



Trim inspection results:

The Committee inspected the “1400 series” units that were supposed to have had some of their trim replaced. Because the rotten trim had been painted over since last inspected last year, the status of the replacement was not always apparent. The Committee concluded that there was sufficient doubt that the contractor should be questioned about the status of the project. Subsequently, the contractor reported that the 1400 series project had not yet been started. One of the problems that needs to be addressed in future inspections is the sometimes inadequate description of what pieces of trim are to be replaced. The terminology that has been used in the past is confusing and/or incomplete.

2. An inspection was performed Saturday, June 28 by Robert Chapin and Fred Martin on homes in two cul-de-sacs. The following observations were noted:

5273 SCW Rot on upper returns in the vicinity of the front dormer  
5277 SCW North side top trim returns on east end and joints at top look rotten  
5277 SCW West side soffit above garage door needs to be replaced. Garage door trim warped and separated on right side  
5277 SCW West side return on south end rotten  
5281 SCW North side soffit screen displaced  
5285 SCW North side soffit screen displaced. West side of front door trim has separated above window, needs caulking  
5289 SCW Porch pillar bases beginning to rot. Seams need caulking  
5289 SCW Garage door trim right side warped and separated, needs caulking  
Dryer vents on many units need cleaning. Possible subject for a Newsletter article.  
1553 PBW Lifted shingle on west side corner  
1557 PBW Broken trim on corner  
1537 PBW Lifted shingle on side next to gutter  
1541 PBW West side siding has a wave in it, not properly secured to the frames  
5257-5277 SCW Broken grill on sidewalk drain between units. A repair request has been submitted.

3. Committee budget report:
  - A. No new report was reviewed.
4. Other Unfinished Business:
  - A. The house number project is proceeding. This project is on hold.
  - B. Inspection checklist is on hold, but is a continuing effort.
  - C. Canvassing for new Committee members continues.
  - D. The Maintenance Plan and costs for 2008 were reviewed. A motion was presented and seconded to propose an increase to the 2009 Maintenance Committee budget by \$4,500 to the Board of Directors. It was also moved and seconded to add a line item in the amount of \$1,750 for trim replacement on the Maintenance Plan.
6. The next community inspection is scheduled for 7:00 p.m. August 21. The group will meet at Fred’s home.

7. Next meeting is scheduled for Sept. 4, 2008 @ 7:30 pm @ the Cabana.
8. A motion was made and seconded to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

*Barbara A. Rackley*

Barbara A. Rackley  
Maintenance Committee Member

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

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**Robert Chapin**

**Date:**

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**ADDENDUM TO MAINTENANCE COMMITTEE MINUTES  
INSPECTION OBSERVATION REPORT**

1. 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
  
2. 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.)
  
3. 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.

4. Observations from Maintenance Committee inspection of July 5, 2007:
  - 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
  
5. The August 9, 2007 inspection was cancelled due to high temperatures.
  
6. Observations from Maintenance Committee inspection of September 13, 2007:
  - 1568 CSW and the majority of other homes paint is weathered
  - 1588 CSW South end, front lower trim is broken
  - 1569 CSW Satellite cable needs securing
  - 1569 CSW North side, fireplace vent bent and broken
  - 1573 CSW Entrance, brick loose
  - 1577 CSW Garage door left (south) side trim beginning to rot
  - 1589 CSW Serious cable problem & hole in front of house
  - 1585 CSW West side lower fascia beginning to rot
  
7. Observations from Maintenance Committee inspection of October 13, 2007:  
(1600 to 1652)
  - 1600 CSW Light fixture over garage door needs to be resecured
  - 1604 CSW Top trim on east end sprung outward
  - 1604 CSW Fascia left side over garage needs paint
  - 1608 CSW Area in front of drain between 1608 & 1580 is subsiding.  
Needs fill dirt and reseeding.
  - 1608 CSW Fence post in back yard needs straightening
  - 1616 CSW Tuck satellite antenna wires behind the corner trim
  - 1633 CSW Satellite antenna on roof
  - 1633 CSW Holes in siding on west side
  - 1636 CSW Corner trim on southeast corner is split
  - 5209 SCW East side of fence and corner are popped out

8. Observations from Maintenance Committee inspection of November 24, 2007:  
(1600 to 1652)

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- 5209 SCW East side of fence and corner are popped out

9. Observations from Maintenance Committee inspection of November 24, 2007:  
(5209 SCW to 5261 SCW)

- 1637 CSW Siding on the south side of the fireplace bump out appears to have melted
- 5209 SCW Back fence is sprung and needs a hammer
- 5209 SCW Garage door trim left side rotten
- 5213 SCW Front porch railing has pulled away from front pillar. Pillar is not rotten.
- 5217 SCW Siding has pulled out from under fascia
- 5225 SCW Siding sprung out next to fireplace
- 5241 SCW Front lower fascia joint needs caulking
- 5253 SCW Siding on dormer is sprung
- 5253 SCW Power junction box in side yard not correctly closed
- 5253 SCW Back fence sprung corner post in wrong position
- 5253 SCW West side top fascia, bad joint
- 5261 SCW Fix downspout in front, unauthorized strap
- 5261 SCW NW corner of house, siding around windows, large gap under window frame

10. Observations from Maintenance Committee inspection of June 28, 2008:  
(5273 SCW to 5289 SCW and 1553 PBW to 1541 PBW)
- 5273 SCW Rot on upper returns in the vicinity of the front dormer
  - 5277 SCW North side top trim returns on east end and joints at top look rotten
  - 5277 SCW West side soffit above garage door needs to be replaced. Garage door trim warped and separated on right side
  - 5277 SCW West side return on south end rotten
  - 5281 SCW North side soffit screen displaced
  - 5285 SCW North side soffit screen displaced. West side of front door trim has separated above window, needs caulking
  - 5289 SCW Porch pillar bases beginning to rot. Seams need caulking
  - 5289 SCW Garage door trim right side warped and separated, needs caulking
  - Dryer vents on many units need cleaning. Possible subject for Newsletter article
  - 1553 PBW Lifted shingle on west side corner
  - 1557 PBW Broken trim on corner
  - 1537 PBW Lifted shingle on side next to gutter
  - 1541 PBW West side siding has a wave in it, not properly secured to the frames
  - 5257-5277 SCW Broken grill on sidewalk drain between units. Repair Request submitted.