



UNITED ENGINEERING CONSULTANTS, INC.

- Building Condition Surveys
- Contract Administration
- Corrosion Control Design
- Structural Inspection & Design
- Project Planning & Management

PRE-BID CONFERENCE MEETING MINUTES

DATE PREPARED: March 10, 2026

REFERENCE: Fountain Beach Resort – 16 Stack Restoration Project
Project No: 25-1441

DATE OF MEETING: March 9, 2026 TIME: 1:30 P.M.

LOCATION: On-site

FROM: Timothy J. Snook, P.E.

BIDDERS: A.A.T. Restoration Group, Rick and Alyssa Douglass
McDonald Painting and Quality Construction, Alex McDonald
SPEC Contractor Services, Kevin Logan

FOR ENGINEER: TJ Snook, P.E.

A Pre-Bid Conference was held on the above referenced date with the above invited Bidders and Engineer. Mr. Snook reviewed the project scope of work and bid documents. The following items were discussed:

1. Mr. Snook stated that the Association would like the project to start as soon as possible.
2. There is tile on the balconies that will need to be removed from Units 216, 316, 416 and 516.
3. It was discussed that there is a staffing clause added to the contract. It is located in the summary of work.
4. It was discussed that there is an appendix at the end of the specification that includes an AIA contract marked up by the Association's attorney. The A201 was emailed separately as a word document. These need to be reviewed and taken into consideration with the bid.
5. Ms. Lewis will need 48 hour notice to access any unit balconies. She can be contacted on her cell phone.
6. **Bids are due on April 9, 2026 at 11:00 A.M. and to be sent electronically via email to:**
 - Becky Lewis at manager@pmdmgt.com
 - Kristina Berisha at Kristina@unitedengineeringconsultants.com**Hardcopy bids are not required.**

The above represents United Engineering's remembrance and understanding of the matters discussed and conclusions reached during the meeting. If any of the participants has any additions or corrections to include in the meeting minutes, please notify the Engineer in writing.

END OF MEETING MEMORANDUM