

**MEETING MINUTES
MAINTENANCE COMMITTEE MEETING
APRIL 8, 2010**

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, Chair
Fred Martin
Mark Schneier

Absent: Jeffrey Mosher, Board Liaison

Prior meeting minutes: Meeting minutes for February 11, 2010 were approved as presented.

Executive Summary: No significant actions taken.

Maintenance Projects for 2010:	Status
Painting:	No change. 2010 units to be painted are: 5209 to 5293 CSW, 1537 to 1549 PBW.
Asphalt Sealcoat	No change. Needs reevaluation this summer in time to allow application if warranted.
West Bank Collapse	No Change. Select Group is waiting for a SOW.
Aeration pumps	No Change. Next overhaul due 2011.
Fence Along Indian River, Bottom Damage	No Change. MaintComm Chmn. must initiate SOW
Install Protection Around Community Signage: & Signage Painting:	No Change. 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:	Project finished, thanks to Mark Schneier.

Trim Replacement Contract No Change. 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: To be removed as unfinished business.

House numbers project: No Change. 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:

No Change. New member, Secretary and Chairperson (Continuing effort required)

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

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:** House numbers: Not scheduled.

Trim inspection: Scheduled for April 17th, 0900, to meet in the vicinity of 5209 SCW.

Next meeting will be May 13th at 7:30 pm @ the Cabana (2nd Thursday)

8. **Adjournment:** Fred Martin moved adjournment; the motion was seconded and approved. The meeting adjourned at 7:56 pm.

Respectfully submitted,

Robert W. Chapin, Jr.
Chairman, Maintenance Committee

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

Signed _____
Robert Chapin

Date: May 13, 2010

MAINTENANCE PLAN FOR 2010						
				2,009		
Project	Priority	Est. Cost	Actual Cost	Completion	Status	
Maintenance Committee	Priority					
Budget		\$ -				
Buildings, Fences, & Grounds						
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				
Painting						
Budget		\$ 40,000.00				
Painting		\$ 40,000.00	\$ 40,000.00			under contract
Totals		\$ 40,000.00				
Unobligated Funds		\$ -				
Pool						
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				
REPLACEMENT RESERVE FUNDED PROJECTS						
Trim Replacement		\$ 3,500.00				
Trellis Repairs		?				