

# Maintenance Committee Meeting Minutes

9/2/21

**Attendance:** Rick Labrie - Dixie Construction Services (Contractor), Toni Giliberti, Marie Sargeant, Peter Fehr, Keith - Castle Group (Building Management), Nick Dunning- Karins Engineering (Contract Administration, QA/QC and Engineering Oversight), Bel Mare Maintenance Committee (Advisory) Morris Bencini, John Ollsen, Jeff Winsler, Keith Grady, Gary Schuster (Val Biebuyck, Bill Horton and Eric Krall on phone).

Meeting was called to order at 1:00pm by Mr. Bencini.

Mr. Olsen was asked to take the lead on questions for the engineer and/or contractor based upon the outline he prepared for the meeting per below:

1. Dixie Safety Program Overview

Rick w/ Dixie reviewed safety program and procedures incl. OSHA compliance

There will be weekly safety and project review meetings

Newest employee 3 months, most employees have 3 to 9 years with Dixie

2. Karins Engineering Roles and Responsibilities

Number of employees on the job site will typically be: 3 swings of 3 people each plus project manager or asst. manager

Karins is liaison between contractor and management

Throughout the week Karins will review status and progress with contractor

Karins verifies contractor is meeting specs of contract and verifies additional charges

Karins inspects QC of work and approves repairs/fixes prior to work being performed

3. General Conditions Review

a. Onsite organization

b. Management Oversight

c. Temporary Facilities

- Office trailers

- Sanitary

- Parking

currently 7 spaces allocated at building 2 for contractor use

- Access/Security

- Storage and Laydown

- Dumpsters/Trash

4. QA/QC

Manufacturer's reps will review and inspect that material is applied properly

All paint is rolled, not sprayed

Dixie will document current condition of railings, sliders, ceiling fans and balconies to verify any damages

Warranty of paint and sealant is 10 years, includes material and labor, and is not prorated (single part sealant is 5 year)

It was discussed that the sealant between the balcony floor tile and wall will not be replaced, unless there is a bad area

5. Contract Administration

- a. Documentation
- b. Quantity Releases and Verification/Acceptance
- c. Meetings, Progress Reporting
- d. Project Schedule (Monitoring and Updating)

6. Installation Protocols

- a. EFIS Band Repairs  
Nick stated that the buildings do not have EFIS Bands, but a foam band
- b. Balcony Slab Edge Repairs  
Discussed that there is a written procedure for slab edge repair
- c. Other

The engineering and contractor reps left the meeting at approx. 2:30pm.

The meeting continued with Bel Mare management and owners in attendance discussing the status of other projects and the prioritization of current / future projects.

- Reviewed maintenance project priority list
- Discussed that the roof membrane manufacturer, Firestone, is not honoring the warranty (currently to 2027). It was decided to recommend to the Board to have a legal review of addressing this issue.
- Morris will update the project priority list and distribute it to the Committee for discussion at a future meeting.

The meeting was adjourned at 3:00pm

Morris Bencini – Committee Chair