

Pre-Construction Meeting Minutes

October 9, 2025

Surfside Palms
 c/o Mr. Angel Del Guercio, President
 8888 Collins Avenue
 Surfside, FL 33154

Project Number: 24-51
 Project: Re-roofing Project

Attendance:

Name	Entity	Phone	Email
Myles Harris	Infinite Engineering	904-654-8802	myles@infiniteengineering.net
Eric Smith	Infinite Engineering	786-351-4860	eric@infiniteengineering.net
Angel Del Guercio	Association	786-693-3121	angeldelguercio@gmail.com
Ivete Pasini	Association	305-342-0091	ivete.pasini@gmail.com
Juan Catanzaro	Albert Wagner Construction Inc.	786-447-1682	buildingtradesales@gmail.com
Albert Del Sol	Issac Roofing	305-608-2945	albert@isaacsroofing.com

Notes:

1. Contractor's Update
 - a. Juan indicated gazebo and pergola demolition has begun. Demolition debris to be brought off site today or tomorrow.
 - i. Ivete questioned the method of demolition debris removal.
 - ii. Juan indicated some material will be brought down by hand and some material may be brought down by means of the crane. He also indicated he will call for the trash bulk to be removed every 2 or 3 days.
 - iii. Ivete requested trash to be placed at a place of her choosing and be covered with a tarp.
 - b. Juan indicated a crane will be on site on 10/20. Material will then be loaded up to the roofs that week.
 - c. Albert indicated roofing to begin approximately 10/28.
 - d. Container/staging area location: ground floor at west boundary/driveway of property.
 - e. Albert indicated Phase 1 will start during 10/20, which is the lower roof of the north building.
2. Work Hours

- a. 7:00 am through 6:00 pm. Noise to begin approximately at 8:00 am.
- b. No work allowed on Saturday or Sunday, per Town of Surfside.

3. Permits
 - a. Roofing permit acquired.
 - b. Juan indicated a master permit will be required due to mechanical and electrical work.
 - i. Myles indicated this must be received before roofing tear off begins.
 - c. Albert indicated he does not believe a mechanical permit is required unless HVAC units are being replaced.
 - d. Angel indicated after the meeting he will go to the Town to try and acquire the master permit.
4. Submittals/
 - a. Submittal package to be submitted to Infinite Engineering.
5. Parking, Storage, and Trash
 - a. Spots – parking being used at both the church and the building.
 - b. Portapotty to be at SW corner of property.
 - i. Not installed yet.
 - c. No dumpster has been installed yet.
6. Progress Meetings
 - a. Bi-weekly progress meetings – project teams agree.
 - i. To start 11/3 at 2 pm and occur bi-weekly.
7. Pre-conditions
 - a. Must be taken/performed before work begins. A link must be provided to the project team.
 - i. Not completed. Albert will submit after the pergolas are removed.
8. Miscellaneous
 - a. Ivete requests better communication from Albert.
 - b. Ivete requests a list of everything needed for the week of 10/20.
 - c. Bonding issue
 - i. Juan indicated there is a bonding issue. This is in his court and a potential huge liability.
 - ii. Myles indicated this needs to be resolved before work begins.
 - d. Ivete indicated the lower roofs look better without the pergolas.
 - e. Juan indicated the soffits have been removed. Ivete indicated she wanted a termite treatment performed by a company before a new soffit is installed.
 - f. Ivete indicated they may use a specific soffit material. Myles requested the material be submitted.
 - g. Ivete requested a COI from Albert.

Progress Meeting Minutes

December 15, 2025

Surfside Palms
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Notes:

1. Contractor's Update
 - a. Phase 1 (North Building Lower Roof)
 - i. Approximately 50% tear off completed.
 - ii. Under both gazebos a 24" x 24" poured concrete perimeters were found at the drain locations.
 1. This will require a new drain rings. Which will result in approximately an \$800 increase in material. This will be sent over as a change order.
 - iii. The contract reportedly only includes up to 6" in demolition thickness.
 1. Ivete believed this is correct.
 2. Myles requested to see this portion of the contract.
 - iv. Phase 1 goal: to be completed 1/8/26.
 - v. Albert indicates he believes he needs new stands due to the 18" height and the stands are not rounded.
 - vi. Inspections are being performed with the City and manufacturer as required.
 - b. Phase 2 (South Building Lower Roof)

- i. Phase 2 tear off to begin 1/15/26.
- 2. Permits
 - a. Re-roofing permit – 2025-008154-BC
- 3. Engineer's Update
 - a. Myles requested a walkthrough to verify the sloped insulation layout.
 - b. Myles requested pre-condition survey documents.
 - c. Myles requested the final contract between Wagner and the Association.
 - d. Myles' next job walk is Thursday.
- 4. Documentation
 - a. Pay Application #2 – to be sent January 2025.
 - b. Pre-condition survey documents not received.
 - c. Myles and Ivete requested takeoffs for each day for the total square footage that is over 6" in demolition thickness during tear off.
- 5. Other/Miscellaneous
 - a. Current work progressing only on Monday through Friday. Saturday and Sunday work not allowed at this time.
 - b. Holiday Schedule
 - i. Isaac's Roofing
 - 1. Off 12/24 and 12/25.
 - 2. Off 1/1.
 - ii. Town of Surfside
 - 1. No extra restrictions reported.
 - c. Next meeting: December 29th, 2025.



Progress Meeting Minutes

January 12, 2026

Surfside Palms Condominium Association, Inc.
 c/o Mr. Angel Del Guercio, President
 8888 Collins Avenue
 Surfside, FL 33154

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Juan Catanzaro	Albert Wagner Construction Inc.	786-447-1682	buildingtradesales@gmail.com
Albert Del Sol	Issac Roofing	305-608-2945	albert@isaacsroofing.com
Chris Anderson	Infinite Engineering	954-667-4689	christopher@infiniteengineering.net

Notes:

1. Contractor's Update
 - a. Phase 1 (North Building Lower Roof)
 - i. Completed tear off. Base ply installation completed.
 - ii. Delay reported was the HVAC section (due to inclement weather).
 1. Albert indicated he believed inclement weather will also occur tomorrow.
 2. Ivete asked if we need a new permit. Albert's answer: no. Only if we needed to change HVAC units.
 3. Myles requested product approval language for the HVAC stands.
 - iii. Plumbing work completed
 1. Replaced 2 drain body and rings below both gazebos.
 2. Replace 1 drain ring – west of the north gazebo.
 - iv. Electrical work
 1. Albert is unclear on the full electrical scope of work.
 2. All badly electrical conduit to be replaced.

- 3. Line jacks are on site.
- v. Phase 1 completion percentage is approximately 90%.
- vi. All prefabricated metals to be installed next week besides the coping caps. Coping caps to be installed in approximately 3 weeks.
- b. Phase 2 (South Building Lower Roof)
 - i. Phase 2 to begin within 2 weeks. Albert indicated he is awaiting material from Soprema at this time.
 - ii. Albert indicated the loading of Phase 2 must be done from Collins Avenue with a crane. It will take 40 minutes and will be done at 4 am.
 - 1. Albert indicated he is willing to run the risk without a public works permit.
 - a. Ivete indicated she does not like performing work without a permit.
 - b. Angel indicated he is okay with taking the risk given the parameters of it being at 4 am, taking 40 minutes, and will be run with 3 flagmen.
 - 2. Albert indicated all material will be on site prior to loading with a crane.
 - 3. Albert indicated this will occur approximately at 4 am. Albert indicated there will be 3 flagmen working to direct traffic.
 - iii. The trash chute location for Phase 2 was discussed. As of right now it is still planned to be along a portion of the south elevation and then the construction debris is to be moved by hand.
 - iv. Ivete to get the bike rack and the doors that are conflicting with Phase 2 work and loading to be removed and/or closed during the work.
- c. Phases 3 and 4 (Upper Roofs)
 - i. Next material delivery will also be for Phases 3 and 4.

2. Permits

- a. Re-roofing permit – 2025-008154-BC

3. Engineer's Update

- a. Myles reported materials stored in standing water and must be remedied ASAP.
 - i. Line jack prefabricated metal
 - ii. Termination and counter flashing metal
 - iii. Polyiso insulation
 - 1. Cannot use damaged polyiso.
 - a. Albert agreed to dispose of the polyiso material that has been damaged.
- b. Myles reported the north east-west oriented walkway has slope less than 1/8" per foot.
 - i. Albert indicated he will have a meeting tomorrow. If the sloping is not as per the plan, Isaac's roofing will address the slope.
- c. Myles indicated there is a pond at the drain under the SE gazebo.

4. Documentation

- a. Myles requested HVAC stand product approvals or NOAs.
- b. Ivete to notice the owners when Phase 2 begins.
- c. Change order #4 outstanding between Myles and Juan.

- d. Pre-condition survey documents sent to Eric.
- 5. Other/Miscellaneous
 - a. Current work progressing only on Monday through Friday. Saturday and Sunday work not allowed at this time.
 - b. Next meeting: January 26th, 2026.