

**MEETING MINUTES
MAINTENANCE COMMITTEE MEETING
JUNE 11, 2009**

Location: The Commons Clubhouse

Call to Order: Robert Chapin called the meeting to order at 7:35 p.m.

Attendance: Robert Chapin
Fred Martin
Mark Schneier

Prior meeting minutes: Meeting minutes for May 7, 2009 were approved.

1. Robert Chapin provided an update for the 2008/2009 maintenance projects as noted below.

<u>Maintenance Projects for 2009:</u>	<u>Status</u>
Painting:	No change: Painting is finished for 2008 except for 1545 CSW. Efforts are being made to finish this up as soon as the weather allows. June 5, 6 th rained out. June 19 th next painting date. Regular painting is scheduled for September. 2009 units to be painted are: 1568 to 1641 CSW.
Sidewalk Repairs:	Project completed.
Asphalt Sealcoat:	No Change: Some road cracks may need sealing this summer.
West Bank Collapse:	Need to follow up on the two other spots: north of bridge and north end of BMP. Bridge end repair combined with sidewalk repair. UPA asked to obtain quotes.
Aeration pumps:	Completed: Overhaul completed 2/28/09.
Fence along Indian River, Bottom Damage:	MaintComm must initiate SOW
Install Flashing Around Community Signage:	Project to be expanded. Summer Project.
Trim Replacement Contract:	Trim on 1568 to 1641 CSW inspected by Committee on 3/21. Smooth/Final list approved.
Community Inspection Results:	1489 PBW Downspout on front needs to be rotated 90° 1489 PBW Fence on south side needs new strip and nailing.

1485 PBW Soffit over garage rotten at end
 1477 PBW No paint on upper trim south side.
 1477 PBW North side, top fascia does not meet roof.
 1481 PBW No caulk on garage trim on left side.
 1473 PBW Cable hole may cause leak.
 1473 PBW Brick loose (top) left side of garage.
 1469 PBW On either side of the front medallion there are gaps in the siding.
 1469 PBW Downspout on front needs to be rotated 90°.
 1453 PBW Trim above patio door bulges out, not correctly installed.

3. **Committee budget report:** No report.

4. **Other Unfinished Business:**

A. Inspection Check list: On hold

B. House numbers project: Number boards for 1400 to 1557 CSW (the first two seasons) are ready to be put up. Need a one cul-de-sac test of the procedures. A trial run is scheduled for Sat, 6/27 @ 9:30.

C. Canvassing for Committee members: New member, Secretary and Chairperson needed. (Continuing effort required)

D. Maintenance Plan for 2009: Not reviewed.

E. Community signage: To be combined with sign post flashing and undertaken by the Committee

F. Roof Survey: The Committee discussed the findings in the Atlantic Services survey of the community roofs. The Committee was unable to validate the survey or prioritize the indicated repairs. **It was moved and seconded that the Committee recommend to the Board of Directors that a competent consultant be retained to advise the Board and the Committee on the validity of the individual items in the survey and to prioritize the necessary repairs.**

G. Trim Replacement: The Committee reviewed the inspection results and **recommended the list to the Board.**

5. **New Business:** None

7. **Next meetings:**

Inspection: Inspection not scheduled

House Numbers: Saturday, June 27th @ 0930 in the first cul-de-sac

Meeting: July 2nd at 7:30 pm @ the Cabana (1st Thursday)

8. A motion was made and seconded to adjourn the meeting at 8:05p.m.

Respectfully submitted,

Robert W. Chapin, Jr.
Acting Maintenance Committee Chairman

**Maintenance Committee
Meeting Minutes Approved
By Acting Committee Chair:**

Signed _____
Robert Chapin

Date: _____ **July 2, 2009** _____