



# Minutes of Meeting No.: 4

**Project:** ABC Building Renovation

**Date:** May 18, 2009 **Project No.:** 09101

**Location:** Site

The following summarizes all subjects discussed and decisions reached at the above-noted meeting. Please advise Architect of any errors or omissions.

|  | <b>Action by</b>   |
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| <p>4.1 ATTENDEES</p> <p>Client: U. Lysses<br/>           Contractor: O. Lympus<br/>           Architect: P. Thagorus, J. Smith</p>   |  |
| <p>4.2 GENERAL</p> <p>.1 Contract — Client is to sign contract and return to Architect at earliest convenience (outstanding 2 weeks).</p> <p>.2 Insurance — Contractor is not prepared to accept \$1,000 deductible as noted in his letter to provide same for remainder of project duration by June 1, 2009. Client to review.</p> <p>.3 Cash Flow — Contractor has provided cash flow projections for first three months and is to provide same for remainder of project duration by June 1, 2009.</p> <p>.4 Schedule — Copies of garage and tower superstructure bar chart schedules were distributed to Client and Architect for review and comment.</p> | <p>Client<br/>U. Lysses</p> <hr/> <p>Client<br/>U. Lysses</p> <hr/> <p>Contractor<br/>O. Lympus</p> <hr/> <p>Architect<br/>P. Thagorus</p> <hr/> |
| <p>4.3 ARCHITECTURAL</p> <p>.1 Samples — Travertine sample to be resubmitted.</p> <p>.2 Hoarding Colour &amp; Sign — Client to advise regarding hoarding colour and \$600 allowance for sign.</p> <p>.3 Documentation — Contractor advised that they had documented the condition of existing landscaped area by photograph and letter, before erecting temporary offices. A copy of this documentation will be submitted to Architect.</p>  | <p>Contractor<br/>O. Lympus</p> <hr/> <p>Client<br/>U. Lysses</p> <hr/> <p>Contractor<br/>O. Lympus</p> <hr/>                                    |

Invoice (continued)

4.4 STRUCTURAL

.1 Service Tunnels — Contractor stated that their bid does not include an allowance for tunnels, to connect services. Tunnel work should commence immediately, but the contractor is not prepared to start until this matter is clarified. Architect to review and advise.

**Action by**

Architect  
P. Thagorus

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.2 Garage Alterations — Existing pipe columns are to be inspected by Structural Engineer and reworked. Instructions required (outstanding 1 week).

Structural Engineer

4.5 MECHANICAL

.1 No pending business.

4.6 ELECTRICAL

.1 Electrical Contract Clarification — Decision on the following is still outstanding and is delaying finalization of prime contract and electrical sub-contract:

- ABC fixtures in lieu XYZ
- Transformer type — dry type vs. oil

Client reported that while they have been fully briefed on this situation, they will not consider the matter further until Contractor replies to the Architect's letter of 10 April 2009.

Contractor  
O. Lympus

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4.7 STATUS OF SHOP DRAWINGS AND SAMPLES

.1 Contractor and Architect reported no outstanding items at this time.

4.8 STATUS OF CHANGES

.1 Status Proposed Changes issued to date:

PC 1 Incoming service & power supply

Client signing CO

PC 2 Travertine finish — core walls

Architect checking

PC 3 Mechanical revisions

Architect checking

PC 4 Structural foundation revisions

Architect checking

PC 5 Clarification of parking garage structure

Contractor pricing

PC 6 Sprinkler revisions

Contractor pricing

4.9 DISTRIBUTION — U, Lysses  
— O, Lympus  
— Structural Engineer

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Prepared by:  
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