



Memorandum

TO: All Subcontractors on all Burke Construction Group, Inc. Projects
FROM: Matthew Boyd
Vice President of Operations
REFERENCE: Authorization for additional Work
DATE: 4-1-10

Dear Subcontractor Project Manager, Project Superintendent and Company Owner,

This memo is updated to reflect our current Burke Construction Group, Inc. Project Managers. Please allow me to introduce myself. My name is Matthew Boyd. I am the Vice President of Operations for Burke Construction Group, Inc. and have been with this organization for roughly 11 years. I have been the VP of Operations for the past four.

It has come to my attention that many of our subs do not have or have chosen to ignore a basic understanding of who is authorized to direct additional or changes in the work on our projects as outlined in the Special References Section of our Subcontract Agreement which states as follows:

Any additional work over and above the original scope of work, which is undertaken on a time and material basis, must be authorized with a "Notice To Proceed" issued by Burke Construction Group, Inc.' Project Manager. It is the Subcontractor's responsibility to ensure all time and material records are verified and signed off by the Project Superintendent on a daily basis.

Please note that this indicates that **ONLY THE PROJECT MANAGER** may authorize additional work. This is important since I continue to find that for what ever reason, there is the assumption that our Project Superintendents, Project Engineers or others who are not Project Managers, have the ability to authorize additional work or allow changes in the work. This is not the case and **deviations from this stipulation will be strictly enforced.**

Please be informed that in the absence of WRITTEN DIRECTION from the Project Manager, Kevin Burke or myself, when proceeding with additional work, you have put yourself at risk of payment. **There is in fact a great likelihood that you may not be paid if the authorization comes from any other source.** For clarification, our Current Project Managers as of 4-1-10 are: Ray Jacobsen, John Travassos, Roger Thomas, Jeff Contenta and Steve Drew. Additionally, Kevin Burke or myself can authorize additional Work. This completes the list of people who can authorize additional Work. Thank you for your ongoing cooperation regarding this issue.

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