

The Second Bayshore Condominium Association, Inc.
Phase 2 Milestone Inspection Minutes
March 25, 2024

- **CALL TO ORDER:** The meeting was called to order by Andrew Schrader at 9:15 am.
- **Participants:** Andrew Schrader, William Munyan, Steve Weingart, Terry Harp, Phil Nensewitz, Bob DesPlains, John Drews, and Bridget Spence representing Casey Management.
- **Scope of Work:**
 - a. Inspect the vertical support columns for the lanais and the front stairways.
 - b. If defects are found, they will be fixed.
 - c. Inspect wood decks.
- **Out-of-Scope Work**
 - a. Repair of wood deck defects
 - b. Repair of railing defects
- **Roles & Responsibilities**
 - a. In Scope Project Manager – Andrew Schrader
 - i. Project Bid Spec
 - ii. Permit Specs
 - iii. Structural Inspection
 - iv. Project Team updates
 - b. Out-of-Scope Project Manager – Steve Weingart
 - i. SBCA Decisions & Coordination
 - ii. Out-of-Scope Project Work Authorization
 - iii. Invoice Approval
 - iv. Messages to be sent to owners.
 - c. Contractor – William Munyan
 - i. Obtaining Permits
 - ii. Providing Construction Resources
 - iii. Inspecting and Repairing Out-of-Scope components
 - d. Casey Management– Jenny Warren
 - i. Owner Notification
 - ii. Unit Access
- **Owner Communications**
 - a. Munyan will itemize billing so SBCA can Separate Association vs. owner costs.
 - b. When schedule is known, Casey will notify owners ahead of time.
 - c. Casey will provide unit access as required.
 - d. Upon completion, Steve will tell Jenny what to communicate to owners.
- **Project Communications**
 - a. All team members will be included in all email communications.
 - b. Terry Harp will provide Bridget with the emails of all participants.
- **ADJOURNMENT:** Meeting was adjourned at 10:05 am.