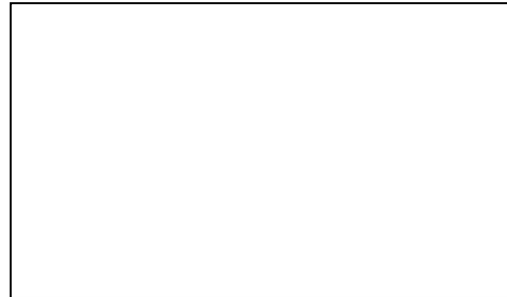


KEYSTONE
ENGINEERING &
CONSULTING, INC.



PRE-CONSTRUCTION MEETING MINUTES

REFERENCE: OCEAN RITZ Condominium Mezzanine Rehabilitation Project

FOR OWNER: Ron Ashton, Association President
Casey McDevitt, Board of Director's
Tom Knowles, Board of Director's
Michelle Rucker-Penland, LCAM and Association Manager

FOR CONTRACTOR: Rick Hager, CGC and Owner of Flores-Hager & Associates(FHA)
Heather Hamilton, Project Administrator, FHA
Dave McDonald, Project Superintendent, FHA

FOR ENGINEER: Chuck Hays, CGC and Construction Services Manager for Keystone Engineering
Krista Barnby, LCAM, Keystone

The Meeting was called to order at 1:05pm on December 5, 2017 with the following summarization relating to discussions and follow up actions.

1. Building Permit / Notice of Commencement

Ms. Hamilton advised the Notice of Commencement and Payment & Performance Bond had been recorded with the Volusia County Clerk of the Court. She also reported the Building Permit was issued with the number C1711-057.

2. Construction Administration

The chain of communication for the project was established, which is;

- Chuck Hays – Keystone Project Manager (Primary)
Cell # 386-451-8300 e-mail - cghays@bellsouth.net
- Krista Barnby - Keystone Project Manager (Secondary)
Cell # 904-669-8589 e-mail dkbplus3@gmail.com
- Michelle Rucker-Penland – Management Point of Contact and Document Custodian
Office # 386-677-0443 e-mail – oceanritz@gmail.com
- Dave McDonald– Cell # 386-416-8532 e-mail – fhadave@hotmail.com
- Heather Hamilton– Cell # 386-274-8133 e-mail – fhaheather@outlook.com

3. Start Date, Work Days, Work Hours

The official start date was announced as December 11, 2017 with the mobilization commencing during the week of December 4, 2017.

The work hours were agreed to be 7:30 to 4:30 with loud noises allowed at 8:00am.

Work days will be Monday-through-Friday with Saturday reserved as a makeup day with notification by Friday of that workweek. No work will be allowed on Sunday, Federal Holidays or Saturdays of a Federal Holiday weekend.

4. Sequence of Base Bid Work

- ❖ The contractor will provide a plywood walkway from the social room east door to allow access to the pool deck
- ❖ The main entrance to the lobby and the garage will be open for use at all times with only several parking spaces secured to place shoring for the equipment path
- ❖ Mr. Hager estimated the time for the demolition of the majority of the mezzanine slab to be approximately one week

5. Site Use

- Site Use – Contractor was granted use of all parking spots at the eastern end of the north parking deck
- The north ramp to the parking deck will be cordoned off requiring two-way traffic at the entrance ramp

6. General Discussion

- There will be no work on the Monday's of Christmas and New Year's Holidays
- The forecast for replacement of the beach stair is February 2018 that will require closure for about four weeks

With no further business to discuss, the meeting adjourned at approximately 1:45pm.

These minutes were prepared by Chuck Hays should any additions or corrections be requested.

Cc; Keystone File