



January 28, 2010

Mariner Beach Club – Renovation/Restoration Project

Meeting Date: January 26, 2010

**Meeting Location: Mariner Beach Club
4220 Gulf Boulevard
St. Petersburg Beach, Florida**

**Attendees: Marty Kehoe (Wilson Kehoe Miller Corp.)
Ryan Kehoe (Wilson Kehoe Miller Corp.)
Michael Biller (Biller Reinhardt Structural Group, Inc.)
Margaret Parker (Mariner Beach Club)
Bob Corcoran (Mariner Beach Club)
Sandy Faulconer (Mariner Beach Club) via telephone
Mark Coonfield (Midway)**

The following summarizes project items discussed and decisions made:

1. Light installation around the pool area is in progress.
2. Landscape lighting installation begins today.
3. Roof repairs are complete. Marty Kehoe will observe the completed work and report back to Mariner.
4. Beach Shelters – Wilson Kehoe Miller is waiting on the arrival of 1” diameter stainless steel bolts to complete this portion of the work. The bolts are expected to arrive today.
5. Midway and Tom Nagle (Engineering Matrix) performed a punchlist walk-through last week. Midway and Tom Nagle (Engineering Matrix) will perform a final walk-through next week.
6. The second level office west slab edge will be finished to match the deck coating base color.
7. The entrance slab for Unit 303 will be finished to match other deck surfaces.
8. Fence work will be completed this week.
9. The west pool gate requires adjustment/repair.
10. Accumulation of warranty documentation is in progress.
11. Accumulation of “release of lien” documentation is in progress.
12. Unit 107 has a leaking toilet.
13. New door closure covers have been ordered.

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14. A final site visit for punch list items should be scheduled for the end of this week.
15. Discussed the release of 75% of project retainage. This action requires the approval of Sandy Faulconer and Jeff Wharton.

If you have any questions or corrections concerning this information, please contact our office at 813.908.7203.

Sincerely,

Biller Reinhart Structural Group, Inc.

Michael H. Biller, P.E.
President

