June 21, 2023

Dear Unity of Louisville:

Highlands Community Ministries (HCM) is excited that Unity has decided to lease office space in our building as well as your worship services and Sunday classes. We are so pleased that you are finding this a good space.

Like all buildings and all organizations, we are not perfect; but we are committed to working with your congregations to make HCM a place that works for you and where you are happy to be. All old buildings create challenges and surprises regarding maintenance and upkeep.

Just as an FYI: Here are some things that we are working on currently:

* LED lights will be installed in the Barret Ave stairwell to brighten up and make the stairwell safer.
* Electric Stair Chair will hopefully be back in service ASAP. We have someone coming to look at it this week.
* Our janitorial contract was updated in May and we have added additional time to this service, which comes on Tuesday and Friday evenings. We acknowledge that bathrooms and other areas of the building are not as clean as we would wish, particularly after large events held on Saturdays. We are working on this issue.
* We will be posting (again) a part time maintenance/janitor for our building. We had hired someone but unfortunately that did not work out. We are starting that process again. This position would help significantly in keeping the building in better order and improve its overall cleanliness and repair.
* Painting: Now that the HVAC work has been completed, we will be working room by room to touch up paint and repaint areas.
* Event Hall Painting: I have written a grant to the Kentucky Colonels to help offset the cost of painting this room. We hope that we can have the room painted if we receive the grant by the end of the calendar year. If we do not receive the grant, we hope to paint the room in early 2024.
* Chapel Carpet. The carpet is over 40 years old. We will have it cleaned and try to get it re-stretched soon. Long term plans (in the next couple years) include some solutions to replace the carpeting in the aisles.
* Blinds: Blinds will be ordered for the Barret Room as well as your new office/classroom spaces soon.
* Wi-Fi: We are getting bids currently to add access points throughout the building so that we have adequate Wi-Fi coverage.
* Kitchen: We are in the process of removing the old commercial dishwasher and installing a cabinet and standard dishwasher. We hope that the area behind the gate in the kitchen will just be a Unity/HCM staff area exclusively.
* Roof and Gutter Repairs: the flat roof at the rear of the chapel is a continuing challenge. We have roofers looking at this this week weather permitting.

Here are some things that I am happy to hear you are interested in:

* Prayer garden. Please, please feel free to help us in the courtyard. We currently only have basic lawn service. We would love for the area between the building and inside the fence to be improved! This is the only wheelchair accessibility to the building so pathways cannot be obstructed, but the green spaces and planting areas are available to you to improve. Our clients would also love this! I simply need for you to communicate with me your plans. The area in front of the chapel we hope to continue to add pollinators and blooming native plants.
* Chancel Lighting: We are happy to look at ways that could better light the front of the chapel.
* Collaboration with HCM Programs: we are very excited that you wish to help support HCM with its emergency assistance and other missional programming.
  + Please feel free to drop off food pantry donations at the bottom of the alley stairwell in the bin located there.
  + Sign up for the HCM eblasts by going to our website and clicking on that tab. These will come to your email every few weeks to inform you about what we are doing.
* Events Calendar: to see events/spaces scheduled by outside groups, simply go to our website at hcmlouisville.org; click on the Event Rentals Tab and you can see the calendar if you scroll down past the pictures.

Again, we at HCM are so pleased that Unity of Louisville is here. My primary communication with the congregation will be through your board chair and administrative person, however, please feel free to reach out to me.

Sincerely,

Troy D. Burden

Executive Director