

Project Management Report to the Public

March 10, 2023

1. Financials
 - a. We have new and approved financial items
 - b. We still have a healthy contingency within our \$6.5M budget, including adequate funds for landscaping
2. ICIP
 - a. I have submitted Request for Payment #18
 - b. Our Quarterly Report was submitted at the end of February.
3. Status Update:
 - a. Municode Permit
 - i. Municode has been advised there are no outstanding deficiencies for our project. Municode has sent a letter acknowledging that the building permit is now closed.
 - ii. I have reached out to Municode regarding the landscaping scope to determine if a permit is required. They have confirmed the following:
 1. No building permit is required
 2. Egress from the enclosed area is required
 3. A typical U-shaped or gate latch is considered sufficient if mounted at the same height as a panic bar
 4. The gates must swing in the outward direction unless they are able to be locked open during an event
 5. A development permit through the Village of Elbow is required as the fence will be taller than 2m (anticipated height of 2.1m or 7')
 - b. Furniture
 - i. The chairs for the Ector Family Boardroom have arrived. I've assembled such. They seem to be of good quality.
 - ii. I have finalized the order for the boardroom table from Tradewest.
 - c. Volleyball Equipment
 - i. The ref stands and pads have arrived.
 - d. Donor Tree
 - i. The leaves have been adhered to the donor tree. There have been lots of compliments on the tree.
 - e. Signage
 - i. I've received an update that the materials for our signage have started to arrive in Saskatoon. Due to the cold March, we're likely looking at the end of April for installation. Kota Graphics says they will reach out in early April to schedule a time.
 - ii. I've received a proof of the vinyl lettering of the address on the exterior of the building. I have requested that this be mounted above the doors with

the auto-opener to increase the likelihood those doors will be used by the public.

- f. Landscaping
 - i. Since my last update, we've met with Broderick Gardens, revised some of the items quoted on and received updated pricing. We're making positive progress moving towards a final design plan.
 - ii. I've reached out to Broderick Gardens to see if they have any recommendations for a concrete contractor in the area to provide pricing on the sidewalk expansion.
 - g. Sink upgrade/addition
 - i. The pot sink will have a base fabricated for it so that it can be mounted flush to the wall and to the dish table adjacent to the dishwasher and then installation will be completed.
 - h. Access Control
 - i. I have given Sure Innovations approval to move ahead with their quote. I'm anticipating we'll have an invoice from them shortly for a deposit.
 - i. Locksmithing
 - i. We have hired CP Distributors to change the locks throughout the building. CP has come out and re-keyed the whole building. There was a long lead time on black cylinders so we have some doors with temporary cylinders. When the black cylinders arrive, they will switch them out and re-key to match our current system at no charge.
 - ii. I ordered a combination of stainless and black kick-down door stops. Only the stainless have arrived. I am awaiting a lead time on the black ones.
4. Quorex's Deficiency/Warranty Items:
- a. We are anticipating the flooring removal and new flooring installation to start and finish in May. I've advised Quorex of our existing bookings and that they must work around them.
 - b. We've been adjusting the settings on the living wall irrigation system and think we're moving towards a solution.
 - c. We seem to be having some air balancing irregularities. The air balancing company will be back out to address this. (Note that there will be more equipment fired in the spring when warmer temps are reached.)
 - d. We've received hard copies of the O&M Manuals.
 - e. DSM has come out to service and adjust the aluminum doors today. They all seem to be working as intended at this time.
 - f. Quorex is aware that the east fire exit door isn't sealing properly and will service the latch next time they are out.
 - g. Quorex has been made aware that there is a light out on the scoreboard and will service it next time they are out.