



## **RAC Maintenance Committee Meeting**

November 12, 2020 at 1 p.m.

Club Room

Chairman Doug Atkins called the Maintenance Committee (MC) meeting to order at 1 p.m.

Members present: Jean Aronson, Tim Broad, Sarah Jones-Chambers, Bob Cobe, Tom Hart, Al Hurlbrink, Richard Meredith, Marty O'Neill, Jerry Titsworth (quorum present) and Siby Thadathil (management). Absent: Bob Youngblood\* (excused\*)

A motion was made and seconded to accept the Agenda. Motion carried unanimously.

The minutes of the 10/8/20 meeting were distributed and went without comment for the required one week, thus approved.

Hard copies of the updated 10/8/20 Rev 1 Database Report (DB) were provided by Siby and distributed to members. Members identified (5) problems which were not fully completed and remain open. Siby and his department are to be commended for the (58) problems which have been corrected since the last meeting. Committee members overviewed with Siby new problems discovered in this month's audit. They will be added to the November DB Report.

Doug outlined how future maintenance problems observed by Housekeeping Committee (HC) members will be referred to the MC member assigned to that area. Jean requested the MC get a list of HC members and their assigned areas in case repetitive housekeeping problems are observed by MC members. Doug will request list from Bill Turcotte.

The ponds' appearance has been temporarily improved by storm Eta. Siby discussed the ponds with the subcontractor who is being pressed to restore the desired appearance of the ponds.

Siby was asked if an expanded preventive maintenance program could have avoided the recent freeze-up of the AC unit over the Grille. Siby outlined the PM program. It was suggested a full system check be periodically incorporated in the future on selected AC units.

Siby will meet with Bob Cobe to discuss Bob's recommended parking improvements.

Chairman Atkins adjourned the meeting at 1:59 p.m.

The next monthly meeting will be **December 10<sup>th</sup> at 1 p.m. in the Club Room.**

Respectfully submitted,  
Doug Atkins, Chairman/Secretary

**Maintenance Committee Database Report**  
**11/12/2020**

	DATE	LOCATION	PROBLEM	ACTION
			<b>PROJECTS REPORTED COMPLETE BUT STILL OPEN</b>	
1	8-Nov-18	GVT 5	Gutter board is gone at end -- looks bad (gap still there 7/11/19)	ECD 12/2020
2	8-Aug-19	GVT 7	Downspout Not Attached to wall, At Entrance on Right Wall.	ECD 12/2020
3	8-Aug-19	GVT 7	Downspout Not Properly Attached to wall, On Front Wall, Right Side.	ECD 12/2020
4	17-Oct-19	GVT 8	Dried water stain on hall ceiling, 1st floor, S. end of bldg., Outside garage door 207K	ECD 12/2020
5	20-Feb-20	GVT 7 & 8	There are small pots by garage doors. Large planters by water softener,	Need GVT Policy
6	8-Oct-20	behind Plaza	Laundry dryer vent is clogged with lint. Only partially cleaned	ECD 12/2020
7	8-Oct-20	behind Plaza	Area behind fence needs to be cleaned of junk and lint.	?
8	8-Oct-20	GVT 9	Front stand alone lantern by main entrance is still unlit at night- <b>Not Done</b>	
9	8-Oct-20	GVT 10	Lantern on wall by main entrance is very low wattage- <b>Not Done</b>	
			<b>OPEN PROJECTS</b>	
10	8-Aug-19	GVT Circle	Paved walkway needed from Shuffleboard Courts to west roadway.	ECD 01/2021
11	17-Oct-19	GVT 8	Window Sill Separating from Wall, 2nd Floor, Front Side, South Most Window	ECD 12/2020
12	17-Oct-19	GVT 7	Downspout improperly attached to wall, SW Corner of Cart Garages, N end.	ECD 12/2020
13	17-Oct-19	GVT 7	Downspout bent & not attached to wall bracket, S End of Bldg, near door	ECD 12/2020
14	17-Oct-19	GVT 7	Downspout opening bent, SE Corner of Bldg	ECD 12/2020
15	12-Dec-19	Bldg 5	Crack over garage hallway door (206-2)	ECD 11/2020
16	9-Jan-20	GVT 7	Downspout improperly attached to wall, S. end of bldg., near breezeway. Screw missing	ECD 12/2020
17	20-Feb-20	2nd Floor Deck	Tables disintegrating (tops broken/bottoms rusty). Chair cushions molded.	ECD 1/2021
18	20-Feb-20	GVT 5, 7-8	Replace missing white picket fences around water softeners to hide from view.	ECD 1/2021
19	09-Jul-20	Kitchen Wall	Exhaust pipe extension not installed	ECD 12/2020
20	09-Jul-20	Kitchen Wall	Grease box splashes	ECD 01/2021

21	09-Jul-20	Kit Driveway	Grate needs work	ECD 01/2021
22	09-Jul-20	Circle Sidewk	Side walk depressd and cracked	ECD 12/2020 cds
23	09-Jul-20	W.side walls	mud or rust stains near ground on many walls	investigating
24	09-Aug-20	Plaza Walkway	(Picture 1) Electric light needs straightening	ECD 12/2020 cds
25	09-Aug-20	Post Office Space	(Picture 2) End of bumper broken	ECD 12/2020 cds
26	09-Aug-20	Walkway End	(Picture 3) End of bumper broken and metal rod sticking up	ECD 12/2020 cds
27	09-Aug-20	Covered Parking	(Pict 6) Only 1st row has gutters/down spouts. Need other rows done	ECD 2021
28	09-Aug-20	Plaza Circle	(Pic 7) Single painted directional arrow is insufficient (see suggestion)	TBD 2021
29	09-Aug-20	Plaza Circle	(Pic 8) Single painted directional arrow is insufficient (see suggestion)	TBD 2021
30	09-Aug-20	Outside Nile	run off from pipe needs to be channeled into French drain	ECD 2021
31	09-Aug-20	Outside Jade	run off from pipe needs to be channeled into French drain	ECD 2021
32	09-Aug-20	Shrubbery	Sm hedge bordering both sides of front entry area has many dead patches	move to landscape
33	09-Aug-20	C Stairwell	Between levels 1, 2 & 3–Need paint touch up	ECD 12/2020
34	09-Aug-20	B/C Ctr Stairs	Between levels 4 & 5– need paint touch up	ECD 12/2020
35	09-Aug-20	B/C Ctr Stairs	Railings need painting most levels	ECD 12/2020
36	09-Aug-20	D/E Wings	repair wall near door to north stairsw	ECD 12/2020
37	09-Aug-20	PW	rear parking area curbing has been hit and broken up	ECD 12/2020
38	09-Aug-20	GVT 8	2nd Floor trash room door scrapes threshold, hard to close, and noisy.	ECD 12/2020
39	09-Aug-20	GVT 7	N. end downspout not properly attached to wall, SW Corner of Cart Garages.	ECD 12/2020
40	09-Aug-20	GVT 7	Downspout not properly attached to wall, S. side of bldg. Near Breezeway	ECD 12/2020
41	09-Aug-20	GVT 7	Downspout not properly attached to wall, S. side of bldg. near doorway.	ECD 12/2020
42	09-Aug-20	GVT 7	Downspout Opening Bent, SE Corner of Bldg.	ECD 12/2020
43	09-Aug-20	GVT 7	The Drain Pan Behind Apt 104 Slopes so the Water Drains Back Toward the E	Investigating
44	09-Aug-20	GVT 7	The Drain Pan Behind Apt 102 is Broken	Investigating
45	09-Aug-20	Bldg. 6	Front door call box needs new light bulb	ECD 11/2020
46	8-Oct-20	Entry #3	outside door to the stairs needs sanding and painting- is rusted	ECD 12/2020
47	8-Oct-20	behind Plaza	Wooden fence needs repair or replacement.	ECD 01/2021

48	8-Oct-20	GVT Fit Center	Handicap plate switch on door to W. parking not working.	ECD 01/2021
49	8-Oct-20	GVT Pond	Scum with 8" grass growing on top 360° around pond extending out 6'.	ECD 12/2020
50	8-Oct-20	GVT 8	Exterior Door, Rust Bleeding Thru Paint, S. End Bldg, Facing Circle	ECD 12/2020
<b>NEW PROJECTS</b>				
51	12-Nov-20	B/C Wings	7B hallway doors have gouges/black marks	
52	12-Nov-20	B/C Wings	Gouge on wall between 417C & elevator hallway	
53	12-Nov-20	B/C Wings	Gouge on wall between 219C & 221C	
54	12-Nov-20	B/C Wings	Gouge on wall outside 223C (right of entry)	
55	12-Nov-20	B/C Wings	Gouge on wall outside 217C	
56	12-Nov-20	B/C Wings	Gouge on wall between 116C & 118C	
57	12-Nov-20	Atrium	Water leak above door to Dining Services	
58	12-Nov-20	Atrium	Ground water leak to the left of Dining Services entrance	
59	12-Nov-20	Pub	Wall light out near adjoining hall to Nile	
60	12-Nov-20	GVT 7	Install carbon monoxide detector in first floor hallway.	
61	12-Nov-20	GVT Fit Ctr	Cable box on TV needs to be adjusted to point down for easy ON/OFF.	
62	12-Nov-20	PW	The blue trash bucket for masks/trash is overflowing. 4 masks observed	
63	12-Nov-20		at back of building on sidewalk and grass. Need covered bucket.	
<b>PROJECTS COMPLETED SINCE LAST MEETING</b>				
64	20-Feb-20	Back of PW	Paint or replace propane tank.	Done
65	09-Jul-20	GVT 8	Large Hole in Exterior Wall, 2nd floor NE Corner of Bldg.	Done
66	09-Jul-20	240E Lanai	Rusted	Done
67	09-Jul-20	Door #6	Corner Smashed-need patching	Done
68	09-Jul-20	135D Lanai	Mold or rot on bottom of wood panel	Done
69	09-Aug-20	131 Lanai	Mold or rot on bottom of wood panel	DONE
70	09-Aug-20	133D Lanai	Mold or rot on bottom of wood panel	DONE
71	09-Aug-20	7th Floor	708B - Gouge on short wall right side of door	Done
72	09-Aug-20	7th Floor	711B - Corridor wall needs paint touch up	Done

73	09-Aug-20	7th Floor	Gouge in Wall between 713 B & 715 B	Done
74	09-Aug-20	D/E-7th Floor	chipped/damaged walls in the entryway of 733/734/735/740/741/747/749/750	Done
75	09-Aug-20	745	baseboard needs repair	Done
76	09-Aug-20	B/C -6 <sup>th</sup> Floor	619 C - gouge in wall	Done
77	09-Aug-20	D/E-6th Floor	middle of E wing baseboard needs painting	Done
78	09-Aug-20	D/E-6th Floor	baseboard needs repair on 641/642	Done
79	09-Aug-20	D/E-6th Floor	chipped/damaged walls in the entryway of 630/634/635/640	Done
80	09-Aug-20	D/E-6th Floor	chipped/damaged walls in the entryway and baseboard needs repair on 630	Done
81	09-Aug-20	5th Floor	Gouge in Wall between 527C & 525C and b/t 523C & 525C	Done
82	09-Aug-20	5th Floor	5 B - Gouge in wall near Mechanical Room	Done
83	09-Aug-20	D/E-5th Floor	chipped/damaged walls in the entryway of 529/538	Done
84	09-Aug-20	D/E-5th Floor	550 baseboard needs repair	Done
85	09-Aug-20	D/E-5th Floor	painting missing in the elevator lobby	Done
86	09-Aug-20	B/C-4 <sup>th</sup> Floor	Both corridor doors to 4B hallway have major gouges	Done
87	09-Aug-20	B/C-4 <sup>th</sup> Floor	B/C hallway to elevators has gouges left and right sides	Done
88	09-Aug-20	B/C-4 <sup>th</sup> Floor	Large gouge in wall where 4C corridor meets elevator hallway	Done
89	09-Aug-20	B/C-4 <sup>th</sup> Floor	Gouge in Wall between 419C & 421 C	Done
90	09-Aug-20	D/E-4th Floor	chipped/damaged walls in the entryway of 430/432/433/447	Done
91	09-Aug-20	D/E-4th Floor	baseboard needs repair on 443/448	Done
92	09-Aug-20	auditorium	wet spots on wood floor from overhead condensation 2 places	Done
93	09-Aug-20	D/E-3rd Floor	chipped/damaged walls in the entryway to north stairs	Done
94	09-Aug-20	D/E-3rd Floor	chipped/dam walls in the entryway of 329/330/333/334/335/336/337/338	Done
95	09-Aug-20	D/E-3rd Floor	chipped/dam walls in the entryway of 329/330/333/334/335/336/337/338	Done
96	09-Aug-20	D/E-3rd Floor	baseboard needs repair on 337/345	Done
97	09-Aug-20	E wing	E wing wall near 340 needs repair	Done
98	09-Aug-20	E wing	chipped/damaged walls in the entryway by south door to 2 East	Done
99	09-Aug-20	B/C Wings	212B has corridor corner damage	Done

100	09-Aug-20	B/C Wings	2 B/C elevator area has 4 cracked floor tiles (floors with elevator project)	Done
101	09-Aug-20	D/E-2nd Floor	chip/damaged walls in the entryway of 229/231/238/239/240/241/245/249	Done
102	09-Aug-20	D/E-2nd Floor	baseboard needs repair on 233/234/235/239/244/250	Done
103	09-Aug-20	D/E-2nd Floor	repair wall near 245	Done
104	09-Aug-20	D/E Wings	repair wall near storage room	Done
105	09-Aug-20	laundry room	chipped/damaged walls in the entryway and baseboard needs repair	Done
106	09-Aug-20	1 <sup>st</sup> Floor	Gouge in Wall between 103B & 105B	Done
107	09-Aug-20	Plaza Club	Many of the light bulbs on the front awning have burned out.	Done
108	09-Aug-20	GVT 8	Black mark on Cart Garage Door, N. End of Bldg., Side Facing Entrance	Done
109	09-Aug-20	Bldg. 6	Frame repair on middle golf garage (N. side) needs to be repainted	Done
110	8-Oct-20	7th Floor	7B hallway warm. Check A/C	DONE
111	8-Oct-20	538	missing painting on the wall	DONE
112	8-Oct-20	Corner, Door 6	Repair is incomplete. Looks sloppy. Currently marked "done."	Done
113	8-Oct-20	Plaza Fit Ctr	<b>The 3 TV Sets HAVE NOT BEEN OPERATIONAL FOR 6 Mos</b>	Done
114	8-Oct-20	GVT Fit Center	Thermostat cover in foyer is unlocked and hanging against door to Fit Ctr	Done
115	8-Oct-20	GVT Gazebo Area	BBQ Grills not operational for residents, Propane Tanks Have Been Uninstalled.	Done
116	8-Oct-20	GVT 8	Sprinkler Aimed at Asphalt Parking Spaces (Cars), not at Grassy Area, N. End Bldg.	Done
117	8-Oct-20	GVT 8	Door & Frame, Garage 301-X, Needs Paint Touch-up	Done
118	8-Oct-20	GVT 8	Emergency Light, Fails to Light When Button Pushed, Near Mech. Room 301	Done
119	8-Oct-20	GVT 8	Emerg light, fails to light when button pushed, S. stairwell, 3 rd Floor	Done
120	8-Oct-20	GVT 8	Bench, NE of Bldg, doesn't sit well. Tilts fwd and to left. Needs to be Levelled	Done