



KEYSTONE

ENGINEERING & CONSULTING, INC.

166 Center Street, Suite 210, Cape Canaveral, FL 32920 ● 1635 S. Ridgewood Ave., Suite 208-209, South Daytona, FL 32121

Office: 321.454.7300 ● KeystoneEngineeringPE.com ● Fax: 321.459.2888

October 9, 2019

PROGRESS MEETING #3 MINUTES

REFERENCE: Tropic Shores Rehabilitation Project Permit # 20190844

FOR OWNER: Casey Murray, LCAM and General Manager
Steve Persinger, Maintenance Supervisor
Bill Sendelbach, Construction Liaison
Marilyn Sendelbach, Vice-President

FOR CONTRACTOR: Ray Reynolds, Project Manager, SPEC

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

The Meeting was called to order at 12:00pm on October 8, 2019 with the following summarization relating to discussions and follow up actions.

1. **Call to Order by Keystone/Approval of Progress Meeting #2 Minutes**
Approved as published.
2. **Project Schedule**
 - A discussion about the 5 weather days the contractor added for Hurricane Dorian concluded with all parties approving the extension in time
 - North & south balcony elevation remaining lock-off/repairs began this week
 - Painting of the building has been delayed the week of 10/7 due to rain
 - The sliding glass door replacement will begin the week of 10/14 on the south elevation

- The submitted schedule will be amended to reflect final completion with the added 5 weather days and provided as a handout at November 2nd Board meeting that Keystone and SPEC are attending

3. **Change Orders**

CO1-Remove thresholds from contract

CO2-Replace 19 sliding glass doors where repairs inside were needed

CO3-Sandblasting steel at areas adjacent to party walls where the reinforcement cannot be cleaned with wire wheels because too close together

CO4-Broken cable repairs in Units 508 & 608

Proposed Change Order to re-stucco unsightly patched areas where towel bars were removed and replaced

Proposed Change Order to deck coat the 6th floor sundeck with knockdown texture and epoxy primer

4. **Budget To-Date**

Mr. Hays agreed to prepare budget projection #2 once final cable count is available, but in advance of the November 2, 2019 meeting.

5. **General Discussion**

- Mr. Hays asked the contractor to fill out weather delay forms for each occurrence
- Mr. Reynolds stated the off-site date is projecting for 2/6/2020
- Mr. Hays asked the contractor to revise the schedule to reflect actual date of completion
- It was discussed to add a scupper to every kneewall to allow ponding water to drain off the balconies instead of using excessive amounts of profiling to gain the same results, a cost of \$65 per scupper added was given by contractor and will be billed on the profiling Line Item if Board approved

6. **Progress Meeting #4 Date**

November 26, 2019 at 12pm

With no further business to discuss, the meeting adjourned at approximately 12:51 pm.

These minutes were prepared by Krista Barnby should any additions or corrections be requested.

Cc; Keystone File