

IC Meeting: Tuesday, May 19, 2009 – Hospitality Room

Member Attendees: Duane Hickling (Chair), Judy Barnes, Tom Meyers, Dorsey Ruley, Jay Owens, Dave Beck, Patty Culbertson (late), Pete Power and Jim Swint (K&H).

Guests: Gina Zehr, Marcie Johnson, Elenor Lopardo, Mary K and Conrad Montalto, Nancy Baltus, Betty Latson, Ron Miller, (and maybe a few others that I didn't know/remember)

Agenda Items:

- 1. Action List Review from May 6, 2009 meeting**
- 2. Project/Construction Mgmt Role**
- 3. Contractor Interview Process and Interview Question development**

1. Action List Review from May 6, 2009 meeting:

FUTURE POTENTIAL HVAC/HEAT PUMP IMPLICATION ON WINDOW DESIGN

Action Items from May 6:

- 1. Review mullion change and effect on interior window treatments with Window Committee – at meeting May 7, to keep owner reps informed and get feedback (Dave Beck, Chair and Pete Power KH)**
- 2. Investigate Heat Pump size options – (Duane Hickling, Tom Meyers, Patty Culbertson)**
- 3. Look for examples of Residential conversions for learning: (Dave Beck to seek info from DK RENTAL Division.) (All to keep antennae up on issue)**

Discussion: The Review of potential Mullion Change (as it relates to the heat pump issue and the effect on interior window treatment) – 2nd Bedroom of the 2 bedroom units become the issue as the standard heat pump is 45” wide and the mullions currently in the 2nd Bedrooms are 42”– thus causing the challenge. The interior plane of the new windows will be the same as the old. The remaining open question is the balcony door.

Follow up actions:

- 1. Kurt is scheduling 2-3 heat pump manufacturers to be interviewed in the building as he feels that there are other various sizes of heat pumps (other than the Siemens size mentioned to be 45” in their study to the IC). If it is true that the sizes of the heat pumps**

can be varied, we don't have to move the mullions to keep open the opportunity in the future to switch to heat pumps.

2. Duane, Tom and Patty will be involved in these interviews as well as continue their investigation of heat pump size options.
3. Dave sent an email to Tom Taylor to get his input on this issue as well as information from other buildings who have shifted to heat pumps and other potential HP supplier resource information. No response from Tom as of the May 19 meeting.

The following questions are still open from May 6 meeting regarding current HVAC units that need IC follow up at a later date TBD:

1. ***What is the useful life of our units? Are the parts available for replacement and how long?***
2. ***One of the vulnerable parts in the current unit are the two metal drip pans that are corroding badly. Is there any remedy or will this obsolete the entire unit?***
3. ***Studio HVAC units are very different – what is answer for these units on two items above (Likely replacement of the entire unit)***
4. ***Still need to work through a possible approach to replacement of HVAC lateral pipes.***

ELECTRICAL OUTLETS ON BALCON – PROJECT ADD ON

Actions Items from May 6:

1. Get costs for a preinstalled box and whip plus electricians to install (Pete KH)
2. Discuss this topic with contractors during interviews

Discussion: We need to make a decision on this to preclude having owners put their own boxes in after the window installation—which would void our window warranty. Pete has suggested that we obtain a hole pre-punched with plate from the manufacturer which then the plate can be easily removed for the installation of the electrical outlets (on the backside of the current inside outlet). There is currently no price for this solution or for the installation of an electric outlet in the window bids. The estimate for this added solution is between \$8,500-\$16K for the whole building.

Follow up actions:

Include this option for holes pre-punched/with covers and discuss further with contractors during interviews.

Determine cost of electrician to make connections of electrical outlet (if unit owner requests).

BUILDING BALANCING OF VENTILATION SYSTEMS

Action Items from May 6:

1. Discuss the above topics with our building engineer and manager (Duane, Tom and Patty)
2. Redistribute Siemens 2/2009 bid (Duane) DONE 5.7.09

Discussion: Siemens bid included \$50K for balancing now and after the windows are installed. Kurt has indicated that the challenges include the current grate and duct size in the hallways may be undersized. The resulting problem is the resulting challenges and great noise at the end of the hallways. In addition, there are unit owners who have sealed off the ducts in both their bath and kitchen as well as ‘sealing’ their front doors. We must encourage folks not to do this.

Rich Vicens suggested that we probably must do some duct cleaning—as his experience was that this would benefit greatly. This has ever been done in our building.

Follow up actions:

Continue discussions with Kurt and have him examine the grate and duct sizing in the halls, as well as the cost of duct cleaning. Have subcommittee (Duane, Tom, Patty) continue to explore options and potentially other pricing bids for balancing

ACCESSIBILITY DESIGNS FOR BALCONY DOORS

Action Items from May 6:

1. KH to provide samples of bottom threshold extrusions so we can mockup the various components for demonstration purposes (Pete)

Discussion: Pete has some samples of the threshold and will include it in the demonstration display with the windows display for the unit owners in the hospitality room.

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2. Project/Construction Mgmt Role AND 3. Contractor Interview Process and Interview Question Development (combined here as the meeting discussion ran together).

The purpose for this discussion was to clarify the role and responsibility of a project manager/coordinator for JK on this project and understand the coordination responsibilities and roles that K&H and the window installer/contractor will play as well. This helps us understand the interrelationship of the 3 as well as assure appropriate coordination as well as assuring no oversight or conflicts.

Duane provided an overview of the **5 Stages of Project Management** (according to the *Project Management Institute*, the professional accreditation organization for PMPs provided by Judy Barnes). The 5 Stages include: Planning, Initiating, Implementation, Control and Closing. This overview provides the activities occurring in each phase. In our due diligence, we are currently in the Planning and Initiating Phases of the Window Project. The role of the JK project manager will formally begin with the Implementation Phase but it is important that this person be involved and knowledgeable informally regarding the information and decisions developed during the 2 earlier stages to assure appropriate transition.

Pete (K&H) indicated that they are the master scheduler with the contractors (concrete and window contractors) and JK coordinator as well. They are our 'owners' representative with the whole project and the 'buck stops' with them in terms of this project going according to 'budget, quality, schedule'. There will be a contingency built into the schedule/contract for potential concrete issues (over and above what they estimated from the mock up intelligence they gained).

The schedule or order of installation will be:

- 1) Concrete repairs will be done first, this will flag any areas of potential other problems;
- 2) Windows will be removed and the new ones installed;
- 3) If more concrete problems are detected when the windows are removed, then may need to add additional time for greater concrete deterioration than what was anticipated. (This is where the contingency will come into play. They will be using rapid setting concrete (1-2 days) in any weather to reach 'set'. This is a bit more challenging in the cold weather.
- 4) After windows/concrete finished, then painting takes place.

K&H monitors all aspects of the 'external' construction project on a daily basis and the coordination of all technical issues regarding installation and the manufacturer. The JK project coordinator will coordinate all 'internal' unit owner activities. Generally, the JK coordinator should start on a part-time basis 1-2 months ahead of the start of the implementation phase.

Action Items:

1. KH to provide generic job description for JK project coordinator which we will review and finalize.
2. Need coordination with the garage as well to accommodate contractor vehicles.
3. JK Property Manager has responsibility for control of all outside traffic 'around the building and coordination with JK Project Coordinator and K&H.

4. Pete will send a list of 'generic' interview questions for the bidders so we can elaborate and add to it.
5. Duane to send pdf copies of the PMI 5 Phases of project management and Pete's list of interview questions to interested IC members and guests (a sign-up sheet was circulated).
6. Some additional questions/topics raised for interview discussion which will be added for a 'final list' include: how many windows/doors to be installed per day; how will the window installer deliveries be handled and where stored (since manufacturers are not all local)? Explain the use of mass climbers vs swing stage. Duane has suggested that additional questions be directed to him for the compilation of a final list.
7. Set meeting dates for the bidder interviews
8. Get mock up samples set up in the Penthouse for unit owner review.

JB
6/2/09