

**MEETING MINUTES
MAINTENANCE COMMITTEE MEETING
DECEMBER 6, 2007**

Location: The Commons Clubhouse

Call to Order: Robert Chapin called the meeting to order at 7:31 p.m.

Attendance: Robert Chapin
Fred Martin
Barbara Rackley

Prior meeting minutes: A motion was made and seconded approving the October 31, 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	JG Evans bid approved 08/21/07
Repairs to manhole at 1585 CSW	Tabled by Board of Directors pending demonstrated need
Pool crack repair	Project completed
Roof vent collar replacement	Tabled by Board of Directors pending demonstrated need
Asphalt crack filling	Project completed
Asphalt seal coat (It was noted to follow-up w/UPA for the status of this project.)	Branche Industries bid approved 08/21/07
West bank collapse	Need quotes
Fence along Indian River Rd. damage at bottom	Need quotes
Install flashing around sign posts	Committee project

2. 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
3. A discussion was conducted regarding the items observed during the November 24 inspection. The Maintenance Committee recommends that the Board of Directors notify United Properties to request Dominion Virginia Power to repair the utility junction boxes that do not securely close. United Properties should also notify the landscape contractor and instruct the contractor to take extra care when performing work near the junction boxes as to not damage the utility junction boxes.
4. The trim repair bid was discussed and the Maintenance Committee recommends that United Property rebid this project to obtain more competitive pricing.
5. It was suggested that upcoming projects should be bid and contracted during the winter months in order to obtain better pricing and then contracted so work can promptly commence when weather permits.
6. The development of a 2008 Maintenance Plan was discussed. This Plan will evolve from the physical inspections, and will be review and developed in the upcoming months.
7. The Repair Request assigned duty roster was cancelled. The Committee members regularly monitor communications.
8. Committee budget report:
 - A. The budget report through October 2007 was distributed and discussed.
9. Other Unfinished Business:
 - A. The house number project is tabled.
 - B. Inspection checklist and report: The checklist is being developed.
 - C. Canvassing for new Committee members continues.

10. New business:
A. It was agreed to cancel the December inspections .
B. Next meeting is scheduled for January 3, 2008 at 7:30 p.m. at the Cabana.

A motion was made and seconded to adjourn the meeting at 8:13 p.m.

Respectfully submitted,

Barbara A. Rackley

Barbara A. Rackley
Maintenance Committee Member

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

Robert Chapin

Date:

Jan 3, 2008

**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)

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