

## PRE-CONSTRUCTION MEETING

# VINTAGE GRAND CONDOMINIUMS

Date: 07.10.18  
Site Location: 4012 Crockers Lake Blvd.  
Sarasota, FL 34238

Time: 10:00 AM

## Wood Frame Repairs and Related Work

R1503-302D

Meeting called by: Delta Engineering & Inspection, Inc.

Type of meeting: Pre-Construction Meeting

Facilitator: Mark Boss, Project Manager

### Attendees:

<u>Name</u>	<u>Company</u>	<u>Phone</u>	<u>Email</u>
Mark Boss	Delta Engineering & Inspection, Inc.	941-727-2600	<a href="mailto:mbooss@delta-engineers.com">mbooss@delta-engineers.com</a>
Steve Mainardi	Delta Engineering & Inspection, Inc.	941-727-2600	<a href="mailto:smainardi@delta-engineers.com">smainardi@delta-engineers.com</a>
Mike Jones	Delta Engineering & Inspection, Inc.	941-727-2600	<a href="mailto:mjones@delta-engineers.com">mjones@delta-engineers.com</a>
Gary Wasser	R. L. James, Inc.	239-980-2573	<a href="mailto:wasser@rljames.com">wasser@rljames.com</a>
Craig Nicholson	R.L. James, Inc.	941-379-1978	<a href="mailto:cnicholson@rljames.com">cnicholson@rljames.com</a>
Bob Branscombe	R.L. James, Inc.	941-758-8557	<a href="mailto:Bob_Branscombe@yahoo.com">Bob_Branscombe@yahoo.com</a>
Glenn Aitelli	Vintage Grand Condo Assn., Inc.	941-923-7380	<a href="mailto:gaitelli@pcmfla.com">gaitelli@pcmfla.com</a>
Joseph Gianino	Vintage Grand Condo Assn., Inc.	401-641-1975	<a href="mailto:gianinojosephr@gmail.com">gianinojosephr@gmail.com</a>
Dave Carter	Vintage Grand Condo Assn., Inc.	414-881-8641	<a href="mailto:dwcvg18@gmail.com">dwcvg18@gmail.com</a>
Chris Van Hoose	Commercial Plastering	941-812-6363	<a href="mailto:chris@commercialplastering.com">chris@commercialplastering.com</a>
Bill Rice	Commercial Plastering	941-748-0772	<a href="mailto:bill@commercialplastering.com">bill@commercialplastering.com</a>
Shawn Harlacher	PGT	941-480-1600	<a href="mailto:sharlacher@pgtindustries.com">sharlacher@pgtindustries.com</a>
Miranda Dupuis	Scott	941-404-0016	<a href="mailto:m.dupuis@floridapaints.com">m.dupuis@floridapaints.com</a>
Eric Lawson	Scott	941-809-4801	<a href="mailto:e.lawson@floridapaints.com">e.lawson@floridapaints.com</a>

## Minutes

### TOPIC 1

1. Contract
  - a. Contract signed 6.28.18.
  - b. Start date 7.23.18.
  - c. Delta, RL James and Association have copies.
  - d. Contract was revised at meeting
    - i. Balcony repair was corrected to delete 1384 and include 1324.

2. Bond
  - a. Pending. To be received next week with first pay app.
3. Notice of Commencement (NOC)
  - a. Not initiated and required to pick up permit.
4. Permit
  - a. Pending approval from Building Dept.
5. Insurance
  - a. Provide Certificate of Insurance from insurance company listing Association as additional insured.
    - a. Pending.

**Action:**

1. **RL James to submit bond fee with first pay app.**
2. **Need NOC.**
  - a. **RL James to provide NOC for Owner's signature and send to Building Dept.**
  - b. **Delta to be provided a copy when fully executed.**
3. **Delta to revise drawings with building address.**
4. **RL James to provide Certificate of Insurance.**

**TOPIC 2**

**Scope Changes:**

1. 32 windows will be provided by owner and a change order will be issued for a window credit.
2. Association to determine possible change from planks to tongue and groove at balcony.
3. All parties agreed the window sills were included in the base bid.
4. PGT 700-7700 Series window after third quarter.
5. New NOA for PGT 7700 windows.

**Action:**

1. **RL James to issue change order credit for the windows.**

**TOPIC 3**

**Product Submittals:**

1. PGT: SH700 – Window configuration has changed end of third quarter. PGT 7700 Series – seven weeks lead time on order.
2. PGT will be having a 6% price increase on windows.

**Action:**

1. **RL James to coordinate ordering windows by building.**
2. **RL James to obtain sample of new PGT 7700 series windows and provide.**
3. **PGT to inspect 32 windows that owner has prior to installation and provide letter of approval.**
4. **Additional water-test and mock-up for new 7700 series windows will be required.**

**TOPIC 4**

Start Date: 07.23.18

1. Starting Bldg. #14 – has 40 windows.

**TOPIC 5**

Completion Date: 12.20.18

**TOPIC 6**

Schedule:

1. 2018 – 14 and 25
2. 2019 – 10, 26, half of 24
3. 2020 – half of 24, 21, 23

Start date for Bldg.#25 will be pushed out two weeks.

**Action:**

1. **RL James to provide updated schedule at next meeting.**

**TOPIC 7**

Mobilization: Week of 23rd

1. Partial mobilization week of 07.16.18.

**TOPIC 8**

Safety:

1. Discuss our concerns with scaffolding safety.
2. RL James to purchase and install scaffolds.
3. Craig to set up and certify.

**Action:**

1. **RL James to provide affidavit stating scaffolding meets all OSHA requirements.**

**TOPIC 9**

Material Suppliers and Deliveries:

1. Same product as Phase I.
  - a. Scott Paint – Railing paint and process will be from previous Phase I.
2. Windows – seven weeks lead time.
3. RL James and PGT notified that Delta will not accept two different window types on the same building.
4. PGT to notify all on lead times and inspection of HOA's 32 windows. PGT to coordinate.

## **TOPIC 10**

### **Inspections:**

1. Delta
  - a. To do site visit 3-4 days/week.
  - b. To provide county inspection.
  - c. RL James to coordinate with Glenn (Property Manager) to get into units.
2. Building Department
  - a. Will be performing audit inspection.

### **Action:**

1. Set up pre-survey with Delta and Association next week.
2. Delta to send Field Reports to County and Affidavit of Inspection forms to County.

## **TOPIC 11**

### **Mock-up and Samples:**

1. RL James to provide sample of 7700 window in approximately two months.
2. Required Mock-ups: Section A, Bldg. 14
  - a. Framing and strapping
  - b. Sheathing installation
  - c. Tyvek installation
  - d. Stucco installation
  - e. Window flashing installation and window installation
  - f. Joint Sealant
  - g. Painting systems
3. RL James will do demo, framing, weather barrier and windows install.
4. CPI to provide mock-up of possible trim band change for review

## **TOPIC 12**

### **Contractor Issues:**

1. None at this time.

## **TOPIC 13**

### **Construction Administration Procedures:**

1. C/O's, Substitution Requests, RFI's, Delay Requests, Procedures
  - a. CO #1 – credit for 32 windows.
2. Payment Applications, Procedures
  - a. Monthly by the 25<sup>th</sup>.
3. Field Contact Person
  - a. Mark Boss - Project Manager, Mike Jones – Inspector, Craig Nicholson – Superintendent for RL James.

**Action:**

1. **Balcony doors will be screwed shut by RL James.**
2. **RL James to provide new screen price as CO #.**

**TOPIC 14**

**Owners Issues:**

1. Tongue and groove on balconies – pending Board approval.
2. Screen walls to be removed and reinstalled.
3. Not painting Lanai door.
4. Not painting back wall and ceiling of Lanai.

**Action:**

1. **RL James to provide price to replace.**
2. **RL James to provide Affidavit stating scaffolding “meets all OSHA requirements.”**

**Additional Information:**

**Next Meeting:**