

**MEETING MINUTES
MAINTENANCE COMMITTEE MEETING
JULY 2, 2009**

Location: The Commons Clubhouse

Call to Order: Robert Chapin called the meeting to order at 7:30 p.m.

Attendance: Robert Chapin
Fred Martin

Absent: Mark Schneier

Prior meeting minutes: Meeting minutes for June 11, 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. 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. Select Group is waiting for a SOW.
Aeration pumps	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. Tom Pelech is experimenting with a wooden collar.
Trim Replacement Contract	Trim on 1568 to 1641 CSW inspected by Committee on 3/21. Smooth/Final list approved and submitted to SG for bid.
Community Inspection Results:	Last inspection May 16, 2009

Committee Budget Report: The Committee reviewed the Unobligated Balances Report. While \$17,657.89 officially remains unobligated, estimates of future repairs, identified in RR's but not under contract, reduces the funds probably available for repairs to less than \$10,000. Other pressures on the budget might reduce the available funds to as little as \$3,000.

Unfinished Business:

Inspection Check list: On hold

House numbers project: Number boards for 1400 to 1557 CSW (the first two seasons) are ready to be put up. House numbers for 1404 to 1424 CSW were installed 6/27. The work team found that additional number boards were required for 1412 and 1416 CSW.

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

Maintenance Plan for 2009: Reviewed. The following plan was adopted by the Committee for this year.

MAINTENANCE PLAN FOR 2009						
				2,009		
Project	Priority	Est. Cost	Actual Cost	Completion	Status	
Maintenance Committee	Priority					
Budget		\$ -				
Buildings, Fences, & Grounds						
Budget		\$ 20,000.00				
Unit Repairs	1	\$ 8,550.00				
Roof Repairs	2	\$ 4,000.00				
Storm Drain Cave-in	3	\$ -				RR
General Repairs	4	\$ 2,000.00				
Road Crack Sealing	5	\$ 500.00				
Signage	6	\$ 250.00				
Fence Bottom on Indian River	7	\$ 500.00				
Bridge End Repairs	8	\$ -				RR
House Numbers	9	\$ 200.00				
Pressure Wash Houses	10	\$ -				
Totals		\$ 16,000.00				
Painting						
Budget		\$ 40,000.00				
Painting		\$ 40,000.00				under contract
Totals		\$ 40,000.00				
Unobligated Funds		\$ -				
Pool						
Budget		\$ 6,700.00				
x Pool Service		\$ 5,000.00				under contract
Winter Maintenance		\$ 775.00				
Repairs		\$ 300.00				est.
Cleaning Supplies		\$ -				
Total		\$ 6,075.00				
Total Operating Budget		\$ 66,700.00				
Totals		\$ 62,075.00				
REPLACEMENT RESERVE FUNDED PROJECTS						
Trim Replacement		\$ 2,000.00				
Storm Drain		\$ 6,102.36				Completed

Community signage: Needs plan

Fire Hydrants: Needs plan. Mark Schneier is experimenting with what it takes to paint a fire hydrant.

Outstanding Repair Requests: 1413 PBW Audrey: Roof leak and downspout
1477 CSW Rackley: Rotten trim
1477 CSW Rackley: Gutter overflow
1477 CSW Rackley: Siding
1489 CSW Willis: ?
1493 CSW Brown: Gutter
1504 CSW Harold: Common light broken
5241 SCW Shayne: Fascia repairs
1537 CSW Payton: Roof leak
Pond Aerator: GFCI tripped
1481 CSW Thurston: Bird nests
1405 PBW Williams: Roof leak

Roof Survey Issues: Referred to SG for advice. Still under consideration

New Business: 1. How to keep repair status current.
The Acting Chair is attempting to track repair requests. At the moment there is no routine procedure for verifying and recording the completion of a repair. The easiest procedure is to ensure that the check register records unit numbers or other description of the work being paid for.

2. Plan for House numbers.
We will schedule a 2-cul-de-sac project for a convenient Saturday and try to accomplish in 1½ hours.

3. Plan for community signage. Tom Pelech is working a wooden collar.

4. Plan for fire hydrants. Pending Mark Schneier's input.

Next meetings: Inspection: Not scheduled, on call, M,T,W. evenings.

House numbers: Saturday, 7/18 at 0930 @ the work site, 1440 SCW.

Meeting: August 6 at 7:30 pm @ the Cabana

