PINEWOOD SOUTH CONDOMINIUM ASSOCIATION

CONDOMINIUM ASSOCIATION, INC.
Board of Directors Meeting
Monday, September 16, 2024, at 2:30 PM
On Site, By the Shed
4790 S. Cleveland Ave.
Fort Myers, FL 33907

AGENDA

I. **Proof of Notice**

II. **Approve Prior Meeting Minutes – Approve Board Minutes December 2023 March 16, 2024 & April 15, 2024.**

III. **Board Reports**

- **Financial Status requirements and likely a fee increase.**

IV. **Old Business**

V. **New Business**

- **Ratify Crevalle Consulting as our lanai repairs project engineer**
- **Rules and regulations a new rule 5c**
- **Gate Damage Charges $200.00**
- **Walk through**

VI. **Owners Comments**

VII. **Next Meeting**

VIII. **Adjournment**

7/15/24

Pinewood South Condominium Association
C/O Joe Jennings
4790 S Cleveland Ave.
Fort Myers, FL 33907
Phone: (239)265-4524
Email: gijoejennings@yahoo.com

Re: Pinewood South Condominium Association
Structural Evaluation, Repair Specifications, and Construction Administration
4790 S Cleveland Ave.
Fort Myers, FL 33907

Dear Mr. Jennings,

Crevalle Consulting LLC ("Crevalle") is pleased to present you with this proposal for structural engineering consulting services for the above referenced project. Based on our conversations and limited observations made on site, Crevalle understands that you are requesting a structural evaluation of the property to identify structural deficiencies. Following the evaluation, repair specifications and an associated bid package will be prepared for you to select a contractor to perform the work. Preliminary cost estimates for inspections during construction have also been included.

Based on the information provided the proposed Scope of Work and associated cost for the referenced project is as follows:

SCOPE OF WORK:

- Perform a full condition assessment to identify structural deficiencies on each of the twenty-one buildings on property. Unrestricted access to all of the balconies is required for the inspection. Inspections will be performed over the course of two days. Balconies that are not accessible during the inspection window will not be included in the evaluation.
- Determine the scope of work with the board of directors.
- Prepare a signed a sealed report with the deficiencies observed and recommendations for repair.
- Prepare repair specifications and drawings required for permit and incorporate them into a bid package.
- Perform pre-bid meeting with prospective contractors on site to discuss project scope and logistics.
- Assist in selection of contractor by review of qualifications and bid package.
- Provide signed and sealed specifications and details necessary for the permit and provide to contractor. One set of repair documents will be required for each building. Until the inspection

is performed, and the scope of work is determined, the number of buildings requiring repair will not be able to be determined.

- Perform field observations of the repairs during construction to determine conformance with permit drawings.
- Measure quantities and verify contractor's scope of work during construction for billing review.
- Provide field observation reports for each site visit with deficiencies and required repairs stated.
- Provide a signed and sealed closeout letter required to close permit.

COST:

- Condition assessment survey: $5,400.00
- Preparation of signed and sealed report with priorities of repair and recommendations for repair: $2,500.00
- Preparation of first set repair specifications and bid package (first building): $3,200.00
- Preparation of additional repair specifications and bid package (per building): $800.00
- Field observations during construction (estimated 20): Estimated $13,000.00

NOTES:

- The number of field observations during construction is variable depending on access, contractor schedule, and conditions uncovered during construction. Inspections will be billed monthly depending on the number of inspections that occurred in a given month.
- Construction Administration including billing review, pre-bid meetings, on site meetings other than inspections, and RFI/Submittal review will be billed hourly at the rates on the attached schedule.
- Crevalle Consulting will provide a recommended list of prospective bidders to the association for this project. The bidders that will be recommended for the project will be companies that have been vetted and are known to satisfactorily perform similar work to the Project. Should the Association choose a bidder that is not recommended as part of the bid list, Crevalle reserves the right to withdraw involvement from the construction administration portion of the project including, but not limited to, the inspections, billing review, or other construction coordination.

EXCLUSIONS:

- Shoring design (to be provided by contractor).
- Guardrail/Enclosure Engineering (to be provided by contractor).
- Inspections of building for conformance to current building code.
- Inspection of hidden elements.
- Milestone inspection services.
- Roofing inspections.
- Inspection of architectural, electrical, mechanical, or other systems not directly related to the structure.
- Any other items not specifically referenced in the scope of work above.

PAYMENT TERMS:

Following the acceptance of this proposal two thousand dollars ($2,000.00) will be billed as a non-refundable retainer and will be invoiced prior to work beginning. The remainder of the contract will be billed as monthly progress billings as work is performed. Payment methods shall include check, money order, debit card, or Venmo. Payment of the invoice shall be remitted within 30 days of invoice date. Failure to make payment shall result in accrual of 1.5% interest per month.

This proposal is valid for a period of 30 days from the date above. Crevalle reserves the right to revise pricing or timelines if the proposal is not returned within this period of time.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Should you have any questions or if you would like further information on services, please contact us at (239) 990-4972 or by email at josh@crevalleconsulting.com.

Kind Regards

Joshua Michalski, PE
President
Crevalle Consulting, LLC

To authorize our services please indicate your acceptance of this proposal, which shall serve as our agreement, by executing and returning a signed copy.

Signature: _____

Name_____

Title: _____

Date: _____