

```

<!doctype html><meta charset="utf-8"><style>
@page { size: A4; margin: 18mm; }
body { font: 11pt/1.55 -apple-system, 'Segoe UI', sans-serif; color: #1a1b1e; max-width:
720px; margin: 0 auto; }
h1 { font-size: 19pt; } h2 { font-size: 14pt; margin-top: 1.4em; } h3 { font-size: 12pt; }
h1, h2, h3 { font-family: Georgia, serif; font-weight: 600; color: #101114; }
table { border-collapse: collapse; width: 100%; font-size: 9.5pt; }
th, td { border: 1px solid #d8d3c7; padding: 5px 8px; text-align: left; vertical-align: top;
}
th { background: #f1ede3; }
code { background: #f1ede3; padding: 1px 4px; border-radius: 3px; font-size: 9.5pt; }
blockquote { border-left: 3px solid #c2a878; margin-left: 0; padding-left: 14px; color:
#4a4b52; }
tr, li { break-inside: avoid; }
</style><h1>MOM Priority Distiller – Northgate PTM #13</h1>
<p><em>Distilled 11 Jul 2026. Source: Project Team Meeting #13 minutes, Northgate Retail
Centre.</em></p>
<p>Northgate Retail Centre | PTM #13 | 27 Jun 2026 | Project Team Meeting | Apex PM-led</p>
<hr />
<h2>1. Priority actions</h2>
<table>
<thead>
<tr>
<th>Ref</th>
<th>Action</th>
<th>Owner</th>
<th>Due</th>
<th>Status</th>
<th>Priority</th>
<th>Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.4.2</td>
<td>Issue transfer-slab (Level 3) structural design to enable pour – 2 weeks late, now on
the critical path</td>
<td>FormWorks (Tom Whitfield)</td>
<td>13 Jun 2026</td>
<td>OVERDUE</td>
<td>CRITICAL</td>
<td>Carryover · Critical path</td>
</tr>
<tr>
<td>13.6.1</td>
<td>Award façade subcontract package and issue letter of intent</td>
<td>Apex PM (Daniel Cross)</td>
<td>10 Jul 2026</td>
<td>OVERDUE</td>
<td>CRITICAL</td>
<td>Commercial</td>
</tr>
<tr>
<td>13.5.3</td>
<td>Complete cost assessment of Cornerstone basement-waterproofing variation (~$180k);
confirm the ~$70k Apex disputes</td>
<td>Cost Bureau</td>
<td>08 Jul 2026</td>
<td>OVERDUE</td>
<td>CRITICAL</td>
<td>Cost impact</td>
</tr>
<tr>
<td>13.5.4</td>

```

<td>Substantiate the disputed ~\$70k of the waterproofing variation with backup (measure, rates, scope basis)</td>
<td>Cornerstone (Elena Duarte)</td>
<td>14 Jul 2026</td>
<td>DUE THIS WEEK</td>
<td>HIGH</td>
<td>Commercial</td>
</tr>
<td>13.3.1</td>
<td>Submit catch-up / recovery programme to close the 3-point slip (44% vs 47% planned)</td>
<td>Cornerstone (Elena Duarte)</td>
<td>15 Jul 2026</td>
<td>DUE THIS WEEK</td>
<td>HIGH</td>
<td>Schedule</td>
</tr>
<td>13.3.2</td>
<td>Confirm Apex position on prior-month wet-weather delay (EOT entitlement vs contractor risk)</td>
<td>Apex PM (James Okafor)</td>
<td>16 Jul 2026</td>
<td>DUE THIS WEEK</td>
<td>HIGH</td>
<td>Commercial</td>
</tr>
<td>13.4.3</td>
<td>Re-sequence transfer-slab pour and downstream L3 works once FormWorks design is received; quantify float lost</td>
<td>Apex PM (James Okafor)</td>
<td>On receipt of design</td>
<td>UNDATED</td>
<td>HIGH</td>
<td>No date · Critical path</td>
</tr>
<td>13.6.2</td>
<td>Issue façade interface details (waterproofing / structural tie-ins) to the awarded subcontractor</td>
<td>Studio Arc (Priya Nair)</td>
<td>24 Jul 2026</td>
<td>OPEN</td>
<td>MEDIUM</td>
<td></td>
</tr>
<td>13.5.5</td>
<td>Coordinate basement MEP services against revised waterproofing detail</td>
<td>Flow Systems</td>
<td>22 Jul 2026</td>
<td>OPEN</td>
<td>MEDIUM</td>
<td></td>
</tr>
<td>13.7.1</td>
<td>Update project risk register with transfer-slab, façade-award and variation exposures ahead of PTM #14</td>
<td>Apex PM (Maria Santos)</td>
<td>14 Jul 2026</td>
<td>DUE THIS WEEK</td>
<td>MEDIUM</td>
<td>Apex action</td>

```

</tr>
<tr>
<td>13.2.1</td>
<td>Circulate Month-9 progress report and updated S-curve to project team</td>
<td>Apex PM (Maria Santos)</td>
<td>30 Jun 2026</td>
<td>SIGNED OFF</td>
<td>LOW</td>
<td>For info</td>
</tr>
</tbody>
</table>
<p><strong>Sort:</strong> overdue first, then critical, then high by due date, info/closed
last.</p>
<hr />
<h2>2. Decisions log</h2>
<table>
<thead>
<tr>
<th>Ref</th>
<th>Decision</th>
<th>Decided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.6.1</td>
<td>Façade evaluation complete; award to proceed on the recommended bidder subject to final
commercial sign-off – LOI to follow immediately</td>
<td>Apex PM (Daniel Cross)</td>
</tr>
<tr>
<td>13.5.2</td>
<td>Apex accepts the principle of the waterproofing variation but disputes ~$70k of the
~$180k pending substantiation; interim payment to be assessed on the undisputed value
only</td>
<td>Apex PM / Cost Bureau</td>
</tr>
<tr>
<td>13.4.1</td>
<td>Transfer-slab design delay confirmed as the primary driver of the programme slip;
treated as a design-side, not construction-side, cause</td>
<td>Project Team</td>
</tr>
<tr>
<td>13.3.3</td>
<td>No extension of time conceded at this stage for wet weather; entitlement to be reviewed
against contract weather baseline before PTM #14</td>
<td>Apex PM (James Okafor)</td>
</tr>
</tbody>
</table>
<hr />
<h2>3. Risk flags</h2>
<table>
<thead>
<tr>
<th>Risk</th>
<th>Type</th>
<th>Impact</th>
<th>Likelihood</th>
<th>Mitigation (from MOM)</th>
<th>Priority</th>
</tr>
</thead>

```

<tbody>	
<tr>	
<td>Transfer-slab design 2 weeks late and on the critical path; further slip cascades to the full L3 sequence</td>	
<td>Schedule</td>	
<td>High</td>	
<td>High</td>	
<td>FormWorks to deliver by revised date; Apex to re-sequence and protect downstream float on receipt</td>	
<td>Critical</td>	
</tr>	
<tr>	
<td>Façade award overdue – every day's delay compresses the fabrication lead time and threatens envelope programme</td>	
<td>Schedule / Commercial</td>	
<td>High</td>	
<td>Medium</td>	
<td>Close out commercial sign-off and issue LOI within days</td>	
<td>Critical</td>	
</tr>	
<tr>	
<td>Waterproofing variation cost exposure (~\$70k disputed of ~\$180k)</td>	
<td>Cost</td>	
<td>Medium</td>	
<td>Medium</td>	
<td>Cost Bureau assessment + Cornerstone substantiation; pay undisputed value only</td>	
<td>High</td>	
</tr>	
<tr>	
<td>Programme slip (3 points, 44% vs 47%) with no accepted recovery plan yet</td>	
<td>Schedule</td>	
<td>High</td>	
<td>Medium</td>	
<td>Cornerstone to submit catch-up programme by 15 Jul</td>	
<td>High</td>	
</tr>	
<tr>	
<td>Wet-weather EOT claim could convert a contractor-risk delay into a client cost/time exposure</td>	
<td>Commercial</td>	
<td>Medium</td>	
<td>Medium</td>	
<td>Review against contract weather baseline before conceding anything</td>	
<td>High</td>	
</tr>	
<tr>	
<td>Undated re-sequencing action (13.4.3) – no owner deadline means the recovery step could drift</td>	
<td>Scope</td>	
<td>Medium</td>	
<td>Medium</td>	
<td>Attach a date at PTM #14 tied to the FormWorks delivery</td>	
<td>Medium</td>	
</tr>	
</tbody>	
</table>	
<hr />	
4. Watch List	
The transfer slab is the whole programme right now. FormWorks is 2 weeks late on the Level 3 transfer-slab design and it sits directly on the critical path – this single item is driving the 3-point slip, not site productivity. Nothing downstream on L3 moves until the design lands, so chasing FormWorks is the highest-value thing to do before PTM #14.	

<p>The façade award is overdue and quietly burning fabrication lead time. Evaluation is done and the decision is effectively made – it just hasn't been issued. Every day without an LOI eats into envelope fabrication float; get the commercial sign-off closed and the letter out this week.</p>

<p>Hold the line on the ~\$70k and don't concede the weather EOT yet. Pay Cornerstone only the undisputed value of the waterproofing variation until they substantiate the disputed \$70k, and keep the wet-weather delay as contractor risk until the contract weather baseline is checked – conceding early converts a slip you can defend into a cost-and-time claim you can't.</p>

<p>Next steps: (1) Chase FormWorks (Tom Whitfield) for a firm transfer-slab design date – target this week. (2) Close façade commercial sign-off and issue LOI (Daniel Cross) by 14 Jul. (3) Get Cost Bureau's variation assessment and Cornerstone's \$70k backup in hand before PTM #14 on 17 Jul. (4) Put a date against the re-sequencing action (13.4.3) at PTM #14.</p>

<hr />

<h2>5. Pre-brief – PTM #14 (17 Jul 2026, in 6 days)</h2>

<p>What to walk in knowing:

– Three CRITICAL items are overdue as of today: transfer-slab design, façade award, and the variation assessment. These lead the agenda.

– The programme story is one-cause: the slip is design-driven (transfer slab) plus prior wet weather – not a site-performance failure by Cornerstone. Frame it that way and keep the recovery pressure on FormWorks and the design side.</p>

<p>What to raise / push:

– FormWorks: firm delivery date for the transfer-slab design and their view on recoverable float. No date = escalate.

– Cornerstone: recovery programme (due 15 Jul – should be in hand) and substantiation of the disputed \$70k.

– Apex internal: façade LOI status, and a settled position on the wet-weather EOT before it's discussed in the room.</p>

<p>What to protect:

– The critical path (transfer slab → L3 sequence → façade interface).

– The commercial position on the variation and the weather delay – undisputed-value-only payment, EOT reserved.</p>

<p>Open questions to close in the meeting:

– Confirmed transfer-slab design date and re-sequenced pour date (attaches to action 13.4.3).

– Whether the façade award is issued or still pending by meeting day.

– Cost Bureau's landed number on the disputed \$70k.</p>