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MEETING  
SUBJECT      Meeting Minutes

FROM            Gia Mancini

MEETING  
DATE/TIME      07-29-2025

PROJECT  
NAME            Ocean Trail V

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ATTENDEES    **Swaysland**  
                    Gia Mancini, Staff Engineer II

**Management**  
Peter Succoso, BOD President  
Victoria Wisner, Property Manager  
John Gregory, Bldg. Manager

**Metro**  
Anthony DiFalco, Supervisor

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## 1. Review of Schedule

### 1.1. Progress Update

#### 1.1.1. General Update

- Contractor mobilizing the Stack 10 balconies and is in the process of removing screen enclosures, and balcony finishes.
- Swaysland provided letters for the SGDs that cannot be reinstalled
- Units 505, 407, and 405 have drop ceilings and will require dust wall ceilings to be constructed as well at an additional linear foot price.
- New sliding glass doors are typically 4-6 weeks out on average; Original doors and windows will likely need to be replaced
- MCW will provide an updated project schedule with the next payment application
- Electrician will be coming for 407, 405, 509, and 505 thresholds
- Waterproofing color and texture will be voted on by Owners scheduled mailing the next 10 days; BOD has to give them 2 weeks' notice and two weeks to make a decision; middle of July decision still has not been made

#### 1.1.2. Balconies

- In the event of hurricane, depending on number of openings and allowable time protocol will be reinstall hurricane shutters but if it's not possible due to time constraints plywood coverings will be installed.

### 1.2. Project Look Ahead

1.2.1. The Contractor has provided catalog for public walkway railing design; two samples have been provided

1.2.2. The Contractor will start excavating concrete repairs at 609/610 platform walkway revealed cracked/spalling along entire edge

1.2.3. Typical protocol for Hurricane shutters, will be removed first prior to excavating concrete and performing repairs area and reinstalled last after painting/priming, etc.

## 2. Review of field observations, problems and decisions

2.1. The Contractor will construction overhead protection for small roof areas along the parking garage.

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- 2.2. The BOD suggested storage of the screen enclosures for Units 304 & 404 in two (2) parking spaces in the garage so they will be protected, etc.
- 2.3. The Contractor would like to start the car port work first and will coordinate moving cars with the Property Manager once permit is approved.
- 2.4. Notifying Owners, of hurricane shutter removal if warranty is an issue and hurricane shutters are removed/reinstalled by others they will need to be stored in the Unit.
- 2.5. The Contractor will properly plug hurricane track holes, fasteners will not be reused nor reinstalled in same hole, etc.
- 2.6. BOD will send list of water intrusion Unit and confirms Units with poor drainage.

**3. Review of submittals**

- 3.1. The Contractor to provide a project schedule.
- 3.2. The Contractor to provide a product submittal.
- 3.3. Swaysland has approved Payment Application 5 on 7/25/25.

**4. Open Action Items**

- 4.1. None at this time.

**5. Miscellaneous Items**

- 5.1. None at this time.

**6. Next meeting will be Tuesday, August 12, 2025 at 10:00AM.**