

**MEETING MINUTES
MAINTENANCE COMMITTEE MEETING
SEPTEMBER 10, 2009**

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

Call to Order: Robert Chapin called the meeting to order at 7:40 p.m.

Attendance: Robert Chapin, Acting Chair
Fred Martin
Mark Schneier

Absent: None

Prior meeting minutes: Meeting minutes for August 6, 2009 were approved as submitted.

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

Maintenance Projects for 2009:	Status
Painting:	No change: Painting is finished for 2008. Regular painting is scheduled for September. A meeting with Target Group is required and the trim must be replaced before painting. 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, Bottom Damage	MaintComm must initiate SOW
Install Flashing Around Community Signage:	Project to be expanded. Summer Project. Tom Pelech and Mark Schneier have repainted and "collared" all of the short signs. The taller street signs will be painted and collared in place. Robert owes a post cap to Mark Schneier.
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. The list was resubmitted to

SG at the August Board meeting with the authority to let a contract for repairs not to exceed \$2,500.

2. **Community Inspection Results:** Last inspection May 16, 2009
3. **Committee Budget Report:** The Unobligated Balances Report was reviewed. The Maintenance Committee has \$ \$6,606.58 left in the budget and a roughly estimated requirement for ongoing repairs of about \$8-9 K.
4. **Unfinished Business:**
 - Inspection Check list: On hold
 - House numbers project: Project continues. An September work session to be scheduled at the end of the meeting. The scheduled August work session did not happen because of schedule conflicts.
 - Canvassing for Committee members:
 - New member, Secretary and Chairperson (Continuing effort required)
 - Maintenance Plan for 2009: Plan reviewed. No changes in priority were suggested. It was noted that the Plan has been remarkably accurate in forecasting demand for repair dollars.
 - Community signage: Needs plan
 - Fire Hydrants: A "repainting protocol" has been developed and the northeast hydrant has been repainted. The next hydrant is the southeast hydrant.
 - Outstanding Repair Requests: Accurate information on the status of repairs has not been available. This information issue needs resolution. House numbers need to be attached to the Cash Disbursements Journal.
 - Roof Survey Issues: Uncertainty over the most pressing needs has not been resolved. The issue is in the Acting 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.

MAINTENANCE PLAN FOR 2009						
				2,009		
Project	Priority	Est. Cost	Actual Cost	Completion	Status	
Maintenance Committee	Priority					
Budget		\$ -				
Buildings, Fences, & Grounds						
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				
Painting						
Budget		\$ 40,000.00				
Painting		\$ 40,000.00				under contract
Totals		\$ 40,000.00				
Unobligated Funds		\$ -				
Pool						
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				
REPLACEMENT RESERVE FUNDED PROJECTS						
Trim Replacement		\$ 2,000.00				
Storm Drain		\$ 6,102.36				Completed