



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Cedar Brook Elementary Renovations

Project Number: 1809-02-01

Owner: Spring Branch ISD

Meeting Description: CBE PAT #6 Meeting

Meeting Date and Time: 05/07/2019 3:00 PM

Meeting Location: Cedar Brook Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 06/03/2019 – Timothy Barnes, AIA

By emailing these minutes to the Owner's Designated Representative (ODR), we are requesting approval. Upon approval, Huckabee shall proceed with the understanding that the ODR:

- *represents he/she is authorized to render decisions for the Owner and the Owner will accept any increases in costs or schedules if decisions change;*
 - *approves all decisions noted (e.g. action to be taken or what is to be specified, added, deleted, changed, etc.) whether the ODR was present or not;*
 - *understands the advantages/disadvantages associated with each decision (e.g. performance, appearance, costs, schedule, risks, maintenance);*
 - *agrees he or she does not need any further technical assistance from Huckabee in understanding or weighing the advantages/disadvantages; and,*
 - *acknowledges all recommendations are based on each professional's understanding of goals, schedule, budget and information available at the time.*
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Meeting Objectives

1. Present Final Site Plan of New Classroom Wing Addition
2. Present Final Floor Plan of New Classroom Wing Addition
3. Present Final Renderings
4. Present Final Materials and Colors
5. Present Mock-up of Graphic Walls for selecting

The following comments were captured during PAT discussions regarding the existing learning environment at Cedar Brook Elementary and potential ways to positively affect the learning environment.

Final Site Plan

1. The site plan and the location of the new staff parking was reviewed with the PAT.
2. It is the design intent to preserve as many trees as possible when laying out the parking location and detention pond.

Final Classroom Wing Addition Floor Plan

1. The top priorities determined during previous PAT meetings were reviewed.
2. Floor plans of the proposed new addition and existing renovated areas were reviewed

Final Renderings

1. The final renderings of the proposed new addition and existing renovated areas were reviewed.

Final Materials and Colors

1. The final renderings of the proposed new addition and existing renovated areas were reviewed.

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Graphic Wall Mock-up

1. Front Entry
 - i. Option 1 was preferred by the PAT
 - ii. The PAT requested to have the school name removed for the front of the Reception Desk and continue the solid color band across the front.
2. Cultural Landmarks Option 1
 - i. The PAT requested that the outline of the continent be added to these graphics.
3. Cultural Landmarks Option 2
 - i. The PAT requested that the Eiffel Tower be adjusted to show more detail and to match the color in Option 1.

END OF MINUTES