

# Maintenance Committee Minutes

Date: March 24, 2021

Committee Attendees:

Morris Bencini – Chairperson  
Bill Horton  
Jeff Winsler  
John Ollsen  
Ron Vitori (absent)  
Val Biebuyck – Board Liaison (absent)  
Jose (Pepe) Huerta-Mendez (owner)

Other Attendees:

Keith Grady – Board President  
Peter Fehr – Maintenance Mgr.  
Pepe

The meeting was called to order at 9:01am with a committee quorum in attendance. The meeting was appropriately noticed by the Castle Management Group on Monday, March 22 (48 hours advance notice).

Minutes:

1. An interim study needs to be performed by Karins with a formal recommendation to specifically evaluate, address and correct the leakage in the decorative polystyrene molding (ie. EFIS bands) at the transition floors and other areas (including the molding above the fixed windows) as currently exist. We need a specific analysis (engineering study and recommendation) addressing the standard design requirements and repairs protocol. This scope needs to be specifically identified in the contract.
2. We need to address the membrane issue at the balconies and perform a study of whether the problem is due to membrane failure or just paint adherence to the membrane. We also need to identify what percentage of the balconies are exhibiting the problem to determine whether this can be corrected on an isolated basis or if all the balconies need remediation.
3. The formal recommendation is to use CPR Painting (CPR) as the contractor. However, we need their unit rates used for the unit price work in Section B of the proposal to be more competitive and in line with market pricing. In addition, we want to negotiate their hourly rates to be more in line with the current market per our review of other recent contracts. Suggest they agree to the rates used in the proposal by Complete Property Services (CPS). Finally, we believe a payment and performance needs to be obtained (per our previous discussions) at the revised bond rate cost of 1.5% of the contract value.

4. We need a timeline from Karin's as to the weekly staffing and staging requirements by the contractor in order to procure and assign parking and/or laydown areas during work onsite. These areas will be approved by Castle Management and the Board prior to work beginning.
  
5. We need to address the security issues with the selected contractor once onsite work begins. We recommend that all onsite contractor personnel wear company designated apparel (ie. Identifiable shirts, etc.) and that a formal check-in process be developed to ensure that no extraneous persons are allowed onsite during work.

Upon discussion of the above points, it was unanimously agreed by the Committee that the following be recommended to the Bel Mare Board of Directors:

Resolved,

- That the Maintenance Committee recommends award of the contract to CPR;
- That Karins Engineering perform a baseline study of the current condition of the membranes at the slab edge on individual unit balconies to determine the extent of work necessary for remediation of membranes and/or paint adherence as necessary;
- That Karins Engineering incorporate a formal protocol for eliminating leakage in the polystyrene molding (ie. EFIS) decorative bands and include the specific protocol into the proposed contract. Such protocol needs to address all aspects of the needed repairs;
- We recommend an additional round of negotiation with the selected contractor to adjust the final contracted hourly rates and the unit price rates. We recommend that they agree to the hourly rate table proposed by CPS in their proposal. In addition, we request a best and final on all proposed unit rates for the "Unit Price Work" in their proposed scope of work.

The meeting was adjourned at 10:00am.

Submitted,

Morris Bencini

Committee Chairperson