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PRECONSTRUCTION MEETING NOTICE

To: Whom It May Concern

From: Josh Gerrits, Cedar Corporation

Project: 2016 Parking Lot and Nuthatch Trail Reconstruction
Contract "B-16"
Village of Sherwood

Date: August 25, 2016

A preconstruction conference will be held at the **Village of Sherwood Village Hall, W482 Clifton Road, Sherwood, Wisconsin on September 6, 2016 at 11:00 a.m.**

As stated in the General Conditions, the purpose of the preconstruction conference is:

1. Establish a working understanding among the parties as to the Work.
2. Discuss the following preliminary schedules prepared by the Contractor.
 - a. Progress Schedule.
 - b. Schedule of Submittals, including Shop Drawings and Sample Submittals.
3. Procedures for handling Shop Drawings and other Submittals.
4. Processing Applications for Payment.
5. Maintaining required records.
6. Other project requirements.
7. Designations of Owner & Contractor Representatives.

An agenda will be distributed at the meeting.

If you have any questions, please do not hesitate to contact me at (920) 785-7312 or via e-mail: josh.gerrits@cedarcorp.com

Sincerely,

CEDAR CORPORATION

Josh Gerrits, EIT
Project Engineer

Cc: Randy Friday, Village of Sherwood
Thad Majkowski, Cedar Corporation