



**Board of Directors
(2011-2012)**

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Bangladesh Association of Houston

Meeting Minutes

Please review the minutes and make correction if needed. This minutes will be posted to BAC website next week, so please review by this week. Attached is the word file - please make correction in the word file.

February 14th 2015

Agenda – BAC Meeting @BAC

- Plat & MUD permit status
- BAC Design Drawings on DVD
- Stucco, doors and windows installation & quotes
- Building Inspection
- Design Update & Plan for 2nd Floor
- Sculpture site location & plan

Minutes

Attendees: Karl, Arun, Saddam, Hasan, Shah, Khalid and Wahab

- Karl has given the hardcopy of official plat drawings to Saddam and Shah – this is the final plat for the BAC from the city/county as recorded. The CP-101 letter of submission will be provided by Karl at a later date. This closes the plat action.
- Karl has turned in the plat and required drawings to Bissonnett MUD district, awaiting for the permit within the next 2-weeks. This should allow BAC to start the plumbing and water connections with the MUD. Karl will provide a weekly status.
- BAC Design CD copy of last December given to Saddam by Karl, which has all the design except the new updates of the 2nd floor. This CD includes the Building, Civil and MEP drawings.
- The updated 2nd floor drawings were presented by Karl in this meeting for review. The PDF files will be emailed by Karl to the BAC committee next week. The updated 2nd floor drawing includes the addition of 2nd stairwells (as per the law) and adjustment of 6 inches to the elevator shafts designated area.
- The 2nd floor library room design need to meet the requirement of a conference room design for meetings and conferences was requested to Karl for drawing updates.
- Khalid was dialed in for conference call to understand the quote on Stuccos, windows and doors. Also Khalid is available for BAC Inspection, but need to be notified prior 24 hours before the inspection starts.
- For Khalid to provide a quote to complete the BAC construction, Karl needs to provide the updated 2nd floor and other drawings in PDF to Khalid by 02/20/2015. These include the civil drawings and the elevator details too.
- BAC leaders need to decide the Stucco's color and outside pillars materials as soon as possible such that those material can be ordered by Khalid.
- Karl will be assigned to review the quote of Khalid for 2nd opinion in completing the BAC project for occupancy.



বাংলাদেশ এসোসিয়েশন, হিউস্টন
Bangladesh Association, Houston

A Nonprofit Organization, *Established in 1978*, Charter #3-00084-4754-9
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- Karl will start the interior design and color from next week, once completed with the next month a review process will start for the selection of interior colors, floors and other materials.
- The updated 2nd floor design cost was settled with Karl for \$4000.00, and will be paying the invoice # 624 for the of \$2000.00, the other 50% will be paid after the permit approval from the county with these updated drawings.
- The upcoming BD Independence Day Sculpture location was determined to be at the corner of the Renn Road by the 2nd BAC Entrance, see attached drawing.
- After reviewing the invoices given by Karl, the following invoice were approved for payment:
 - o Invoice # 624 for the amount of \$2000.00
 - o Invoice # 623 for the amount of \$340.00
 - o Invoice # 622 for the amount of \$255.00
 - o Invoice # 5261 for the amount of \$200.00