

**MEETING MINUTES
MAINTENANCE COMMITTEE MEETING
JANUARY 8, 2009**

Location: The Commons Clubhouse

Call to Order: Robert Chapin called the meeting to order at 7:40 p.m.

Attendance: Robert Chapin
Fred Martin
Barbara Rackley

Prior meeting minutes: Meeting minutes for September 4, 2008, October 9, 2008 and December 4, 2008 were not available.

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

2008/2009 Maintenance Projects Status

Painting	Painting is finished except for 1545 CSW. A significant number problems resulting from poor and incomplete work remain on the unit. These problems are scheduled to be addressed as the weather warms up. The 2009 painting will cover the last four cul-de-sacs on CSW: 1568 to 1641. The project will begin when the trim replacement is complete.
Sidewalk repairs	The subsidence is now classified as a cave in of the storm drain.
Asphalt seal coat	New cracks in the road surface are appearing. The community may need to fill these cracks next summer.
West bank collapse	The bridge erosion repair work washed out during heavy rains and needs repair.
Fence along Indian River Rd. damage at bottom	Maintenance Committee must initiate SOW
Install flashing at sign posts	Project is expanded and the Maintenance Committee will perform this signage improvement project in conjunction with repairs to the damaged sign posts.
Trim Replacement Contract	The Committee must inspect the condition of the trim on the units to be painted in the summer of '09. These are the last units on CSW, These are the units with house numbers 1568 to 1641 CSW.

2. An Inspection was not performed in October, November, or December.

3. Committee budget report: None

4. Other Unfinished Business:
 - A. Inspection checklist is on hold, but is a continuing effort.
 - B. Canvassing for new Committee members continues.
 - C. The 2009 Maintenance Plan was reviewed.
 - D. The community signage project needs a scope of work developed.
 - E. The house number project is on hold.

5. New Business: None

7. Next meeting is scheduled for February 5, 2009, which is the first Thursday, at 7:30 p.m. at the Cabana

8. A motion was made and seconded to adjourn the meeting at 8:14 p.m.

Respectfully submitted,

Robert W. Chapin, Jr.
Maintenance Committee Chairman

Maintenance Committee
Meeting Minutes Approved
By Committee Chair:

Signed _____
Robert Chapin

Date: _____ **March 5, 2009** _____