

LE CHÂTEAU ROYAL CONDO ASSOCIATION
Garage Restoration Project – Multi-Level Parking Structure
Project Meeting Minutes (PM1)

Meeting Type: Project Start-Up Recap (Engineering Firm: Swaysland)
Date & Time: August 20, 2026 @ 10:00 AM
Location: Via Zoom
Issued By: Michael Clarizio, Committee Chair

1. Welcome & Introduction

*Michael Clarizio introduced himself as the Chair of the Garage Committee.
Evan Swaysland introduced himself as the Lead Engineer for Swaysland, alongside
Derek Doiron, Eng. as a key project participant.*

2. Communication Protocol

*To streamline project updates and maintain a structured workflow, direct communications with Swaysland are restricted to the following authorized contacts;
Michael Clarizio – Committee Chair
David Shore – Building Manager
Evan Swaysland – Engineering Lead*

3. Reference Documentation Access & Financial Retainer

Drawing Access: Michael Clarizio will share the cloud-based repository containing all existing architectural and structural drawings with David Shore, who will transfer them to Swaysland.

Retainer Payment: Swaysland requires an upfront retainer prior to commencing work. David Shore will coordinate directly with the firm to settle payment.

4. Structural Assessment Timeline

Assessment Initiation: Swaysland requires four (4) weeks from the payment receipt date to conduct the complete structural assessment.

Reporting: upon completion, Swaysland will notify the committee and schedule a formal presentation meeting to deliver the report.

5. Financial & Phasing Strategy

A Comprehensive Financial & Phase Structure Matrix will be issued by the Committee Chair and Building Manager following the review of the engineer's assessment report.

6. Core Project Objectives & Schedule Constraints

Target Construction Timeline:

Phase 1 Target Completion: December 2026

Phase 2 Target Commencement: April 2027

Phasing Strategy: Evan Swaysland clarified that a defined scope of work and phasing schedule will depend on assessment results. Any urgent structural issues identified during the inspection will take top priority.