

**MEETING MINUTES  
MAINTENANCE COMMITTEE MEETING  
AUGUST 6, 2009**

**Location:** The Commons Cabana

**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 July 2, 2009 were approved as submitted.

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

| <b>Maintenance Projects for 2009:</b>         | <b>Status</b>   |
|---|---|
| Painting:                                     | No change: Painting is finished for 2008. Regular painting is scheduled for September.<br>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,<br>Bottom Damage    | MaintComm must initiate SOW   |
| Install Flashing Around<br>Community Signage: | Project to be expanded. Summer Project. Tom Pelech is experimenting with a wooden collar.   |
| Trim Replacement Contract                     | Trim on 1568 to 1641 CSW inspected by Committee on 3/21. Smooth/Final list approved and submitted to SG at June Board meeting for bid.    |

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

3. **Committee Budget Report:** An Unobligated Balance Report was not available because the effects of the transition to The Select Group.
4. **Unfinished Business:**
- Inspection Check list: On hold
  - House numbers project: Project continues. An August work session to be scheduled at the end of the meeting.
  - Canvassing for Committee members: New member, Secretary and Chairperson (Continuing effort required)
  - Maintenance Plan for 2009: Not reviewed. Maintenance Plan is appended to these minutes.
  - Community signage: Needs plan
  - Fire Hydrants: Needs plan. Mark Schneier is experimenting with what it takes to paint a fire hydrant.
  - Outstanding Repair Requests:
    - 1413 PBW Audrey: Roof leak and downspout
    - 1477 CSW Rackley: Rotten trim
    - 1477 CSW Rackley: Gutter overflow
    - 1477 CSW Rackley: Siding
    - 1489 CSW Willis: ?
    - 1493 CSW Brown: Gutter
    - 1504 CSW Harold: Common light broken
    - 5241 SCW Shayne: Fascia repairs
    - 1537 CSW Payton: Roof leak
    - Pond Aerator: GFCI tripped
    - 1481 CSW Thurston: Bird nests
    - 1405 PBW Williams: Roof leak

Roof Survey Issues: Referred to SG for advice. Still under consideration.
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.
  3. Plan for community signage. Tom Pelech is working a wooden collar.
  4. Plan for fire hydrants. Mark has discussed the hydrant color scheme with the City authorities to discover that City hydrants have white tops, private hydrants have royal blue tops. Tom



| <b>MAINTENANCE PLAN FOR 2009</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                                     |                 | \$ 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     |                    |                   |               |                |
|  |                 |                  |                    |                   |               |                |
|  |                 |                  |                    |                   |               |                |
| <b>Painting</b>                            |                 |                  |                    |                   |               |                |
| Budget                                     |                 | \$ 40,000.00     |                    |                   |               |                |
| Painting                                   |                 | \$ 40,000.00     |                    |                   |               | under contract |
| Totals                                     |                 | \$ 40,000.00     |                    |                   |               |                |
| Unobligated Funds                          |                 | \$ -             |                    |                   |               |                |
|  |                 |                  |                    |                   |               |                |
| <b>Pool</b>                                |                 |                  |                    |                   |               |                |
| 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     |                    |                   |               |                |
|  |                 |                  |                    |                   |               |                |
| <b>REPLACEMENT RESERVE FUNDED PROJECTS</b> |                 |                  |                    |                   |               |                |
|  |                 |                  |                    |                   |               |                |
|  |                 |                  |                    |                   |               |                |
| Trim Replacement                           |                 | \$ 2,000.00      |                    |                   |               |                |
| Storm Drain                                |                 | \$ 6,102.36      |                    |                   |               | Completed      |