



A Sensible Approach
to Building Solutions
www.be-ci.com

**PERDIDO SUN
EXTERIOR RESTORATION 2024
ABBREVIATED OWNERS MEETING MINUTES
SEPTEMBER 30, 2024**

The owner's meeting commenced at approximately 9:00 AM on September 21st, 2024, via teleconference.

Ty Jordan (TJ) (C/Sharpe) began the meeting by briefly discussing the scope of work. Melanie Johnson (MJ) (BE CI) expanded on the Scope of Work, explaining that it consisted of isolated areas of Stucco Repairs, Window Replacement at the Common Walkways and Private Balconies, Sealant Replacement, and Coating Application to the entire building. MJ discussed that framing repairs would be performed at the window openings once the existing windows were removed where repairs were needed.

TJ continued and discussed general site logistics. TJ discussed that during the project, owners would experience periods where access to their units is restricted due to necessary work, with details outlined in the Overall Project Schedule given to the Property Management Team bi-weekly. TJ discussed that the schedule was subject to change and that any schedule changes would be communicated to Tammy Mercer (TM) (Perdido Sun) as soon as a change was determined. TJ continued and explained that significant noise and dust, along with exterior work accessed by swing stages and man lifts, would occur. Specific areas like balconies would be temporarily off-limits for safety. TJ added that Owners and guests are advised to adhere to safety signs and not enter work areas or communicate directly with workers, instead reporting any issues to the Association Manager, Tammy Mercer.

TJ began to discuss what would be done inside the units. TJ discussed that access to units during the window replacement would require permission from Perdido Sun Management due to potentially dangerous conditions. It was discussed that Owners, tenants, or guests must not disturb workers but direct any concerns to the Association Manager. Units should be left unoccupied from 8 am to 5 pm during work, and owners are responsible for clearing furniture and items within 8 feet of the work zone to prevent damage. C-Sharpe would not be liable for damage to any items left in the work zone. Protective measures, including floor runners and dust curtains, would be implemented to minimize dust and debris. Occupants are advised against entering the work zone due to potential hazards. TJ discussed that if larger items, such as mattresses and bed frames, are moved as far away as possible, they would work with the owners so they would not have to remove the furniture from the bedroom.

During the window replacement process in each unit, TJ explained that a plastic dust curtain would be installed, but some dust would still settle on interior surfaces. TJ continued explaining that the dust would be cleaned up after the windows were installed during construction cleaning. The process includes several steps: installing a temporary weather protection panel before removing the old window, cleaning the work area, and removing the remaining construction material after the new window is installed. Once all work is complete and the units are reopened, the owner is responsible for reinstalling any window treatments that were removed. TJ continued, explaining that the Owner would be responsible for a deep clean of their unit following construction. MJ discussed that C/Sharpe was responsible for performing a Construction Clean and removing all construction materials, whereas the Owner would be responsible for a deeper clean.

TJ explained that the Owners Responsibilities were the removal and reinstallation of any and all hurricane shutters installed at windows being replaced, removal and replacement of furniture from the balcony areas and at least 8 feet from all other interior work areas, priming and painting the interior drywall affected by the window replacement, deep cleaning of their unit following construction, removal, and reinstallation of any window trim and/or treatments, such as blinds, or curtains, and making Punch List claims within a 21-day Owner Punch Period following the substantial completion of the unit.

MJ explained that substantial completion of the unit meant that C/Sharpe had completed the scope of work specified in the Contract and Design Documents. MJ continued, explaining that the interior and exterior of the unit would most likely have two (2) different substantial completion dates and that the substantial completion date does not mean that C/Sharpe would no longer need access to the units. MJ discussed that C/Sharpe would still need to access the units to complete any documented or reported punch items following the substantial completion of the unit. Following substantial completion, and after C/Sharpe completes its internal punch out and notifies the Association Management, owners have 21 days to inspect the unit and report issues to the Association Manager, which BECI's Project Engineer would then review. Any issues deemed C/Sharpe's responsibility by BECI would be added to the official project punch list for resolution. TJ discussed that should an owner be unable to inspect within 21 days, they may delegate the task to another party, such as a rental agency. TJ discussed that BECI's Project Engineer would also conduct weekly inspections during the installation and report deficiencies for corrective action.

TJ continued to explain the construction process. TJ stated that the schedule for the condominium restoration project would be continually updated due to weather and unforeseen conditions, with owners receiving at least two weeks' notice to clear their balconies before work begins. The goal would be to minimize the impact on owners and guests while efficiently managing the major undertaking based on the current building conditions and work phases.

TJ discussed the Scope of Work Impact and Steps at the Units. TJ explained that C/Sharpe's entry into a unit for window replacement involved several steps to ensure a smooth process and minimize damage. Initially, the team documents the unit's condition and sets up protective measures to contain construction debris. TJ stated that Owners are required to move personal items away from work areas, and any items of value should be safely stored. TJ continued explaining that during demolition, interior drywall and the existing window would be removed and that owners are required to remove window fixtures at windows being removed and replaced. C/Sharpe stated they would install waterproofing around the new window opening and then proceed with the window installation. TJ discussed that no action would be needed from the owners if personal items were already secured prior to repairs. TJ continued, explaining that interior wall repairs would be explored and repaired, with the owners responsible for painting new areas of drywall. Post-installation, TJ restated that C/Sharpe would clean the construction area, but deep cleaning is the responsibility of the owners. TJ discussed that any damage to flooring would be documented, with repair responsibilities falling to the owner. It was discussed that wall mirrors and interior finishings affected by Construction would be the owner's responsibility to remove, reinstall, or replace.

These minutes are not word-for-word transcripts of the meeting minutes, and only the highlights were included. If there are any objections to these minutes, they need to be submitted in writing to BE-CI.

Attachments:
Appendix A – C/Sharpe Slide Show (17 Pages).



Perdido Sun Owner's Expectations

2023/2024

csharp.com

Perdido Sun Project Overview

Scope of Work:

Window Replacement

1. Remove and replace all windows, excluding the pool enclosure storefront windows.
2. Restoration of deteriorated framing near windows:

Window Replacement

1. Restoration of Cracked and Spalled Concrete, including Cracks and Rusted Metals.
2. Stucco Cladding Replacement & Repairs at specified locations.
3. Replacement of Failed and/or Missing Sealants
4. Application of new Waterproof Coatings to all previously coated horizontal and vertical surfaces.



Perdido Sun Owner Expectations

General Site Logistics:

- There will be certain periods when Owners will not have access to their units and will not be allowed in them. To accomplish certain items of work, workers will have to be inside the units. These periods are noted on the Overall Project Schedule which is distributed to the Property Management Team bi-weekly. (See Owner Responsibilities below)
- There will be significant amounts of noise and dust generated throughout the duration of the project.
- The work of the project is being executed systematically by elevation and stack.
- The work areas on the exterior will be accessed by use of swing stage equipment and manlifts. Windows will be replaced by access through the unit entry door.
- Prior to replacement, the glass will be stocked out on each floor using the building's elevators and material hoist.
- Balconies will be temporarily off limits in a per stack basis depending on where swing stages will be located. Anytime there is work being performed on a particular balcony, that balcony must be closed for safety reasons. The balcony doors will be secured shut from the outside using door stops. This is in place for the owners/guests own safety.
- There will be construction debris, materials, and equipment visible around the buildings and on the balconies and walkways.
- Owners and guests should obey all signage, safety barricades, and partitions. No owners or guests are allowed in any work areas.
- During the project there will be areas where the parking lot will be blocked off to help protect cars and occupants from construction debris and coatings. Do not park in any areas where there are cones, barricades, or caution tape restricting access.
- Owners and guests shouldn't communicate with workers or supervisors onsite. Any questions, problems, or concerns should be immediately reported to the Association Mgr.



Perdido Sun Owner Expectations

What will be done inside the units?

- The glass replacement work does require interior access to the units to remove and replace the windows. Should an owner, tenant, or guest need access, they must gain permission from Perdido Sun Management first. If the owner must enter their unit while construction is underway and the unit is closed, please do not bring any concerns to the workers present. All concerns regarding the project should be brought to the attention of the Association Manager.
- Should an owner need access to their unit, **please leave the unit unoccupied from 8a-5p while work is in progress inside a unit** to allow all construction activities to be completed without interruption.
- The owner shall be responsible for removing all exterior and interior furniture, and wall hanging items that are in the interior work areas approximately 8' from the work zone to facilitate replacement of the glass. This includes mirrors on the walls, shower/bathtub wall coverings, built-in shelving, or any other items mounted inside of the sheetrock. Any items left on the walls in the vicinity of the work may be damaged during the repair work. C-Sharpe will not be responsible for damage to any furniture or hangings (including mirrors & shower wall coverings) left within the 8' work zone.
- Prior to any interior work the contractor will protect the unit interior by installing a floor runner from the front door to each opening being replaced. Additional floor runners will be installed at the opening and a plastic dust curtain will be installed to minimize the impact of airborne dust/debris during the work. Furniture left in each room will be gathered up and covered with plastic until the new windows are installed and cleaning takes place
- The plastic dust curtains should be considered a barricade separating the work area from the rest of the unit. Occupants within the unit should not open or go through the dust curtain and into the work zone for any reason. There may be safety equipment or repairs in progress within the work zone that could be dangerous.



Perdido Sun Owner Expectations

What will be done inside the units?

CONTD...

- While a plastic dust curtain will be installed in each unit, there will be dust that settles in other areas of the unit. There will be a period of time while the units are CLOSED that there will be dust on interior surfaces. These areas will be construction cleaned once the windows are installed and the cleaning process begins.
- There are many areas of bad concrete in and around the buildings. Concrete repair within rough openings will generally extend the amount of time of the window process per unit. Please note that there is an extensive process for window/ replacement that must be followed in each unit.
- Prior to the removal of each window a temporary weather protection panel is installed at window opening and left in place until the new frames and glass are installed.
- Once the window is installed the interior protection will be removed, the work area will be vacuumed, wiped down, and glass cleaned. (Construction clean)
- Once all work has been completed and the units are opened back up, the owner shall be responsible for re-installation of any blinds, curtains, or draperies that were removed prior to the work.



Perdido Sun Owner Expectations

OWNER Responsibilities:

1. Removal and reinstallation of any and all hurricane shutters installed at windows being replaced
2. Remove and replacement furniture from the balcony areas and at least 8 feet from all other interior work areas
3. Priming and painting the interior drywall affected by the window replacement
4. Deep cleaning of their unit following construction
5. Removal and reinstallation of any window trim and/or treatments, such as blinds, or curtains
6. Make Punch List claims within a 21 day Owner Punch Period following substantial completion of the unit.



Perdido Sun Owner Expectations

OWNER Punch Out Process

Once C/Sharpe has completed its internal punch out of the unit and is substantially complete, the Association Management will be notified. Owners will have 21 days to perform their own punch out of the unit. All punch items MUST be reported to the Association Manager within the 21 day Owner Punch Period. All owner reported punch items will be reviewed by BECI's Project Engineer. Any punch item deemed the responsibility of C/Sharpe will be placed on the official punch list of the project. C/Sharpe will remedy the claim in a timely fashion. Owner requests made outside of the 21 day Owner Punch Period will not be reviewed by the Project Engineer. If an Owner cannot perform an inspection of the unit within 21days, this responsibility can be delegated by the Owner to another party, such as a rental agency.

Please note the BECI's Project Engineer will perform their own punch inspections and quality control inspections on a weekly basis throughout the project. Any deficiencies in the work will be reported to the Association Manager, the Board of Directors, and C/Sharpe in the form of corrective actions or punch items.



Perdido Sun Owner Expectations

What is asked of the Owners in relation to Schedule?

What is asked of the Owners in relation to Schedule?

The schedule will be continually updated throughout the project as weather and unforeseen conditions will have an impact on the schedule. Prior to work beginning on a given location the owners will be given a minimum of 2 weeks' notice of the start of the work in the area. At that time Owners will be required to remove any patio furniture or personal items (including any wall hangings) from the balcony areas. Due to the sequencing of work, there will be days that there will not be workers on an area of the building. Some work tasks require minimal time while others may require multiple hours depending on the current phase of activities.

Our goal is to perform a quality project with as little impact to the owners and guests of the condominium as possible, though this is a major restoration undertaking. We have designed the schedule based on existing conditions and efficiencies to be able to work around the building in a way that we feel is best for the project.

Below are the tentative dates for construction. We are still awaiting ship dates from the window manufacturer. These dates will be revised once we have a ship date and have installed 2 mockup units to ensure constructability and processes.



ID	Activity	Start	Duration	End	Progress	2024												2025	
						Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Ju		
0	- Perdido Sun OPS	08/21/24	193 days	05/16/25	0.00%	Perdido Sun OPS													
1	- Procurement	08/21/24	83 days	12/13/24	0.00%	Procurement													
2	EFCO Storefront	08/21/24	38 days	10/11/24	0.00%	EFCO Storefront													
3	PGT CWW	08/21/24	33 days	10/04/24	0.00%	PGT CWW													
4	EFCO Fixed	08/21/24	83 days	12/13/24	0.00%	EFCO Fixed													
5	- Mock Ups	10/07/24	65 days	01/03/25	0.00%	Mock Ups													
6	CWW Unit 202	10/07/24	5 days	10/11/24	0.00%	CWW Unit 202													
7	EFCO Windows Unit 200	12/16/24	15 days	01/03/25	0.00%	EFCO Windows Unit 200													
8	∨ Mobilization	09/23/24	10 days	10/04/24	0.00%	Mobilization													
10	- Corse of Cunstruction	10/14/24	145 days	05/02/25	0.00%	Corse of Cunstruction													
11	- Phase 1- Storefront & 02, 04, 10, 12	10/14/24	40 days	12/06/24	0.00%	Phase 1- Storefront & 02, 04, 10, 12													
12	- Storefront Window Install	10/14/24	40 days	12/06/24	0.00%	Storefront Window Install													
13	∨ Ground Level	10/14/24	10 days	10/25/24	0.00%	Ground Level													
39	∨ Tower SF	10/28/24	30 days	12/06/24	0.00%	Tower SF													
55	∨ Ground Level Swing Doors	11/18/24	9 days	11/28/24	0.00%	Ground Level Swing Doors													
71	∨ CWW Window 02, 04, 10, 12	10/14/24	25 days	11/15/24	0.00%	CWW Window 02, 04, 10, 12													
76	∨ South Balconies 02, 04, 06, 10, 12, 14	10/14/24	20 days	11/08/24	0.00%	South Balconies 02, 04, 06, 10, 12, 14													
93	∨ North Exterior Coatings	10/28/24	30 days	12/06/24	0.00%	North Exterior Coatings													
103	- Phase 2: South Windows and Coatings	01/06/25	85 days	05/02/25	0.00%	Phase 2: South Windows and Coatings													
104	- Window Installation	01/06/25	75 days	04/18/25	0.00%	Window Installation													
105	∨ 00 Stack	01/06/25	20 days	01/31/25	0.00%	00 Stack													
113	∨ 06/08 Stack	02/03/25	20 days	02/28/25	0.00%	06/08 Stack													
121	∨ 14 Stack	03/03/25	15 days	03/21/25	0.00%	14 Stack													
129	∨ 16 Stack	03/24/25	20 days	04/18/25	0.00%	16 Stack													
137	- Coatings and Sealants	02/03/25	65 days	05/02/25	0.00%	Coatings and Sealants													
138	∨ Drop 23- Flat Wall	02/03/25	10 days	02/14/25	0.00%	Drop 23- Flat Wall													
141	∨ Drop 22- Flat Wall	02/03/25	10 days	02/14/25	0.00%	Drop 22- Flat Wall													
144	∨ Drop 21- Flat Wall	02/17/25	10 days	02/28/25	0.00%	Drop 21- Flat Wall													
147	∨ Drop 20 Flat Wall/ 00 Balcony	02/17/25	10 days	02/28/25	0.00%	Drop 20 Flat Wall/ 00 Balcony													
150	∨ Drop 17- Flat Wall	03/03/25	10 days	03/14/25	0.00%	Drop 17- Flat Wall													
153	∨ Drop 16- FLat Wall/ 08 Balcony	03/03/25	10 days	03/14/25	0.00%	Drop 16- FLat Wall/ 08 Balcony													
156	∨ Drop 13- Flat Wall	03/24/25	10 days	04/04/25	0.00%	Drop 13- Flat Wall													
159	∨ Drop 12 Flat Wall/ 16 Balcony	03/24/25	10 days	04/04/25	0.00%	Drop 12 Flat Wall/ 16 Balcony													
162	∨ Drop 11- 16 Balcony	04/21/25	10 days	05/02/25	0.00%	Drop 11- 16 Balcony													

Perdido Sun
09/20/2024

Mock Up Unit

Balcony Closure

Balconies will be closed from 7:00-5:00 daily during the closure period

Stack Number	Balcony Prep Complete**	Estimated Balcony Closure	Estimated Balcony Opening
00 Stack	2/10/2025	2/17/2025	2/28/2025
02 Stack	10/7/2024	10/14/2024	11/15/2024
04 Stack	10/7/2024	10/14/2024	11/15/2024
06 Stack	10/7/2024	10/14/2024	11/15/2024
08 Stack	2/24/2025	3/3/2025	3/14/2025
10 Stack	10/7/2024	10/14/2024	11/15/2024
12 Stack	10/7/2024	10/14/2024	11/15/2024
14 Stack	10/7/2024	10/14/2024	11/15/2024
16 Stack	3/17/2025	3/24/2025	4/4/2025

Interior Unit Closure

Stack Number	Interior Unit Prep Complete**	Estimated Unit Closure	Estimated Balcony Unit Opening
Unit 202	9/30/2024	10/7/2024	10/14/2024
Unit 200	12/9/2024	12/16/2024	1/3/2025
00 Stack	12/30/2024	1/6/2025	1/31/2025
02 Stack	10/7/2024	10/14/2024	11/15/2024
04 Stack	10/7/2024	10/14/2024	11/15/2024
06 Stack	1/27/2025	2/3/2025	2/28/2025
08 Stack	1/27/2025	2/3/2025	2/28/2025
10 Stack	10/7/2024	10/14/2024	11/15/2024
12 Stack	10/7/2024	10/14/2024	11/15/2024
14 Stack	2/24/2025	3/3/2025	3/21/2025
16 Stack	3/17/2025	3/24/2025	4/18/2025

C/Sharpe's Contract Scope of Work : Unit Protection



Upon Entry Of Unit

What to Expect

1. When C/Sharpe enters a unit for the first time, we will take photos of “pre-existing conditions”. These photos will show how the unit looked prior to any work being performed.
2. We will then install unit protection that includes floor protection, plastic sheets over furniture, and a plastic temp wall to contain any construction debris/dust.

How Owners Can Prepare

1. Owners must prepare their units by moving any personal belongings including picture frames, mirrors, vases, tables, chairs, or any other item that will be near the Windows.
2. Any items of extreme importance should be either removed from the unit or stored in a safe place away from where work is to be performed.

** These photos are to show examples of what to expect. Please be aware that these are not from Perdido Sun



C/Sharpe's Contract Scope of Work : Demolition



Demolition

What to Expect

1. C/Sharpe will be removing interior drywall and Window.
2. When step 1 is complete, the existing window will be removed and disposed of.

How Owners Can Prepare

1. Owners must remove any curtains, blinds, shades, or other wall fixtures around the Window.
2. If items are left, C/Sharpe will carefully remove these items and store in a safe place. **We will not be responsible for broken or lost fixtures such as brackets, screws, curtains rods, or any other item associated with the Window fixtures.**

** These photos are to show examples of what to expect. Please be aware that these are not from Perdido Sun.



C/Sharpe's Contract Scope of Work : Window Preparation



Preparation for Window

What to Expect

1. Waterproofing will be installed around the framing per the manufacturer's specifications.

How Owners Can Prepare

1. When demolition occurs existing flooring may be damaged. C/Sharpe will take every measure possible to protect the flooring, but historically there is potential for flooring to "pop up" or crack.
2. **It will be the owner's responsibility to repair any flooring.**
3. If flooring is damaged, C/Sharpe will document with photos and pass the information on to the board.

** These photos are to show examples of what to expect. Please be aware that these are not from Perdido Sun.



C/Sharpe's Contract Scope of Work : Installation of Window



Installation of New Window

What to Expect

1. After all the demolition and waterproofing has occurred, C/Sharpe will install the new window.
2. The new Windows will be from floor (on curb) to ceiling.

How Owners Can Prepare

1. If all personal items have been removed and stored in a safe place, the owners will not be required to do anything during this time.

** These photos are to show examples of what to expect. Please be aware that these are not from Perdido Sun.



C/Sharpe's Contract Scope of Work : Interior Finishes



Interior Wall Repairs

What to Expect

1. During the mock up process C/Sharpe will work through various interior repair options for the BODs review
2. Once a detail has been approved C/Sharpe will perform that detail to all applicable window locations

How Owners Can Prepare

1. **C/Sharpe will not be painting any units.** It is the owner's responsibility to prepare for the drywall around the new window to be painted.

** These photos are to show examples of what to expect. Please be aware that these are not from Perdido Sun.



C/Sharpe's Contract Scope of Work : Unit Clean



Unit Clean Up

What to Expect

1. C/Sharpe will perform a “construction clean” in each unit.
2. This will include removing all the plastic, floor protection, tools, materials and any other item that we brought into the unit.
3. Surfaces around where work was performed will be wiped down, floors will be swept, and the window will be cleaned.
4. All construction debris will be disposed of in our dumpsters.

How Owners Can Prepare

1. **Owners need to be prepared to deep clean their units after C/Sharpe has completed their work.**
2. C/Sharpe will not be entering areas of the unit where work has not been performed.

** These photos are to show examples of what to expect. Please be aware that these are not from Perdido Sun.

