

**MEETING MINUTES
MAINTENANCE COMMITTEE MEETING
MAY 13, 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
Jeffrey Mosher, Board Liaison

Absent: No one.

Prior meeting minutes: Meeting minutes for April 8, 2010 were approved as presented.

Executive Summary: No significant actions taken. Question to the Board: when will the west bank be repaired?

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 SOW submitted to the Board.

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 Inspection and SOW needed in the spring of 2010 to repair/replace trim before painting begins in early fall. The inspection scheduled for April 17th did not happen because the Chairman forgot it!

Committee Budget Report: Updated report not available.

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

Other Old Business:

1. How to keep repair status current. SG has provided a copy of the "Work Order History" dated 3/16/2010. The Chair will see how this report can be used to update his files.

2. Plan for House numbers. A two cul-de-sac project to be scheduled after Trim Survey is completed.

New Business: None

Next meetings:

House numbers: Not scheduled, pending completion of the Trim Survey.

Trim inspection: Rescheduled for May 23rd , at 1300 at the Chairman's house.

Next meeting will be June 8th at 7:30 pm @ the Cabana (2nd Thursday)

Adjournment:

Mark Schneier moved adjournment; the motion was seconded and approved. The meeting adjourned at 7:45 pm.

Respectfully submitted,

Robert W. Chapin, Jr.
Chairman, Maintenance Committee

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

Signed
Robert Chapin

Date: June 10, 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 | | \$ - | | | | |
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| | | | | | | |
| 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 | | | | |
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| REPLACEMENT RESERVE FUNDED PROJECTS | | | | | | |
| | | | | | | |
| Trim Replacement | | \$ 3,500.00 | | | | |
| Trellis Repairs | | ? | | | | |
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