

Garbutt Construction Company

MEETING MINUTES

No. 00008

P.O. Box 712
621 Academy Ave
Dublin, GA 31040

Phone: 478-272-4410
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PROJECT TITLE: Renovate/Stabilize Huntington Hall

MEETING DATE: 12/18/2008

LOCATION: Huntington Hall FVSU

SUBJECT: Jobsite Progress Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	AM	Adam McEachern	Garbutt Construction Company
Y	AF	Albert L Foster	Fort Valley State University
N	CG	Charlie Garbutt	Garbutt Construction Company
Y	CCA	Cheryl Canty-Aaron	Fort Valley State University
N	DB	Doug Bethea	Garbutt Construction Company
N	JRJ	Joseph Robinson , Jr.	J W Robinson & Associates
N	JMT	Joy Moten-Thomas	Fort Valley State University
N	KC	Kent Chipmen	Moisture Control
Y	RS	Rayford Soles	Garbutt Construction Company
Y	SM	Sean Moxley	Garbutt Construction Company
N	SJ	Stanley Jennings	J W Robinson & Associates

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00012	CLO	11/13/2008		GCC SM
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Sean stated that the schedule prepared shows us finishing by the end of June. Al stated that the grant says construction has to end by June 31, 2009. He also stated that billing had to be done by September 1, 2009.

11/20/08 Sean stated that the final schedule would be included in the GMP documents.

12/04/08 Sean stated that he would correct the documents and have them over nighted to Stan.

12/18/08 Al stated that we would receive the GMP Friday morning, 12/19/08.

00013	CLO	12/4/2008		GCC RS
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Rayford asked if the existing brick entry well walls could be removed. Stan stated that this would be acceptable.

12/18/08 Walls have been removed.

00014	CLO	12/4/2008		GCC RS
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Stan stated that demolition could begin on the front porch roof.

12/18/08 Front porch has been removed.

00015	CLO	12/4/2008		FVSU AF
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Stan asked about the state HPD review comments. Al stated that he would follow up with Micheal.

12/18/08 Al stated that HPD has plans and does not need to review until Phase II. NPS has been notified.

00016	NEW	12/18/2008		JWR SJ
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Sean stated that Stan contacted him about an approved set of drawings. Stan said he would mail the plans as soon as he received them from being printed.

00017	NEW	12/18/2008		JWR SJ
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Rayford said he had contacted Kent and he was ready to start as soon as he receives the tooling approval. Stan was contacted by phone and stated that he would be on the job site Monday 12/22/08 between 1 & 2 PM to review the mock up.

00018	NEW	12/18/2008		
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Sean stated that the next regular progress meeting would be Thursday 1/08/09 at 1 PM.

Prepared By: Garbutt Construction Company

Signed: _____
Sean Moxley

Dated: 2/12/2009