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**Site meeting 2nd July 2015**

**Attending – Andrew, Marta, Jose D, Hugo, Americo, Carolina (Hugo’s assistant)**

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

**Points discussed:-**

1. **Agreement of previous meeting minutes**

OK

1. **General work progress**

The first floor slab has several pitched roofs, which require a greater detail of work. In order to compensate for this, more carpenters are required on site. The subcontractor has been completing another job, which has left resulted in fewer workman on Plot 27. The other job has now finished and we have 8 carpenters on site, 2 steel makers and 2 general workers, which is acceptable. On 29th June there was an accident where a workman dislocated his arm, which has led to inspections from the ACT (work condition authority). It happened while digging a 3.5m trench for the main drain. As a result there has been added safety recommendation which needed to be put in place before work could recommence. Two days were lost, however this time was spent re-organising and cleaning the job, which is now excellent. The above factors collectively have resulted in a week delay in the schedule. Everything is in full flow now.

Floor insulation work starts in basement tomorrow and block work next week.

It has been agreed with Lux that the Forman will have a free supply of workforce at his disposal for the tasks at hand.

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

Marta has been busy following the H&S process and implementation of further safety measures. Andrew mentioned that care needed to be taken while using the crane and workmen should avoid being directly under the cargo when in use.

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

Attached

1. **Resolution of issues**
* Insulation in addition to clay bricks on basement walls has been recommended to prevent humidity especially in the indoor pool area. This has now been factor in to the design.
* Floor levels are now defined to allow for extra insulation over terrace where there is basement below.
1. **Updating of plans**

There are a few small updates to make to the plans, which Hugo and Americo are dealing with.

In order to submit the specialities to the Council, we need updated structure plan of licensing project from Ferca’s engineer. We also need a engineers project for the elevator, which will be supplied by the elevator company. Americo was following up on both points.

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

It is estimated 5 weeks to complete the structure.

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

Hugo is providing Bunique with the bathroom plans for the basement today so they can plan the sanitary ware integration. VRI has prepared a flooring and wall specification sheet which will be ready next week. Vanessa met with Hugo yesterday and both are working to define the important finishes for the basement area to avoid delays.

1. **Planning of subcontractors for first fix work.**

Americo provided a timeline schedule for decisions and ordering of materials to assist the organising process.

1. **Quantity assessment of June payment request by Lux on 3rd – 6th July.**

To be received and checked by Wednesday 8th July

1. **Contractors report**

Waiting from report from Americo by Monday 6th July

1. **Architects report (Hugo)**

Attached

1. **Planning approval update**

Approval received. Now submitting the specialities, with some delay due to lift engineer drawings.

1. **Miscellaneous points**
* Americo will organise final example of Crème Marfil stone in amaciado (smooth) finish and one in sand blasted finished for the client to sign off.
* The concrete roof moulding needs to replicate an amaciado finish and therefore great car needs to be taken with the quality of the finish and joints.
* VRI and client need to confirm elevator model preference a.s.a.p
* Roof tiles are to be viewed on an existing villa - lote 12 do Loteamento Monte Golf, Rua Vouga Norte at Quinta do Lago which has COIMBRA tile as sample. This is urgent to avoid delay in delivery schedule.
* AC unit is dog room will be added and built into the ceiling. It will be integrated into the main system.
* Forced extraction and ventilation needs to be added to the mechanical room. Inlet to be at the side of the steps above the mechanical room and outlet to be by the parking spaces on the driveway. Hugo is added this into the plan. Americo will inform Climagarve
* Revised cost for HVAC installation is higher, so Americo is studying options.
* - Exterior pre-installation for optional heat pump for swimming pool will need piping fixed to the concrete wall and 3 holes made in the concrete wall of the basement. Interior pre-installation is included and has no costs. The location of this machine will be concealed behind the wall in the dog run (next to driveway)
1. **Next monthly meeting dates.**

Monday 3rd Aug 2015 on site at 11am. All reports need to be submitted by 2nd August.

1. **The outdoor fireplace has been finalised and the bar/bbq just almost.**
2. **Indoor pool has had glass door added to enclose fully.**

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

Many thanks

Andrew Dyson

Project Developer

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