



Construction PM Training
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Project: 26-014 Palmetto Commons
4810 N Florida Ave.
Tampa, Florida 33603

OAC Meeting Minutes: Meeting #14

Meeting Date Oct 22, 2026 **Meeting Time** 10:00 am - 11:00 am Eastern Time (US & Canada)

Meeting Location Jobsite Trailer

Overview Weekly Owner-Architect-Contractor coordination meeting

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Tony Alvarez	Bayline Builders		tony.alvarez@example.com	Present
Guy Palmer	Bayline Builders		[redacted]	Present
Rick Soto	Bayline Builders		rick.soto@example.com	Present
Marcus Lee	Corvid Design Studio		marcus.lee@example.com	Present
Dana Whitfield	Hillsborough Heights Development LLC		dana.whitfield@example.com	Present

Schedule

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	14	Framing Manpower: Tri-County Below Planned Crew	Rick Soto (Bayline Builders)	Oct 26, 2026	High	Open
Description Status: Tri-County running 6 of 10 planned carpenters; 4th day this week. L2 framing approx. 60% complete. Discussion: Tri-County foreman committed to 4 additional carpenters starting Mon 10/26. Action: Bayline to verify manpower Mon 10/26; written notice to Tri-County if still below planned crew.						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	14	RFI #023: Waste Stack P-3 at C/4	Guy Palmer (Bayline Builders)	Oct 27, 2026	Medium	Open
Description Status: RFI #023 closed 10/22/2026. Offset approved with two 45° fittings and cleanout at Unit 204. Action: Harbor Plumbing to submit coordination drawing (Submittal 22-001) by 10/27. Rough-in at C/4 on hold until approved.						

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	14	Storefront Submittal 08 41 13-001: Dry in	Rick Soto (Bayline Builders)	Oct 30, 2026	High	Open
Description Status: Rev 0 returned Revise & Resubmit (corner zones do not meet wind load). ClearView preparing Rev 1; calcs due 10/30. Discussion: Owner concerned about 12/11 dry-in given 14-week lead time. Action: Bayline to price temporary enclosure at storefront openings and provide to Owner.						

Change Orders

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	14	EV Chargers: Conduit before Paving	Tony Alvarez (Bayline Builders)	Oct 27, 2026	High	Open
Description Status: CO #001 executed 10/21/2026 (4 EV chargers, surface lot). Discussion: Owner asked about install timing. Conduit must be installed before site paving. Action: Bayline to obtain Suncoast paving date and coordinate Brightline conduit install ahead of it.						

Site / Utilities

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	14	TECO Transformer Pad Relocation (8 ft)	Marcus Lee (Corvid Design Studio)	Oct 29, 2026	Medium	Open
Description Status: New item. TECO requires transformer pad moved 8 ft. Action: Architect to confirm impact on site plan; report at next meeting.						

Owner Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	14	Time Extension Request: August Rain Days (5)	Rick Soto (Bayline Builders)	Oct 29, 2026	Medium	Open
Description Status: Bayline's 5-day extension request under Owner review. Action: Bayline to provide NOAA rainfall data for August to support request.						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
 Please contact Construction PM Training if there are any discrepancies or questions with the content of these minutes.