

**DAILY REPORT NO: 011**

Site Visit: February 16, 2012 (1:30am to 3:15pm)

**Weather:** Cloudy, Temperature: (45-50 Fahrenheit) °C, Humidity: High (Rain) % at 3:00pm o'clock

---

**Attendees:**

SHUHAB (Owner)	Barbara Malpica, Chul (Project Manager) and the Project Architect
Dellwood Construction (General Contractor)	Richard (Owner) and Vernon (Superintendent)
644 Riverside Drive Tenant Association	Bill Landis

**Employees at the site:****7 Persons**    3 Carpenters/2 Plumbers/ 2 Laborers

---

**Performance level:**

(See photos)

**Survey Areas:** Units 12F, 12G1, 12A, 11F, 9F, 8F, 7F, 6F, 1F, front entrance, and building exterior. We did not survey units 5F, 4F, 3F, 2F and the basement.

The purpose of this visit was to measure the process towards conducting a punch list and to view all units affected by water damage from the roof. It was apparent when viewing the first unit (12F) that Dellwood was not ready to conduct a punch list. Although great progress had been made over the past two weeks the following items in all units were not complete:

- Installation of the stove and functioning hood.
- Electrical out let covers in the kitchen
- Finished and treated wood floors
- Radiator installation
- Cleaned throughout

It is imperative that prior to a productive punch list that the above referenced items are completed. Based upon the current labor force Dellwood should be ready for a punch list by the end of next week.

It is my estimate that the F line units should be available for punch list review by late-February 2012. Thus the F-line units should be completed by early March 2012.

---

**Inadequacies (general):**

(See photos)

**Access panels:** Access panels for the water cutoff (hallway closet) were not yet installed. These should be installed prior to the punch list.

**Bathroom entrance door:** The bathroom door, when fully opened, rest upon a heating pipe column. This over a short period of time will damage the finish of the door. It may be prudent to install a small door stop on the floor to keep the door from touching the pipe.

---

**DAILY REPORT NO: 011**

Site Visit: February 16, 2012 (1:30am to 3:15pm)

**Hallway closet floor:** In some of the hallway closets vinyl tile has not been installed. This must be installed prior to punch list.

**Communication and documentation for building problems (water leaks):** In an attempt to identify and try to alleviate water leaks and damage Richard (owner of Dellwood) was present to gain access to the roof and affected units. It was Richard's contention that rather than viewing the roof he would first like to view all affected units. I concur with his premise. However we were not able to access the majority of units because the property manager does not have keys to any of the occupied units. This is extremely unfortunate, but is a management and tenant issue that needs to be rectified. It also is imperative that the contractor view the units so that they can determine where and how the water is coming into the unit.

It is my opinion that the following protocol needs to be followed considering the property manager does not have adequate access to the units.

1. All complaints need to be addressed with the property manager and properly documented. If these issues are mentioned and documented at tenant association meetings a list needs to be forwarded to the property manager. It also would be prudent for the property manager to attend one tenant association meeting a month.
2. All apartments affected by water leaks and damage should be forwarded to SHUHAB, via a list and brief resident description.
3. SHUHAB will coordinate with the general contractor regarding a time in which they can view each unit and conduct a thorough assessment of the water damage.
4. The property manager will properly inform each apartment resident, via verbal and written correspondence regarding a time and date when access will be needed to view water damage in their apartment.

Please note, should the resident not be amenable or provide access to the apartment at the appropriate time it becomes quite arduous for SHUHAB to alleviate the problem and this should be clearly understood with a follow-up correspondence from the property manager.

Fortunately were able to access three of the affected unit. Please find below a description:

**12F** – This unit is currently under construction and prior to the ceiling work water damage was evident in the Northeast corner of the bedroom. Although the ceiling has been dropped approximately 5" and there has been considerable rain during construction water damage is currently not present.

**12G1** – The G line units are next in the construction process. Significant water damage is present on the ceiling abutting the North wall of the building. However the resident cannot remember when the last time they actually saw water coming into the unit. Based upon their comments the damage may have occurred prior to the completion of the roof or water maybe penetrating into the building from the through the lentils or brick.

**12A** – The resident informed us that once the patches were made on the roof she has not had any further problems with water coming into her apartment. In her opinion the problem has been cured.

# DAILY REPORT NO: 011

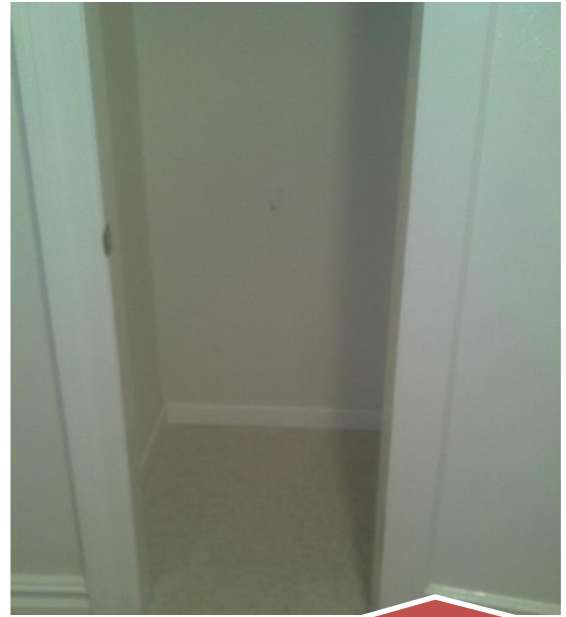
Site Visit: February 16, 2012 (1:30am to 3:15pm)

# DAILY REPORT NO: 011

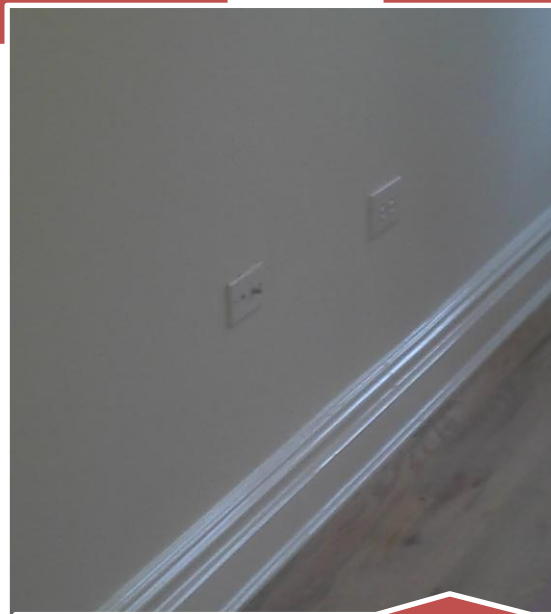
Site Visit: February 16, 2012 (1:30am to 3:15pm)



**Performance Level:** New kitchen cabinets, countertop, and sink - unit 12F



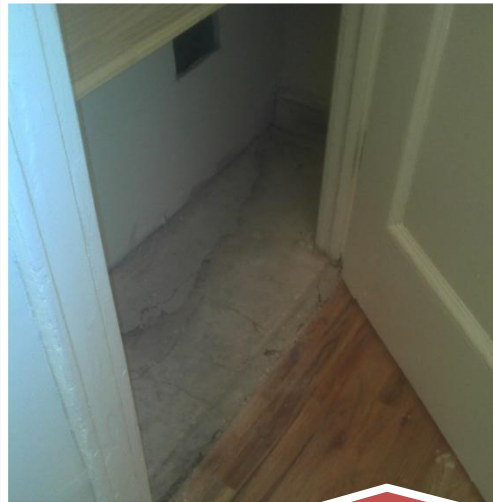
**Performance level:** Completed (former maids room) closet - unit 12F



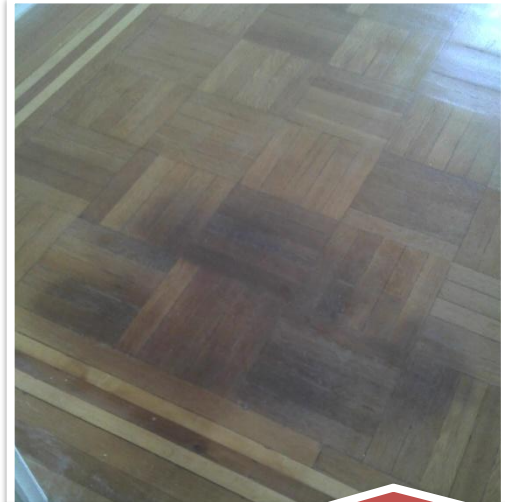
**Performance Level:** Finished outlet covers and wood floor base - unit 11F

# DAILY REPORT NO: 011

Site Visit: February 16, 2012 (1:30am to 3:15pm)



**Inadequacies:** Hallway closet with no access panel or vinyl tile - unit 8F



**Inadequacies:** Stained floor - unit 11f