



## HIBNER + LEVINE & ASSOCIATES

400 South Tamiami Trail, Suite 180

Venice, Florida 34285

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*08-08-22*

### HOLIDAY PARK - REMODELING AND RENOVATIONS COMMUNITY FACILITIES BUILDING

#### MEETING NOTES

Thursday, August 5, 2022

An on-site meeting Progress Meeting was held at Holiday Park - Conference Room; the meeting was attended by: John Rabideau, Brett Burmann, Bob Duncan and Steve Grossl from Holiday Park, Steve Kelle (Wessel Construction), and Jennifer Smith (Hibner + Levine & Associates). Shortly before the meeting ended, the superintendent, Jay Giles, arrived on site, and introductions were made.

After all introductions were made of the new Holiday Park members, the Contractor provided Change Order #1 for the Performance/Construction Bond, and Change Order #2 for the difference of Contract with the Audio Visual Contractor (Big Fish), for Owner signature. Application for Payment #1 was also presented. Jennifer requested that the Contractor e-mail the Applications from now on, in which they would then be reviewed, approved and forwarded to the Owners for processing and payment. All items such as change orders, Requests for Proposals, and Applications for Payments would be directed to the Architect's office and once reviewed, would be sent to the Owner.

The Contractor explained that will be gearing up next week and anticipate having the fence installed, temporary toilet delivered, and commencement of exploratory investigations by the Contractor. The permit is expected within the next week or so, and construction will begin as soon as the permit is released. The fence location was reviewed and agreed to by all parties. Access of the park owners will be directed through the Laundry Area to the back door of the office area, until further notice.

The Contractor explained to the Owners the "chain of command" for any changes to the scope of work must go only to Steve, and strongly stressed not to instruct Jay, Superintendent, or any sub-contractor to change, modify, or eliminate anything from the scope of work. They are welcome to talk with the superintendent about them, who will in turn inform Steve and the office. They will then be reviewed and discussed during the weekly meetings. If it is more of an urgent or life safety matter, the superintendent will contact his office immediately and it will be address accordingly.

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The on-site weekly meetings are scheduled for Wednesdays at 9:00 a.m. and shall be attended by Holiday Park, Steve and Jay, Wessel's office, and Jennifer, Hibner's office. A report and progress photos (when applicable) will be provided for each meeting.

The Contractor is working on the construction schedules, and will discuss them at each weekly meeting. He is currently awaiting anticipated delivery dates on the long lead items, such as doors, windows, and electrical fixtures. Those delivery dates will determine portions of the schedule. No windows or walls will be removed or demo-ed until the replacement items (doors and windows) are on site.

Holiday Park requested RFP (Request for Proposal) for the Conference Room, Administrative Office, Manager's office, Storage Room, and the Laundry Room Doors (both exterior dual swinging and hollow core rear door). Jennifer will be preparing an RFP for each room and will have them at next week's meeting for review and approval by Holiday Park.

Our next on-site progress meeting is scheduled for **Wednesday, August 10<sup>th</sup>**

END OF REPORT

c.c. Holiday Park  
Wessel Construction Corporation