



MEETING MINUTES

To: Pelican Reef Home Owners Association

From: Gulfstream Design Group, LLC

Date: June 4th, 2019

Re: GDG 18-024 Pelican Reef Drainage Concerns **Number Pages:** 3

The information provided within this memorandum is Gulfstream Design Group’s interpretation of the below referenced meeting. Any comments regarding this memorandum should be presented to Gulfstream Design Group within three (3) business days following the distribution of this document and any of its attachments.

A presentation was conducted on June 3, 2019, at the monthly Pelican Reef Home Owners Association regarding the 18-024 Pelican Reef HOA drainage concerns, the topic of the presentation was to discuss the overall design of the project, on an open communication platform with the community and its representatives.

In attendance were:

Name	Representing	Email
Pelican Reef HOA Board Members	Home Owners Association	
Pelican Reef Home Owners	Property Owners	
Michael Whelan, P.E.	Gulfstream Design Group	michael@gulfstreamdesign.com
Garrett Queener	Gulfstream Design Group	garrett@gulfstreamdesign.com

Items discussed included:

1. Gulfstream completed an informational presentation to the Home Owners Association and its Board Members regarding the recommended drainage solutions.
 - a. Gulfstream presented some typical neighborhood challenges including:
 - i. Examples of “clogged” swales
 - ii. Shallow swales
 - iii. Premature termination of swales
 - iv. Examples of the neighborhood post rainfall
 - b. Gulfstream presented some “typical solutions” including:
 - i. Cross sections of swales with inlet structures
 - ii. Typical pipe sections
 - c. Gulfstream elaborated on the overall phasing and time estimations to complete the project
 - i. Project to be completed in three (3) phases
 1. Preliminary Stakeout and walk through
 2. Construction
 3. As-Built production
 - ii. Gulfstream estimates that this construction will take between three and four months to complete the construction portion of the project.
 1. Each individual project area is to be completed and finalized before the commencement of the next projects construction activities.
 - d. Gulfstream presented an estimation of cost based on values provided by the contractor
 - i. This cost estimate allowed for a \$40,000.00 contingency line item.
 1. Contingency cost will not be released to the contractor unless absolutely necessary, this will be determined by the engineer of record
2. Overall summarization of responsibility
 - a. It is the responsibility of the HOA to determine how the cost is split amongst lot owners and through any potential reserve accounts.
 - b. The board will be responsible for assessing how lots considered “vacant” are incorporated within this plan.
 - c. The board will be responsible for directing Gulfstream towards identifying an alternative solution (if applicable).
 - i. As our current design pertains to the original scope of work agreed upon between the HOA and Gulfstream.



Attachments:

1. Power Point Presentation from meeting 6.3.19
2. Site Inspection Report dated May 10, 2019
3. Overall Project Report (Revision 1)

END OF MEMORANDUM