
CPRA Document Production

Production Date: September 03, 2025

Session ID: 20250903_100256

Total Documents: 4

CPRA Requests:

1. All documents, emails, and communications regarding roof leaks, water damage, or water intrusion issues at the Riverside Community Center construction project from January 1, 2024 to present.

Document 1 of 4

From: sarah.chen@riverside.gov
To: tony.martinez@eliteconstructionco.com
Date: 2024-03-19 14:00:00
Subject: Roof leak remediation requirements

Message:

Tony,

Following our site meeting this morning, this email serves as formal notification of the remediation requirements for the roof leak issue in the Community Center north wing.

Immediate Requirements: 1. Provide detailed remediation plan within 48 hours 2. Include timeline for all repair work 3. Submit cost breakdown for materials and labor 4. Identify any potential schedule impacts

The City expects Elite Construction to: - Coordinate with our structural engineer for repair specifications - Maintain safe working conditions during remediation - Document all work with daily photo logs - Provide warranty for all repair work

Please note that work in adjacent areas may continue, but the affected zone must remain secured until repairs are complete. All remediation work must meet or exceed original specifications.

We need your preliminary response by Thursday, March 21, with the full remediation plan due by Friday, March 22.

Please confirm receipt of this notice.

Sarah Chen Project Manager City of Riverside

Document 2 of 4

From: jennifer.walsh@riverside.gov
To: tony.martinez@eliteconstructionco.com
Date: 2024-03-20 10:15:00
Subject: Request for roof repair cost estimate

Message:

Tony,

As the new project manager taking over from Sarah, I need a comprehensive cost estimate for the roof leak repairs we discussed. This is urgent for our budget planning.

Please provide detailed estimates for: - Complete removal and replacement of damaged decking - New waterproofing membrane system - Any structural reinforcement needed - Labor costs broken down by trade - Material costs with supplier quotes - Equipment rental if required

Also include: - Timeline for completion - Impact on overall project schedule - Any suggested value engineering options

We need this for Friday's finance committee meeting, so please prioritize this request.

Thanks, Jennifer Walsh Project Manager City of Riverside

Document 3 of 4

From: tony.martinez@eliteconstructionco.com
To: jennifer.walsh@riverside.gov
Date: 2024-03-21 15:45:00
Subject: RE: Request for roof repair cost estimate

Message:

Jennifer,

Here's the detailed cost estimate for the roof leak remediation:

MATERIALS: - Roof decking replacement (400 sq ft): \$4,800 - Waterproofing membrane system: \$6,200 - Structural steel treatment: \$1,500 - Insulation replacement: \$2,100 - Fasteners and sealants: \$800 - Subtotal Materials: \$15,400

LABOR: - Demolition crew (3 days): \$4,500 - Roofing crew (5 days): \$8,000 - Steel treatment (2 days): \$2,400 - Cleanup and disposal: \$1,200 - Subtotal Labor: \$16,100

EQUIPMENT: - Crane rental (3 days): \$2,400 - Safety equipment: \$600 - Subtotal Equipment: \$3,000

TOTAL ESTIMATE: \$34,500

Timeline: 10 working days from approval Schedule Impact: Will delay north wing completion by 2 weeks

We can reduce costs by about \$4,000 if we use standard membrane instead of premium, but I don't recommend it given the issues we've had.

Tony Martinez Project Superintendent Elite Construction Co.

Document 4 of 4

From: jennifer.walsh@riverside.gov
To: claims@municipalinsurance.com
Date: 2024-03-22 09:30:00
Subject: Claim inquiry - roof leak damage coverage

Message:

Dear Claims Department,

The City of Riverside needs to initiate a claim inquiry regarding water damage at our Community Center construction project located at 1000 Main Street, Riverside.

Incident Details: - Date of Discovery: March 14, 2024 - Type of Damage: Water intrusion through roof assembly - Affected Area: North wing, approximately 400 square feet - Preliminary Estimate: \$34,500 for repairs

Policy Information: - Policy Number: MUN-2024-88453 - Named Insured: City of Riverside - Project: Community Center Construction

We have documentation including: - Photographic evidence of damage - Structural engineer's assessment - Contractor's repair estimates - Timeline of discovery and response

Please advise on: 1. Coverage availability under our current policy 2. Deductible amount applicable 3. Required documentation for claim filing 4. Estimated timeline for claim processing

Time is critical as construction is delayed pending resolution. Please contact me at your earliest convenience.

Jennifer Walsh Project Manager City of Riverside (951) 555-0123