

## **PRECONSTRUCTION MEETING**

October 5, 2010

In attendance:

Mr. Miller, Secretary, Board of Directors

Mr. Budnik, P.E., Principal, Community Association Engineering (CAE)

Mr. Brian Cramp with Cardinal Management

Mr. Mike Kuhn, Commonwealth Paving, Inc. [who will be on-site most of the time.]

### **I. Tentative Schedule.**

Start Date: October 18.

Hamilton Court Phase 1 — October 18-20 (3 days)

Trestle Court — October 21-22 (2 days)

Hamilton Court Phase 2 — October 26- 27 (3 days)

Pool Access Road — October 28 (1 day)

Ainsley — October 29; November 1-2 (3 days)

Stationhouse Phase 1 — November 3 - 5; November 8 (4 days)

Stationhouse Phase 2 — November 9-12 (4 days)

Work will be performed on week days from 7:00 AM to 6:00 PM [probably 7:30 to 8:00 and out by 5:30 most days].

Note that the Association reserves the right to Stop Construction.

### **Related Action Items For Cardinal Management.**

1. Prepare a Notice to the community for consideration by the Board at its October 6 meeting. The notice among other things should warn that cars not moved will be towed.
2. Mail the Notice to the residents. Also notify the school board, trash companies, Progrounds, et. al. [Greg has a phone number for the school district.]
3. Arrange a preconstruction meeting between Commonwealth and ProGrounds? Bartlett? To determine what roadside vegetation needs to be trimmed to make way for the road crews and schedule the trimming.
4. Arrange for towing of cars as necessary.

5. Prior to construction, photo or video the streets [mainly the curbs and gutters] as documentation of “before status” to compare with “after status”; as the basis for determining and documenting substantive damage (if any, hopefully none) to curbs, sidewalks, mailboxes, etc. caused by Commonwealth.
6. Contact the Fairfax County maintenance And storm water management division (703 934 2800) to obtain permission to pave a trail across the top of the dams surrounding the two Fairfax County maintained dry ponds, for access of the clubhouse from Shannons Landing Way; that this will be done in accordance with the public facilities manual (or Mr. Miller can do this -- let’s discuss). They might say you’re disturbing over 2,500 square feet, in which case there is a simple solution, I will start one week and do 2,450 square feet and then stop; I will come back next week and do the other. Paving is instant stabilization; it doesn’t count as disturbed area other than while actually doing the paving. You can segment the work so that permit is not actually required. The only other caveat is whether the first dam is in the Resource Protection Area (in which case the only viable route would be that by the townhouses that would not use the dams, with no requirement for any permit at all). Tell them that you have a project starting in seven days and could they send out an storm water engineer to take a look at the site. They do this all the time; they put access roads on dams all the time.
7. Mail a list of who should receive copies of all emails (e.g., CAE, Cardinal, Mr. Miller, Mr. Farlander).

Commonwealth will post no-parking signs couple of days before each Phase is worked and set up cones, et. al. around construction areas.

## **II Safety Responsibilities Of The Contractor**

Mr. Budnik lead the discussion of these responsibilities; including, for instance, ensuring that ambulances and fire trucks have access to the community at all times. Safety is the responsibility of the contractor.

## **III Inspections**

Will be performed by CAE [CAE will contact Commonwealth to work out when inspections will occur].

## **IV Invoices**

Prior to paying each invoice, CAE will review the contractor’s progress and recommend the amount to pay based on progress (said recommendation to be provided only to Cardinal, not to the contractor).

## **V Conduit Under The Parking Lot**

For \$500 (estimate), Commonwealth will run forty feet of 4 inch PVC Schedule 40 pipe with 12 inches of cover from two feet beyond the pavement in each direction with caps at both ends

under the parking lot for the clubhouse. (Said contract modification to be ratified by Cardinal after discussion with Commonwealth.) [Note — after the meeting, Mr. Budnik painted the lines for the pipe subject to utilities relocation.] Commonwealth will send a change order to Cardinal.

#### **VI Trench Drain Hamilton Court**

After reviewing the cost (upwards of \$6,000) of installing the proper size drain, Mr. Miller advised Commonwealth that the drain is not necessary and should simply be removed. Note that the drain is currently clogged and has not functioned for years, with apparently no negative consequences. The drain was radically undersized for the intended purpose; it needed to be at least 8 inches wide and deep.

#### **VII Asphalt Trail From Shannons Landing Way**

Commonwealth is willing to so modify the contract; but first things first, we must contact Fairfax County to obtain permission to put a four foot asphalt trail atop the dams surrounding the storm water drain ponds. [Probably do not need a permit, just a matter of obtaining permission.]