

**MEETING MINUTES  
MAINTENANCE COMMITTEE MEETING  
FEBRUARY 11, 2010**

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

**Call to Order:** Robert Chapin called the meeting to order at 7:34 p.m.

**Attendance:** Robert Chapin, Chair  
Fred Martin

**Absent:** Mark Schneier  
Jeffrey Mosher, Board Liaison

**Prior meeting minutes:** Meeting minutes for January 14, 2010 were approved as presented.

**Executive Summary:** No actions taken. Ongoing projects delayed pending an improvement in the weather and the return of the Chairman from his travels.

<b>Maintenance Projects for 2009:</b>	<b>Status</b>
Painting:	2010 units to be painted are: 5209 to 5293 CSW, 1537 to 1549 PBW.
Asphalt Sealcoat	Window of opportunity missed; too cold to apply crack sealant at this time. Needs reevaluation next spring.
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	Next overhaul due 2011.
Fence Along Indian River, Bottom Damage	MaintComm must initiate SOW
Install Flashing Around Community Signage: & Signage Painting:	Tom Pelech and Mark Schneier have repainted and "collared" all of the short signs. Three of the taller street signs remain to be painted and collared in place. Robert owes a post cap to Mark Schneier. At this point, the two projects are combined. Stop sign has been moved. Painting is delayed until warmer weather.

Fire Hydrants: Three hydrants painted, thanks to Mark and Ed Voorhees, one to go pending warmer weather.

Trim Replacement Contract Inspection and SOW needed in the Spring of 2010 to repair/replace trim before painting begins in early fall.

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: House numbers for 1537 to 1562 CSW (Five cul-de-sacs) plus the two extra boards for the two units at the front of the community are available and need to be installed as weather permits (probably after March)

Canvassing for Committee members:

New member, Secretary and Chairperson (Continuing effort required)

Maintenance Plan for 2010: A Maintenance Plan for 2010 was approved except for the money allocated to the Indian River fence bottom which requires additional consideration.

Outstanding Repair Requests: Unknown. SG asked to provide Maintenance logs

Roof Survey Issues: Uncertainty over the most pressing needs has not been resolved. The issue is in the 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: Not scheduled.

Meeting: No meeting will be held in March due to the planned absence of the Chair. Next meeting will be March 8<sup>th</sup> at 7:30 pm @ the Cabana (2<sup>nd</sup> Thursday)

8. **Adjournment:** Fred Martin moved adjournment; the motion was seconded and approved. The meeting adjourned at 7:44 pm.

Respectfully submitted,

Robert W. Chapin, Jr.  
Chairman, Maintenance Committee

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

**Signed** \_\_\_\_\_  
**Robert Chapin**

**Date:** 4/8/2010

Attachment A: Maintenance Plan for 2010

Attachment A: Maintenance Plan 2010

<b>MAINTENANCE PLAN FOR 2010</b>						
				<b>2,009</b>		
<b>Project</b>	<b>Priority</b>	<b>Est. Cost</b>	<b>Actual Cost</b>	<b>Completion</b>	<b>Status</b>	
Maintenance Committee	Priority					
Budget		\$ -				
<b>Buildings, Fences, &amp; Grounds</b>						
Budget		\$ 26,250.00				
Unit Repairs		\$ 10,000.00				
Roof Repairs		\$ 6,000.00				
General Repairs		\$ 5,650.00				
Interior Repairs						
Road Crack Sealing		\$ 2,000.00				
Signage		\$ 100.00				
Fence Bottom on Indian River		\$ 1,800.00				
House Numbers		\$ 700.00				
Pressure Wash Houses		\$ -				
Totals		\$ 26,250.00				
<b>Painting</b>						
Budget		\$ 40,000.00				
Painting		\$ 40,000.00	\$ 40,000.00			under contract
Totals		\$ 40,000.00				
Unobligated Funds		\$ -				
<b>Pool</b>						
Budget		\$ 8,000.00				
Pool Service		\$ 5,000.00	\$ 5,000.00			under contract
Winter Maintenance		\$ -				
Repairs		\$ 1,200.00				
Cleaning Supplies		\$ 200.00				
Total		\$ 6,400.00				
Total Operating Budget		\$ 74,250.00				
Total Projected Spending		\$ 72,650.00				
<b>REPLACEMENT RESERVE FUNDED PROJECTS</b>						
Trim Replacement		\$ 3,500.00				
Trellis Repairs		?				