



## RAC Maintenance Committee Meeting

Minutes of October 12, 2023

at 1 p.m. in Club Room

Meeting called to order at 1:00pm by Chairman Carter.

Quorum: Absent: Jan Ulics, Phil Bethea, Jacqueline Trautweiler.

Quorum established by Chairman Carter.

Motion to accept October Agenda:

1<sup>st</sup> Dick Moore, 2<sup>nd</sup> Carol O'Brien, approved unanimously.

September Minutes approved by Members via email.

Introduction of newest Member, Anne Skinner, assigned the B/C Wing, Floors 1,2, & 3 of the Plaza Bldg.

Updated Membership List and assigned areas distributed to all Committee Members.

Chairman Carter announced that the Maintenance Dept Associate assigned to cover the exterior maintenance of the campus has resigned.

Reviewed Database with Members comments. Also reviewed new issues with Members.

Project updates by Siby:

>Outside lighting being replaced with brighter LED lights.

>Plaza Bldg roof repairs complete.

>Carport endcaps: Hope to have 4 additional endcaps completed on the main boulevard by mid-November, then work to begin on other parking area endcaps.

>IL Bldg: - Capital Improvements Request has been submitted to Health Peak for review/approval.

-To divert people from walking in the circle, plants have been purchased to put near the entrance. Need to purchase the pots and place them appropriately.

>GVT: -Fire and CO alarms Bldgs 5, 6 & 8 in progress. Resident user training forthcoming.

-Pond fountains: anticipate installation of 2 fountains by end of November

-Entrance columns at all GVT Bldgs will be completed by end of November

-Wi-Fi system in all GVT Bldgs is online—but need to get networking and programming done.

-GVT dryer vents to be cleaned, vendor needs to be contracted.

-Cleaning of all GVT common area carpets to be discussed with Housekeeping.

Members issued Work Orders for minor repairs: **29 minor repairs** completed this month.

This system is working wonderfully for getting minor repairs done quickly.

**Cleared/completed issues: 5 Added issues: 4 Total for next meeting: 8**

Motion to adjourn by Carol O'Brien, 2<sup>nd</sup> Dick Moore. Approved unanimously.

Next meeting is on Thursday **November 9, 2023 at 1 p.m. in the Club Room**

Respectfully submitted, Jan Ulics, Secretary

<b>Maintenance Committee Database Report</b>				
			UPDATED 10-14-23	
DATE	LOCATION	ISSUE/PROBLEM		Action/ECD
<b>OPEN PROJECTS</b>				
1	08/11/22	GVT 5	Fountain in pond inoperative	10/30/23
2	08/10/23	plaza exterior	Need replacement of plants by door 2	10/30/23
3	09/14/23	GVT 6	Three columns at entrance need to be painted	10/30/23
4	09/14/23	Plaza door 2	Asphalt patch needed opposite mail parking place	10/30/23
5	09/14/23	GVT 5	Three columns at entrance need to be painted	10/30/23
6				
7			<b>NEW PROJECTS</b>	
8				
10	10/12/23	plaza door 5	St Francis wall needs repairs	
11	10/12/23	plaza door 5	Brick edging needs repairing	
12	10/12/23	plaza door 1	Repair/repaint plastic siding	
13				
14				
15				
16			<b>PROJECTS COMPLETED LAST MONTH</b>	
17				
18	02/09/23	Plaza Pool	ceiling above spa breaking up	Done
19	03/13/23	GVT 5	Gouge (rotten wood) base of pillar at left entrance	Done
20	03/13/23	GVT 6	Gouge (rotten wood) base of pillar at right entrance	Done
21	09/14/23	GVT 6	Stairwell north side of bldg hole on level 2 top of stairs followed by cracking	Done
22	09/14/23	Plaza door 2	Street light out	Done