

ULTIMAR 3
CONSTRUCTION COMMITTEE
CHARTER

A. Purpose:

At the direction of the Board of Directors, the construction Committee shall be formed and be responsible to engage an outside engineering firm to perform visual inspection to Ultimar Three building's components related to the structure including the glass tower. Review the report provided by the engineer and make recommendations to the Board regarding service level.

B. Scope & Responsibility:

1. To review the assessment work performed by the outside engineering firm for Ultimar 3 building and any HOA engineering report.
2. To make written recommendations to the Board to hire an engineer to perform more details relative to HOA findings.
3. To assist the building manager in implementing approved recommendations and design as needed.
4. To improve and maintain the integrity of the building with the property manager.
5. To assist the building manager evaluate the contractor bids. Verify completion of work orders through evaluation of reports and area walkthroughs.
6. To address any changes to the contract with the engineer.
7. To address maintenance of structure areas that impacts the building safety.

C. Membership:

The Committee will consist of three to five members. The Board appointed Said Gabriel as the Chairperson and the Building Manager as a member. The chairperson shall be a liaison with the Board of Directors. The members of this Committee shall be volunteers from owners.

D. Meetings:

The Committee will meet bi-weekly or as directed by the chairperson. The chairperson will provide update to the Board of Directors on the progress, unless it is an urgent condition.

E. Reporting

The Committee will prepare a written minutes and monthly written reports on its on-going and completed activities to the Board of Directors at least five (5) days prior to a Board meeting.

F. Owner Communication:

The Committee shall provide regular updates to the Board of Directors and the board issue update to owners via the bulletin board and Ultimar web site.

G. Term:

6 months and extend term by the Board of Directors as needed.

H. Budget & Expenses:

The Committee does not have an assigned budget.

I. Authority:

The Chairperson shall have authority to request proposals and information from the engineer or contractor. The Committee may make changes subject to approval by the chairperson. The committee has no expressed or implied power or authority to interfere with building management.

Construction Committee Meeting

Thursday, January 13, 2022 – 1:00 pm (Tentative)

Ultimar Three Board Room

Agenda

1. Call to Order
2. Review Board request to form a committee
3. Presenting members
4. Charter – approval by members
5. Visual inspection report by Board members & HOA (last year)
6. Discuss Options and Reach Consensus
7. Recommendation of next step to select outside engineer
8. Adjournment

The protocol for the meeting because time limitation is the committee will discuss first the finding of the engineer and make recommendations.

We will open the floor to owner for questions and is limited to 2 minutes question related to the report.

1. Just to remind everyone with our charter – we make recommendations to the board and the board provides information to owner.
2. The report address two issues one for the building and we will discuss and one for HOA which the committee report it to the board to address it with HOA.
3. The report indicated that the column in question does not impose any danger to the building
4. I would like to ask each member to provide his recommendation based on the findings
5. At the end I will prepare a report to the board with committee recommendation
6. The board will charge the property manager to take proper actions to repair what is needed
7. The property manager will get the specification from the engineer and proceed

