



**RC SPENCER ASSOCIATES INC.**  
Consulting Engineers

21 November 2017  
File No.: 15-497

**Mr. Andrew Plancke**  
**Director of Municipal Services**  
**The Corporation of the Town of Kingsville**  
**2021 Division Road North**  
**Kingsville, Ontario**  
**N9Y 2Y9**

**Attn: Mr. Andrew Plancke, C.E.T.**

**Re: Sun Valley Subdivision Phase 2**  
**Town of Kingsville**

Dear Andrew:

Please find enclosed a deficiency list created during the pre-maintenance inspection.

The deficiencies are minor and not related to the general operation of the residential lot services.

We therefore recommend that Sun Valley Subdivision Phase 2 be placed on one year maintenance and that building permits be made available, pending completion of utilities.

**Yours Truly,**  
**RC Spencer Associates Inc.**

**Bruce Repat**  
**Senior Manager**

cc: Shaun Martino  
Kevin Girard  
Walter Branco



**Sun Valley Subdivision Phase 2  
Pre-Maintenance Period Inspection Minutes**

**Date:** Tuesday, November 21, 2017

**Time:** 10:00 a.m.

**Place:** On Site

**Project No.:** 15-497

<b>Present:</b>	Shaun Martino	Town of Kingsville
	Kevin Girard	Town of Kingsville
	Walter Branco	Nevan Construction
	Aaron Blata	RC Spencer Associates Inc.

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**Item**

**Action By**

The following is a list of deficiencies that were a result of this inspection:

- |    |   |                    |
|----|---|--------------------|
| 1. | All catchbasin frame and covers open towards the curb and do not consider the direction of traffic. Town representatives did not have an issue with this, as the catchbasins were already in concrete box-outs. | N/A                |
| 2. | Dead end barrier and sign required at the east limits of both Mucci Drive and Regent Street as per Sheet No. 2 of the Contract Drawings.  | Nevan Construction |
| 3. | All other signs to be supplied and installed by the Town as per Sheet No. 11 of the Contract Drawings.  | Town               |
| 4. | All catchbasins to be hydro-vacuumed to remove all sediment and debris.   | Nevan Construction |
| 5. | All P.V.C. clean out caps to be changed to metal caps as specified.   | Nevan Construction |
| 6. | Sanitary and storm pipe caps to be marked with a 2x4 and painted appropriately (pink – sanitary, green – storm)   | Nevan Construction |
| 7. | Sanitary manhole (MHF) to be cleared of debris.   | Nevan Construction |
| 8. | Curb returns to be redone to ensure positive fall towards the face of curb. Town representatives agreed that this could be done prior to acceptance, once the homes have been constructed.                      | Nevan Construction |

**Note:** Town of Kingsville Water Division to also attend the site and supplement this list on completion of their site inspection.

***Note: The foregoing represents the writer's understanding of the major items of discussion and the decisions reached and / or future actions required. If the above does not accurately represent the understanding of all parties attending, please notify the undersigned within 48 hours of receiving these minutes at (519) 324-0606. Please also note that RC Spencer Associates Inc. must be notified 24 hours in advance of any repair work by the General Contractor. Any work performed without notification will be deemed unacceptable.***

Minutes prepared by,

**RC Spencer Associates Inc.**  
Aaron D. Blata, M.Eng., EIT  
Project Manager

**Distribution**

All Present  
Andrew Plancke  
Richard Spencer  
Bruce Ropat

Town of Kingsville  
RC Spencer Associates Inc.  
RC Spencer Associates Inc.

**RC Spencer Associates Inc.  
Consulting Engineers  
Windsor, Ontario**

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