

RAC Maintenance Committee Meeting Minutes

March 12, 2020

Chair: Doug Atkins Secretary: Doug Atkins Mgmt: LaVinia Karppe

Members Present- Jean Aronson, Sarah Chambers, Al Hurlbrink, Sandra Fleming, Marty O'Neill, Jerry Titsworth, Bob Youngblood.

Absent- Siby Thadathil*, Pearl Birnbaum*, Dick Portenga, Tom Dixon, Roger Hassard*, Richard Meredith*, (excused*).

A quorum being present, The Chairman called the meeting to order at 1:00 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.

Jerry Titsworth has agreed to become our Database Report Manager.

Doug overviewed the process of e-mailing LaVinia and Siby only urgent and safety issues (with location specifically detailed) during the month (cc: Doug/Jerry).

Siby has agreed to overview 2020 major FP projects at the April meeting.

In prior discussions between Doug and Siby, Siby has agreed to put an ECD on aged DB issues which have been on DB for 6 months or more. These aged DB issues will be colored-coded a pinkish red. **Action: Siby for 4/9/20 Meeting**

LaVinia handed out an updated DB report. **Committee members are asked to review all “done” issues since the 2/20/20 meeting and e-mail those still needing attention to Doug, Jerry, Siby, and LaVinia by 3/18/20.**

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

The meeting adjourned at 2:00 p.m. The next meeting is scheduled for **1:00 p.m.** on Thursday, April 9, 2020, in the Club Room.

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



MAINTENANCE COMMITTEE DATA BASE

3/12/2020

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 8	Crushed nearly closed downspout, N end of bldg. near Breezeway. Straighten	cns spring project
8-Aug-19	GVT 8	Bent Downspout, N End of Bldg. near East Wall. Straighten	cns spring project
8-Aug-19	GVT 7	Downspout Not Attached to wall, At Entrance on Right Wall, Attach	cns spring project
8-Aug-19	GVT 7	Downspout Not Properly Attached to wall, On Front Wall, Right Side, Attach	cns spring project
8-Aug-19	GVT 8	Downspout bent at bottom, N end of Bldg., SW corner of golf cart garages. Straighten	cns spring project
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.	done - on going issue?
17-Oct	2rd Floor Deck	Bat droppings on front left corner of deck	after gutter project
OPEN PROJECTS			
8-Aug-19	GVT Area	Pickle Ball Court - need access walkway to rest rooms	quoting next week.
9-Oct-19	FP	Eaves over pool patio rusting badly in places	end of year
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.	qoute due in next week
11-Jul-19	Bldg 6	Front pillars need painting.	work order in progress
11-Jul-19	Gazebo	Need sidewalk extended west to street (Freedom Plaza Circle).	we have several access
8-Aug-19	GVT 8	Gutter Torn Open, Over Inward Facing Golf Cart Garages on N. Side. Repair	point- not approved
8-Aug-19	GVT 7	Palm Tree Missing, Right Side of Front Island. Replace	cns working
17-Oct	Plaza-4th Floor	4th Floor old Res office glass door surface needs to redone	cns spring project
17-Oct	GVT 8	Window Sill Separating from Wall, 2nd Floor, Front Side, South Most Window	room use?
17-Oct	GVT 8	Sprinklers Behind Bldg. Need Complete Reevaluation, Redesign and Repair	tbd cds
12-Dec-19	6th Floor	Broken ceiling tile in B-C Laundry Room	attention cns pm
12-Dec-19	6th Floor	Water stained ceiling tile in Laundry Room	work order
12-Dec-19	7D	Small gouges in wall near and across from laundry room	work order

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/rep)	working
12-Dec-19	Fitness Center	Northside gable molding peeling 12-18" away from building on L/H lower corner.	fixed with gutter project
12-Dec-19	Bldg 5 thru 10	Front walkway plantings look bad	cns spring project
12-Dec-19	Bldg 5	Crack over garage hallway door (206-2)	working
9-Jan	Williamsburg	Landscape deters emergency door egress-needs pruning.	afer reno
9-Jan	Williamsburg	Partial ceiling tile panel missing in corner near R/H window.	work order
9-Jan	Maui	Base of entry totems damaged.	work order
9-Jan	Grille	Largest table near outside exit needs chair or baseboard rail.	looking for better solution
9-Jan	Grille	Raingutter near pines needs cover to prevent needle clogs.	after gutter project
9-Jan	B-C Stairwell	First floor landing has restaurant equipment & debris	searching for storage loc
9-Jan	2nd Floor Deck	Rust from table bases staining deck.	april project
9-Jan	Auditorium	Need handrails on outside of steps to stage.	working with suzy
9-Jan	B-C Wing	5th floor laundry room vent return open/needs filter.	work order
9-Jan	4D	Ceiling panel between 431 and 433 not fitted	work order
9-Jan	4D	Ceiling panel by fire door is damaged	work order
9-Jan	5D/E	Restroom door shuts too fast	work order
9-Jan	6D	Ceiling panel out of place by 630	work order
9-Jan	Nile Door	Locking mechanism is disassembled. Doesn't appear to be lockable. See attached	after reno
9-Jan	Jade Door	Locking mechanism is disassembled. Doesn't appear to be lockable. See attached	after reno
9-Jan	IDE Center	Junk stored. See attached photos	searching for storage loc
9-Jan	IDE Center	Junk stored outside. Door needs painting. Payment filthy. See attached photos	searching for storage loc
9-Jan	6 E Door	quarter sized paint chip into metal.	work order
9-Jan	GVT 8	Entrance Lamp Post not on after dark (1 bulb still out)	still open
9-Jan	GVT 8	Golf Cart Garage Door, Needs to be Painted, Still replacement White, N. End of Bld	work order
9-Jan	GVT 8	Second Floor Thermostat Cover Fallen off Thermostat, Can't Read Actual Temp	work order
9-Jan	GVT 8	Trash Room Doors on 2nd & 3rd Floor Squeak. Lubricate Hinges.	work order
9-Jan	GVT 8	Ceiling Lights outside 1st Floor Doors 306J & 207K Are Too Dim	work order
9-Jan	GVT 7	Downspout not properly attached to wall, S. End of Bldg., Near Breezeway. Screw Missin	cns spring project
9-Jan	GVT 7	Water Stain in Ceiling, 1st Floor, Over Mech 102 Door. Needs Painting	work order
9-Jan	GVT 7	Emergency Light, 2nd Floor, Adjacent to Mech 207 Door, Not Light When Button Pushed.	work order

9-16-18	GVT 7	Repairs and Stains Above Light Needs Paint, 2nd Floor Stairwell, S. End of Bldg.	work order
9-Jan	GVT 7	Area Around Light Switch Needs Paint, 2nd Floor Stairwell, S. End of Bldg.	work order
20-Feb	Plaza Door #4	Outside streetlight out.	scheduled for repair 3/12
20-Feb	Nile & Jade	Rugs soiled at emergency exits.	after reno
20-Feb	Tea Rose	(2) bulbs out on rear chandelier.	work order
20-Feb	Dinning Entrance	Swinging door (normally open) is banged up.	work order
20-Feb	Grille	Entrance to "behind the counter" has banged up base molding and wall.	work order
20-Feb	1B	Trash room needs paint.	work order
20-Feb	3D Door	Door closes but latch does not catch.	work order
20-Feb	Tea Rose Door	Bottom corner of door is damaged. Door closes and latches properly.	work order
20-Feb	3D	Stairs Entry badly rubbed on left side	work order
20-Feb	4D	Loose ceiling tiles by Fire Doors	work order
20-Feb	5D	Laundry Room Door - no resistance when opening	work order
20-Feb	6E	Water Stained ceiling tile (across from Storage Room)	work order
20-Feb	E741	Entry Overhead light cover is missing	work order
20-Feb	B7	Metal door across from stairwell entrance dented and beat up at knob.	W.O. ordering new knob
20-Feb	B5	Hall wall has damage near #504 and #507.	work order
20-Feb	B-C 4	Change bathroom fan filter (normally washed by Maint).	work order
20-Feb	B-C 2	Bathroom sink has large crack.	ordered new sink
20-Feb	Billiards Room	Ceiling tile not in place.	work order
20-Feb	2nd Floor Deck	Tables disintegrating (tops broken/bottoms rusty). Chair cushions molded.	spring project april
20-Feb	Grille	Spray paint baskets (silverware, etc.), walls scarred, brown trim needs touchup.	work order
20-Feb	GVT 5	East side broken & open garage door.	work order
20-Feb	GVT 5	Fences around water softeners need to block view from street/parking lot.	Spring project
20-Feb	GVT pool	Sidewalk between street & tree is broken (trip hazard).	quoting
20-Feb	GVT 8	Trash Room Lights on 1st, 2nd & 3rd Floor Stay on way too long. Need Adjustment	work order
20-Feb	GVT 8	The Lamp Post in front of the bldg. have one of the three bulbs not lit at night	done
20-Feb	GVT 8	Electrical Outlet on S. Wall of Entrance, Cover Off and No Outlet Inside Box	work order
20-Feb	GVT 8	Potted Plants in Parking Area S. of Bldg. Are Unsanitary. Maintain or Remove	cns spring project
20-Feb	GVT 8	Weed at Base of Wall, S. End of Bldg., Near Doorway. Spray	cns spring project
20-Feb	GVT 8	Shrubs Behind Bldg. 8 Are Dying. Probably the Sprinkler System	cns spring project

20-Feb	GVT 8	Small Area on Wall, Above Exterior Door at N. End Breezeway, Needs Paint	work order
20-Feb	GVT 8	Emergency Light, 1st Floor, Outside Garage Door 203P, Not Light when Button Pushed	work order
20-Feb	GVT 8	Paint on Inside of Front Door is Scraped Off. Sand & Repaint.	work order
20-Feb	GVT Entrance	Juniper on Both Sides of Entrance Have Dead Junipers, Weeds & Vines. Remove/Replace.	cns spring project
20-Feb	GVT Fitness	Television Picture, Poor Quality on CNN Channel 29. Others Channels Seem Ok	spectrum issue
20-Feb	GVT 7	The Drain Behind Apt 104 Slopes so the Water Drains Back toward the Building	cns spring project
20-Feb	GVT 7	Shrubs Behind Apt 104, Next to Hibiscus, One Dying, One Missing	cns spring project
20-Feb	GVT 7	Shrubs Behind Apt 102, Next to Hibiscus, One Dying, One Missing	cns spring project
20-Feb	GVT 7	Paint on Wall Chipped and Marred, 2nd Floor, Across from Elevator	work order
20-Feb	Bldg 9	Dead bush at R/H front corner (southside) by water softener tank needs replacing.	cns spring project
20-Feb	Bldg 9	Back L/H (northside) Exit door from stairwell does not latch when closing.	work order
20-Feb	Bldg 9	The access card reader on the R/H back stairwell exit door is partially dislodged.	work order
20-Feb	Bldg 10	In the front R/H entryway flower bed, the begonias are completely gone (also some c	cns spring project
20-Feb	Bldg 10	Back R/H (southside) Exit door from stairwell does not latch when closing.	work order
20-Feb	Bldg 10	Front R/H (southside) Exit door from inside hallway does not latch when closing.	work order
20-Feb	Front of PW	Stain on wall by down spout in SE corner of building	work order
20-Feb	Back of PW	Pant or replace propane tank	replacing-when?
20-Feb	Plaza Club	Several areas on the walls to the right of the main entrance where cracks were patch	work order
		need smoothing and repaint	
		NEW PROJECTS	
12-Mar-20	Grille	Door to outside needs kickplate.	
12-Mar-20	Pub	Bulb out in hanging light over bar.	
12-Mar-20	6-BC	Laundry room-broken ceiling tile & water damaged tile still not repaired.	
12-Mar-20	2-C	Apt. 211, 225, & 217 corridor corner damage. Also corridor wall damage by #225.	
12-Mar-20	2-C	Apt. 223, 222, 221, & 217 bottom of doors need painting	
12-Mar-20	2-BC	Laundry doorframe needs painting/touch up.	
12-Mar-20	2-BC	Trash room doorframe needs painting/touch up.	
12-Mar-20	7-BC	Trash room doorframe needs painting/touch up.	
12-Mar-20	7-BC	Apts. 702, 710, 713, 721, 723 have corridor corner damage.	
12-Mar-20	6-B	Gouge on wall b/t 608 and 610. Also Apt. 615 has corridor corner damage.	
12-Mar-20	5-BC	Apts. 514, 552, 508, 517, 518, 523 have corridor corner damage.	

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12-Mar-20	5-B	Corridor wall needs paint touch up b/t 505 and 503.
12-Mar-20	4-C	Apt. 426 needs bottom of door painted. Apt. 421 has corridor corner damage.
12-Mar-20	4-B	Apt. 403 corridor corner damage and gouge on right entry wall.
12-Mar-20	4-B	Apt. 4099 left entry wall gouged needing repair/paint.
12-Mar-20	3-B	Apts. 313, 309, 308, 305, 302 have corridor corner damage.
12-Mar-20	3-B	Apt. 310 needs bottom of door painted.
12-Mar-20	3D Stair	Door closes but latch does not catch.
12-Mar-20	Tea Rose	Bottom corner of door is damaged. Door closes and latches properly.
12-Mar-20	3E Stair	Door closes but latch does not catch on first closing
12-Mar-20	5DE Ctr Strair	Door doesn't close securely
12-Mar-20	4DE Ctr Stair	Door bounces when closed. Does not latch
12-Mar-20	Williamsburg	Door slams too hard
12-Mar-20	Card Room	No cup shelf on water dispenser to store cups.
12-Mar-20	2nd Floor Deck	Yellow extension cord on deck (safety item).
12-Mar-20	2nd Floor Deck	Door to deck doesn't always stay closed.
12-Mar-20	Billiards Room	Table lamp sitting on floor.
12-Mar-20	Billiards Room	Ceiling tile over checker board missing.
12-Mar-20	Front Entrance	Walker room light switch cover broken.
12-Mar-20	GVT 5	New call box instruction sign needed.
12-Mar-20	GVT 5	Door handle to stairwell very loose. (see Jean Aronsen for location)
12-Mar-20	GVT 6	Outside callbox needs new light (cannot be read).
12-Mar-20	GVT 6	Wood frame around middle golf cart garage broken on North side.
12-Mar-20	GVT pool	Umbrellas are too small.
12-Mar-20	GVT 8	Marks and Chipped Paint, on Entrance Wall, above and behind the Bench. Paint
12-Mar-20	GVT 8	Landscape Edging at Entrance has Two Broken Joints--One on each side of Sidewalk. Repair
12-Mar-20	GVT 8	Unknown Thing on Windowsill Above Entrance Outside Apt 305. Remove
12-Mar-20	GVT 8	Woody Plant, Embedded in shrubs, in Front of Golf Cart Garages, on South End. Remove
12-Mar-20	GVT 8	Fire Extinguisher on 1st Floor not inspected in Feb 2020
12-Mar-20	GVT 8	Many Interior Doors/Door Frames Need Paint Touch-up. Specific Ones Identified to LaVinia.
12-Mar-20	GVT 8	Chair rail on Wall Between Mech 201 and Mech 203 Needs Sanding and Paint Touch-up
12-Mar-20	GVT 7	Landscape Edging at Entrance has 4' Section that is Broken on South Side of Sidewalk. Repair

12-Mar-20	GVT 7	Chipped Paint on Wall at Entrance Behind Bench Needs Touch-up Paint	
12-Mar-20	GVT 7	Wall Behind Generator Needs Touch-up Paint Above Replaced Electrical Box	
12-Mar-20	GVT 7	Golf Cart Opening on S. End Bldg. Missing a Piece of Wood Trim and Needs Touch-up Paint	
12-Mar-20	GVT 7	Many Interior Doors/Door Frames Need Paint Touch-up. Specific Ones Identified to LaVinia.	
12-Mar-20	GVT 7	Marks on Stairwell Wall Need Touch-up Paint, on Left as Exit Bldg. on South Side	
12-Mar-20	GVT 7	Chipped Paint on Steps Needs Touch-up Paint, in South Starwell, 1st Fir to Landing	
12-Mar-20	GVT 7	Railing Loose in Stairwell on 2nd Floor down to landing, North End of Bldg.	
12-Mar-20	Bldg 9	Dead bush at R/H front corner (southside) by water softener tank needs replacing.	
12-Mar-20	Bldg 9	Back L/H (northside) Exit door from stairwell does not latch when closing.	
12-Mar-20	Bldg 9	The access card reader on the R/H back stairwell exit door is partially dislodged.	
12-Mar-20	Bldg 9	1st Floor in bottom stairwell (northside) has 12+ inch circular drip spot on floor	
		PROJECTS COMPLETED SINCE LAST MEETING	
11-April-19	Outside Grounds	Open areas to left and right of car parking sheds need new plantings	done
8-Aug-19	Atrium	Lamp cords running to outlets behind sofas are tripping safety hazards.	done
done	GVT pool	Deck surface coating cracking at expansion joint across from spa (2nd location).	done
17-Oct	Grille	Baseboards need paint (several areas)	project
17-Oct	GVT 7	Downspout not properly attached to wall, SW Corner of Golf Cart Garages, N end of Bldg.	done
17-Oct	GVT 7	Downspout not attached to wall Bracket and opening is bent, S End of Bldg, near door	done
17-Oct	GVT 7	Downspout opening bent, SE Corner of Bldg	done
17-Oct	Back of PW	Rust and/or mold on gutters across from entrance to building 908	done
17-Oct	Back of PW	Clean gutters-grass growing in gutters by trees across from entrance to 908	done
17-Oct	Plaza West	Dining Room-Ceiling tile at entrance door	done
17-Oct	Plaza West	Pantry-Cabinets should be replaced-discolored, drawers loose/blocked, hinges loose	done
17-Oct	Plaza West	Pantry-Ceiling tiles missing over refrigerator	done
12-Dec-19	Jade Door	Lock fixed to preclude locking	done
12-Dec-19	1st Floor	Laundry Room-Water damage to walls by utility sink.	done
12-Sep-19	GVT 8	Palm Trees in Front Island needs pruning	done
17-Oct	Plaza Pool	Loose wires hanging down from wall across from windows	done
17-Oct	Atrium bathroom	Pipe cover sleeve under sink dirty	done
9-Jan	Auditorium	(11) ceiling tiles stained and need replacing.	done
9-Jan	3D	Wall 120 V receptical bent - needs attention	done

9-GVT 8	GVT 8	Prune Down Balm Frond, Entrance of Bldg.	done
20-Feb	Floor 3	Bathroom flush handle hangs up causing toilet to run (near offices).	done
20-Feb	Club Room	Side table under TV needs touchup stain.	done
20-Feb	Stairwells	Some of handrails need to be painted as paint is chipped off.	done
17-Oct	Bldg 6 & 7	Porch floor needs pressure washing where mats were removed	done
17-Oct	GVT 8	Dried Water Stain on Hall Ceiling, 1st Floor, S. End of Bldg., Outside Door 207K	done
17-Oct	GVT 8	Water Stain & Dry Wall Damage on Hall Ceiling 1st Floor, Outside Door 303-O	done