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**Site meeting 29th May 2015**

**Attending – Andrew, Marta, Jose D, Hugo, Americo, Jorge Cerilo**

**Richard Burt apology for absents.**

**Jose Fernades apology for absents. Represented by Americo and Jose D**

**c.c. James, Richard, Vanessa,**

**Points discussed:-**

1. **Agreement of previous meeting minutes**

OK

1. **General work progress**

Running well. But need decisions soon on many interior items to prevent delays. See point 10.

1. **H&S report and action**

Marta is happy with how Jose D is responding to here reports.

1. **Staff documents & Insurances**

Worker attendance book and vistor’s book in operation and being used. Staff documents held within LUX and verified by Marta. Sub-contractor employee documents are not so easy to monitor.

1. **Site inspection and report by client ‘fiscal de Obra’ (Jorge Cerilo)**

See attached report

1. **Resolution of issues**
* Issues this month included the addition of overflow tanks for the swimming pools and overflow design detail on the pools and Jacuzzi. A cisterna for domestic water also needed to be included in the structural works. The design of these tanks has been successfully planned to integrate and function well. These tanks are enclosed and insulated to retain water temperature and humidity.
* The drainage layout was adjusted slightly from the original plan to achieve a better result.
1. **Updating of plans**

Americo has update plans and will pass to Hugo to include in the master plans. All old plans must be replaced with updated plans on site in order not to create confusion. Americo is responsible for this.

1. **Work Schedule on time or not?**

Jose estimated about 6 weeks to complete the structure.

1. **Schedule of material choice by client (Hugo & Americo)**

VRI and Client need to provide final specification on the following within two weeks, relating to the basement:-

* 1. Bathroom layouts
	2. Sanitary ware – prefix
	3. Bar - prefix
	4. Kitchenette prefix
	5. Maids room prefix
	6. Flooring type
	7. Wall tiling or finish
	8. Final stone choice for villa
	9. Door and architrave finish
	10. Final window finish
	11. Recess confirmation
1. **Planning of subcontractors for first fix work.**

Discussed and noted that careful planning is needed in the scheduling of the subcontractors for the job to run smoothly.

1. **Quantity assessment of May payment request by Lux on 4th 3rd June**

To be received and checked by Friday 5th June

1. **Contractors report (Jose Fernades)**

Waiting from report from Americo.

1. **Architects report (Hugo)**

Waiting for report from Hugo

1. **Planning approval update**

We have verbal confirmation that planning is approved without further conditions and the written confirmation is in process. We cannot be sure for definite until we have the written notice.

1. **Preparation of specialities**

Hugo has confirmed that they are all complete and ready to go.

1. **Miscellaneous points**

See new issues below.

1. **Payment by LUX of EDP with deduction for irrigation pump consumption**

Not discussed. To be discussed with Sergio at Lux

1. **Next monthly meeting dates.**

Thursday 3rd July 2015 On site. All site reports need to be submitted by 2nd July.

1. **New issues**
* As the basement now runs under the terrace it requires insulation which increases the thickness required by 5cm. Some adjustments were suggested and Hugo and Americo will present the alteration for a general consensus.
* Terrace drainage was discussed and a plan needs to be agreed of this. (Hugo, Americo)
* The detail on the glass safety barrier around the pool needs to be defined and agreed. (Client, Hugo)
* Fireplace type (gas or ethanol) Chimney for outdoor fireplace if not ethanol.
* The indoor pool enclosure is to be double glazed for insulation to prevent humidity. A door is to be added to make it totally enclosed. (Hugo)

Any queries or omissions, please inform me as soon as possible.

Many thanks

Andrew Dyson

Project Developer

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