



RAC Maintenance Committee Database Report Meeting

September 23, 2020 at 9 a.m.

Club Room

Chairman Doug Atkins called the meeting to order at 9:00 a.m.

Members present: Tim Broad, Sarah Jones-Chambers, Bob Cobe, Tom Hart, Richard Meredith, Marty O'Neill, Jerry Titsworth, and Bob Youngblood (quorum present)

Absent: Jean Aronson*, Al Hurlbrink* (excused*)

Doug opened the meeting by restating the purpose of the meeting which is to improve and streamline the Database Report process including starting to add estimated completion dates (ECDs). This meeting was preceded by a 9/14/20 executive committee meeting with Siby (see attached summary).

The first step in the process was the presentation of the monthly event schedule for the Database Report (DB). This schedule was previously reviewed and agreed to by Siby.

The next item for discussion was the Excel spreadsheet sample which outlined member parameters when submitting issues and problems. There were a few questions which were answered to the satisfaction of the Committee. Members were reminded that free Open Office (OO) software would produce compatible spreadsheet input. Jerry Titsworth offered to send members the OO compatible spreadsheet column widths, etc.

There also was discussion of certain types of issues which were routine in nature and did not belong on the DB. Members were again encouraged to e-mail or call LaVinia during the month for routine or safety issues. Following this philosophy will keep the DB manageable in size.

Members were next given the “new look” DB which will have all issues and problems numbered for easier discussion during our regular monthly meetings with Siby.

Doug also shared the DB form which had samples of the ECD nomenclature which was worked out with Siby in the 9/14/20 meeting. It was also pointed out that the establishment of ECDs would be a gradual process which will expand over the next few months.

Chairman Atkins adjourned the meeting at 9:55 a.m.

The next meeting will be the **regular meeting on October 8th at 1 p.m. in the Club Room.**

Respectfully submitted,
Doug Atkins, Chairman/Secretary



RAC Maintenance Executive Committee Meeting Summary

14 September 2020 in the Executive Conference Room

In lieu of a regular committee meeting for this month, the Maintenance Committee Chair, Doug Atkins appointed a subgroup to meet with Siby Thadathil, Director of Plant Services, to explore some specific issues. Invitees were Doug Atkins, chair; Jerry Titsworth, Excel Sheet Coordinator; Sarah Jones-Chambers, RAC Liaison; Bob Cobe, member and former chair; Siby Thadathil, Director. All attended.

The meeting was called to order at 10:30 by Chairman Doug Atkins.

Doug stated the purpose of the meeting was to find agreement on the format, coding, timing, and content of the Maintenance Committee Issues Database Report that is produced in Excel format every month by the Committee and is updated monthly by Maintenance Department.

Of recent concern has been the timeliness of the update from the Maintenance Department, the length of the report, and the lack of the existence and adherence to a useful and workable schedule for both the Committee and the Department.

Doug presented a proposed schedule which would apply in a normal month. This schedule outlines the steps in the process and the timing for those steps which are needed to establish expectations for all involved.

Doug also distributed a document detailing sample output of the report. All documents had been distributed earlier to the attending committee members for review.

Agreement was reached on the format. Siby requested that line numbers be added for ease of referencing specific items. The Committee members were in agreement with his suggestion. This will be accomplished with a format modification.

Next Doug introduced suggested Status Codes to allow everyone referencing the report to understand required action or expected completion date of a specific issues. Agreement was reached on a set of such shorthand codes.

The group was also in agreement that items requiring attention because of safety, urgency, or significant damage should be included on the reports but not items that are considered routine such as touch up paint, burned out lightbulbs, etc. Siby agreed to supply a general schedule of when certain routine repair/paint tasks were to be done.

The second part of the meeting was made up of discussion about recent damage in the lawn around The Plaza Building and a few other issues. Yellowing of the grass in

some spots is a result of the application of chemicals improperly mixed. The landscaper, C&S, takes responsibility and is addressing the problem at his expense.

The question of how to avoid another burst pipe associated with the water softeners in The Plaza Building is also being addressed with the water softener supplier. It is possible to install a sensor to be wired to sound an alarm.

In response to a question regarding piles of what is obviously fill dirt in the planter area between parking lot rows G & H at The Plaza, Siby explained that the dirt comes from reworking the garden areas in front of GVT buildings and will be part of the fill used to smooth out the planter pits along American Eagle bordering our parking in preparation for removing the remaining palmettos and slash pines and filling the areas with gravel of some sort. Since there is no irrigation there, planting is not recommended.

Siby reiterated that the slash pines around the parking area and the building will be removed after work is completed on reworking landscaping at GVT. Trees that may damage the building or pose a danger of falling limbs do not have to be replaced. In other cases the county requires that trees such as palms and magnolias replace the pines.

Respectfully Submitted

Sarah Jones-Chambers

RAC Maintenance Committee Liaison

RAC VP