

PROJECT STATUS REPORT

Owner's Representation | Private Residence, Miami | Redacted Sample

Published sample. This is an actual Aventra monthly report, issued to a private owner and redacted for publication. Names, addresses, amounts, vendors and personal details have been removed or replaced with the party's role; shaded bars mark redacted figures. Structure, findings and recommendations are as issued.

REPORT NO.	PS-001
DATE ISSUED	Monday, 31 August 2026
REPORTING PERIOD	22 July 2026 through 31 August 2026
PROJECT	Private residence renovation, high-rise condominium unit, Miami, Florida. Address withheld
CLIENT	Private owner. Name and address withheld
PREPARED BY	Aventra Development, LLC, Owner's Representative
DISTRIBUTION	Owner. Extracts issued to the General Contractor and the Interior Designer at the Owner's direction.

01 PURPOSE AND EXECUTIVE SUMMARY

This report sets out the position of the Project at the close of business on 31 August 2026. It covers the period from execution of the Owner's Representative Services Agreement on 22 July 2026 through the end of August, carries forward the findings of the Phase 0 Assessment Report issued 11 August 2026 under Report No. PH0-001, and updates the status of every item on that report's Open Items Register.

It is prepared from the executed contract documents, the project expense ledger and supporting invoices, the City of Miami permit record, the Association's Architectural Modification Package, the issued design and general contractor packages, three site visits conducted on 30 July, 11 August and 25 August 2026, and the record of meetings held with the Interior Designer, the General Contractor, the Association management and the low-voltage and lighting consultants.

Where the Project stands

- **Phase 0 is complete and Phase 1 begins tomorrow.** Five of the eight Phase 0 deliverables are closed outright. Design close-out, a specialist design review and the baseline schedule carry into Phase 1 by design, and each is tracked below. The recommendation to proceed to Phase 1, Owner's Representation Through Substantial Completion, commencing 1 September 2026, stands.
- **The contractor is moving again.** Between the 30 July and 11 August site visits there was no measurable progress. Following the written escalation of 11 August, the General Contractor assigned a dedicated project manager, produced the certificate of insurance, resumed demolition, opened the exploratory holes needed to settle three design questions, and completed the bulk of ceiling demolition. Floor demolition began on 24 August.
- **Cost is stable; exposure is not.** The construction contract remains at [REDACTED] with no approved change orders. Nothing has been released to the contractor during the reporting period. The exposure

sits in the change order provision, not the contract price, and the owner-procured lighting design is the first item likely to trigger it.

- **Design is closing, but the last decisions are the ones that gate the schedule.** Flooring is approved and the millwork packages are substantially complete. Lighting fixtures, the low-voltage appointment and the stone selections remain open, and each of them sits directly on the critical path.
- **There is still no accepted baseline schedule. The General Contractor** has stated since 12 August that it cannot produce one until seven items are closed. At the date of this report only one of those seven is fully closed.
- **Three approval items remain unclosed.** The four trade sub permits have not been filed, written association acceptance of the replacement acoustic membrane has not been produced, and the contractor's certificate of insurance does not evidence workers' compensation coverage.

The single most valuable thing you can do in the first week of September

Appoint the low-voltage contractor and release the lighting fixture order. Those two decisions unlock the electrical rough-in, the window treatment blocking, the low-voltage panel relocation and the front door operator. Until they are made, the General Contractor's work remains limited to demolition, partial framing and partial mechanical, electrical and plumbing, and no baseline schedule will hold.

02 COST AND PAYMENT POSITION

No payment has been released to the General Contractor during the reporting period. The position below reconciles to the project expense ledger maintained through June 2026, with amounts invoiced since then shown separately.

Project cost released to date

PARTY	BASIS	RELEASED
General Contractor	Contract milestones 1 and 2	
Interior Designer	Design fees and reimbursables through June 2026	
City of Miami	Building permit fees	
Architect of Record	Permit drawing set	
Total released through June 2026	Excludes acquisition, title and legal disbursements and the initial design retainer	

Invoiced or advanced since the ledger date

ITEM	DATE	AMOUNT	STATUS
Aventra Development: Phase 0, 50 percent on execution	27 Jul 2026		Paid 29 July 2026
Aventra Development: Phase 0 final balance and reimbursables	17 Aug 2026		Paid 17 August 2026
The Interior Designer: July 2026 design fees, hourly	5 Aug 2026		Under review; itemised detail requested

ITEM	DATE	AMOUNT	STATUS
The Interior Designer: reimbursable sample expenses	4 Aug 2026		Queried; sales tax line appears overstated
The Association: construction security deposit, advanced by Aventra	15 Aug 2026		Refundable on permit close-out; to be invoiced at cost

Construction contract position

MILESTONE	PERCENT	VALUE	STATUS
Contract signing	30%		Released 3 November 2025
Demolition start	20%		Released 8 June 2026
Framing start	10%		Next. Not recommended for release
Mechanical, electrical and plumbing start	10%		Not reached
Drywall start	10%		Not reached
Wood floor installation	10%		Not reached
Primer application	5%		Not reached
Punch list	5%		Not reached
Total contract price	100%		Lump sum, closed book. No approved change orders

Fifty percent of the contract price stands released against a demolition scope that is still not complete. The payment schedule is front-loaded by agreement and we are not proposing to reopen it. What follows from it is that the remaining fifty percent is the only commercial leverage the Project holds, and it will be managed accordingly. From this point no payment is recommended for release to any vendor without written confirmation that the work is in place and the required lien release is in hand.

Conditions to the framing milestone:

Our position on this payment is unchanged from the Phase 0 report. We will not recommend release until demolition is one hundred percent complete including the stone tile flooring and mortar bed; all demolition debris has been removed from the unit; protection is installed to the retained finishes and glazing; open junction boxes and cable are made safe and supported; the governing general contractor package is confirmed in writing; and Payment Application No. 2 with its notarised release is produced.

Floor demolition began on 24 August and ceiling demolition is largely complete, so the first condition is now within reach. The documentation conditions are not, and they are entirely within the contractor's control.

Forward cost exposure

ELEMENT	AMOUNT OR RANGE	BASIS AND STATUS
Balance of the construction contract		Fixed, subject only to executed change orders

ELEMENT	AMOUNT OR RANGE	BASIS AND STATUS
Approved change orders to date		None issued
Change order exposure	Unquantified	Design has developed since contract execution in October 2025. Carried as unquantified rather than estimated
Furniture, fixtures and equipment		The Interior Designer updated budget dated 15 July 2025, up from the preliminary budget. To be procured in Phase 2
Audio visual and low-voltage		Bidder A preliminary range, 30 July 2026, generated from the Home Technology Association calculator. Expressly not a proposal or quotation
Audio visual, indicative		Bidder A, 24 August 2026, excluding fixtures and motorised shades. Owner's stated target is all in
Lighting design consultant	Not yet in the ledger	Owner-direct appointment, 14 August 2026. Fee to be recorded
Aventra Phase 1 retainer		Commences 1 September 2026. A deposit equal to one month's retainer is payable on commencement and is credited against the final month's invoice

The gap between the audio visual budget indicated by the market and the range you have in mind is the largest single unreconciled number on the Project. It is also the one most likely to widen: the independent review of your draft scope identified motorised shades, terrace and summer kitchen coverage, climate control, leak detection with automatic shut-off, a video door station, cabinet lighting drivers and a designed network as items not presently accounted for. Every one of those pushes the number up. We will reconcile scope against budget before any award is recommended.

Expense ledger

The inherited ledger exists in two versions which do not agree at line level. The two sheets differ by in total, carry different design fee payment detail, and record different dates for both construction payments. The figures used throughout this report are taken from the sheet that reconciles to the owner's wire record and to the lien release on file. Restating the ledger to a single controlled version is a first-month task in Phase 1.

03 CONTRACTS, INSURANCE AND LIEN DOCUMENTATION

The construction agreement executed 27 October 2025 is a lump sum, closed-book contract with a total contract price of , not subject to adjustment for cost increases and changeable only by written change order executed by both parties. That question of basis is settled and is the position from which all cost discussion proceeds.

Under the same section the Owner assumes responsibility for costs arising from any modification to the engineering, architectural or design documents that was not submitted and approved as of the date of execution. **Because the design has continued to develop since October 2025, this provision, rather than the contract price, is where the financial risk on this Project sits.** Every proposed revision, from whichever party it originates, is routed through a written pricing review and issued with a recommendation before approval.

Documentation status

DOCUMENT	STATUS AT 31 AUGUST 2026
Exhibit A: contractor scope proposal	Not held in the project file. Referenced by the contract as the definition of the Work. Requested and outstanding
Payment Application No. 1	Not held in the project file. Requested and outstanding
Payment Application No. 2	Not held in the project file. Committed by the General Contractor on 11 and 12 August; not produced
Lien release: payment of 3 November 2025, [REDACTED]	On file. Unconditional and partial release through 3 November 2025, notarised 4 June 2026
Lien release: payment of 8 June 2026, [REDACTED]	Not produced. Committed by the General Contractor on 11 and 12 August; outstanding
Certificate of insurance: general liability	On file for the Owner. Issued 12 August 2026, certificate dated 21 July 2026, naming the Owner as certificate holder. General liability [REDACTED] each occurrence, [REDACTED] aggregate; automobile [REDACTED]. It does not yet satisfy the association, whose requirements name the two associations and the managing agent as certificate holder with waiver of subrogation, from the general contractor and each subcontractor
Certificate of insurance: workers' compensation	Not evidenced. The certificate carries no workers' compensation policy, dates or limits. Section 5 of the construction contract requires [REDACTED] and the association's insurance requirements state that no exemptions for workers' compensation will be accepted
Interior design agreement: Exhibits A and B	Not held in the project file. Without Exhibit A there is no defined base scope and no revision allowance, which is material because [REDACTED] of the July invoice is billed as additional revisions
The Interior Designer initial deposit, [REDACTED]	Written confirmation that the deposit is still held and applicable against the final invoice has been requested

Recommendation

Payment Applications No. 1 and No. 2 and the lien release for the June payment were committed to by the General Contractor on 11 August and again on 12 August, and delivered on neither occasion. The workers' compensation certificate has been outstanding since the same date. We recommend that all four be made express conditions of the framing milestone recommendation, and we have said so to the contractor in writing.

04 PERMITS AND ASSOCIATION APPROVALS

City of Miami

ITEM	STATUS AT 31 AUGUST 2026
Master building permit [REDACTED]	Applied 11 November 2025. Approved 22 May 2026. Issued 14 July 2026. Approved drawing set received and circulated to the design and low-voltage consultants on 17 and 27 August

ITEM	STATUS AT 31 AUGUST 2026
Permit fees	██████████ paid per the City transaction statement; the ledger's City of Miami total of ██████████ includes a further ██████████ charge dated 17 November 2025
Electrical sub permit	Not filed. The General Contractor advised on 12 August that outstanding City fees were preventing the applications
Fire sub permit	Not filed
Mechanical sub permit	Not filed
Plumbing sub permit	Not filed. The General Contractor advised the plumbing fees were still processing
Permit revision	Required and not yet scoped. The owner-procured lighting design will alter the approved electrical drawings. The revision must be prepared, priced and processed with the City

The four trade sub permits are the most urgent item on the approval critical path. Each is required before the corresponding trade work may proceed and before the associated inspections can be called. No permit numbers or application dates have been received from the contractor as at the date of this report, and obtaining them is the first action of Phase 1.

To remove the fee obstacle we propose that Aventra pay the City trade permit fees directly and invoice them to you at cost with the backup attached, as we did with the association security deposit on 15 August. **This is a departure from Section 5 of our engagement, under which Aventra does not hold, receive or disburse Project funds and all payments are made by you directly.** We are comfortable with the departure on small, receipted municipal and association charges because it is faster and gives us direct visibility of the City filings, but we will not extend it to contractor or vendor payments. Please confirm you are content for us to continue on that basis.

Our recommendation on sequencing is unchanged and is straightforward: **no trade work proceeds ahead of the corresponding sub permit.**

The Association

ITEM	STATUS AT 31 AUGUST 2026
Architectural Modification Package	Generally approved. The completed application on file is materially incomplete, no start and end dates, no written scope of work, no contractor or vendor contacts, no installer or soundproofing data, no notarisation and no contractor signature. We recommend the record be completed and re-lodged
Security deposit	Posted. ██████████ by Aventra check dated 15 August 2026, payable to the Association, being the amount management confirmed in writing on 30 July and again on 14 August. The published fee schedule shows a permitted project carrying a ██████████ impact fee and a ██████████ deposit, payable by separate cashier's checks. Written acknowledgement of receipt, and confirmation of how the ██████████ has been applied, have been requested and are outstanding

ITEM	STATUS AT 31 AUGUST 2026
Acoustic membrane	The association requires an aggregate assembly of STC 72 and IIC 68 minimum . The originally submitted product did not meet that standard and was rejected on 28 July. The General Contractor submitted a replacement specification on 12 August and reported on 13 August that the Chief Engineer would approve a material greater than 10 mm. A thickness threshold is not the same test as an STC and IIC rating, and no written association acceptance of the replacement product is on file. Floor demolition proceeded on 24 and 25 August
Designation of Owner's Representative	Filed with management 27 July 2026. Aventra is authorised on the modification package, building approvals, insurance documentation, elevator and delivery scheduling, and coordination with building staff
Management continuity	A new property manager and a new building engineer have been assigned during the period. Prior verbal understandings should be assumed not to carry across

Action: acoustic membrane

We are pressing the association for written acceptance of the replacement membrane specification against the published STC 72 and IIC 68 standard, together with the product data sheet as submitted. Until that acceptance is in the file the flooring assembly carries a risk of being required to be removed and replaced at the Owner's expense, and the association's guidelines expressly reserve that remedy.

05 DESIGN STATUS AND OWNER DECISIONS

The design package has moved a long way in the period. What remains is detail rather than concept, and the exploratory openings made on site on 14 and 25 August settled three questions that had been carried as assumptions since July.

Decisions closed during the period

ITEM	DECISION
Wood flooring	
Living room layout	
Living room millwork	
Wall coverings	
Master bedroom television wall	
Guest bathroom door	
Master shower	
Den closet	
Kitchen pantry	
Vanity mirror and pedestal sink	

Decisions open with the Owner

DECISION	DETAIL	NEEDED BY
Master shower stone	[REDACTED]	Immediate
Kitchen wall	[REDACTED]	On site review with the millworker
Stone slab selection	[REDACTED]	Stone supplier showroom visit
Lighting fixtures	[REDACTED]	Immediate: schedule critical
Recessed trim	[REDACTED]	Immediate
Plumbing	[REDACTED]	This week
Door hardware	[REDACTED]	This week
Door vendor	[REDACTED]	End of week
Baseboards	[REDACTED]	This week
Foyer mirror	[REDACTED]	This week

Document control. Two general contractor packages were issued, dated 21 and 29 July 2026, and they are not a simple newer and older pair. Confirming in writing which set governs remains a condition of the framing payment recommendation. The Interior Designer's position is that the GC package replaces the traditional interior design set; that position has not yet been accepted by the General Contractor in writing, and we are closing that gap.

06 CONSULTANT AND VENDOR PROCUREMENT

PACKAGE	PARTY	STATUS AT 31 AUGUST 2026
Low-voltage, audio visual and smart home	Bidder A / Bidder B	Not awarded. On the critical path. Two firms bidding. Bidder A has issued a preliminary range but describes it as not an engineered quote. Bidder B received the design and permit drawings on 26 and 27 August and had begun an initial configuration on 31 August. No priced proposal from either firm
Lighting design	Owner-direct consultant	Appointed 14 August. Milestone 01 concept, visualisations and draft layout received 27 August. Fourteen owner comments issued 31 August. Milestone 02, the final layout, control and wiring drawings, calculation report and fixture list, is outstanding
Millwork and carpentry	Millwork vendor	Proposed by the Interior Designer as a single source. Carpentry packages for the desk, bar and television walls substantially complete. Site visit and pricing 1 September
Interior and pocket doors	door vendor	Proposed by the Interior Designer as a single source. Package issued; proposal expected end of week. The vendor will field-verify dimensions with the General Contractor before pricing

PACKAGE	PARTY	STATUS AT 31 AUGUST 2026
Window treatments	Window treatment vendor	Proposed by the Interior Designer as a single source. Concept is 10 percent openness roller shades in common areas, blackout in bedrooms, with textured sheers. Must be resolved before the walls are closed , the vendor has to identify where the electrical points land in the window pockets and the carpenter needs blocking and bracket preparation set in advance
Stone supply	Stone supplier	Carries every material identified. The Interior Designer to hand-pick and photograph slab stickers so the exact pieces are reserved, with the Owner approving live by video

Three of these packages: millwork, doors and window treatments: are proposed on a single-source basis from the Interior Designer's established vendor relationships. You raised that point directly on 15 August. Our view is that on a project of this size, where the design team's fabrication standards and the compressed programme both matter, the continuity is worth more than the spread a second bid would produce. That said, each proposal will be reviewed against market rates before we recommend an award, and you retain the right to name an alternate vendor on any package.

Low-voltage award: why this is the constraint

The low-voltage contractor's scope touches the electrical rough-in, the lighting control architecture, the motorised shade wiring and motor locations, the relocation of the foyer low-voltage panel, the front door operator and the network design. None of that can be roughed in before the contractor is appointed, and the walls cannot close until it is roughed in.

We recommend the lighting design be circulated to the Interior Designer for comment and then to both bidders as the basis of a like-for-like priced scope, so the two proposals can be compared on the same drawings rather than on assumptions.

07 CONSTRUCTION PROGRESS

Three site visits were conducted in the period, each with a dated photographic record: the walk of **30 July**, reported in Site Inspection Report 001 issued 10 August; the walk of **11 August**, reported in Site Photograph Record 002 issued the same day; and the walk of **25 August**, reported in Site Photograph Record 003 issued the same day.

30 July: baseline

Demolition was well advanced but not complete, and the unit was not in a condition to receive framing. Partitions in the living, dining, den and foyer zone had been taken down to slab and the ceiling opened along former partition lines. The controlling issue was housekeeping and protection rather than the demolition work itself: debris had accumulated in place rather than being removed, with a substantial volume of stripped metal stud and track laid the length of the glazing and across the sliding door thresholds; retained kitchen millwork, stone, chandeliers and porcelain flooring were unprotected with demolition material bearing directly on them; and open junction boxes and unsupported cable whips hung throughout the work zone. Eight observations were recorded, five of them for closure before framing begins.

11 August: no movement, and the escalation

Comparing the 11 August walk against the 30 July walk, no material progress was evident between the two visits. The stone tile flooring and mortar bed remained in place throughout, removal had not started, no debris had left the unit, and framing had not begun. A written notice was issued to the General Contractor's principal the same day setting out six outstanding items: the schedule requested three times, the certificate of insurance, the association approval, the absence of site progress, the unfiled sub permits, and Payment Application No. 2 with its notarised release.

The response was immediate and substantive. Within 84 minutes the General Contractor confirmed that a dedicated Project Manager had been assigned, with the existing Superintendent continuing to run field operations. The certificate of insurance followed the next day, a replacement acoustic specification went to the association, and a full-team site meeting was held on 13 August.

13 to 31 August: work resumed

- Exploratory openings were made on 14 August and again on live video on 25 August, settling the pantry riser question, the extent of work at the existing kitchen cabinets and the den closet column condition.
- **Ceiling demolition is largely complete.** Trash removal was scheduled and the electrician has been on site for demolition works.
- **Floor demolition began on 24 August**, with written notice given to the association and to neighbouring residents on 21 August.
- A finding of consequence for cost: the flooring beneath the retained kitchen cabinets is being replaced, so the cabinet boxes must be uninstalled and reinstalled. That note is being added to the carpentry package. Your understanding from the outset was that the kitchen would be fully removed and replaced, and the General Contractor has advised that additional cost applies if removal is required. We will require this priced in writing before any work proceeds.
- A weekly coordination call was established on 18 August, Tuesdays at 2:00 pm, with written minutes issued the following day. The 1 September call is replaced by an on-site vendor meeting with the millworker, door vendor and window treatment vendor.

Observations from Site Inspection Report 001, status

REF	OBSERVATION	STATUS AT 31 AUGUST 2026
O-01	Demolition debris accumulated in place	In progress. Trash removal under way; full clearance required before framing
O-02	Retained floor and glazing unprotected	Open. Continuous protection to retained floor areas, the glass line and door tracks not yet verified
O-03	Open junction boxes and unsupported cable	Open. Confirmation that affected circuits are de-energised or made safe is outstanding
O-04	Retained kitchen left unprotected	Open. Superseded in part by the decision to uninstall and reinstall the cabinet boxes, but the stone and appliances still require protection
O-05	Decorative lighting still installed over the work area	Open. Removal, labelling and protected storage not confirmed
O-06	Salvaged material neither inventoried nor labelled	Open. Written salvage and disposal list not issued

REF	OBSERVATION	STATUS AT 31 AUGUST 2026
O-07	Existing wallpaper disposition undefined	Resolved by the finish selections; all wall coverings to be replaced with vinyl
O-08	Building close-out documents held loose on site	Aventra action. To be scanned to the project record and the originals returned to the Owner

08 SCHEDULE POSITION

There is still no accepted baseline schedule on this Project.

The contract provides for substantial completion **twenty weeks after permits are approved**, and that wording carries two possible start dates. The City approved the permit on **22 May 2026** and issued it on **14 July 2026**. Measured from approval, the twenty weeks expire on or about **9 October 2026**, with roughly fourteen weeks already elapsed. Measured from issuance, they expire on or about **1 December 2026**, with roughly seven weeks elapsed. On either reading the Project is in demolition well into the contract period. **Which date governs is a contract interpretation we intend to settle in writing with the General Contractor before any baseline is accepted**, because it determines when any delay becomes compensable and it is better resolved now than in a dispute.

The General Contractor has stated consistently since 12 August that it cannot finalise a dated schedule, and that until a defined list of items is received its work is limited to demolition, partial framing and partial mechanical, electrical and plumbing. That list, and its status, is set out below. The contractor's own requested deadline for these items was 20 August; only one of the seven is fully closed.

ITEM REQUIRED BY THE GENERAL CONTRACTOR	STATUS AT 31 AUGUST 2026
Approved material selections	Partially closed. Flooring approved 28 August. Stone, plumbing and door hardware still open
Final lighting design plan	Open. Milestone 01 concept received 27 August; owner comments issued 31 August; Milestone 02 outstanding
Door shop drawings	Open. Package with the vendor; proposal expected end of week
Updated interior design set	Disputed. The Interior Designer's position is that the GC package replaces the traditional set. Not yet accepted by the General Contractor in writing
Confirmation of the low-voltage contractor and final scope	Open. Not awarded
Cabinet removal for flooring	Resolved in principle, unpriced. Boxes to be uninstalled and reinstalled; additional cost flagged by the contractor
Bathroom 1 door size	Closed. 2 feet 10 inches confirmed

Our position on the baseline

A baseline should not be published until the lighting design closes, the low-voltage contractor is appointed and the sub permit applications are filed, because a schedule issued before then would be a forecast presented as a commitment.

Setting and then holding that baseline is the first deliverable of Phase 1. We will require a dated, milestone-level schedule from the General Contractor within the first two weeks of September, settle in writing which date starts the twenty-week

period, and review the schedule against that obligation before recommending acceptance.

09 RISK REGISTER

REF	RISK	EXPOSURE	MITIGATION AND OWNER
R-01	Low-voltage contractor not appointed	Schedule	Circulate the lighting design to both bidders as a like-for-like priced scope and award in the first week of September. Lead: Owner with Aventra
R-02	Lighting fixtures and housings not on site	Schedule	Electrical rough-in stalls without them and the demolition crew's momentum is lost. Fixture selection and confirmed lead times required immediately. Lead: Owner with the lighting consultant
R-03	Permit revision arising from the lighting design	Cost and schedule	The approved electrical drawings will require revision, and the contract price is based on the approved drawings. Scope, price and process the revision before the affected work proceeds. Lead: Aventra with the Architect of Record and the expeditor
R-04	Four trade sub permits unfilled	Schedule and compliance	Aventra to pay City trade fees directly and invoice at cost; permit numbers and application dates to be obtained. Lead: Aventra with the General Contractor
R-05	Association acceptance of the acoustic membrane not evidenced in writing while floor demolition proceeds	Rework and cost	Obtain written acceptance against the STC 72 and IIC 68 standard with the product data sheet. Lead: Aventra with the association and the General Contractor
R-06	Lien release and pay applications outstanding against [REDACTED] released	Payment and lien	Made an express condition of the framing milestone recommendation. Lead: Aventra with the General Contractor
R-07	Contractor's certificate evidences no workers' compensation and does not name the associations or the managing agent as certificate holder	Insurance and association compliance	Both are required by the association, which accepts no exemptions and applies the requirement to every subcontractor. Certificate to be reissued. Lead: General Contractor
R-08	No accepted baseline schedule, and the start of the twenty-week completion period is open to two readings	Schedule and claim	Dated milestone schedule required within the first two weeks of September, and the governing start date settled in writing. Lead: Aventra with the General Contractor
R-09	Audio visual budget gap between market range and target	Cost	Reconcile scope against budget before award; the independent review identified several subsystems not presently in scope. Lead: Owner with Aventra
R-10	Single-source vendor proposals on millwork, doors and window treatments	Cost	Each proposal reviewed against market rates before an award is recommended; Owner retains the right to name alternates. Lead: Aventra

REF	RISK	EXPOSURE	MITIGATION AND OWNER
R-11	Expense ledger held in two versions that disagree by [REDACTED]	Cost reporting	Restate to a single controlled version in the first month of Phase 1. Lead: Aventra
R-12	Contract exhibits missing on both the construction and design agreements	Scope and change order	Exhibit A of the construction contract and Exhibits A and B of the design agreement requested. Lead: Aventra

10 PRIORITIES FOR SEPTEMBER

Phase 1 commences 1 September 2026. Weekly on-site inspection with a same-day timestamped photographic record, a weekly written progress report against the baseline, payment application review and monthly cost reporting all begin from that date.

NO.	ACTION	RESPONSIBLE
1	Appoint the low-voltage contractor and integrate the scope with the lighting design	Owner with Aventra
2	Close the lighting fixture selection and release the order so housings reach site	Owner with the lighting consultant
3	File the four trade sub permits; Aventra to pay City fees directly and invoice at cost	Aventra with the General Contractor and the expeditor
4	Scope, price and process the permit revision arising from the lighting design	Aventra with the Architect of Record
5	Obtain written association acceptance of the acoustic membrane and acknowledgement of the security deposit	Aventra
6	Obtain Payment Applications No. 1 and No. 2, the June lien release and a workers' compensation certificate	Aventra with the General Contractor
7	Obtain and accept a dated milestone schedule and set the baseline	Aventra with the General Contractor
8	Close the remaining stone, plumbing and door hardware selections	Owner with the Interior Designer
10	Confirm in writing which general contractor package governs	Aventra with the Interior Designer and the General Contractor
11	Price the kitchen cabinet uninstall and reinstall before the work proceeds	Aventra with the General Contractor
12	Restate the expense ledger to a single controlled version	Aventra
13	Complete and re-lodge the association modification application record	Aventra
14	Close the Interior Designer commercial items, itemised detail report, deposit confirmation and missing exhibits	Aventra with the Interior Designer

In summary

The Project entered this reporting period with half the contract price released, no measurable progress on site and no independent party tracking any of it. It leaves the period with the contractor working, a dedicated project manager

appointed, the design substantially closed, a weekly coordination discipline in place and a documented record of every open item.

What has not changed is that the schedule is governed by decisions rather than by labour. The lighting and low-voltage appointments are the two that matter most, and both sit with you in the first week of September.

PREPARED BY

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A OPEN ITEMS REGISTER

Carried forward from the Phase 0 Assessment Report of 11 August 2026, with status updated to 31 August 2026. This register carries forward into Phase 1 weekly reporting.

ITEM	RESPONSIBLE	PRIORITY	STATUS AT 31 AUGUST 2026
Electrical sub permit application	Expeditor / the General Contractor	Immediate	Open
Fire sub permit application	Expeditor / the General Contractor	Immediate	Open
Mechanical sub permit application	Expeditor / the General Contractor	Immediate	Open
Plumbing sub permit application	Expeditor / the General Contractor	Immediate	Open
Lien release for the 8 June 2026 payment	General Contractor	Immediate	Open. Committed twice, not produced
Payment Applications No. 1 and No. 2	General Contractor	Immediate	Open. Committed twice, not produced
Acoustic membrane submission, minimum STC	General Contractor	Immediate	Submitted 12 August. Written association acceptance outstanding
Association security deposit	Aventra on Owner's behalf	Immediate	Posted 15 August by Aventra check, Acknowledgement of receipt and confirmation of how it is applied outstanding
Completion of demolition including stone flooring and mortar bed	General Contractor	Immediate	In progress. Floor demolition commenced 24 August
Full removal of demolition debris from the unit	General Contractor	Immediate	In progress
Scope and processing of the permit revision	Aventra with the Architect of Record	Immediate	Open. Triggered by the lighting design

ITEM	RESPONSIBLE	PRIORITY	STATUS AT 31 AUGUST 2026
Protection to retained finishes and glazing; electrical made safe	General Contractor	Before framing	Open
Confirmation of the governing general contractor package	The Interior Designer / the General Contractor	Before framing	Open
Updated construction schedule	General Contractor	High	Open. Requested five times
Certificate of insurance naming the Owner	General Contractor	High	Closed for general liability naming the Owner. Open for workers' compensation and for the association's own certificate holder requirement
Wood flooring, millwork, stone, paint and metal selections	Owner with the Interior Designer	High	Flooring closed 28 August. Millwork finish, stone, paint and metal detail colours open
Furniture layout, to release lighting design	Owner with the Interior Designer	High	Closed. Layout approved 18 August
Lighting design issue	Lighting consultant	High	Milestone 01 received 27 August. Milestone 02 open
Audio visual installer selection and scope integration	Owner with Aventra	Medium	Open. Two bidders, no award
Exhibit A, contractor scope proposal	General Contractor	Medium	Open
Confirmation of terms for the final twenty percent of the contract	Aventra with the General Contractor	Medium	Closed. The contract payment schedule is specified through one hundred percent: wood floor installation ten, primer five, punch list five
Plumbing fixture and door hardware selections	Owner with the Interior Designer	High	Open. Packages issued 26 August
Start date of the twenty-week completion period	Aventra with the General Contractor	High	Open. Approval and issuance dates give two readings
Restatement of the expense ledger to one controlled version	Aventra	Medium	Open. Phase 1, month one
Assembly of City of Miami permit records into the project file	Aventra	Medium	In progress. Approved permit set obtained 17 August
The Interior Designer itemised detail report, deposit confirmation and missing exhibits	Aventra with the Interior Designer	Medium	Open. Raised 10 August
Kitchen cabinet uninstall and reinstall pricing	Aventra with the General Contractor	High	Open. Cost flagged, not quoted

B RECORD OF MEETINGS, SITE VISITS AND ISSUED DOCUMENTS

DATE	EVENT OR DOCUMENT
22 July 2026	Owner's Representative Services Agreement executed
27 July 2026	Designation of Owner's Representative issued to the Association management and to the General Contractor
30 July 2026	Site walkthrough with association management. Photographic record issued same day
31 July 2026	The Interior Designer design coordination meeting. Minutes issued 6 August
5 August 2026	The Interior Designer July design fee and reimbursable invoices received; commercial review issued to the Owner 10 August
10 August 2026	Site Inspection Report 001 issued
11 August 2026	Second site visit with the Interior Designer and the General Contractor. Site Photograph Record 002 issued. Written escalation issued to the General Contractor. Phase 0 Assessment Report PH0-001 issued
12 August 2026	Certificate of insurance received. The General Contractor constraints letter received. Replacement acoustic specification submitted to the association
13 August 2026	Full-team site meeting with the General Contractor. Pending design decisions and coordination list received
14 August 2026	Exploratory openings made. Lighting consultant appointed by the Owner
15 August 2026	Association security deposit posted, [REDACTED]
17 August 2026	Low-voltage technical review call. Approved permit drawings received and circulated
18 August 2026	Weekly coordination call established, Tuesdays 2:00 pm. Flooring and furniture layout resolved
20 August 2026	GC package and CAD drawings issued by the Interior Designer for the lighting and low-voltage consultants
21 August 2026	Notice of floor demolition given to the association for 24 and 25 August
23 August 2026	The General Contractor open items formally transmitted to the Interior Designer
24 August 2026	Floor demolition commenced
25 August 2026	Third site visit. Site Photograph Record 003 issued. Weekly coordination call held; minutes issued 26 August
27 August 2026	Lighting concept, Milestone 01, received from the Owner's consultant
28 August 2026	Flooring selection confirmed approved by the Interior Designer
31 August 2026	Owner comments issued on the lighting concept. This report issued