

# RAC Maintenance Committee Meeting Minutes

February 20, 2020

Chair: Doug Atkins    Secretary: Doug Atkins    Mgmt: Siby Thadathil

Members Present- Jean Aronson, Pearl Birnbaum, Sarah Chambers, Sandra Fleming, Marty O'Neill, Richard Meredith, Jerry Titsworth.

Absent- Al Hurlbrink\*, Dick Portenga\*, Tom Dixon, Roger Hassard\*, Ron Sweet (RAC)\*, Bob Youngblood \* (excused\*).

A quorum being present, The Chairman called the meeting to order at 1:01 p.m.

The minutes of the previous meeting were approved as revised since no additions or corrections were received during the 7-day comment period.

Doug overviewed the process of e-mailing LaVinia and Siby during the month and copying Doug/Secretary and any assigned Committee member if in their area.

In prior discussions between Doug and Siby, Siby has agreed to put an ECD on aged DB issues which have been on for 6 months or more. These aged DB issues will be colored-coded a pinkish red. **Action: Siby for 3/12/20 Meeting**

Siby handed out an updated DB report and reviewed all of the completed items. Members provided feedback on a few items that needed attention (still open).

Each member overviewed and discussed the new issues that they have observed. Siby thanked members for their feedback and all formally presented issues will be incorporated into the February DB report available later in the month.

Siby provided a brief overview of the kitchen renovation effort with the ECD now later than previously estimated due to a hood problem. He also said that in the next couple of weeks, a number of dying pine trees will be cut down and remove.

The meeting adjourned at 2:02 p.m. The next meeting is scheduled for **1:00 p.m.** on Thursday, March 12, 2020, in the Club Room.

Respectively submitted by Doug Atkins, Secretary (633-2562)



### MAINTENANCE COMMITTEE DATA BASE

2/20/2020

DATE	LOCATION	PROBLEM	ACTION
		<b>OPEN PROJECTS</b>	
20-Sep-18	GVT Area	Pickle Ball Court - need access walkway to rest rooms	on hold
11-Oct-18	FP	Eaves over pool patio rusting badly in places	2020
11-April-19	Outside Grounds	Open areas to left and right of car parking sheds need new plantings	C & S working
13-Jun-19	D & E Wings	Elevator paneling scraped badly.	2020 capital project
13-Jun-19	GVT Spa	Spa running unattended. Need exit reminder signs or timer adjustmt.	quoting
11-Jul-19	Bldg 6	Front pillars need painting.	in progress
11-Jul-19	Gazebo	Need sidewalk extended west to street (Freedom Plaza Circle).	on hold until after kitchen
8-Aug-19	GVT pool	Deck surface coating cracking at expansion joint across from spa (2nd location).	work order art
8-Aug-19	GVT 8	Gutter Torn Open, Over Inward Facing Golf Cart Garages on N. Side. Repair	working
8-Aug-19	GVT 7	Palm Tree Missing, Right Side of Front Island. Replace	spring time
17-Oct	4th Floor old Res office	Glass door surface needs to redone	work order
17-Oct	3rd Floor Conf Rm	Walls need touch up	working
17-Oct	Grille	Baseboards need paint (several areas)	working
17-Oct	GVT 8	Window Sill Separating from Wall, 2nd Floor, Front Side, South Most Window	working
17-Oct	GVT 8	Sprinklers Behind Bldg. Need Complete Reevaluation, Redesign and Repair	quoting
17-Oct	GVT 7	Downspout not properly attached to wall, SW Corner of Golf Cart Garages, N end of Bldg.	cs working
17-Oct	GVT 7	Gutters on Both Golf Cart Garage Clusters, N & S Ends of Bldg, Need Debris Removed	working
17-Oct	GVT 7	Downspout not attached to wall Bracket and opening is bent, S End of Bldg, near door	working
17-Oct	GVT 7	Downspout opening bent, SE Corner of Bldg	working
17-Oct	Back of PW	Rust and/or mold on gutters across from entrance to building 908	working
17-Oct	Back of PW	Clean gutters-grass growing in gutters by trees across from entrance to 908	working
17-Oct	Plaza West	Dining Room-Ceiling tile at entrance door	which one
17-Oct	Plaza West	Pantry-Cabinets should be replaced-discolored, drawers loose/blocked, hinges loose	which one
17-Oct	Plaza West	Pantry-Ceiling tiles missing over refridator	which one
12-Dec-19	Nile Door	Renovation traffic taking its toll. Runner keeps door from closing and locking.	working

12-Dec-19	Jade Door	Lock fixed to preclude locking	working
12-Dec-19	6th Floor	Broken ceiling tile in B-C Laundry Room	reported done but open
12-Dec-19	6th Floor	Water stained ceiling tile in Laundry Room	reported done but open
12-Dec-19	1st Floor	Laundry Room-Water damage to walls by utility sink.	working
12-Dec-19	7D	Small gouges in wall near and across from laundry room	reported done but open
12-Dec-19	Bldg 7	South center replacement new car O/H door needs to be painted (still original white).	working
12-Dec-19	Bldg 9	1st floor in bottom stairwell (northside) has 12+" circular drip spot on floor (needs sand/repair)	working
12-Dec-19	Fitness Center	Northside gable molding peeling 12-18" away from building on L/H lower corner.	working
12-Dec-19	Nature Trail	Overhanging trees on 'dusty trail" between pond & golf cart bridge need trimming.	after first of year
12-Dec-19	Bldg 5 & 6	Front walkway plantings look bad	after first of year
12-Dec-19	Bldg 5	Crack over garage hallway door (206-2)	working
		<b>PROJECTS REPORTED COMPLETE BUT STILL OPEN</b>	
8-Nov-18	GVT 5	Gutter board is gone at end -- looks bad (gap still there 7/11/19)	see Ted B. @ 5-306 for loc
14-Feb-19	Bldg 6 & 7	Bushes by parking lot need to be filled in. Large open gaps.	C & S working
11-April-19	GVT 7 & 8	Dead border bushes need to be replaced.	C & S working
8-Aug-19	Atrium	Lamp cords running to outlets behind sofas are tripping safety hazzards.	working
8-Aug-19	GVT 8	Crushed nearly closed downspout, N end of bldg. near Breezeway. Straighten	working
8-Aug-19	GVT 8	Bent Downspout, N End of Bldg. near East Wall. Straighten	working
8-Aug-19	GVT 7	Downspout Not Attached to wall, At Entrance on Right Wall, Attach	working
8-Aug-19	GVT 7	Downspout Not Properly Attached to wall, On Front Wall, Right Side, Attach	working
12-Sep-19	GVT 8	Downspout bent at bottom, N end of Bldg., SW corner of golf cart garages. Straighten	working
12-Sep-19	GVT 8	Palm Trees in Front Island needs pruning	working
17-Oct	Plaza-Nile Door	Paint around the knob & latch missing. Rusting.Renovation traffic will not help this!	after reno
17-Oct	Atrium	L/H bathroom next to dining entrance-pad missing from underside of toilet seat.	reported done but open
17-Oct	Plaza Pool	Loose wires hanging down from wall across from windows	reopened
17-Oct	Atrium bathrooms	Pipe cover sleeve under sink dirty	reopened
17-Oct	2rd Floor Deck	Bat droppings on front left corner of deck	after gutter project
17-Oct	Bldg 6 & 7	Porch floor needs pressure washing where mats were removed	reported done but open
17-Oct	GVT 8	Dried Water Stain on Hall Ceiling, 1st Floor, S. End of Bldg., Outside Door 207K	reported done but open
17-Oct	GVT 8	Water Stain & Dry Wall Damage on Hall Ceiling 1st Floor, Outside Door 303-O	reported done but open
		<b>NEW PROJECTS</b>	

9-Jan	Williamsburg	Landscape deters emergency door egress-needs pruning.	
9-Jan	Williamsburg	Partial ceiling tile panel missing in corner near R/H window.	
9-Jan	Maui	Base of entry totems damaged.	
9-Jan	Grille	Largest table near outside exit needs chair or baseboard rail.	
9-Jan	Grille	Raingutter near pines needs cover to prevent needle clogs.	
9-Jan	B-C Stairwell	First floor landing has restaurant equipment & debris	
9-Jan	2nd Floor Deck	Rust from table bases staining deck.	
9-Jan	Auditorium	(11) ceiling tiles stained and need replacing.	
9-Jan	Auditorium	Need handrails on outside of steps to stage.	
9-Jan	B-C Wing	5th floor laundry room vent return open/needs filter.	
9-Jan	3D	Wall 120 V receptical bent - needs attention	
9-Jan	4D	Ceiling panel between 431 and 433 not fitted	
9-Jan	4D	Ceiling panel by fire door is damaged	
9-Jan	5D/E	Restroom door shuts too fast	
9-Jan	6D	Ceiling panel out of place by 630	
9-Jan	Nile Door	Locking mechanism is disassembled. Doesn't appear to be lockable. See attached	
9-Jan	Jade Door	Locking mechanism is disassembled. Doesn't appear to be lockable. See attached	
9-Jan	1DE Center	Junk stored. See attached photos	
9-Jan	outside 1DE center	Junk stored. Door needs painting. Payment filthy. See attached photos	
9-Jan	6 E Door	quarter sized paint chip into metal.	
<del>9-Jan</del>	<del>GVT 8</del>	Entrance Lamp Post not on after dark	
9-Jan	GVT 8	Golf Cart Garage Door, Needs to be Painted, Still replacement White, N. End of Bldg.	
9-Jan	GVT 8	Second Floor Thermostat Cover Fallen off Thermostat, Can't Read Actual Temp	
<del>9-Jan</del>	<del>GVT 8</del>	Prune <del>Down</del> Balm Frond, Entrance of Bldg.	
<del>9-Jan</del>	<del>GVT 8</del>	Trash Room Doors on 2nd & 3rd Floor Squeak. Lubricate Hinges.	
<del>9-Jan</del>	<del>GVT 8</del>	Ceiling Lights outside 1st Floor Doors 306J & 207K Are Too Dim	
<del>9-Jan</del>	<del>GVT 8</del>	Weeds in flower bed at Entrance Bldg. Need to be Sprayed	
<del>9-Jan</del>	<del>GVT 8</del>	Weeds around Generator Need to be Sprayed	
<del>9-Jan</del>	<del>GVT 7</del>	Downspout not properly attached to wall, S. End of Bldg., Near Breezeway. Screw Missing	
<del>9-Jan</del>	<del>GVT 7</del>	Water Stain in Ceiling, 1st Floor, Over Mech 102 Door. Needs Painting	
<del>9-Jan</del>	<del>GVT 7</del>	Emergency Light, 2nd Floor, Adjacent to Mech 207 Door, Not Light When Button Pushed.	

9-Feb	GVT 7	Repairs and Stains Above Light Needs Paint, 2nd Floor Stairwell, S. End of Bldg.
9-Jan	GVT 7	Area Around Light Switch Needs Paint, 2nd Floor Stairwell, S. End of Bldg.
20-Feb	Plaza Door #4	Outside streetlight out.
20-Feb	Nile & Jade	Rugs soiled at emergency exits.
20-Feb	Tea Rose	(2) bulbs out on rear chandelier.
20-Feb	Dinning Entrance	Swinging door (normally open) is banged up.
20-Feb	Grille	Entrance to "behind the counter" has banged up base molding and wall.
20-Feb	1B	Trash room needs paint.
20-Feb	3D Door	Door closes but latch does not catch.
20-Feb	Tea Rose Door	Bottom corner of door is damaged. Door closes and latches properly.
20-Feb	3D	Stairs Entry badly rubbed on left side
20-Feb	4D	Loose ceiling tiles by Fire Doors
20-Feb	5D	Laundry Room Door - no resistance when opening
20-Feb	6E	Water Stained ceiling tile (across from Storage Room)
20-Feb	E741	Entry Overhead light cover is missing
20-Feb	B7	Metal door across from stairwell entrance dented and beat up at knob.
20-Feb	B5	Hall wall has damage near #504 and #507.
20-Feb	B-C 4	Change bathroom fan filter (normally washed by Maint).
20-Feb	Floor 3	Bathroom flush handle hangs up causing toilet to run (near offices).
20-Feb	Club Room	Side table under TV needs touchup stain.
20-Feb	Stairwells	Some of handrails need to be painted as paint is chipped off.
20-Feb	B-C 2	Bathroom sink has large crack.
20-Feb	Billiards Room	Ceiling tile not in place.
20-Feb	2nd Floor Deck	Tables disintegrating (tops broken/bottoms rusty). Chair cushions molded.
20-Feb	Grille	Spray paint baskets (silverware, etc.), walls scarred, brown trim needs touchup.
20-Feb	GVT 5	East side broken & open garage door.
20-Feb	GVT 5	Fences around water softeners need to block view from street/parking lot.
20-Feb	GVT pool	Sidewalk between street & tree is broken (trip hazard).
20-Feb	GVT 8	Trash Room Lights on 1st, 2nd & 3rd Floor Stay on way too long. Need Adjustment.
20-Feb	GVT 8	The Lamp Post in front of the bldg. have one of the three bulbs not lit at night
20-Feb	GVT 8	Electrical Outlet on S. Wall of Entrance, Cover Off and No Outlet Inside Box

20-Feb	GVT 8	Potted Plants in Parking Area S. of Bldg. Are Unightly. Maintain or Remove	
20-Feb	GVT 8	Weed at Base of Wall, S. End of Bldg., Near Doorway. Spray	
20-Feb	GVT 8	Shrubs Behind Bldg. 8 Are Dying. Probably the Sprinkler System	
20-Feb	GVT 8	Small Area on Wall, Above Exterior Door at N. End Breezeway, Needs Paint	
20-Feb	GVT 8	Emergency Light, 1st Floor, Outside Garage Door 203P, Not Light when Button Pushed	
20-Feb	GVT 8	Paint on Inside of Front Door is Scraped Off. Sand & Repaint.	
20-Feb	GVT Entrance	Juniper on Both Sides of Entrance Have Dead Junipers, Weeds & Vines. Remove/Replace.	
20-Feb	GVT Fitness	Television Picture, Poor Quality on CNN Channel 29. Others Channels Seem Ok	
20-Feb	GVT 7	The Drain Behind Apt 104 Slopes so the Water Drains Back toward the Building	
20-Feb	GVT 7	Shrubs Behind Apt 104, Next to Hibiscus, One Dying, One Missing	
20-Feb	GVT 7	Shrubs Behind Apt 102, Next to Hibiscus, One Dying, One Missing	
20-Feb	GVT 7	Paint on Wall Chipped and Marred, 2nd Floor, Across from Elevator	
20-Feb	Bldg 9	Dead bush at R/H front corner (southside) by water softener tank needs replacing.	
20-Feb	Bldg 9	Back L/H (northside) Exit door from stairwell does not latch when closing.	
20-Feb	Bldg 9	The access card reader on the R/H back stairwell exit door is partially dislodged.	
20-Feb	Bldg 10	In the front R/H entryway flower bed, the begonias are completely gone (also some on L/H	
20-Feb	Bldg 10	Back R/H (southside) Exit door from stairwell does not latch when closing.	
20-Feb	Bldg 10	Front R/H (southside) Exit door from inside hallway does not latch when closing.	
20-Feb	Front of PW	Stain on wall by down spout in SE corner of building	
20-Feb	Back of PW	Pant or replace propane tank	
20-Feb	Plaza Club	Several areas on the walls to the right of the main entrance where cracks were patched	
20-Feb		need smoothing and repaint	
<b>PROJECTS COMPLETED SINCE LAST MEETING</b>			
11-Oct-18	GVT 5	Water softener problem - Master ON / Slave OFF	done
11-April-19	GVT 7 & 8	Water softener picket fence falling over.	done
11-April-19	Bldg 7	Repaint entire water stained hallway ceiling adjacent to #306 garage dr.	done
9-May-19	Bldg 6	South (R/H) front door possibly opening on its' own.	done
13-Jun-19	748E	Dirt with plants growing in gutter visible to residents. Clean gutters.	done
11-Jul-19	Bldg 7 & 8	Fences around water softeners either need to be fixed or removed.	done
8-Aug-19	1st Floor	Laundry Room-wall behind/beside utility sink needs repair/painting	done
8-Aug-19	Grille	Need new slides on chairs.	done

8-Aug-19	GVT 8	Water Softener Motor Cover Not Covering Motor. Recover	done
8-Aug-19	GVT 8	Water Softener Salt Container Missing Cover. Recover	done
8-Aug-19	GVT 8	Garden Hose Faucet Leaking, At Water Softener. Repair Leak	done
17-Oct	Maui Door	Doesn't close completely. Looks closed but does not latched.	done
17-Oct	Bldg 10	3rd floor R/H door to stairwell has too much tension (very hard to push open).	done
17-Oct	TeaRose Door	Door slams closed too forcefully. Adjust closer.	done
17-Oct	4 B	Bathroom door auto-close is stiff and takes too long to close	done
17-Oct	4E	Fire door scratched	done
17-Oct	Card Room	Window sills damaged from chairs need touch up	working on better solution
17-Oct	Library	Drooping ceiling tile @ square light	done
17-Oct	Grille	Holes in wall need repair	done
17-Oct	Grille	Green paint bubbling back dining area	done
17-Oct	Grille	Loose outlet area at coffee pots	done
17-Oct	Atrium	Electric cord trip hazard behind (2) sofas	done
17-Oct	Bldg 5 & 6	Bushes in front of buildings are being cut down too short	done
17-Oct	Bldg 6	1st Floor trash room door squeaking	done
17-Oct	GVT 8	Golf Cart Garage Door, Lower Panel, Damaged, N. Side of Bldg. Middle Door	done
17-Oct	GVT 7	Emergency Light, on 1st Floor, Outside Apt 102, Not Light When Button Pushed	done
17-Oct	GVT 7	Emergency Light, In Stairwell, Adjacent to Apt 201, Not Light When Button Pushed	done
17-Oct	GVT 7	Stairwell Door, Outside Apt 301, Slams Shut. Adjust.	done
12-Sep-19	GVT 8	Garage Door Opening Damaged, S End of Bldg., West most Door. Needs Paint T/U	reopened-Bob
12-Dec-19	1DE Center	Door to outside will not latch. Strike plate screws stripped. Latch disabled!	done
12-Dec-19	5DE center	Door does not close securely	done
12-Dec-19	1BC Center	Door does not close securely unless slammed	done
12-Dec-19	4BC Center	Door slow to close.	done
12-Dec-19	3BC Center	Door closes but doesn't latch	done
12-Dec-19	B Stairwell	5th floor door does not close well.	done
12-Dec-19	Auditorium Stairs	3rd, 4th floor landings have trash on them	done
12-Dec-19	1st Floor	Hinge screws loose-B Wing stairwell exit door.	done
12-Dec-19	1D/E	Water Fountain - low pressure	done
12-Dec-19	1D/E	Laundry Room Door doesn't close automatically	done

19 7 of 7

12-Dec-19	1E	Baseboard molding broken by Apt 145	done
12-Dec-19	3D	Stairs Entry (by 338) - left side wall corner damage	done
12-Dec-19	4D/E	Rest Room Door - Too stiff opening & long time to close	done
12-Dec-19	5D	Apt 538 - Paint chip off left side of entry	done
12-Dec-19	Atrium 2nd Fl	2nd Floor bathroom opposite Resident Svcs needs higher wattage bulbs (very dark)	done
12-Dec-19	Bldg 9	Spray crack weeds in front of Unit #102 car/cart garage doors (back on southside)	done
12-Dec-19	Bldg 10	R/H back Exit Door from stairwell to outside fails to open incld using handicap plate.	done
12-Dec-19	Bldg 5	Humming sound inside by front door (alarm?)	done
12-Dec-19	Bldg 6	Noise coming from 102 Mech door	done
12-Dec-19	Bldg 6	Front door area-pruning branches bundled and not picked up	done
12-Sep-19	Bldg. 9	Water stain on 1st floor hallway ceiling adjacent to #201 garage door. Needs paint.	done
12-Dec-19	Bldg 10	12" scratch on #207 Mechanical door-needs paint touchup.	done
12-Dec-19	Bldg 10	Hallway ceiling opposite #205 door to garage needs repair/repaint	done