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**PERDIDO SUN  
EXTERIOR RESTORATION 2024  
PROGRESS MEETING NO. 1 MINUTES  
DISTRIBUTED **September 30, 2024****

**ATTENDEES:** Ty Jordan (TJ) and Brian Jackson (BJ) (C/Sharpe), Tammy Mercer (TM) (Perdido Sun), and Melanie Johnson (MJ) (BE-CI) attended via teleconference. The meeting began at approximately 10:00 AM on September 27, 2024, via a Microsoft Teams Teleconference Meeting.

**A. Payment Application**

1. September Pay Application #1

(TJ stated that C/Sharpe would typically send the first payment application to BE-CI on the 25<sup>th</sup> for review. He added that once BE-CI approves the payment application, it would be sent to Perdido Sun by the 10<sup>th</sup> of the following month. It was discussed that BECI would review the payment application and verify that the work complete percentages listed on the payment application accurately reflect the on-site conditions. Projected draw schedules would be included in the payment application, along with liens and releases.)

**B. Schedule**

1. Near Term Schedule

(TJ began the meeting by discussing that the mobilization of the project had been delayed, ensuring that Hurricane Helene did not affect the material. TJ discussed that windows would now be delivered (PGT) by Wednesday, 10/2/24 and that they did not currently have a date for the storefront windows to be delivered. TJ stated that the aluminum of the windows had been delivered to the shop but that the glass had not been delivered yet. TJ clarified that the PGT windows would be delivered directly to Perdido Sun. TM asked if someone would be on-site to review and sign for the windows. TJ stated that Brian Jackson would review and sign the windows. TJ stated that if there were any flaws found during the inspection, the glazing contractor would be responsible for replacing any defective parts. TJ began to discuss that on Monday, 10/7/24, Unit No. 202, the mock-up would begin and be completed by 10/11/24. TJ discussed that BJ would coordinate with MJ to review the mock-up process. MJ discussed that she would be on-site to review the mock-up on Tuesday, 10/8/24, and Thursday, 10/10/24, to review the window rough opening and the finished window install. It was discussed that BECI would review the window installation from a technical installation standpoint, and the Association would review the completed installation from an aesthetic standpoint. MJ discussed that the mock-up would be held as the standard for all future window installs. TM asked if they could change items about the window installation if the Association does not like it. TJ and MJ discussed that it would depend on what items they

do not agree with. TJ discussed that certain items could potentially affect the technical aspects of the windows. TJ continued by discussing that swing stages would be installed at the 02, 04, 06, 10, 12, and 14 Stack balconies during the week of 10/7/24 to 10/13/24. TM asked about which swing stages would not be able to be lowered. TJ discussed that the stages being installed would not affect the owner's balconies in the short-term schedule, and the next progress meeting would provide an update. TM asked if the wooden first-floor balconies would be affected. BJ stated that the stairs leading to the pool would be affected but would not affect the balcony use. It was discussed that BJ would walk and talk with TM next week to discuss locations for ground-floor storefront mock-ups. TM stated that there were baseboards painted routinely where water stains were frequent. TJ stated that they would work through the mock-up phase with TM and the maintenance team. TM discussed that the front fountain has been leaking into the front wall of the lobby; TM had received a proposal for a contractor to remove the dirt, landscaping, and fountain and perform repairs to prevent the water from coming into the building. MJ discussed that she would visit the site to review the fountain condition so she could potentially provide C/Sharpe with a scope of work to price out for the Association.

2. Overall Project Schedule

(TJ discussed the overall project schedule had not changed.)

C. **New Business**

1. Mock up Log.

(Discussed above in Near Term Schedule.)

2. Quantity Tracking

(TJ discussed that no quantities have been tracked yet because repairs have not been completed.)

3. Change Order Log

(It was discussed that the current log has no change orders because there are no current change orders. Potential Change Orders were discussed above in "Near Term Schedule.")

4. RFI Log

(Not Discussed.)

5. NOD Log

(MJ discussed that the NOD log was at zero days. MJ discussed that any NODs would be submitted to BE-CI, and BE-CI would either approve or deny the NOD. MJ discussed that NODs are to be submitted on the same day of the delay before 4:00 PM. It was discussed that NODs can be submitted for both a half-day and a full day. If accepted, then the half-day or full-day would be added to the NOD form. Approved NODs would increase the completion dates by the amount approved. It was discussed that since C/Sharpe delayed mobilization by nine (9) working days, the 1<sup>st</sup> official nine (9) applied for and approved NODs filed during the project would be approved as noted, "This shall not extend the Substantial Completion Date." The 1<sup>st</sup> nine (9) filed for and approved NODs would NOT extend the substantial completion date. It was discussed that the 10<sup>th</sup> and any following approved NODs filed during the project would then extend the substantial completion date by the number of approved

delays. It was discussed that NODs are applied when the critical path is affected. The critical path concerns items that impact the schedule.)

6. Action items

(Not Discussed.)

7. Problems and Issues

i. Deductive Change Order

1. Prosoco Materials

(TJ asked TM when the flashing material would be on-site. TM stated that the Prosoco material had been delivered. TJ discussed that the material deductive cost would be communicated to MJ and TM, and once TM approves, MJ would execute a deductive Change Order.)

ii. Building Color Selection

(It was discussed that the color selection for the building needed to be decided and that TJ could provide additional color renderings for review. TM discussed that she believed they were interested in a white with a sea foam green color. TJ discussed that choosing a physical color sample from an existing building on the beach would provide a better rendering than selecting a color from a color card. The group discussed that they would further explore the color scheme to determine if the current style would remain the same or if it would change. TM asked how long the renderings would take; TJ stated he believed they could be received by Monday afternoon)

D. **Next Meeting**

- Proposed Time: October 11, 2024, at 10:00 AM

(The next meeting was proposed for October 11, 2024, at 10:00 AM via Teleconference.)

E. **Questions/Concerns:**

**Attachments:**

C/Sharpe Agenda (2 Pages).

**This is not a word-for-word transcript of the meeting minutes; only the highlights were included. If there are any objections to these minutes, they must be submitted in writing to BE-CI.**



**Perdido Sun Condominium  
Progress Meeting  
September 27, 2024**

**Agenda**

**A. Payment Application**

- September Pay Application- 9/25

**B. Schedule**

- Overall Project Schedule
- Near Term Schedule

**C. New Business**

- Mock Up Log
- Quantity Tracking
- Change Order Log
- RFIs
- NOD Log
- Action Items
- Problems and Issues
  - i. Deductive COs
    - 1. Prosoco Material

**D. Next Meeting**

- Proposed Time: 10/112024



## **Two Week Look Ahead**

- **Week 9/30-10-6**
  - i. Mobilization
  - ii. Common Walkway Window Delivery
  - iii. Storefront Window Delivery
- **Week 10/7-10-13**
  - i. Stage Setup
    - 1. Stacks 2, 4, 6, 10, 12, 14
  - ii. Common Walkway Mock Up 202
  - iii. Ground Level Storefront Mock Up