ATWELL

PRECONSTRUCTION MEETING FORM

Date: 10-28-2026

SECTION 1 – PROJECT INFORMATION

Project Name: Mill Creek

Is the contract signed? ◎Yes □ No

SECTION 2 – CONTACTS

Atwell Construction Manager Name: Chris Parker

Community Manager: Tom Brandt

Community Manager Phone: (407) 669-3653

Community Office Phone Number: (407) 847-6288

Community Construction Project Contact Name: _____

Community Construction Project Contact Phone: _____

Emergency After-Hours Contact (Name): Shaun

Emergency After-Hours Contact (Phone): (352) 296-3213

Contractor Company Name: Blacktop Specialists

Contractor (Onsite Contact): Mikey

Contractor Phone: (219) 552-4997

Additional Contact Name: _____

Additional Contact Phone: _____

SECTION 3 – SCHEDULE & PHASING

Planned Start Date: 11-03-2026

Estimated Duration (Calendar Days): 2

Approved Working Hours: 8:00-5

Phased Work Required? □ Yes◎ No

Describe Phasing Plan:

Weather Contingency Plan:

reschedule

SECTION 4 – PERMITS & UTILITIES

Permits Required? □ Yes ◎ No

Permit Numbers: _____

Utility Locates Scheduled? Atwell recommends the public utilities be located

□ Yes ◎ No

SECTION 5 – TRAFFIC CONTROL & SITE LOGISTICS

Traffic Control Plan Discussed? ☑ Yes □ No

Emergency Access Maintained at All Times? ☑ Yes □ No

Resident Detours Identified? ☑ Yes □ No

Contractor Responsible for Signage/Barricades? ☑ Acknowledged

When is Trash Pickup? mon/wed/fri

Does the school bus pickup at every residence or centralized location?

None

Where can the material be staged/equipment parking location?

discussed area

Where can millings be disposed (if permitted)?

they want them but will discuss with maintenance

Will contractor need access to onsite water? If so, where can it be accessed and is it permitted?
Will the contractor need a permit from the city/county?

yes spigots onsite

How long will the area be closed to resident traffic? once cooled

Is the construction team permitted to use onsite restrooms? If so, where are they located and is there a code/key?

code 4952 at clubhouse

SECTION 6 – RESIDENT COORDINATION

Resident Notification Method: _____

Notification Sent Date: 10/28/2026

What is the vehicle relocation plan/towing policy? Is towing permitted or will Sun need to reschedule work if vehicles are not moved (will incur additional mobilization fee)?

Incident process - any resident damage claims (to landscaping, vehicles, homes, etc.) should be photo documented with name of resident, address, phone number, what occurred, time of event, and any other pertinent information. Atwell will coordinate with the contractor who will investigate the claim and then a decision will be made.

All resident interactions will be directed to the Community Manager. This cuts down on safety related issues, accidental inaccurate information being related, etc.

SECTION 7 – SUBMITTALS & QUALITY CONTROL

Preconstruction Submittals Received: □ Mix Design

Postconstruction Submittals Received (must be submitted via the Atwell form):

□ Onsite Photos □ Load Tickets □ Partial Lien Waiver □ Final Invoice

SECTION 8 – SAFETY & COMPLIANCE

Safety and environmental compliance measures.

Flag Control:

Barricades:

Traffic Signs:

Road Closures:

PPE:

Safety is of utmost importance and something that Atwell and contractors take very seriously. The onsite crew will wear PPE at all times including but not limited to OSHA approved hi-vis safety vests, ear plugs, eye glasses, etc.

SECTION 9 – WARRANTY & CLOSEOUT

Warranty Period (Months): 12

Warranty Start Defined As when the project is accepted by Atwell.

What is the punch list process?