

# Engineering Advisory Group\*

## Meeting Minutes\*\* – June 4, 2026

### Attendees

Dan Spoor — Owner, Unit 614  
John Potter — Owner, Unit 534  
Ed O'Donnell — Owner, Unit 423  
Alissa Williams — Treasurer, Board of Directors  
Louise Hery — Secretary, Board of Directors  
Thomas Gonzalez — Association Manager  
Alcenir Parise — Karins Engineering

### Project Status Update

The committee reviewed the weekly status update provided from the FCC/Karins/Breakers coordination meeting. BC Shutters is scheduled to be on site Monday to coordinate work on Building 3 shutters and to finalize the process for identifying shutters affected by the concrete restoration project, including owner notification procedures (Owner Impact Form).

The project team agreed to modify the construction process so that grinding and sounding work will occur earlier in each building mobilization. This change is intended to identify sliders and windows requiring removal at the start of the project. Building 4 will follow this revised process.

To recover time lost to weather, the project team plans to work Saturday June 6, 2026.

Karins Engineering is reviewing the first project payment application and requesting supporting documentation as needed to validate invoiced costs.

Building 4 mobilization is currently targeted for July 6, 2026. The committee noted that clarification is still needed regarding the level of authorization required before each building mobilization can proceed.

Karins Engineering also agreed to work with the building inspector to close out building permits from prior concrete restoration work.

Karins is expected to provide a draft installation guideline this week.

No change orders have been processed to date.

Karins continues to evaluate the recommended process and materials for garage waterproofing. The group recommended testing the proposed approach on the south wall of the Building 6 garage before broader implementation.

Karins is also expected to provide the recommended glass specification this week.

## **Action Items**

1. Notify FCC of the approved test location for garage waterproofing (*Alciner*).
2. Review Karins' draft installation guidelines (*EAG*).
3. Confirm with the Board whether building mobilization approval can be authorized through Thomas (*Louise*).
4. Provide the recommended glass specification (*Karins*).
5. Coordinate with the building inspector to close out building permits (*Karins*).

## **Owner Warranty Concerns – Sliding doors and windows**

FCC agreed to use Building 3 as the pilot for finalizing the process to address owner warranty concerns. FCC will review the list of slider and window providers and determine whether removal and reinstallation can occur without voiding warranties.

## **Action Items**

1. Finalize the warranty handling process (*FCC-Brendan*).
2. Notify affected owners and update the owner impact forms (*Alciner*).

## **Owner Communications**

Alciner will notify owners at least four weeks before mobilization of each building and provide instructions describing owner responsibilities. In addition, Alciner will prepare a monthly progress report for all owners for Engineering Advisory Group review.

## **Action Items**

1. Prepare draft owner communications for Thomas and the Engineering Advisory Group to review (*Alciner*).
2. Provide owners with at least four weeks' notice before each building mobilization (*Alciner*).
3. Prepare a monthly progress report for owner distribution (*Alciner*).

## **Non-Standard Common Areas**

Discussion on the governing documents to determine whether updates are needed to clarify what modifications owners may make to common areas and personal spaces (balconies, etc).

## **Action Item**

1. Review the governing documents and recommend whether clarification is needed regarding owner modifications to common areas (*Louise*).

## **Cash Flow Discussion**

It was determined that clearer understanding is required to analyze and monitor cash flow for the project.

### **Action Item**

1. Alcenir, Alissa, Dan, Louise, and Thomas will meet next week to review project cash flow and identify any issues requiring Board attention.

### **Open Items**

- Finalize the glass specification (*Karins & EAG*).  
Confirm the owner parking approach (*Thomas*).
- Address clubhouse window requirements and price quotes (*Thomas*).
- Provide shutter guidelines (*Ed*).

\*Minutes Prepared by

Dan Spoor – Owner Unit 614

Louise Sartori Hery - Secretary Board of Directors

*\*\*A portion of this content was created with the assistance of generative AI*