

**MEETING MINUTES  
MAINTENANCE COMMITTEE MEETING  
OCTOBER 9 2007**

**Location:** The Commons Clubhouse

**Call to Order:** Robert Chapin called the meeting to order at 6:30 p.m.

**Attendance:** Robert Chapin  
Fred Martin  
Barbara Rackley

**Prior meeting minutes:** A motion was made and seconded approving the September 4, 2007 meeting minutes, and was signed for certification.

1. Robert Chapin provided an update for the 2007 projects as noted below.

<u>2007 Maintenance Projects</u>	<u>Status</u>
Painting	Project complete, 24 units/year 2007
Sidewalk repairs	Project tabled until another concrete project is scheduled
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	Will be readdressed when foliage is off the plants.
Fence along Indian River Rd. damage @ bottom	Committee project
Install flashing around sign posts	Committee project

2. A motion was made and seconded that for all for future recording of the Maintenance Committee Minutes, the prior months' community inspection findings will be recorded as an Addendum to the Maintenance Committee monthly minutes.

3. 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

4. Committee budget report:

A. The budget report through August 2007 was distributed and discussed.

Total expenditures	\$49,902.09
Swimco to replace caulk around pool	\$1,080.00
Evans Construction repair erosion & sidewalk at 1540 and 1520 CSW	\$625.34
Total obligated funds	\$51,607.43
Budgeted funds	\$62,449.92
Unobligated budget	\$10,842.49
Estimate for trim rot repairs & painting	\$3,000.00
Available budget	\$7,842.49

5. Other Unfinished Business:

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

6. New business:

- A. Volunteers are needed and the community will be asked for support. An announcement will be made at The Commons Condo Association budget review meeting scheduled for October 16, 2007.
- B. The schedule for reviewing Repair Requests was discussed and agreed upon.  
Barbara Rackley: 10/14-20/07  
Fred Martin: 10/21-27/07  
Robert Chapin: 10/28-11/03/07
- C. A motion was made and carried changing the monthly Committee meeting time to 7:30 p.m. on the first Thursday of each month.
- D. Next inspection is scheduled for: October 11, 2007 at 6:30 p.m.
- E. Next meeting is scheduled for November 1, 2007 at 7:30 p.m. at the Cabana.

A motion was made and seconded to adjourn the meeting at 7:00 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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**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.

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