

Le Chateau Royal Condo Association

Garage restoration project- Multi level parking structure

May 29, 2026

Meeting called to order 10:05am

Present via zoom; David, John, Michael C, Norman, Martin, Scott, Bella

Meeting minute's no. 5

Issued by Michael Clarizio, Committee chair

Welcome message to all,

This meeting was held in order to review the bid summary report issued by Michael and select a short list of bidders.

A quick review of the previous minute's no4, all list items were accomplished as detailed on the minutes.

Upon review of the bid summary report there was a consensus amongst the committee members that two of the four bidders are to be included in a short list the remaining two bidders were rejected solely for their budget/Fees submission;

Short listed;

CHALAIRE AND ASSOCIATES

SWAYSLAND ENGINEERING

Michael suggested that before the interviewing phase he would provide a draft to the members of a (QCI) questionnaire, clarification and additional information requirements form for all members to add any other points to complete the form before sending it out to the two listed bidders. The draft will be sent out on Monday and hopefully after completed will be sent to the two bidders for their response within two working days. David will assist in communicating with the bidders and advise them that they were shortlisted and they must fill out the enclosed form within the next two days. Once we receive their responses Michael will send a copy to all members for their review before our next meeting, during this meeting we will review the respective answers and make a final choice and set up an interview with the selected bidder notwithstanding the legal review of their contracts.

Martin asked if were to review their contracts before approving or recommending the selected bidder, Michael answered that this would be part and parcel of the QCI and Martin also asked if the bidders are willing to review and negotiate their offer in respect to payment plans and fees.

Michael responded that all these questions will be incorporated in the QCI form, also a sample contract from each bidder must be sent to our legal advisors for review, Scott confirmed that we can proceed with the legal review once we receive a copy of the contracts in question, David will advise the Board of this action before notifying or sending the contracts to legal for review. A copy of the revised and reviewed contracts must be also forwarded to the garage committee members before sending them back to the respective bidders.

There was also a question of funding for this project by the Association; John replied that he has already spoken to our banking institution/person. John is in the process of planning several scenarios for the Board and being proactive on the financial aspect of this issue.

John suggested that we incorporate a special TAB in the Chateau's web page titled **Garage Restoration** so all stakeholders will be privy to all documentation including reports minutes, budgets, financials, drawings engineering reviews and comments, change orders ect.. This will establish a clear process of the project from start to finish and any questions from the stakeholders can be answered by the committee chair if requested. This new data will provide future repairs and maintenance schedules to be followed and good bases for any other major restoration projects in the future.

Michael will start uploading all information and documentation from the start of the project since he took over as chair of the garage committee, once all documents are uploaded David will advise and notify all members and stakeholders that a new TAB will be on line for all to review.

A timeline and process was established going forward;

- QCI draft form will be sent out to GCM Monday June 01

- GCM must submit their comments and or add points to the QCI by June 02

- David will submit the QCI to the two bidders and ask for their response back within two working days

- David will distribute the findings to all members for review

- Michael will pre-schedule a meeting for review of bids and QCI form including the contract review from the legal and start the selection process with proposed interview date and time of the selected firm

- The garage committee will advise the Board of their proposed engineering partner, budget and contract documentation for approval.

- A start-up date for the engineering services will be issued following the Board's approval of the firm's contract.

- A provisional timeline of the project will then be established.

QCI-Questionnaire, Clarification, Information form

GCM-Garage committee members

Many related questions and answers were initiated during the meeting;

- A video recording is available for all to view.

Meeting adjourned at 11:00 am