

Pinnacle Construction Group

10626 Justin Drive

Urbandale, IA 50322

MEETING MINUTES

No. 00007

Phone: 515-223-7710

Fax: 515-223-7731

PROJECT TITLE: Faith Lutheran Church

MEETING DATE: 2/3/2009

LOCATION: Faith Lutheran Church

SUBJECT: Progress Meeting - Minutes

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	DN	Dave Neyens	Pinnacle Construction Group
Y	DB	Donald Beck	Faith Lutheran Church
N	PP	Phil Parrott	Durrant Group
Y	RL	Ryan S. Larson	Durrant Group
Y	TN	TJ Neyens	Pinnacle Construction Group
Y	TH	Tom Hardin	Faith Lutheran Church

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00000 OLD

Meeting Agenda

01000] Current Activities & 2 Week Look Ahead

02000] Current Issues

03000] Master Schedule

04000] Submittals

05000] RFI's

06000] Miscellaneous

07000] Next Meeting

01000 OLD

Current Activities & 2 Week Look Ahead

1] Building Foundation -- The underpinning of the foundation is complete. Anchor bolts in foundation are not placed correctly, new anchors will be epoxy in the correct location. Column footings at north main entrance were not poured in full height as planned. The footing were poured 2' thick, the remaining foundation will be formed and poured as drawn. The north foundation wall grid line is will not have to be revised. The building will be roughly 5" longer/bigger on the north side.

2] Waterproofing -- With warmer weather in the forecast, the waterproofing will start at end of the week/beginning of next week.

3] Drain tile -- Drain tile will be install after waterproofing is complete.

4] Backfill -- Foundation backfill will start during the install of waterproofing.

5] The new transformer will need to be in before the summer heat arrives. The new RTU's power will be at the new panels in the addition.

6] Duplex secondary underground -- Baker Electric may get started on the secondary and not charge anything for frost removal. Baker's underground utilities crew is not busy at this time and Baker would like to keep them busy.

Prepared By: Pinnacle Construction Group

Signed: _____
TJ Neyens

Dated: 2/5/2009

PROJECT TITLE: Faith Lutheran Church**MEETING DATE:** 2/3/2009**LOCATION:** Faith Lutheran Church**SUBJECT:** Progress Meeting - Minutes

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Current Issues

- 1] Change orders -- CO #3 will be draft #2 that includes revised retaining wall, grease trap and sanitary line. Details for CO #3 still need to be work out. PCG to provide further break down of concrete and masonry additions/credits. No masonry credit was given. PCG to have final pricing next week. CO's still being discussed are moving the roof drain to the northwest corner of the addition and roof drain at Tom's office.
- 2] Shop Fabricated Wood Trusses -- PCG to verify that SCS will specify bracing on trusses as need per SCS design.
- 3] Structural Steel -- The remaining shop drawings have been forwarded onto Middle River Steel. PCG to verify no further documentation or clarifications are needed with MRS.
- 4] City Inspections -- The City will no longer do any inspections until the plat has been finalized. Since our meeting the job will be stopped if the documentation is not approved by 2/10/09.
- 5] Flooring at kitchen -- When the demolition/renovation of the kitchen starts, the unevenness of the floor slab will need to be addressed. Don informed the group that this area used to have a underslab duct work. The duct was removed and filled in and that possibly has settled a little.
- 6] Kitchen Renovation Schedule -- The kitchen renovation will start June 15th and be complete by September 1st. The Church will need to remove everything out of the kitchen and mechanical room before the 15th.
- 7] Johnson Controls -- PCG to set up meeting on February 5th to discuss controls/options/operational uses for the HVAC systems new and old.
- 8] Pella windows -- PCG to set up meeting for February 6th to review the conditions of the existing windows.
- 9] Sink Drains -- The Church has requested that the sink drains in the restrooms change from operable to strainers.
- 10]

03000 OLD

Master Schedule

- 1] See Schedule -- PCG needs to revised the schedule to include kitchen, 30 ton unit, parking lot and landscaping.
- 2]

04000 OLD

Submittals

- 1] 061753 - Shop Fabricated Wood Trusses - Durrant is Reviewing
- 2] 077100 - Roof Specialties - Revise and Resubmit
- 3] 102113 - Toilet Compartments - Revise and Resubmit
- 4] 102226 - Operable Partitions - Revised and Resubmit
- 5] 211313 - Wet-Pipe Sprinkler System - PCG currently reviewing
- 6] 265100 - Interior Lighting - Partially approved
- 7] 17% of the submittals are complete, PCG waiting on submittals from subs/vendors
- 8]

05000 OLD

RFI's

- 6]
- 7]
- 8]

Prepared By: Pinnacle Construction Group**Signed:** _____
TJ Neyens**Dated:** 2/5/2009

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Miscellaneous

- 1] Owner -- PCG to provide breakdown for each pay app. reflecting each subcontractor onsite, % complete, payment, lien waivers.
- 2] Architect/Engineer -- Nothing at this time
- 3] Other
- 4]

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Next Meeting

- 1] Time: February 17th @ 10:00
- 2] Location: Faith Lutheran Church

Prepared By: Pinnacle Construction Group

Signed: _____
TJ Neyens

Dated: 2/5/2009