

**HERONS GLEN RECREATION DISTRICT (HGRD)  
BUILDING CONSTRUCTION COMMITTEE MEETING  
MARCH 20, 2019, 2 P.M., CARD ROOM C**

<b>BUILDING CONSTRUCTION COMMITTEE</b>	<b>PRESENT</b>	<b>SUPERVISORS/OTHERS</b>	<b>PRESENT</b>
Chair Don Misener	X	Supervisor Weyer	X
John Cowgill	X	Supervisor Gormley	X
Lotus Architecture Mike Sheeley	X	Bob Fike	X
Facility Mgr. Dan Parker	absent	Parker Matson	X
Gen. Mgr. J.B. Belknap	x	Robert Neurock	X
		Residents	1

**MINUTES**

I. **CALL TO ORDER** – Chair Misener called the meeting to order at 1:58 p.m.

**II. INTRODUCTION**

The committee was introduced and present from Gates Construction were Robert Fike, Senior Superintendent, Parker Matson, Assistant Project Manager, and Robert Neurock.

II. **APPROVAL OF MINUTES** – John Cowgill made the first motion to approve the minutes from the September 20 and September 27, 2018 meetings and GM Belknap made the second motion. The minutes were approved as written.

**III. BUSINESS TO DISCUSS**

**A. Building Permit Status**

Mike Sheeley stated that they have the Site Order approved so Gates can start bringing in equipment. Robert Neurock stated the Building Permit should be ready for pick up tomorrow. Chair Misener asked about the landscaping contract and survey. Mike Sheeley stated the landscaping contract was thru the engineer and that there were problems with the title work and that the survey needed to match that caused the delay. Mike Sheeley noted that there are open Development Orders for HGRD with Lee County that caused the delay in getting the Development Order for the Fitness Center. John Cowgill explained the Development Order process stated these need to be closed out, otherwise Lee County can continue to hold up projects in the future. GM Belknap stated he would follow up to get Development Orders closed that are no longer needed.

**B. Building Committee meeting**

Chair Misener asked how often they should meet to review the project and Mike Sheeley stated that initially every two weeks would be sufficient but once construction starts that they should meet every week. Mike Sheeley stated that they need to make sure that they have the electric submittals completed and submittals for truss drawings, concrete, paint and frames are up to date with current submittals. Chair Misener asked if the trusses are ordered and Bob Fike stated they are not ordered yet but are part of the permit ready to be ordered. Bob Fike suggested that they hire a fitness center consultant to help with the layout of the equipment and for what is needed for power boxes to use with

equipment that is using data. Supervisor Gormley asked about WiFi and Robert Neurock stated that it has limited ban and recommends it be hard wired.

**C. Construction Draw Process-HGRD Sales Tax Process**

Chair Misener asked how the draw and sales tax process will be done and he noted his concerns with the first draw statement does not have any invoicing attached. Mike Sheeley explained that it shows line items and this is typically how the draw statements are processed that the owner does not get the invoices only for direct purchase items. The committee discussed directly purchasing and Robert Neurock suggested that HGRD do the direct purchase from vendors if they are able to cut checks quickly and Controller Garcia stated that they can do that quickly. Robert Neurock explained the purchasing schedule. John Cowgill asked who would be the contact and Bob Fike stated it should be GM Belknap. GM Belknap stated that he would work with Supervisor Misener on all decisions. Mike Sheeley stated that Gates will submit the order requests to them first and then they would approve to GM Belknap to get the invoices paid. Chair Misener asked about the draw process payments and Robert Neurock stated that they are submitted once a month on the 25<sup>th</sup> and need paid by the 10<sup>th</sup>.

**D. Gates- Gant Chart, Landscape Architectural Design**

Chair Misener asked about the Gant Chart and Parker Matson said they should have it by Monday. Bob Fike stated that they will have the Gant Chart but they also have a simplified version to be shared with residents for the ongoing process.

**E. Change Order Process**

Chair Misener stated they will review the change order process at the weekly meetings. Chair Misener asked about the lift station and Robert Neurock stated that the Development order allows either to reuse the current lift station at the same location or put in a new lift station. The committee discusses the lift station and moving it. Robert Neurock stated that they would need to ask the engineer about the lift station location.

**F. Pickleball Access**

Chair Misener asked about the access to the Pickleball courts during construction and Bob Fike stated they are putting up the silk fence to restrict access but one end will be open to allow for pickleball parking. Chair Misener noted his concerns with access to the site and Bob Fike stated he could put up an orange fencing with signs. He stated he would stay involved and would be monitoring the access daily to keep residents safe and out of the site. Chair Misener suggest GM Belknap put a reminder in his newsletter for residents to stay away from the construction site. Mike Sheeley suggested putting in a camera so they can monitor the site and so residents can watch the process.

**IV. ANY OTHER NEW BUSINESS TO DISCUSS**

Bob Fike asked if his people would be able to access the property prior to 7 am and if key personnel could get temporary bar codes to access the main gate and GM Belknap stated they can work with HOA to get temporary bar code that Bob Fike would need to supply their names and vehicle information. Bob Fike asked about parking for the crew and the committee discussed that they could park at the mystic site. Chair Misener suggested putting up a Gates only parking sign. Bob Fike asked about tree removal and if they wanted to keep any of the trees and GM Belknap stated that they would need to work with Tim Kortanek on taking trees out. The committee discussed the drawings and tree removal.

Dick Misener asked if they are thru paying the first quarter of assessments and Controller Garcia stated the next assessment statement bill will be due at the end of April.

V. **NEXT MEETING DATE** -The next meeting date is Wednesday April 3 at 8 a.m.

VI. **ADJOURNMENT** – The meeting was adjourned at 3:07 p.m.

/jh

4-3-19  
Date

APPROVED BY COMMITTEE:

Don Misener  
Don Misener, Chair

<b>Project Name:</b>	<b>HERONS GLEN FITNESS CENTER</b>	<b>L18017</b>	<b>Date:</b>	<b>3-20-19</b>
<b>Topic</b>	<b>: OAC Meeting</b>			
<b>Attendees</b>	<i>D. Misener</i>	<i>M. Sheeley, AIA</i>	<i>B. Fike</i>	
	<i>J. Cowgill</i>	<i>P. Matson</i>	<i>B. Neurock</i>	

1. Correct shop drawings for window frames for Bronze finish – Gates will resubmit.
2. Need dimension layout for gym equipment to locate power, etc. J.B. to provide through vendor.
3. Lift station (grinder pump) has been ordered. Review location with CE and mechanical to eliminate long force main. Sheeley has confirmed with CE that the location can be moved close to the old lift station location near street (out of pavement area) and re-route building sanitary to save \$\$ for HGRD.
4. Next meeting will be 8am 4-3-19. Brian Foret from LOTUS will attend.