

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

Location: The Commons Cabana, 1400 Pebblebrook Way, Virginia Beach, VA.

Call to Order: Robert Chapin called the meeting to order at 7:30 p.m.

Attendance: Robert Chapin, Acting Chair
Fred Martin
Mark Schneier

Absent: None

Prior meeting minutes: Meeting minutes for September 10, 2009 were approved as submitted.

1. The Chair provided an update for the 2008/2009 maintenance projects as noted below.

Maintenance Projects for 2009:	Status
Painting:	Painting is underway! 2009 units to be painted are: 1568 to 1641 CSW.
Sidewalk Repairs	Project completed.
Asphalt Sealcoat	No Change: Some road cracks may need sealing this fall.
West Bank Collapse	Need to follow up on the two other spots: north of bridge and north end of BMP. Select Group is waiting for a SOW.
Aeration pumps	Overhaul completed 2/28/09.
Fence Along Indian River, Bottom Damage	MaintComm must initiate SOW
Install Flashing Around Community Signage:	No change. Tom Pelech and Mark Schneier have repainted and "collared" all of the short signs. The taller street signs will be painted and collared in place. Robert owes a post cap to Mark Schneier.
Trim Replacement Contract	Two items remain on the SOW: 1481 CSW and 5241 SCW.

2. **Community Inspection Results:** Last inspection May 16, 2009

3. **Committee Budget Report:** Updated report not available.
4. **Unfinished Business:**
- Inspection Check list: On hold
 - House numbers project: Project continues. House numbers for 1504 to 1556 installed 9/26
 - Canvassing for Committee members:
New member, Secretary and Chairperson (Continuing effort required)
 - Maintenance Plan for 2009: Plan reviewed. No changes in priority were suggested.
 - Community signage: Short signs done.
 - Fire Hydrants: Three hydrants painted, thanks to Mark and Ed Voorhees.
 - Outstanding Repair Requests: Still needs resolution.
- Roof Survey Issues: Uncertainty over the most pressing needs has not been resolved. The issue is in the Acting Chairman's lap.
5. **Other Old Business:**
- 1. How to keep repair status current. Tabled pending discussions with SG.
 - 2. Plan for House numbers. 2 cul-de-sac project to be scheduled.

6. **New Business:** None

7. **Next meetings:** Inspection: Not scheduled.

House numbers: Saturday, 11/7/2009, 0900, @1556 SCW.

Meeting: November 12th at 7:30 pm @ the Cabana (2nd Thursday)

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

Respectfully submitted,

Robert W. Chapin, Jr.
Acting Chairman, Maintenance Committee

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

signed Robert Chapin
Robert Chapin

Date: 12/10/2009

Attachment A: Maintenance Plan 2009

Attachment A:

MAINTENANCE PLAN FOR 2009						
				2,009		
Project	Priority	Est. Cost	Actual Cost	Completion	Status	
Maintenance Committee	Priority					
Budget		\$ -				
Buildings, Fences, & Grounds						
Budget		\$ 20,000.00				
Unit Repairs	1	\$ 8,550.00				
Roof Repairs	2	\$ 4,000.00				
Storm Drain Cave-in	3	\$ -				RR
General Repairs	4	\$ 2,000.00				
Road Crack Sealing	5	\$ 500.00				
Signage	6	\$ 250.00				
Fence Bottom on Indian River	7	\$ 500.00				
Bridge End Repairs	8	\$ -				RR
House Numbers	9	\$ 200.00				
Pressure Wash Houses	10	\$ -				
Totals		\$ 16,000.00				
Painting						
Budget		\$ 40,000.00				
Painting		\$ 40,000.00				under contract
Totals		\$ 40,000.00				
Unobligated Funds		\$ -				
Pool						
Budget		\$ 6,700.00				
x Pool Service		\$ 5,000.00				under contract
Winter Maintenance		\$ 775.00				
Repairs		\$ 300.00				est.
Cleaning Supplies		\$ -				
Total		\$ 6,075.00				
Total Operating Budget		\$ 66,700.00				
Totals		\$ 62,075.00				
REPLACEMENT RESERVE FUNDED PROJECTS						
Trim Replacement		\$ 2,000.00				
Storm Drain		\$ 6,102.36				Completed