

St. John's Anglican Church – Pre Construction Meeting
Quarry Village – Aug. 10, 2007

O Present

- Owner's Rep: Lee Reed
- Greenwood Construction: Brett Lund (Project Mgr., Dan Stevens (on-site Project Superintendent)
- Santa Fe Partner's Rep: Bill Parry

O We reviewed/discussed the Lease Agreement construction requirements (Exhibit B) and the comments on St. John's A&E plans that were contained within Parry's letter of Jul 28, 2007. Highlights of key issues follows:

- Greenwood will begin construction on Monday, Aug. 13., with completion "currently" anticipated for Oct. 4.
- Floor penetrations locations (for later conduit/pipe/etc. access to the roof by the 5 lower level tenants) were agreed. There will be 5 fully enclosed accesses/chases constructed, with the costs borne by the landlord. Four of the 5 will be placed along the interior of our south wall in areas that will not interfere with our activities. The fifth will be located along the north side of the child-care area, also in an out of the way location.
- The sink/cabinetry in the Sacristy were relocated away from the exterior wall to eliminate the additional cost that would have been required to provide piping freeze protection.
- We have engaged (\$800) the original structural engineering firm for the building to evaluate what will be required to strengthen the roof to support the large 10 ton HVAC (for the worship space area). We should know what will be required and the costs by mid next week. I am still very concerned that this may cost significantly more that we have in the Budget (\$2500).
- Given the size of worship space HVAC unit, the large cross section of its associated ducting, and the location constraints of the existing structural steel supports for the roof, we will lower the ceiling in the "fellowship/gathering room" (immediately adjacent to the worship space) by 6 inches – from 10 feet to 9.5 feet. This will the permit the ductwork to be squeezed between the existing steelwork. The only other option would be splitting the single 10-ton unit into 2 x 5 ton units. This other option would result in significantly higher costs to us.
- St. John's and our insurance agent (State Farm) still owe Santa Fe confirmation that we have all the various insurance policies required under our lease: general liability and property damage, workman's compensation, and the Builders Risk insurance (property coverage

- during the construction period). I have also as Greenwood's insurance company to give us a quote of the latter for comparison to State Farm. This may take a couple of weeks, so we need to have State Farm go ahead an issue us a policy now (construction begins Monday).
- Parry has given me a key to the lower level in which our furniture is stored. I advised that THIS Sunday we would move the conference table, etc. currently in our space to the lower level – Mike L. will borrow a trailer and seek volunteers to assist in this endeavor.
 - Parry agreed that we could install signs in 2 parking spaces in front of the child care area for “drop offs” – while all the parking areas are “common areas” for use by all tenants, they would not object to our signs (other tenants have also taken the same action).
 - I will be working closely with both Greenwood and Santa Fe to secure all the required utility hook-ups for St. John's.
 - A security system and the telephone/data cabling are NOT included in the contract with Greenwood. I requested that they have contractors who have performed these types of jobs contact me to obtain proposals/bids (we do have money in our total budget for this work).
 - Theresa and I will meet with Greenwood early next week (Tues. or Wed.) to make our selections of carpet, paint colors, etc.
 - We must also decide on the specific types of pendant and spotlights we will purchase and have Greenwood install in the worship area. We will need to make our selections within the next 2 weeks in order to be assured they will arrive in time to be installed at the appropriate time in the overall construction schedule. Lighting is a VERY complicated technical issue. Ideally we would engage a lighting consultant to advise us. But, as this would cost us significant funds that we do not have (we have only \$2,000 in our budget for these lights), we will try to get some free advice from light suppliers and also use some technical information available on the Internet in making our lighting decisions.
 - We need to advise Greenwood by Aug. 24 the exact location for the six audio/visual conduits that I have requested be placed within the walls of the worship space. These conduits will enable us to avoid “unsightly” draping of A/V cables throughout that space in the future. I am working with Gretchen C. and Jon H. on this.
 - Greenwood and I will meet at least a weekly, until project finis.

Lee Reed

Aug. 11, 2007