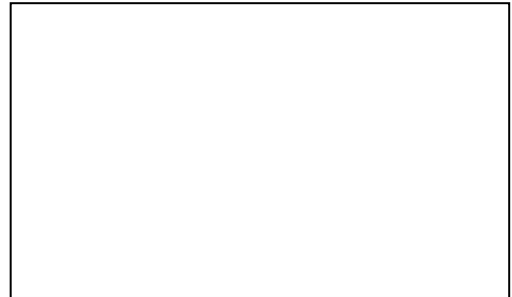


KEYSTONE
ENGINEERING &
CONSULTING, INC.



PROGRESS MEETING #3 MINUTES

REFERENCE: OCEAN RITZ Condominium Mezzanine Rehabilitation Project

FOR OWNER: Ron Ashton, Association President
Thomas S. Knowles, Unit 104
Ken Donaldson, Unit 204
Michelle Rucker-Penland, LCAM and Association Manager

FOR CONTRACTOR: Rick Hager, CGC and Owner of Flores-Hager & Associates(FHA)
Joseph Howland, Flores-Hager & Associates(FHA)

FOR ENGINEER: Chuck Hays, CGC and Vice-president for Keystone Engineering
Krista Barnby, LCAM, Keystone

The Meeting was called to order at 9:01am on March 2, 2018 with the following summarization relating to discussions and follow up actions.

1. Ms. Rucker-Penland specified since the last progress meeting Unit 001 all cabinets will be removed and entire floor will be refloated. Mr. Hager added he will give a not to exceed price and charge time and materials to keep costs lower. Mr. Hays will inspect Unit once it is stripped.
2. Mr. Hager stated installation of tile in specified locations will begin mid-week the week of March 5th and stated the project will be completed in approximately 3 weeks.
3. Mr. Hays directed the contractor to create three mock-up boards for the hybrid coating for the ramp and stairs leading to the pool deck. President Ashton questioned if the coating could pose an issue for slipping with Mr. Hays recommending a coefficient of friction test be performed with results of no less than .60 for all areas.
4. Repairs to beach stairs will begin immediately after The Department of Environmental Protection approves scope of work. While the project is in-progress, the beach stairs will be closed for 2-weeks and temporarily re-opened until concrete cures and that will require approximately three weeks, then closed for an additional two days for waterproofing coatings. Management agreed to notice owners of all closings.
5. A proposed change order will be submitted for new storefront doors at the north and south lobby exits.

With no further business to discuss, the meeting adjourned at approximately 9:23am. These minutes were prepared by Krista Barnby should any additions or corrections be requested.

Cc; Keystone File

Ocean Ritz Project Meeting Minutes

Page 1