

## Meeting Minutes – Initial Snagging List

Date: 6. Aug 2009

Participants: Membros, Plastira and Axel

Topic: Preliminary Snagging List

The villa is nearly ready. Membros suggested that we have an initial run at the snagging list. We agreed that we have to go through the house after it has been cleaned.

- 1) Entrance doors car port and main entrance: A stopper is missing and a lock
- 2) Pergola at the Entrance is not completed
- 3) Door bell at the entrance is missing. Membros was not sure if he can fix it, he will check with Andreas

### **Axel's floor:**

- 4) Entrance door: wood is chipped off
- 5) Outside door next to storage room – the rubber isolation is too long and needs to be cut
- 6) Hardwood floor:
  - a. On several parts of the floor it is hollow and the glue down is not applied properly. The entire floor needs to be checked for hollow spots
  - b. Some parts of the floor have glue on it. Needs to be removed
  - c. In some areas there is a small crack in the floor (e.g. next to column and main doors facing the water front)
- 7) Kitchen:
  - a. Worktop Kitchen island has spots on them
  - b. The sink has a hole (the facet was adjusted wrongly)
  - c. The doors under Axel's sink: We agreed that the 2 drawers should be changed into one big door to be opened to the right. The same wooden front can be used.
  - d. The top drawer on the kitchen island does not close properly needs to be adjusted
  - e. Microwave: When the door opens the left kitchen door is touched, needs to be adjusted
  - f. Kitchen windows: window needs to be sealed from the outside
- 8) Living room door:
  - a. The left sliding door rattles when it is pushed back and force
  - b. Light in living room is loose (next to bathroom window)
  - c. Dividing door living room-bedroom: The quality of the finish needs to be improved. There are holes on the top that does not look well. The lock is not screwed on very well (it is bend)
- 9) Bedroom Door facing the red cross: there is a scratch in the aluminium
- 10) The electrical socket on the veranda needs to be implemented. The carpenter has to cut a hole into the wood
- 11) Water facet needs to be implemented on the back balcony, it is leaking water
- 12) Hardwood floor dressing room: hollow hardwood floor
- 13) Bathroom
  - a. window to living room: silicon needs to be applied at window
  - b. window to living room is scratched, maybe it is just dirt
  - c. big mirror is still missing
- 14) All door hinges are white and metal. They should be painted white.

- 15) Electricity board: a frame needs to be applied
- 16) Wooden Canopy: the steel wires are resting on the outside wood. The wires will eventually cut into the wood. A flat washer of some kind need to be applied

### **Catrin's Floor:**

Catrin's floor could only be checked on a high level because of all the cleaning and last minute repair work. Also I do not know all details about Catrin's floor.

- 1) Guest toilet:
  - a. Exhaust fan is missing
  - b. Wall has edges that need to be fixed
  - c. Silicon needs to be applied under the Irokko wood
- 2) Wardrobe entrance area:
  - a. drawers are still missing
  - b. lights need to be connected when doors are opened
  - c. scratches on the outside doors
- 3) Living room:
  - a. The wooden borders at the column do not look nice. Need to be sanded and wax needs to be applied
  - b. Silicon needs to be applied between black tile wall and wooden floor
  - c. The hardwood floor needs to be checked for hollow spots
  - d. We agreed that Catrin does not want floor sockets but the electrical cables are connected directly to the lamps.
  - e. Irokko board at entrance has scratches
- 4) Kitchen:
  - a. Some appliances are missing
  - b. Some door fronts have little bubbles and need to be changed
  - c. Electrical sockets: the space in between the sockets (3er Steckdose) is too large and needs to be fixed
- 5) Electricity board: a wooden frame needs to be attached
- 6) Sarah's room
  - a. Door stopper needs to be fixed
  - b. Bathroom door is scraping the floor
  - c. Bathroom loudspeaker is missing
- 7) Catrin's bedroom: some scratches on the walls
- 8) Catrins Bathroom – Loudspeaker is missing
- 9) General outside:
  - a. Black isolation paint needs to be applied again
  - b. The concrete base will be painted grey
  - c. Water stop needs to be applied on every balcony / windows
  - d. The socket for the alarm system (next to Sarah's room) needs to be raised up by 1,5 meters. Membros will contact B&I
  - e. 2 Lights at the entrance next to Axel's bathroom windows. I asked Membros if they wiring can be changed so they go on when the lower lights are turned on. He was not sure if it is possible
  - f. Basement: Door needs to be adjusted; the sides need to be filled with silicon.
  - g. The pool shower is still missing. Membros will ask Andreas, if he can order the steel shower from A... Hotel.
  - h. Roof: the isolation is slightly damaged in some parts and need to be fixed