



Silver Gate Yacht Club

House Interior Design Committee Meeting Minutes

March 13, 2008

Present:

Jim Walsh
Bill Sedgwick
Craig Williams
David Simmons

Absent:

Jeanne Irwin
Jaime Tyrone
Steve Napear
David Kissinger
Jim Holmberg
Dale Combs (Capa Architecture)
Steve Smidt (Bycor)
Carl Starrett (Starrett Construction)

Guests: Sandy Hardaker

Agenda:

1. Review responses from March 6, 2008 Meeting
2. Review Drawings
3. Action Items/New Business

Discussion

1. R/C Bill Sedgwick asked Sandy Hardaker to join the committee as a member. Sandy declined on the basis that she preferred the objectivity of reporting on the committee without actually being a member.
2. Bill discussed the BoD decision to retain Carl Starrett [cstarrett@starrettconstruction.com] as Project Manager.
3. Carl Starrett and Steve Smidt (Bycor) will be invited to attend the meeting on 20 March to introduce Carl to the design team.
4. Time and schedules for committee meetings were discussed. All meetings are scheduled for 6 PM unless otherwise noted.
5. Milestones schedules were discussed. Committee concurred with accepting the dates on Dale Comb's project development schedule dated 14 January 2008. This schedule does not alter the key dates for drawing submittal to the Port (4/14/08) or subcontractor selection (7/14/08).
6. A preliminary Kitchen Subcommittee was established consisting of:
 - a. Dano
 - b. Kjersti Williams
 - c. Jerry Herman
7. A preliminary Technology Subcommittee was established consisting of:



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- a. Steve Napear
 - b. Craig Williams
 - c. John King (John has worked as a soundman, installed sound/recording equipment for a number of churches, built two small digital recording studios, and works at ViaSat)
8. Committee reviewed the new set of drawings. Large master copy will be kept in the office. Sandy Hardaker and Craig Williams each have one small set for review.
 9. A SGYC account has been established at Mesa Reprographics. One large and two small copies of the plans were delivered to SGYC. (One large set was delivered to Carl Starrett.)
 10. Finish Schedule is blank. Committee did provide an input. Bill will contact Dale. Committee would prefer a Finish Plan, however it needs the finish schedule. Sandy would like to post finishes immediately for responses by 29 March membership meeting.
 11. Committee discussed separate permitting of the utility building. When informed that the building could not be torn down until the new loan was signed, the committee suggested that construction on it should begin on it as early as November 2008 and asked if it could be completed before destruction of the clubhouse.
 12. Dale Combs still needs the casework inputs. Jim Holmberg has the action to mark casework on interior elevations as decided at 2/28. He has received pdf files of A5.0 – A5.7.
 13. Committee does not recommend that a dumpster be located near the bar end of the building and, rather than use more space for dumpsters, recommended increased frequency for the pickup service. **Committee recommended 2 dumpsters near kitchen.**
 14. Discussed kitchen layouts. Dales needs inputs immediately or will proceed without SGYC inputs. Needs to consider service lines: dinning room, bar, banquet. **Assigned to Kitchen Subcommittee.**
 15. Committee agreed that changes to bar can be made after 4/8 and will not be a concern to city/port. Changes now will delay drawing effort.
 16. Discussed member feedback on plans. Sandy will post drawings and finishes ASAP. Feedback needs to be provided before plans are released for bid (6/2/08).
 17. Committee members requested the following PDF files:
 - a. C. Williams, J. Walsh FS drawings
 - b. D. Simmons AA drawings
 - c. S. Hardaker AA1.0, AA1.1, AA2.0, FS1.1, FS1.2 (11x17 hardcopies)

Respectfully submitted,

*Bill Sedgwick
R/C SGYC*



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Open Actions

No	Action	Due	Status
1	Committee to give input on bar finishes. Dale suggests talking w/ Bar and club GM.	3/13/2008	OPEN – need to speak to bartender and manager. Preference of committee was mahogany with brass trim.
2	Casework feedback Options are counters w/ cupboards under, cupboards w/ glass above, wall space, book shelves, trophy cased (full or half height) or enclosed cabinets for storage	3/13/2008	OPEN - Master Drawing was marked with locations of cabinets, shelves and trophy cases. Jim Holmberg will transfer to interior elevations.
3	Create a technology team to review conduits and service interconnect locations	3/6/2008	Initial team designated.
4	Accept 50% drawings	3/13/08	Short mechanical & plumbing
5	Kitchen Inputs (see items 6, 14)	3/13/08	
6	Separate permit for utility building	3/13/08	
7	Contact person on drawings	3/13/08	
8			

Completed Actions

No	Action	Due	Status
1	Get account at Mesa	3/13/08	COMPLETE
2	Revise Schedule	3/13/08	COMPLETE
3	Dumpsters (see item 13)	3/13/08	COMPLETE (Need to inform Dale)

<u>Critical Milestones</u>	<u>Architectural Reviews*</u> (with Dale Combs)	<u>Committee Meeting*</u>
50% Drawings – 3/6 (PENDING)	2/7/08	2/14/08
90% Working Drawings – 4/8 (was 3/27)	2/21/08	2/28/08
Submit Drawings to Port – 4/14	3/6/08	3/13/08
Release Drawings for Bid – 6/2 (was 5/27)	3/20/08	3/27/08
Review Bids/Select Sub-Contractors – 7/14	4/10/08	4/17/08
Permits Ready – 8/12	4/24/08	5/01/08
Port Approval – 9/11	5/8/08	5/15/08
Budget Approval by Members	5/29/08	6/05/08
Port Commissioner Vote – 10/15	6/12/08	6/19/08
Sign 40-Year Lease – 10/31	6/26/08	7/03/08
Secure Loan – 11/11	7/10/08	7/17/08
	7/24/08	7/31/08

*ALL MEETINGS ARE AT 6 PM UNLESS OTHERWISE NOTED