

# LEGAL CLAIMS DISPUTE RESOLUTION

STRAVIK Construction Group · Controlled Document

| Document No.    | Revision           | Effective Date | Document Owner | Status                               |
|-----------------|--------------------|----------------|----------------|--------------------------------------|
| STV-LEG-PRO-007 | 00 (Initial Issue) | 2026-10-24     | President      | Issued for review / pending approval |

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## REVISION HISTORY

| Rev. | Date       | Description of Change                        | Prepared By          | Approved By             |
|------|------------|----------------------------------------------|----------------------|-------------------------|
| 00   | 2026-10-24 | Initial issue for STRAVIK Construction Group | <b>[PREPARED BY]</b> | Michael Gaya, President |

## 1. PURPOSE

To record, track, and manage all legal claims, disputes, and potential litigations involving STRAVIK Construction Group and its subcontractors, clients, or suppliers, ensuring transparent resolution, timely mitigation, and compliance with contractual and statutory requirements.

## 2. SCOPE

Applies to all corporate and project-level claims, including:

- Contractual disputes and change-order claims
- Payment and delay claims
- Safety or injury litigation
- Warranty and defect claims
- Regulatory or labor complaints
- Insurance subrogations and settlements

## 3. REFERENCES

- STV-GOV-POL-003 Corporate Governance Charter
- STV-LEG-REG-003A Insurance Certificates and Bonds
- STV-LEG-REG-005A Labor Law Compliance Records
- STV-LEG-REG-006A Subcontractor Prequalification Files
- Contract Agreements and General Conditions
- Florida Construction Lien Law (Ch. 713 F.S.)

## 4. RESPONSIBILITIES

### Role Responsibility

Approves all settlements, oversees outside President counsel, reports to Board.

Manages claim documentation, correspondence, Legal Counsel filings, and defense strategy.

Initiates claim notice, gathers supporting Project Manager evidence and daily records.

Monitors contract provisions, notices, and Contracts Manager timeframes.

Tracks financial exposure, reserves, and Finance Manager insurance recoveries.

## 5. CLAIM RECORD FIELDS

### Field Description

Claim ID Unique reference code (e.g., CLM-2025-001)

Project Name Related project or contract

Claim Type Delay / Payment / Injury / Defect / Regulatory

Date Notified Date claim was formally received or issued

Parties Involved Client, Subcontractor, Supplier, etc.

Claim Value (\$) Estimated or claimed amount

### Field Description

Status Open / Under Review / Resolved / Closed

Resolution Method Negotiation / Mediation / Arbitration / Litigation

Responsible Manager Assigned STRAVIK representative

Next Action Date Hearing, mediation, or court date

Notes / Summary Key updates, evidence references

## 6. CLAIM RESOLUTION PROCESS

1. Claim is logged in the Legal Claims Register (STV-LEG-REG-007A).
2. Project Manager submits initial notice and documentation to Legal Counsel.
3. Legal team evaluates liability, coverage, and defense options.
4. Finance records potential exposure and insurance reserves.
5. President approves settlement recommendation or pursuit of litigation.
6. Final outcome and supporting documents archived under QMS / Legal Records.

## 7. REPORTING & KPIs

- Monthly status report to Executive Management showing:
  - Open vs Closed claims
  - Average resolution time
  - Total exposure value (\$)

- Claims by type and project
- Quarterly legal review with Finance and Risk Management teams.

## 8. RECORD RETENTION

All claim records shall be retained for 10 years post-resolution and stored securely in the Legal QMS SharePoint repository.

## APPROVAL

| Role        | Name                    | Title     | Signature | Date |
|-------------|-------------------------|-----------|-----------|------|
| Prepared By | [PREPARED BY]           | [TITLE]   |           |      |
| Reviewed By | [QUALITY / HSE MANAGER] | [TITLE]   |           |      |
| Approved By | Michael Gaya            | President |           |      |

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.