



# THE COMMONS CONDOMINIUM ASSOCIATION

## MAINTENANCE COMMITTEE MEETING TUESDAY, 7 AUGUST 2007, 6:30 P.M. THE COMMONS CABANA, 1400 PEBBLEBROOK WAY

### MEETING MINUTES

#### 1. Meeting Called to Order/Establishment of Quorum

With the establishment of a quorum, Robert Chapin called the meeting to order at 6:33 p.m.

The following members of the Board of Directors were in attendance:

Robert Chapin  
Fred Martin  
Barbara Rackley

#### 2. Approval of Minutes

A motion was made and seconded approving the July 2, 2007 meeting minutes, and was signed for certification.

#### 3. 2007 Maintenance Projects

##### 2007 Maintenance Projects

##### Status

Painting	Project complete, 24 units/year 2007
Sidewalk repairs	Project tabled
Sidewalk subsidence 1520-1540 CSW	(specifics e-mailed to UPA)
Repairs to manhole at 1585 CSW	(specifics e-mailed to UPA)
Pool crack repair	(\$565.00 per Reserve Study, specifics e-mailed to UPA)
Roof vent collar replacement	(tabled by Board of Directors pending demonstrated need)
Asphalt crack filling	(specifics e-mailed to UPA)
Asphalt seal coat	(\$19,246 per Reserve Study, specifics e-mailed to UPA)

West bank collapse (need quotes)

Fence along Indian River Rd. (Committee project)  
damage @ bottom

Install flashing around sign posts (Committee project)

**4. Observations from Maintenance Committee inspection of April 11, 2007:**

Hole in top rail of fence behind 1440 CSW  
Bird problem at 1481 CSW  
Siding 1416 CSW near garage door warped and wrinkled  
Popped nail on peak of roof over bathroom at 1404 CSW  
1448 CSW, brick wall is showing signs of settling again  
1444 CSW, gap in siding on east wall  
1456 CSW, rotten garage door trim  
1452 CSW, weeds and grass on east side (since removed)  
1525 CSW, Dominion Power box loose cover  
1557 CSW, Dominion Power box loose cover and broken base  
1557 CSW, water shut-off, hump in asphalt  
1569 CSW, water shut-off, hump in asphalt  
1580-1608 CSW, fill hole by storm drain  
1589 CSW, water shut-off, hump in asphalt

**5. Observations from Maintenance Committee inspection of May 24, 2007:**

1456 CSW, bottom pad on the porch pillars are rotten  
(The possible reason for porch pillar rot on the Dogwoods was discussed).  
1492 CSW rot on bottom of garage door trim  
1480 CSW, rot on fascia in two places and rot on garage door trim  
1484 CSW, garage door broken in the middle, vertical crack  
1484 CSW, trim falling out from behind the trim under the eaves in the back of the house  
1484 CSW shingles on the side of the house too long and breaking off  
1484 CSW, possible subsidence into storm drain  
1488 CSW, pillars rotten at the bottom (Dogwood)  
1488 CSW, dryer vent broken – replacement vent on hand  
1504 CSW, mold on lower roof to right of the door  
1512 CSW, garage door trim rotten  
1516 CSW, awning  
1516 CSW, cable junction box near back fence not properly secured  
1520 CSW, subsidence under the side walk

(Previously noted as a 2007 Maintenance project.)

**6. Observations from Maintenance Committee inspection of June 13, 2007:**

1473 CSW, windows not caulked. Old caulking needs to be pulled out.  
1481 CSW, bottom fascia above porch roof, split board.  
1517 CSW, rot on fascia, top gable west end, right next to roof. Large rot area on fascia west side. Air conditioner drain dripping on bulkhead strong back.  
1537 CSW, fence corner board loose, needs to be nailed.

- 1524 CSW, severe area of rot on fascia above brick.
- 1536 CSW, broken corner at the upper fascia
- 1536 CSW, upper trim on the front has rot and a crack
- 1536 CSW, rot on the garage door trim
- 1540 CSW, sidewalk subsidence (previously noted as a 2007 Maintenance project)
- 1516 CSW, awning
- 1537 CSW, paint peeling on fascia
- 1537 CSW, paint peeling on trellis
- 1537 CSW, piece of vinyl missing on fireplace knockout
- 1556 CSW, rot on the garage door trim, both sides
- 1556 CSW, paint peeling on trellis, north side
- 1537 CSW, fence boards at corner loose, need to be renailed
- 1547 CSW, roof shingles on corner appear to have lifted
- 1545 CSW, flashing is pulling away from siding above fireplace area
- 1557 CSW, roof ridgeline, extra shingle
- 1549 CSW, roof over the fireplace area has lifted shingle
- 1553 CSW, drains on both sides of sidewalk are clogged

**7. Committee budget report:**

- A. The budget report was distributed and discussed. The financial situation is on track with the exception of the maintenance structures. Funds are insufficient for performing the repairs and seal coat of the roads.

**8. Other Unfinished Business**

- A. Home owner repair request form on web site: The form is on The Commons' web site. A discussion was conducted regarding the appropriate distribution and processing of repair requests. Each submitted Repair Request would be automatically sent to each Maintenance Committee Member. It was suggested that each Maintenance Committee member, on a rotating basis, monitor the repair requests for a week. The member would acknowledge the request and obtain any additional information needed to process the request. Urgent and safety repairs requiring immediate attention would be forwarded the Board of Director President and Treasurer, and to United Property Associates. The President will delegate to UPA and/or others as appropriate. Non-safety or time sensitive requests will be forwarded on a weekly basis to the Treasurer, President and UPA. A motion was made and seconded that the Repair Request Form and procedures will be presented to the Board of Directors at the August 2007 meeting.
- B. The house number project is tabled until additional details are determined.
- C. Inspection checklist and report: The checklist was discussed and will be developed.

**9. New Business:**

- A. A discussion was held regarding developing an RFP to present to the Board of Directors for a "handy man" to perform ad hoc type repairs. A motion was made, seconded and approved to proceed with developing the RFP.
- B. A discussion was conducted regarding the need for a new Maintenance Committee Chair and possibly another MC member. Volunteers are needed.

Next inspection is scheduled for: August 9, 2007 at 6:30 p.m.

Next meeting is scheduled for: September 4, 2007 at 6:30 p.m. at the C abana

**10. Adjournment:**

A motion was made and seconded to adjourn the meeting at 7:25 p.m.

Respectfully submitted,

*Barbara A. Rackley*

Barbara A. Rackley  
Maintenance Committee Member

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

\_\_\_\_\_ **Robert Chapin**

**Date:**

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