



THE COMMONS CONDOMINIUM ASSOCIATION

MAINTENANCE COMMITTEE MEETING TUESDAY, 4 SEPTEMBER 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 6:34 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 August 7, 2007 meeting minutes, and was signed for certification.

3. 2007 Maintenance Projects

Robert Chapin provided an update for the 2007 projects as noted below. Committee comments regarding the project are also included:

2007 Maintenance Projects

Status

Painting

Project complete, 24 units/year 2007

Sidewalk repairs

Project tabled until another concrete project is scheduled

Sidewalk subsidence
1520-1540 CSW

JG Evans bid approved 8/21/07

Repairs to manhole @ 1585 CSW Board deferred action pending demonstrated need or benefit of repairs

Pool crack repair

SwimKare bid approved 8/21/07

Roof vent collar replacement

(tabled by Board of Directors pending demonstrated need)

Asphalt crack filling

Branche Industries bid approved 8/21/07

Asphalt seal coat

Branche Industries bid approved 8/21/07

West bank collapse Will be readdressed when foliage is off the plants.

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, 20 07:

- 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. Observations from Maintenance Committee inspection of July 5, 2007:

(1536-1568, 1537-1557 CSW)

- 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

8. The August 9, 2007 inspection was cancelled due to high temperatures.

9. Committee budget report:

- A.** The budget report was distributed and discussed. A motion was made and seconded to recommend that the Board of Directors approve:

2008 Maintenance Committee community projects & maintenance

Maintenance Committee	\$1,000.00
Maintenance – Painting	\$40,000.00

Maintenance – Buildings/Fence/Grounds	\$13,000.00
<u>Maintenance – Swimming Pool</u>	<u>\$4,800.00</u>
TOTAL Maintenance	\$58,800.00

10. Other Unfinished Business

- A. The house number project is tabled until a dditional details are determined.
- B. Inspection checklist and report: The checklist was discussed and is being developed.

9. New Business:

- A discussion was conducted regarding the need for a new Maintenance Committee Chair and another MC member. Volunteers are needed and the community will be asked for support.
- B. The schedule for reviewing Repair Requests was discussed and agreed upon. Each member of the Committee will review the received e-mail Repair Requests every evening for a week. The duty will rotate among the members of the Committee.
- C. A motion was made and carried changing the monthly Committee meetings to the first Thursday of each month.
- D. Next inspection is scheduled for: September 13, 2007 at 6:30 p.m.
- E. The Target Group General Contracting proposals were reviewed. The meeting adjourned and a visual inspection was performed of the homes noted in the proposals. The majority of the needed repairs were not identified and further explanation is needed.
- F. Next meeting is scheduled for: October 4, 2007 at 6:30 p.m. at the Cabana.

10. Adjournment:

A motion was made and seconded to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Barbara A. Rackley

Barbara A. Rackley
Maintenance Committee Member

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

_____ **Robert Chapin**

Date:
