remain Unfilled
	(John Seckinger*)	Harold Hoyt	(Lou McTamane)
	(Brian Wood)	Dan Knudsen	(Terry Leary) *
Deacons	Jeremy Cole	(Glenda McCalla)	(Ruth Dawkins)
	(Christina Schwabecher)	Pam Knudsen	(Marcia Rollins)*
	(Lisa Rosen)	Jackie Seymour	Fern Thompson
Religious Education	Remain Unfilled	(Gina Adams)	Deana Arnold
	Remain Unfilled	Carol Carre	Joan Law
	Remain Unfilled		
Communications Systems	(Cliff Barney)	(John Gaffney*)	Mike Mahrle
	Bill Colbran	(John Wetherill)	Christina Schwabecher

Term through	Future	2012	Past
10 K Run		Terry Leary	Terry Leary
Harvest Festival		Kim Gautho	Kim Gautho Erica Goss

Box indicates New Members to be Confirmed at 2012 Annual Meeting
 () Parentheses indicate person is serving a second term
 * Chair