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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 # 2  
**Date:** 3/2/17  
**Start Time:** 12:00

**Attendees**

**Attended**

- |   |  |
|---|--|
| <input type="checkbox"/> Andrea Leal (Florida Keys Mosquito Control)      | <input type="checkbox"/> Beth Ranson (Florida Keys Mosquito Control)       |
| <input type="checkbox"/> Bruce Holden (Florida Keys Mosquito Control)     | <input type="checkbox"/> Jackie Nobili (Biltmore Constr)                   |
| <input type="checkbox"/> Jenkins, Tony (Biltmore Construction Co., Inc.)  | <input type="checkbox"/> Larry Bleil (B.W. Sprague, Inc.)                  |
| <input type="checkbox"/> O'Connor, John (Biltmore Construction Co., Inc.) | <input type="checkbox"/> Roberto Alvarenga (Florida Keys Mosquito Control) |
| <input type="checkbox"/> Sprague, Bill (B. W. Sprague, Inc.)              | <input type="checkbox"/> Tammy Hollander (Florida Keys Mosquito Control)   |
| <input type="checkbox"/> William P Horn Architect, PA                     |  |

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

- |            |  |                      |  |                          |
|------------|--|----------------------|--|--------------------------|
| <b>1-1</b> | <b>Permitting Status</b><br>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. | <b>Tony Jenkins</b>  |  | <input type="checkbox"/> |
| <b>1-2</b> | <b>RFI's:</b><br>02/03/17: None to Date.   | <b>John O'Connor</b> |  | <input type="checkbox"/> |
| <b>1-3</b> | <b>Submittals:</b><br>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.   | <b>John O'Connor</b> |  | <input type="checkbox"/> |
| <b>1-4</b> | <b>Financial Update:</b><br>02/03/17:<br>Buyout Review; CP Proposal Request: Project Contingency; ODP Log<br>None to Date.   | <b>John O'Connor</b> |  | <input type="checkbox"/> |
| <b>1-5</b> | <b>Schedule &amp; Work Progress:</b><br>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.   | <b>Tony Jenkins</b>  |  | <input type="checkbox"/> |
| <b>1-6</b> | <b>Monthly Progress Report</b><br>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.   |                      |  | <input type="checkbox"/> |
| <b>1-7</b> | <b>OAC Meeting Schedule</b>  |                      |  | <input type="checkbox"/> |

# Meeting Minutes

**Job:** 1-0979 Florida Keys Mosquito Control

**Meeting:** Owner/Architect/CM # 2

Item	Description	Responsible	Due Date	Closed
	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.			
1-8	<b>Pay Applications</b>			<input type="checkbox"/>
	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.			
1-9	<b>LEED Status</b>			<input type="checkbox"/>
	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".			
1-10	<b>Owner Direct Purchases</b>			<input type="checkbox"/>
	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.			

**Next meeting at 12:00 on .**

**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:** John O'Connor

**Copy To:**