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**Meeting Minutes**

**Job:** 1-0979 Florida Keys Mosquito Control  
**Location:** 5224 College Rd.  
 Key West, FL 33040

**Meeting:** Owner/Architect/CM # 3  
**Date:** 3/28/17  
**Start Time:** 10:00

**Attendees**

**Attended**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Andrea Leal (Florida Keys Mosquito Control)       | <input checked="" type="checkbox"/> Beth Ranson (Florida Keys Mosquito Control)       |
| <input checked="" type="checkbox"/> Bruce Holden (Florida Keys Mosquito Control)      | <input checked="" type="checkbox"/> Dirk M. Smits (Vernis & Bowling of the FI Keys)   |
| <input checked="" type="checkbox"/> Jackie Nobili (Biltmore Construction)             | <input checked="" type="checkbox"/> Jenkins, Tony (Biltmore Construction Co., Inc.)   |
| <input checked="" type="checkbox"/> Larry Bleil (B.W. Sprague, Inc.)                  | <input checked="" type="checkbox"/> O'Connor, John (Biltmore Construction Co., Inc.)  |
| <input checked="" type="checkbox"/> Roberto Alvarenga (Florida Keys Mosquito Control) | <input checked="" type="checkbox"/> Rochele L. Miller (Florida Keys Mosquito Control) |
| <input type="checkbox"/> Scott Black (Vernis & Bowling of the FI Keys)                | <input checked="" type="checkbox"/> Sprague, Bill (B. W. Sprague, Inc.)               |
| <input checked="" type="checkbox"/> Steve Bradshaw (Florida Keys Mosquito Control)    | <input checked="" type="checkbox"/> Tammy Hollander (Florida Keys Mosquito Control)   |
| <input checked="" type="checkbox"/> William P Horn Architect, PA                      |   |

Item	Description	Responsible	Due Date	Closed
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**Old Business**

- |            |   |                      |  |                          |
|------------|---|----------------------|--|--------------------------|
| <b>1-1</b> | <p><b>Permitting Status</b></p> <p>02/03/17: Barbara Mitchell submitted 2nd request for info to Planning Department regarding Minor Deviation for office trailers. After 10 days, there is a 30 day period for public appeal. Discussed 1 Permit vs Multiple Permits. BCC will contact Tony Griffin - Plans Reviewer on status of Site and Maint. Bld Permit.</p> <p>03/02/17: BCC delivered final drawings to County last Friday; BCC will track on-line; Rick Griffin with County trying to push through Building Department review; BCC to provide RFI/Mint to Architect regarding SFWMD Permit requirements.</p> <p>03/28/17: Permit with corrections was dropped off on Monday, anticipating back by end of week. Conditional use permit approved.</p> | <b>Tony Jenkins</b>  |  | <input type="checkbox"/> |
| <b>1-2</b> | <p><b>RFI's:</b></p> <p>02/03/17: None to Date.<br/>         03/02/17: None to Date.<br/>         03/28/17: Log reviewed 3,7,8,&amp; 9 outstanding.</p>   | <b>John O'Connor</b> |  | <input type="checkbox"/> |
| <b>1-3</b> | <p><b>Submittals:</b></p> <p>02/03/17: None to date; BCC will populate Submittal log for next meeting. Approved Submittals to be sent to Bill Sprague and copied to Andrea.<br/>         03/02/17: Submittal Log in process BCC to import into Timberline System.<br/>         03/28/17: Submittal Log reviewed. None to date.</p>  | <b>John O'Connor</b> |  | <input type="checkbox"/> |
| <b>1-4</b> | <p><b>Financial Update:</b></p> <p>02/03/17:<br/>         Buyout Review; CP Proposal Request: Project Contingency; ODP Log<br/>         None to Date.<br/>         03/02/17: Buy-out Report Reviewed.<br/>         03/28/17: Buy-out Report Reviewed; Adding ODP Log.</p>   | <b>John O'Connor</b> |  | <input type="checkbox"/> |

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1-5	<p><b>Schedule &amp; Work Progress:</b></p> <p>02/03/17: BCC to meet with Site Subcontractor and Landscape Subcontractor. Tag Trees to be relocated and provide report on their condition. No Major tree removal until Planning Review approval. BCC to start Jobsite Set-up.</p> <p>03/02/17: No-Cuts was out to site to mark utilities; BCC/Barbara Mitchell and Landscaper met on-site to review Tree Removal &amp; Relocation. Site Subcontractor to mobilize next week to start invasive tree removal and site demo. Surveyor to mark building corners and finish floor elevation.</p> <p>03/28/17: Minor clearing of invasive's has started. Property line has been marked. When permit is in hand we can proceed with fence. Tony met with a few of the neighbors no major concerns. Wednesday, Tony will meet with Keys Energy to determine where pole is going and ask for an estimate for new service for the trailers.</p>	Tony Jenkins		<input type="checkbox"/>
1-6	<p><b>Monthly Progress Report</b></p> <p>02/03/17: BCC to provide Monthly Report (Full Report to Project Team) and Abbreviated Report for Commissioners. Andrea will look into Aerial/Drone Photography. BCC to set-up ShareFile link for daily jobsite photos.</p> <p>03/02/17: BCC to provide Full Progress Report Monthly. Target date is 2nd week following the month report is for.</p> <p>03/28/17: BCC will provide a progress report for March &amp; April - to get to owner by 5/10/17.</p>			<input type="checkbox"/>
1-7	<p><b>OAC Meeting Schedule</b></p> <p>02/03/17: Bi-Weekly OAC Meeting to be set up. Project Team to review their scheduled to determine 1st/3rd or 2nd/4th week of the month, best day and time for meetings.</p> <p>03/02/17: Next meeting is schedule for 3/28/17 starting at 10:00 a.m. at Biltmore Office.</p> <p>03/28/17: Next meeting is scheduled for 4/12/17 starting at 10:00 am at Mosquito Control Offices on College Road.</p>			<input type="checkbox"/>
1-8	<p><b>Pay Applications</b></p> <p>02/03/17: Draft Copy will be reviewed with Project Team at last monthly meeting. Final Pay App to be sent to Bill Sprague who will sign off and send to Bill Horn for Certification.</p> <p>03/02/17: BCC will provide 1st Pay Application for March work and Bonds &amp; Insurance.</p> <p>03/28/17: BCC distributed a pay app draft for approval. Draft copy approved.</p>			<input type="checkbox"/>
1-9	<p><b>LEED Status</b></p> <p>02/0/17: Current GMP excludes all LEED requirements. Per Scott Black, this is the Architects responsibility to determine LEED requirements. Suggested that Architect's Lawyer contact his firm to discuss. Florida Keys Mosquito Control is a "Special Taxing District".</p> <p>03/02/17: Bill Horn will check with his consultant for cost for new energy model. BCC to determine estimate for LEED costs for Administration and Subcontractor costs (Currently excluded in GMP). Discussed LEED Certification, Florida Green Building Coalition Certification &amp; Green Globes Certification.</p> <p>03/28/17: LEED is not in the GMP, not required. BCC estimated the cost to be \$6,500.00 ( for energy model) +\$30,000.00 plus an extra month for LEED certification. BCC to e-mail Andrea with estimate for LEED documentation.</p>			<input type="checkbox"/>
1-10	<p><b>Owner Direct Purchases</b></p>			<input type="checkbox"/>

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	<p>02/03/17: It was suggested that in lieu of processing deductive Owner Change Order as they are created, Biltmore will keep log of all ODP's and have section on Pay App outlining Pending Deductive Change Order itemizing Total ODP's and Sales Tax Savings. BCC/Bruce to reconcile at end of project. Scott Black/Andrea to check on.</p> <p>03/02/17: Scott Black discussed the Boards requirement for any changes to GMP (up or down) must go in front of board. (\$20,000 - Pre-Approval). BCC to meet with Bruce and Tammy to review Owner Direct Purchase Program; Note: Biltmore will be providing updated Owner Direct Purchase Log Monthly.</p> <p>03/28/17: BCC will provide Bruce and Tammy with the ODP procedures.</p>			
2-1	<b>Ground Breaking Ceremony</b>			<input type="checkbox"/>
	<p>03/02/17: Andrea/Bill S to discuss with Board Member on Date; Project Sign: (No Rendering) BCC will need verbiage, list current commissioners, Architect and CM.</p> <p>03/28/17: Project sign will be erected when permit is issued and Ground Breaking can be planned. BCC will provide hard hats and shovels, a head count of participants is needed.</p>			
	<b>New Business</b>			
3-1	<b>Arial Photographs</b>			<input type="checkbox"/>
	<p>03/28/17: Arial photographs were discussed, Mosquito Control has access to an airplane and will manage. Important to get a photo as soon as possible before site changes much more.</p>			

**Next meeting at 10:00 on Wednesday, April 12, 2017.**

**Notes:**

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

**Prepared by:** Jackie Nobili

**Copy To:**