

RAC Maintenance Committee Meeting Minutes

July 9, 2020

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

Members Present- Tim Broad, Sarah Chambers, Bob Cobe, Al Hurlbrink, Richard Meredith, Marty O'Neill, Jerry Titsworth, Bob Youngblood.

Absent- Jean Aronson*, Tom Hart, Ardette Isler*, Sandra Fleming*, (excused*).

A quorum being present, The Chairman called the meeting to order at 1:02 p.m.

The previous RAC communication was the 4/9/20 Committee Status Report.

There was one nomination for Chairman. Doug Atkins was approved unanimously.

There was one nomination for Secretary. Jerry Titsworth was approved unanimously.

Doug read the Committee Mission Statement. Doug will consider proposing a revision in the future if there is a need.

There was a discussion of the current proposed member area assignment list. Doug actioned to reissue with corrections/clarifications identified by 7/10.

Doug handed out the Maintenance Issues & Problems form. (3) copies of each member's form are to be brought to each meeting in order to be included in Database Report. Doug will e-mail the form in both Excel and pdf form along with a sample completed form to all members in the next week.

Siby brought copies of an outdated statused Database Report. Siby actioned to e-mail to Doug the 4/28/20 Excel report with the current projects status by 7/10.

A number of members discussed recent issues. They will be incorporated into the new Database Report which Jerry will update. Jerry suggested members who do not have Excel software download free Open Office which is Excel compatible. Meeting adjourned at 1:59 p.m.

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



MAINTENANCE COMMITTEE DATA BASE

7/27/2020

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| DATE | LOCATION | PROBLEM | ACTION |
|-----------|----------------|--|----------------------------|
| | | PROJECTS REPORTED COMPLETE BUT STILL OPEN | |
| 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 |
| 8-Aug-19 | GVT 7 | Downspout Not Attached to wall, At Entrance on Right Wall, Attach | cns summer project |
| 8-Aug-19 | GVT 7 | Downspout Not Properly Attached to wall, On Front Wall, Right Side, Attach | cns summer project |
| 8-Aug-19 | GVT 6 & 7 | Dead palm needs removal in front of GVT 6. Replace along with missing 3rd palm in front of GVT | |
| 17-Oct-19 | 2nd Floor Deck | Bat droppings on front left corner of deck | after gutter project |
| 20-Feb-20 | GVT 7 | Shrubs Behind both Apt 102/104, Next to Hibiscus, One Dying, One Missing | |

| OPEN PROJECTS | | | |
|----------------------|-----------------|--|-----------------------------|
| 8-Aug-19 | GVT Area | Pickle Ball Court - need access walkway to rest rooms | working-early fall?? |
| 9-Oct-19 | FP | Eaves over pool patio rusting badly in places | end of 2020 |
| 13-Jun-19 | D & E Wings | Elevator paneling scraped badly. | 2020 capital project |
| 11-Jul-19 | Bldg 6 | Front pillars need painting. | work order in progress |
| 17-Oct-19 | Plaza-4th Floor | 4th Floor old Res office glass door surface needs to redone | on hold til use resume |
| 17-Oct-19 | GVT 8 | Window Sill Separating from Wall, 2nd Floor, Front Side, South Most Window | tbd cds |
| 17-Oct-19 | GVT 8 | Sprinklers Behind Bldg. Need Complete Reevaluation, Redesign and Repair | attention cns pm |
| 17-Oct-19 | GVT 7 | Downspout not properly attached to wall, SW Corner of Golf Cart Garages, N end of Bldg. | Bob to resubmit |
| 17-Oct-19 | GVT 7 | Downspout not attached to wall Bracket and opening is bent, S End of Bldg, near door | Bob to resubmit |
| 17-Oct-19 | GVT 7 | Downspout opening bent, SE Corner of Bldg | Bob to resubmit |
| 17-Oct-19 | GVT 8 | Dried Water Stain on Hall Ceiling, 1st Floor, S. End of Bldg., Outside Door 207K | Bob to resubmit |
| 12-Dec-19 | Bldg 9 | 1st floor in bottom stairwell (northside) has 12+" circular drip spot on floor (needs sand/repair) | work order in progress |
| 12-Dec-19 | Bldg 5 | Crack over garage hallway door (206-2) | investigating |
| 9-Jan-20 | Williamsburg | Landscape deters emergency door egress-needs pruning. | after gutter project |
| 9-Jan-20 | Grille | Largest table near outside exit needs chair or baseboard rail. | looking for better solution |
| 9-Jan-20 | Grille | Raingutter near pines needs cover to prevent needle clogs. | after gutter project |
| 9-Jan-20 | 2nd Floor Deck | Rust from table bases staining deck. | looking at other furniture |
| 9-Jan-20 | GVT 7 | Downspout not properly attached to wall, S. End of Bldg., Near Breezeway. Screw Missing | cns spring project?? |

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| 9-Jan-20 | GVT7 | Water Stain in Ceiling, 1st Floor, Over Mech 102 Door. Needs Painting | work order |
| 20-Feb-20 | Tea Rose Door | Bottom corner of door is damaged. Door closes and latches properly. | ordered /replacing |
| 20-Feb-20 | 3D | Stairs Entry badly rubbed on left side | work order |
| 20-Feb-20 | 2nd Floor Deck | Tables disintegrating (tops broken/bottoms rusty). Chair cushions molded. | spring project april |
| 20-Feb-20 | GVT 5 | Fences around water softeners need to block view from street/parking lot. | Spring project?? |
| 20-Feb-20 | GVT 8 | Potted Plants in Parking Area S. of Bldg. Are Unightly. Maintain or Remove | GVT guideline working |
| 20-Feb-20 | GVT 8 | Weed at Base of Wall, S. End of Bldg., Near Doorway. Spray | cns spring project?? |
| 20-Feb-20 | GVT Fitness | Television Picture, Poor Quality on CNN Channel 29. Others Channels Seem Ok | spectrum issue |
| 20-Feb-20 | Bldg 9 | Dead bush at R/H front corner (southside) by water softener tank needs replacing. | cns spring project?? |
| 20-Feb-20 | Back of PW | Paint or replace propane tank | Joe working on it |
| 12-Mar-20 | Grille | Door to outside needs kickplate. | work order |
| 12-Mar-20 | Tea Rose | Bottom corner of door is damaged. Door closes and latches properly. | replacing door |

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| | | NEW PROJECTS | |
| 09-Jul-20 | GVT 8 | Large Hole in Exterior Wall, 2nd floor NE Corner of Bldg. | |
| 09-Jul-20 | GVT 8 | Bench missing board on back, NE Corner of Bldg. Also unlevel , nails are Safety Issue! | |
| 09-Jul-20 | 5 th Floor | 5-B Wing- black Mark on wall between Apts 552 and 514 | |
| 09-Jul-20 | 4 th Floor | 4 B/C Laundry Room very warm-Check A/C | |
| 09-Jul-20 | 2 nd Floor | 2 B hallway very warm – check A/C | |
| 09-Jul-20 | 1 st floor | 1 C hallway very warm – check A/C | |
| 09-Jul-20 | 240E Lanai | Rusted | |
| 09-Jul-20 | 150&148E | Unauthorized (and tacky) apt numbers on courtyard side | |
| 09-Jul-20 | Kitchen Wall | Exhaust pipe extension not installed | |
| 09-Jul-20 | Kitchen Wall | Grease box splashes | |
| 09-Jul-20 | Kit Driveway | Grate needs work | |
| 09-Jul-20 | Door #6 | Corner Smashed | |
| 09-Jul-20 | Circle Sidewk | Side walk depressd and cracked | |
| 09-Jul-20 | 635D Lanai | Mold or rot on bottom of wood panel | |
| 09-Jul-20 | W.side walls | mud or rust stains near ground on many walls | |
| 09-Jul-20 | Exposed pipe | Underground pipe should be covered with mulch | |
| 09-Jul-20 | Door Blocked | A corridor D/E side door blocked by vacuum outside | |
| 09-Jul-20 | Dining | Out side Dining gutter draining onto side of building | |

| 09-Jul-20 | Tea Rose ding | electrical outlet half out of wall | PROJECTS COMPLETED SINCE LAST MEETING | |
|-----------|---------------|---|--|------|
| 13-Jun-19 | GVT Spa | Spa running unattended. Need exit reminder signs or timer adjustmt. | | done |
| 8-Aug-19 | GVT 8 | Gutter Torn Open, Over Inward Facing Golf Cart Garages on N. Side. Repair | | done |
| 12-Dec-19 | Bldg 7 | South center replacement new car O/H door needs to be painted (still original white). | | done |
| 9-Jan-20 | B-C Stairwell | First floor landing has restaurant equipment & debris | | done |
| 9-Jan-20 | Nile Door | Locking mechanism is disassembled. Doesn't appear to be lockable. See attached | | done |
| 9-Jan-20 | Jade Door | Locking mechanism is disassembled. Doesn't appear to be lockable. See attached | | done |
| 9-Jan-20 | IDE Center | Junk stored. See attached photos | | done |
| 9-Jan-20 | IDE Center | Junk stored outside. Door needs painting. Payment filthy. See attached photos | | done |
| 9-Jan-20 | GVT 8 | Golf Cart Garage Door, Needs to be Painted, Still replacement White, N. End of Bldg | | done |
| 9-Jan-20 | GVT 7 | Repairs and Stains Above Light Needs Paint, 2nd Floor Stairwell, S. End of Bldg. | | done |
| 9-Jan-20 | GVT 7 | Area Around Light Switch Needs Paint, 2nd Floor Stairwell, S. End of Bldg. | | done |
| 20-Feb-20 | 1B | Trash room needs paint. | | done |
| 20-Feb-20 | 4D | Loose ceiling tiles by Fire Doors | | done |
| 20-Feb-20 | B-C 2 | Bathroom sink has large crack. | | done |
| 20-Feb-20 | GVT pool | Sidewalk between street & tree is broken (trip hazzard). | | done |
| 20-Feb-20 | GVT 7 | The Drain Behind Apt 104 Slopes so the Water Drains Back toward the Building | | done |
| 20-Feb-20 | GVT 7 | Paint on Wall Chipped and Marred, 2nd Floor, Across from Elevator | | done |
| 20-Feb-20 | Front of PW | Stain on wall by down spout in SE corner of building | | done |
| 20-Feb-20 | Plaza Club | Several areas on the walls to the right of the main entrance where cracks were patched need smoothing and repaint | | done |
| 12-Mar-20 | Williamsburg | Door slams too hard | | done |
| 12-Mar-20 | Card Room | No cup shelf on water dispenser to store cups. | | done |
| 12-Mar-20 | GVT 6 | Wood frame around middle golf cart garage broken on North side. | | done |
| 12-Mar-20 | GVT 8 | Marks and Chipped Paint, on Entrance Wall, above and behind the Bench. Paint | | done |
| 12-Mar-20 | GVT 7 | Landscape Edging at Entrance has 4' Section that is Broken on South Side of Sidewalk. Repair | | done |
| 12-Mar-20 | GVT 7 | Chipped Paint on Wall at Entrance Behind Bench Needs Touch-up Paint | | done |
| 12-Mar-20 | GVT 7 | Wall Behind Generator Needs Touch-up Paint Above Replaced Electrical Box | | done |
| 12-Mar-20 | GVT 7 | Golf Cart Opening on S. End Bldg. Missing a Piece of Wood Trim and Needs Touch-up Paint | | done |
| 12-Mar-20 | GVT 7 | Many Interior Doors/Door Frames Need Paint Touch-up. Specific Ones Identified to LaVinia. | | done |
| 12-Mar-20 | GVT 7 | Marks on Stairwell Wall Need Touch-up Paint, on Left as Exit Bldg. on South Side | | done |