

Meeting Minutes

Delta Engineering/Rimkus Consulting Group, Inc. - Bel Mare Condominiums

December 6, 2022

Attendees:

Delta: Bruce D Miller PE, Dept Manager/Restoration; Iqbal Ahmed PE, Dept Manager/Forensics (part time)

Bel Mare Maintenance Committee: John Ollsen, Bill Horton, Jeff Conwell, Brian Miller, Bldg. Management

Purpose: Evaluate capabilities to support Bel Mare with SB 4D requirements

1. Delta Overview

- Delta was recently purchased by Rimkus and remains a subsidiary company.
- They are able to pull resources from other Rimkus offices as the need arises. They have currently pulled resources from their Canadian operation to work on Hurricane Ian disaster recovery efforts.
- The local office in LWR only has one engineer designated to perform inspection activities and one certified reserve study specialist
- Bruce stated Delta will not be the cheapest firm

2. Inspections and project execution

- Bel Mare requested a resume for Iqbal Ahmed. Mr. Ahmed would be the inspector for Bel Mare
- For restoration projects Delta will typically act as the owner rep and engineer overseeing a general contractor who is contracted with the association. They have a good relationship with RL James, Dixie, and Spectrum.
- For the SIRS inspection they expect to enter 20% of private units and for the Milestone inspection it will be 100%
- The SIRS inspection will require 1 PE and 1 reserve specialist

3. Reserve Study

- Reserve studies are performed in-house
- Building foundation reserves are accounted for in a "Future Maintenance" line item.
- It is expected that SIRS will require 2 reserve pools. One fully funded for structural using component method and one for all other which can be pooled or component method
- Sliders are included as windows. Typically, windows are the owners' responsibility. Bel mare is otherwise.

4. Remaining 4D legislative clarifications
 - Delta expects further clarification regarding SB 4D that includes those aspects of items listed that are related to the structural integrity and safety of the building.
 - It is conceivable that standardized reports will be initiated.
5. Notional Schedule
 - The typical contract specifies a 60 day turnaround for an inspection report but most likely they will have it in 30 Days.
 - The time for an inspection based on Bel Mare footprint and using 1 PE and 1 Reserve specialist will be 2 to 4 days.
6. Information required from Bel Mare
 - Delta will require the latest reserve study and drawings of buildings.
7. Form of proposal/contract
 - Delta normally works on a T & M or fixed unit rate basis with an estimated cost to perform the work. They would work on a firm price basis, however, it would be loaded with a contingency.
 - For a milestone inspection they estimate the cost to be \$12K to \$18K.

ACTION ITEMS LIST MAINTENANCE COMMITTEE 2022

ISSUE DATE 11/3/2022

ITEM #	DESCRIPTION	RESPONSIBILITY	DATE CPT		STATUS	REMARKS
			FORECAST	ACTUAL		
1	Post revised Maintenance Committee Charter. Board has approved changes and management will post on website	Jeff			open	Website Mgr now has Charter to put on Site
2	Brian will follow-up with Castle to see what other MMS's exists. Maintenance checklists as provided are not manageable.	Bldg Mgt			open	Brian will work with Castle to Demo Building Link software. Ollsen to provide Brian dates to schedule another demo. Cost of software is \$3200/year.
3	Ensure that Building Management manages Projects List thru maintenance dept.	Jeff			open	Brian will make recommendation. Will use Action Items list instead
4	Evaluated tennis court cracking with a local contractor for pricing.	Bldg Mgt			open	Morris has contractor name for work and will give to Brian for a quote. Contractor quoted Brian \$900 for repairs. Repairs Completed
5	Maintenance Dept to contact city to inspect and correct malfunctioning water meter.	Bldg Mgt			open	Brian is working with City to provide a second evaluation of meter. Valve and meter replacement completed by City.
6	Check pool vaults for leaks. (Property checklist item) Pool vaults show signed of leakage	Bldg Mgt			open	Pool vault must be accessed by certified HAZWOPER personnel. Morris will provide name of a contractor. Pool vault photod Sept 23. Brian will contact company that replace

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						Spa. Brian Will contract Galaxy for repairs and to see if we need an engineer involve
7	Determine best way to address owners to replace water heater before they fail. (Electric water heaters have a 10 to 15 year life). Eblast community regarding possible liability issues if water heater fails. Also, include use of tablet to detect leaking flapper valve.	Jeff			open	Jeff to prepare flyer to be sent to residence. Jeff made a water heater flyer and will have it emailed and posted.
8	Develop program to determine how water usage savings can be achieved. Contact City for info on companies that can perform water usage audit.	Brian			open	Brian will discuss with city in conjunction with water meter issue. Bill H introduced a flow meter that costs \$800 to \$900 mfr'd by Dyna flow. Brian contacted a company (Keyence) that will do a demo.
9	Schedule Next thermography inspection of electrical load centers and panels. (Last performed in 2016. NFPA recommends annual inspection)	Bldg Mgt			open	Previous report was provided. Brian to contact previous contractor Grouse. They no longer do that work. Brian to find a contractor and schedule work.
10	Set up routine to observe and report that irrigation well and all other irrigation appurtenances are functioning properly. Advise Landscape Committee.	Bldg Mgt			open	Brian is working with Landscape committee and contractor to observe function once a month. Observed that one zone not working.
11	Conduct meeting with Structural Engineer to review structural recertification and cracks in the garage structural concrete.	Morris			closed	Held meeting with Dave Karins May 17 th at 1 PM. Karins report has yet to be submitted as promised.

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12	Determine if exterior doors are fire rated and need to be replaced	Bldg. Mgt			closed	Door are not fire rated and do not need to be replaced
13	Locate a tile repair specialist to address chipped tile on lanais and other common areas.	Morris			open	Brian bought repair kit and will attempt to repair. Investigate polishing to reduce chipping. Repari kit does not work on tile. Receive a quote for travertine at \$9800.
14	Insure that leaks into living areas under lanais are well documented. No documentation in files.	Bldg. Mgt			closed	Brian will document leaks and notify committee
15	Initiate overall third party assessment regarding replacement of lanai tile including Tremco (manufacturer) assessment of membrane.	Jeff			open	Tremco has visited site. Secure Tremco Report From Karins
16	Investigate best solution to resolve water intrusion into roof doghouses including blocking over louvers. Review use of sumps with pumps. Verify that waterproofing is complete and louvers are not blocked. Verify fascia damage is corrected.	Jeff			closed	Louver covers and floor foam removed on building 2. Caulking complete around louvers and fascia. Brian will monitor for water intrusion. No water observed after downpour.
17	Obtain and review elevator vestibule report produced by Karins	Morris			closed	Morris to expedite Karins for report. Report received and evaluated by Committee. See meeting minutes
18	Obtain status of Service hallway instrumentation (thermostats, and RH and Temperature Data loggers) results.	Jeff			open	Brian to obtain quotes for new remote humidity control thermostats

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						for each service hallway Brian will locate data loggers to evaluate effectiveness of New Humistates or Thermostats (Which is it) Brian secured a quote for \$27,000 for new thermostat and sensors
19	Verify that building management has incorporated checking elevator shaft louvers and variable speed fans operation into building inspection checklist.	John			closed	Brian is doing this on a regular basis. Item complete
20	Obtain copy and regular distribution of Vendor Status Report	Bldg Mgt			open	Brian to check with Toni for list. Jeff will obtain copy of vendor list. Bill provide old copy to committee. Jeff provided current copy to committee
21	Maintenance Committee to provide input to reserve study kick-off. Maintenance committee meeting scheduled for April 29 th at 10 AM for the purpose of reserve study kick-off.	John			closed	
22	Schedule comprehensive FPL Energy Survey. Committee to review Survey for implementation	Jeff			open	Brian scheduled it for Monday, 11/7/22. Brian will accompany FPL. Survey is complete
23	Address with contractor and engineer Painting/water proofing non-compliant quality	Morris			closed	Building 2 interior roof items will be

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	issues identified by Bill Horton's list including Caulking, Lanai tile drainage, eyebrow painting, various rooftop items, etc.					complete once tile replacement swing stages are removed. Eyebrow painting was observed as complete by Morris subsequent to meeting. Brian to provide Breakdown of actual cost verses contract.
24	Verify that parapet cap wood nailer is pressure treated wood.	Bldg Mgt			closed	Morris observed that wood nailer is pressure treated however parapet cap requires extensive rework. Bill H requested copy of quantities used. Sept 19 received copy of nailer report from Karins.
25	Request protocol regarding lanai expansion joints and for membrane slab edge termination detail	Morris			Open	Morris to follow-up with Karins. Morris sent Karins report to committee.
26	Research through contractors improved technology addressing phone lines for fire panel and elevators.	Bldg Mgt			Open	Brian will check with new contractor. Brian is investigating if we can reduce the number of phone lines.
27	Distributed to Maintenance Committee up-dated Project List	Bldg Mgt			closed	Brian will evaluate List to see if it's of value to him. The last update was 3/6/22. Project list will not be maintained.

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28	Receive and review Structural engineers report, Re Dave Karins Site Visit.	Morris			open	Karin's was to have report by Oct 21 st . Karin's requested copies of building #2 Garage. Received Karin's report for review.
29	Review Status of insulation repairs on roof and report back to committee	Bldg Mgt			complete	
30	Evaluate water intrusion (Possibly from Planters) and structural crack in storage room south of pool chemical room	Bldg Mgt				Karins to investigate. Karins submitted permit application to make repairs
31	Communicate to Community Bill Hortons Bel Mare Hurricane Data	Jeff				
32	Provide BOD Link to register Bel Mare as required by SB 4D	Jeff				
33	Contract Engineering Firm to support Bel Mare's SB 4D requirements	John O				
34	Evaluate proposals for Door Fob and Car Entry Decal projects and make recommendation to BOD	John O/Jeff				
35	Communicate to owners to use bleach rather than vinegar to treat A/C condensate floor drains as recommended by A/C vendor.	Jeff				Treat with Bleach and let set for 10 to 15 minutes, then flush with a couple of gallons of warm water.
36	Obtain and review copy of Painting and Waterproofing invoice	Jeff				
37	Obtain and review copy of parapet wall remediation invoice.	Jeff				
38	Obtain copy of Dixie/Karins documentation photos	Jeff				

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39	Obtain quotes to scope sanitary stacks and several laterals	Bldg Mgt				
40	Obtain Copy of Nov 2022 water bill to gage the before and after impact of new water meter.	Jeff				

Maintenance Committee Meeting Minutes

December 6, 2022

John Ollsen - Chair, Bill Horton, Jeff Conwell, Brian Miller – Maintenance Manager, Jeff Winsler – Board Liaison Fred Sperry - Owner

Building Link Review

Discussed Building Link system. Attached is the committee's evaluation of the Building Link software as presented in the Nov 17 Zoom meeting. The Committee voted unanimously to recommend implementation of the Building Link system to the Board.

Prep for Delta Engineering Meeting

The agenda and questions for the Delta Engineering meeting was reviewed. 8 engineering firms were solicited, 3 have responded to date. Delta, BE-CI and Belt. Karins submitted an unsolicited bid to perform the SIRS survey.

See attached meeting notes for Delta – Bel Mare meeting

Review Action Items List dated 11-3-2022

The committee reviewed the Action Items List. See attached Action Items List Dated 12-6-2022