

PREVENTIVE MAINTENANCE /ENGINEERING/ TECHNOLOGY COMMITTEE

February 04, 2008

ATTENDANCE: Dick Bertrand, Dave Lisbon, Zack Murphy

GENERAL:

The meeting was convened at 10:00 AM on Feb 04 in the Social Room. The agenda included discussion of the topics and issues listed in Mr. Lisbon's e-mail meeting notice of January 31. The existing service contracts were reviewed. Contract renewal dates and items covered by contract were discussed. The committee toured the roof top and elevator control room. Mr. Bertrand requested a tour of the generator room at a later date.

Roof Top Unit: Scheduled maintenance ongoing. Eventual repair/replacement expected to be very expensive due to size of system components and necessity to use a crane to lift components to/from the roof top.

Insulation on RTU duct work: Peeling off (especially on underside)

Washing Machine Hoses: Stainless steel hoses recommended. Placing an information to unit owners sign near Post Office will be recommended at the next Board meeting.

Roof Coating: Inspected by Dick, Dave, Keith and contractor. Thin areas found and marked by Keith. Contractor to return and recoat thin areas and leave a ½ pail of roof compound for touch up if needed.

Geo Thermal: System has had maintenance. Mr. Bertrand suggested that the location of the submersible water pump be determined. It should be in the well casing. If below the casing, the limestone wall can collapse on the pump requiring a new well to be driven with a new pump.

Garage Doors: Regular lubrication by Sorrento staff. Vendor repairs when necessary. Mr. Bertrand suggested a periodic power wash to reduce grit in moving joints.

Elevator Maintenance: Vendor (Kone Elevator) service contract in place through 2011.

Diesel engine / Generator: Maintenance contract (Metro Fire Alarm Systems) up for renewal July 2008. Change of contractor recommended.