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#### Meeting Notes with Architect

Date: April 29, 2003

Attendees: Randy Hammock, Nathan Crook, Daniel Kemp, Linda Birkner, Brian Miller, Eddie Barnard, Gene Davis, Cindy McGee

1. A sign-in sheet was distributed.
2. FPHA will send jobsite sign to XYZ Company for review and approval.
3. Nathan Crook will locate area for sign to be installed along with EWI's input.
4. Project has encountered rock in the parking area. Plans are being developed to create an island in location where rock has been encountered.
5. Randy Hammock has developed a sketch of proposed solution and will issue a proposal request to the contractor.
6. Proposal request should be issued to the contractor by Tuesday or Wednesday of next week. Proposal request will extend parking lot to recoup lost spaces due to rock.
7. Randy asked for field verification of elevations on drawings to aid in developing proposal request.
8. Randy will check rebar submittals. These are at the consultant's office. These submittals are critical path at this time.
9. FPHA is working on approvals of brick and block. Acme is the preferred supplier for these items. Randy will bring samples for Nathan's review at the next meeting.
10. There are no weather delays shown at this time. Work was shutdown a half day on April 18<sup>th</sup> due to rock.
11. Randy asked about insurance payment and explanation of amount paid. Randy noted to verify specifications regarding additional insurance.
12. Randy noted that supervision is typically billed at percent of completion.
13. Pay application was approved, certified for payment and submitted to XYZ Company for processing.
14. The contractor provided a submittal log of items submitted.
15. Drilled piers and grade beams are scheduled to begin on Thursday.
16. Brian will update the schedule to reflect actual job progress.
17. Grubbs will be doing site inspections. Randy asked that 24-hour notice be given and they will also observe.
18. Randy noted that piers are to go to shale. Randy asked that if any discrepancies begin occurring that FPHA be notified so that items can be addressed immediately.
19. First pier concrete pour is tentatively scheduled for Thursday at noon.
20. Grubbs will develop the drilled pier log for the project.
21. The contractor has not notified One Call at this time. Allen Holloway was also going to notify One Call as well.
22. Next meeting will be 11:00 a.m. Tuesday May 27<sup>th</sup>. Randy will conduct a site visit on May 13<sup>th</sup>.