

**WATERSIDE III AT BAY BEACH CONDOMINIUM  
ASSOCIATION, INC.  
MINUTES OF THE BOD MEETING  
August 1, 2024 2:30PM**

1. **Call to Order:** The meeting was called to order by Pete Yeatman.
2. **Proof of Notice:** The meeting agenda was posted on the bulletin board on Sunday, July 28, 2024.
3. **Establish a Quorum:** Pete Yeatman attended in person. Scott Kitkowski, Jeff Lievense, Joel Wilmoth and Donna Kaiser participated remotely. A full board was present.
4. **Waive reading and approve minutes of the July 10, 2024 BOD meeting.** Joel Wilmoth made a motion to waive the reading of the minutes, Donna Kaiser seconded the motion and the motion was approved.

**5. Treasurer's report.**

Jeff read the treasurer's report. Highlights included:

- Estimated total storm-related expenses to date are \$2,021,700.00;
- The Structural Integrity Reserve study is underway;
- A reserve fund study will be done this fall;
- A new financial audit will be done in 2025.

A copy of the report is attached.

**6. Old Business**

**a. Lobby Update**

Pete introduced the purpose of today's meeting: the board will determine which tier it will approve for lobby enhancement. He asked the designer, Sherri Rozzi, to provide a global overview of how she put her proposals together. He explained that if a determination is made to recommend a tier greater than \$35K, a members' meeting will be scheduled to have a vote on whether to approve the board's recommendation.

Sherri related her ideas on how she saw the lobby evolving under each tier, including a couple inspirational points of focus: to incorporate a wave pattern throughout, and utilize mica wallpaper to provide splashes of color. She discussed the flooring options in some detail, commented the column by the front door can be enhanced with decorative features, and the 2 elevator walls facing the front can be focal points, attractive as well as functional. Enhancements around the elevators by changing the tray ceiling to a flat one with decorative lighting, and adding lighting on the walls outside the elevators was also suggested, depending on the tier level.

Scott was then asked to make his presentation. He explained a labor quote has been received from Bob Anderson and they are awaiting an additional quote from another contractor.

The presentation is attached.

Questions/comments:

Pete Yeatman:

- commented that even with a tier 3 decision (\$35K), there may still be a special assessment needed
- asked Sherri how many commercial properties had she installed the LVP type flooring. Response: None in commercial. All installed in residential. Sherri elaborated she had an expert come in to look at the existing tile and was told it appeared solid and could be a good candidate for putting LVP over the tile.
- how would doors be addressed if LVP were laid over the tile as there would be a height difference? Scott explained there would be a transition threshold from the doors and for the elevators, there would be a similar transition threshold.

Donna Kaiser asked if new tile flooring were used, would it carry to the elevator floors. Response: Yes, either flooring used would carry to the elevator floor.

Jeff Lievense commented on their experience with luxury vinyl - the material can absorb oils; it can be cut/punctured/scratched. Sherri mentioned there are many levels of the product and while it is durable, it is not indestructible.

Carol Fiorenzini asked: How much has been spent on the lobby to date since the hurricane? Response: Total: \$18,600 with \$12,700 applied to the SBA loan.

Mike Levis asked about the difference in cost between LVP (luxury vinyl plank) vs tile? Response: LVP - approx \$15K; Tile - approx \$32K

Jim Stewart:

- commented on issues he has seen with LVP, including it tends to show tracking, sometimes the area where they but can show gaps
- questioned the need to change the mailroom
- asked whether it was necessary to have 2 doors leading to the NW garage which would provide more uninterrupted decorating space. Response: the 2nd door provides ramp access to the lobby.

Paul Martin commented he does not see the need to change the lobby flooring and asked what would be the impact if the tile were left as is. Sherri was asked about the impact to the current design. She explained some materials and selected items would need to be reworked as they would not tie in with the current floor.

Lance Johnson:

- asked whether the existing floor tile has been surveyed for damage. Response: tiles were checked post Ian and all appeared to be solid.
- mentioned some doors to the garage have rust. Scott explained the entry doors have been replaced, there are 2 new doors, but replacement of other doors is not included in the lobby renovation effort. Addressing the doors would be included in the reserve study, planned for the fall.
- asked whether any protection from carts will be done on the walls. Scott explained all corners will be protected but nothing more for the walls. Pete said the walls would need to be filled and painted on an annual basis.
- Asked whether the presentation will be provided to the owners. Response: yes, it can be emailed.

Jen Wilmoth

- asked if by laying LVP over existing tile, could it affect warranty on the LVP product and installation? Response: we would expect that to be the case

- asked if any added changes will be made to the elevators besides matching the floor. Response: Pete responded there is no mention of elevator refurbishment in the proposal.

Joel Wilmoth explained the lobby project was approached to make Waterside 3 comparable with the Waterside 1 & 2 buildings.

Joel Wilmoth made the motion: I move that the Board of Directors approves a lobby renovation project as outlined in today's presentation and identified as the Tier 1 Proposal at a total cost of \$107,983.80. Jeff Lievense seconded the motion. Individual voting was requested. The results were 4 'yes' and 1 'no'. The motion passed.

**7. Sales and Leases - Ratify Approved Sales and Leases**

None.

**8. Comment and Discussion by Unit Owners.**

Paul Martin commented as an owner, he is less interested in investment opportunities and worries about the impact of this proposed enhancement on his taxes.

**9. Adjournment:**

A motion was made by Joel to adjourn, Scott seconded, and the board agreed to end the meeting.

**Waterside III at Bay Beach Treasurer's Report  
August 1, 2024**

This report was shared in advance with the Crisci Finance Committee members (Joel Wilmoth, Connie Shepherd, Tom Kaiser, Charlie Eck), our Myers Brettholtz accountant (Kevin Mutz), our property manager (Sylvie Gauthier), and the Board. Note: Kevin Mutz is an interim replacement for Kerry Johnson who is on temporary leave until the end of August.

Financial Summary

The June 2024 financial statements were provided by our accountant. These are not materially changed from May 2024.

SBA Disaster Loan Update

Total storm expenses for WS3 are currently estimated to be \$2,021,700.00. This includes \$577,377.85 in new items: lightning rods (\$15,200.00), ground level garage doors replacement (\$99,122.26), electric gear replacement (\$184,471.99), social terrace deck re-coat (\$34,364.00), unmet property insurance deductible for window repairs (\$244,219.50). Total insurance payments are \$383,368.62 and SBA loan \$1,250,000.00, resulting in net uncovered expenses of \$388,331.38. Considering this, a request was submitted to SBA to increase our loan by the amount of uncovered expenses to \$1,638,331.38.

Structural Integrity Reserves Study (SIRS)

Florida's mandated SIRS for WS3 is underway. Beryl Engineering & Inspection was on site July 31 to perform a visual inspection. Their SIRS report is expected in 2-4 weeks.

Reserve Fund Study

WS3's last Reserve Fund study was completed in October 2021 by an owner committee led by Board Treasurer Dick Cote. A new study will be completed mid-Fall 2024 by an owner committee led by Board Assistant Treasurer, Joel Wilmoth. Other study committee members are Scott Kitkowski (Facility Committee Chair and Board VP), Sylvie Gauthier (Property Manager), Tom Kaiser (Finance Committee member), and Connie Shepherd (Finance Committee member). The committee will be supported by Myers Brettholtz (accounting firm) and Jeff Lievens (Board Treasurer).

Waterside 3 Financial Audit

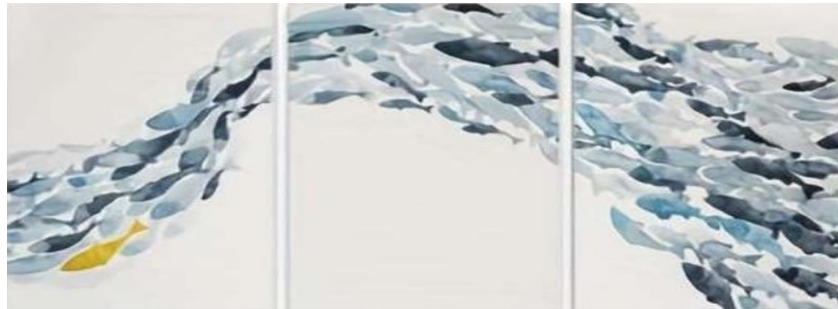
WS3's last financial audit was performed by Cindy D'Artagnan CPA, LLC in 2017 using year-end 2016 financial statements. A new audit will be performed in 2025 using year-end 2024 financial statements, also by D'Artagnan.

Respectfully submitted,

Jeff Lievens, Treasurer

# Waterside III

## Lobby Final Proposal



### THE PLAN...

The design concept for The Waterside III Lobby, Ft. Myers Beach, Florida

#### The Plan:

iDesign Homes will create a timeless, light and airy esthetic using neutral color tones and organic textures and shapes, while adding an occasional splash of color. The design will be sophisticated with an air of whimsy, to keep the spaces welcoming for residents and guests.

Design Highlights (Details determined by budget level) -

- ✓ 1. Create a calming vibe with the color palette and change out flooring with a wood-look tile or LVP (BUDGET LEVEL 2 & 3)
- ✓ 2. Reconfigure crown molding in main area to delineate spaces, creating a ceiling box similar to Waterside II lobby
- ✓ 3. Add personality, interest and dimension with design features like a stunning mica wallpaper and coordinating wallpaper in strategic spots. Add a customized 3-D wall feature that looks like waves on one or both side corridor walls (visible from front doors).
- ✓ 4. Layer lighting throughout with a statement chandelier in entry, coordinating wall sconces and striking lighting in the elevator nook ceiling
- ✓ 5. Create an architectural feature with the protruding column by wrapping it with porcelain tile, wallpaper or wood slats
- ✓ 6. Create a design around the elevator doors with either an elevator wrap, wallpaper, or a wood feature surround
- ✓ 7. Main walls facing the entrance – Many options to make this a main focal point/feature when entering the lobby.
- ✓ 8. Make conversation area design more welcoming with wallpaper, lighting and greenery.
- ✓ 9. Create a feature on the side corridor walls.



#### SPACES / ITEMS

✓	Accent Walls
✓	Flooring
✓	Ceiling Lighting Updated/Modified to LED
✓	Accent Column
✓	Decorative Lighting
✓	Modern Sconces
✓	Updating Elevator Hall
	Upgrade Entry Doors
✓	Furnishings
✓	Artwork
✓	Mail Room Molding
✓	Repaint
✓	Exterior Planters

1) MODERN COASTAL FLOORING  
& COLOR PALETTE

The Waterside III Lobby  
Ft. Myers Beach, Florida



2) ADD CEILING DETAILS

The Waterside III Lobby  
Ft. Myers Beach, Florida



3) STATEMENT WALLCOVERINGS

The Waterside III Lobby  
Ft. Myers Beach, Florida



4) LAYERED LIGHTING

The Waterside III Lobby  
Ft. Myers Beach, Florida



5) CLAD COLUMN TO CREATE AN ARCHITECTURAL FEATURE

The Waterside III Lobby  
Ft. Myers Beach, Florida



6) ELEVATOR VESTIBULE DESIGN

The Waterside III Lobby  
Ft. Myers Beach, Florida



7) MAIN WALL DESIGN WHEN ENTERING LOBBY

The Waterside III Lobby  
Ft. Myers Beach, Florida



8) FINISH CONVERSATION AREA DESIGN TO MAKE IT WELCOMING

The Waterside III Lobby  
Ft. Myers Beach, Florida



## 9) ADD PERSONALITY TO SIDE WALLS/CORRIDORS

The Waterside III Lobby  
Ft. Myers Beach, Florida



## DESIGN PREVIEW

The Waterside III Lobby  
Ft. Myers Beach, Florida

Presented to: The HOA Board of Directors  
Presented by: Sherri Rozzi, iDesign Homes

June 19, 2024

### TILE

PORCELAIN TILE OPTIONS (monitor colors may vary slightly from viewing in-person)



Providence Bianco Wood Plank Porcelain Tile -  
White Tile | Floor and Decor 8X32



Elk White Porcelain Plank 2x60 Porcelain  
Plank - CASE - Tile Outlets of America



Sedon Lodge Beach Wood Plank Porcelain Tile -  
White Tile | Floor and Decor





**LVP**  
LUXURY PLANK VINYL OPTIONS (monitor colors may vary slightly from viewing in-person)

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Brookstone Ivory Rigid Core Luxury Vinyl Plank - Cork, Back, I Floor and Decor

Chiffon Ceruse Rigid Core Luxury Vinyl Plank - Cork, Back, I Floor and Decor

White Fossil SPC 5mm/12mil with Pad 7x48 - CASE - Tile Outlets of America

**iD iDESIGN**  
H O M E S

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**PLAN A MATERIALS – ICEY & MARINE BLUE**  
OPTIONS (monitor colors may vary slightly from viewing in-person)

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✓ **PORCELAIN TILE**  
Travertine Bianco Wood Plank Porcelain Tile - White Tile I Floor and Decor

OR

✓ **LVP**  
Brookstone Ivory Rigid Core Luxury Vinyl Plank - Cork, Back, I Floor and Decor

**CENTER COLUMN CLAD**  
ONE OF THESE TILES...  
GLASS OR GLAZED STONE

Pearl Polished Glass Tile | Floor & Decor (flooranddecor.com)

Fin Adams Tempered Fog Tile - Realstone Systems

**WALL COLUMN CLADDING**  
LARGE FORMAT TILE 24"X48"

**WALL PAPERS**

Elevator ceiling Two main walls Conversation Area

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H O M E S

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**MAIN AREAS PLAN A - DETAILED**  
(monitor colors may vary slightly from viewing in-person)

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**CENTER COLUMN CLAD**

**MAIN WALL LAYOUT, SIDES MIRRORRED**  
LARGE FORMAT TILE OR SLAB

**PENDANT LIGHTS**  
3 LIGHTS

SEE PAGE 10

BUILT IN SHELF BLUE OR BROWN WOOD GRAIN

SIMILAR

**ELEVATOR VESTIBULE**

- Reconfigure and remove recessed ceiling, add crown molding there and in main area to delineate spaces, creating a ceiling box (similar to Waterside II lobby)
- Create corner columns with tile, protect edges with Schluter
- Add luxury touches such as unique statement light fixtures and install wallcoverings on the ceiling

**CEILING** **PAINT COLORS** **WALL SCONES** **CEILING LIGHTS**

**iD iDESIGN**  
H O M E S

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**MAIN AREAS PLAN A - DETAILED**  
(monitor colors may vary slightly from viewing in-person)

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**CONVERSATION AREA**

WALLS

LIGHT ABOVE SEATING

MIRROR AS ART

TILE FLOORING

**FURNITURE – MAIN WALLS**

**RIGHT CORRIDOR WALL ART**

**LEFT CORRIDOR WALL ART**

**iD iDESIGN**  
H O M E S

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**CONVERSATION AREA GENERAL PLAN**

(monitor colors may vary slightly from viewing in person)

CONVERSATION AREA – KEEP 4 CHAIRS AND RUG. ADD 1-2 DRINK TABLES, A FUN WALLPAPER, TEXTURAL ARTWORK, A COASTAL LIGHT FIXTURE AND A TREE.

CEILING LIGHT OPTIONS



WALL ART (depending on wallpaper selected)



WALLPAPER OPTIONS – ACTUAL SELECTION BASED ON COLUMNS' TILE



6/18/2024

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ALTERNATE DESIGN OPTIONS

The Waterside III Lobby  
Ft. Myers Beach, Florida

FLOORING OPTIONS ARE INTERCHANGABLE WITH EVERY DESIGN OPTION.

June 19, 2024

**PLAN B MATERIALS – OCEAN BLUES**

(monitor colors may vary slightly from viewing in person)

PORCELAIN TILE

Providence Island Wood Plank Porcelain Tile - White Tile | Floor and Decor



OR

LVP

Brookstone Ivory Rigid Core Luxury Vinyl Plank - Cork Back | Floor and Decor



CENTER COLUMN CLAD

3"X16" TILE W/ ANY UNIQUE LAYOUT, MADE TO LOOK LIKE GLAZED CERAMIC BUT ITS ACTUALLY DURABLE

PORCELAIN TILE

Tranquillity Seacoast Glossy Brick Wall Tile 3x16 - Tiles Direct Stone



WALL COLUMN CLADDING

USE A COORDINATING LARGE FORMAT TILE OR SLAB



WALL PAPERS



Elevator ceiling

Two main walls

Conversation Area

6/18/2024

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**PLAN C MATERIALS – NEUTRALS W/ AQUA BLUE**

(monitor colors may vary slightly from viewing in person)

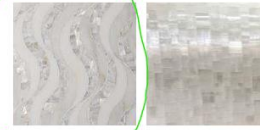
PORCELAIN TILE

Elk White Porcelain Plank 9x60 Porcelain Plank - CASE - Tile Outlets of America



CENTER COLUMN

CLAD IN EITHER MOTHER OF PEARL OPTIONS



WALL CLADDING ON MAIN WALLS

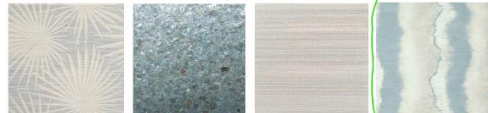
INSTALLED 36"-40" HIGH FROM FLOOR (24"X48" OR SLAB SIZES)



PAINT COLORS



WALLPAPER OPTIONS



6/18/2024

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Another bench option.

Above was a concept drawing done by Sherri

## Summary of Proposals

	Tier 1 Option	Tier 2 Option	Tier 3 Option
Column in the Lobby Tiled	Yes	Yes	Yes
Conversation area wallpapered	Yes	Yes	Yes
LED strip lighting in all existing soffits	Yes	Yes	Yes
Clear plastic protection on all corners	Yes	Yes	Yes
All walls and soffits that are not wallpapered to be painted	Yes	Yes	Yes
Elevator Feature walls	Yes	Yes	
Elevator Ceiling, coffered and Mica covered	Yes	Yes	
Replacing all other lights with 4" LED	Yes	Yes	
Lighting on feature walls and elevator door walls	Yes	Yes	
Bench in front of left feature wall with tables	Yes	Yes	
Wall art on feature walls and on side walls	Yes	Yes	
Floor	Tile replaced	LVP over Tile	
Mail room refinished	Yes		
Package cubbies	Yes		
Bar height counter	Yes		
Trim around boxes	Yes		
New Bulletin boards	Yes		
Communication TV on back wall of lobby behind elevators	Yes		
New planters at entrance into lobby	yes		

# Tier 1 Shown in the Following Renderings

Note Outer Soffit Will Still Remain



















## Lighting Samples



## Art Samples



## Outdoor planters



## Waterside III Sign



# Proposal Financials

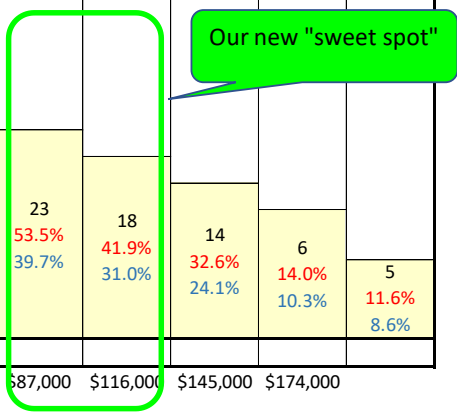
## Lobby Straw Poll

Key	XX.X%	Percentage of total respondents
	YY.Y%	Percentage of total building unit owners

Amount owners are willing to spend	# of Owners	% of respondents	Total %	Owners OK with spending \$500	Owners OK with spending \$633	Owners OK with spending \$700	Owners OK with spending \$1000	Owners OK with spending \$1500	Owners OK with spending \$2000	Owners OK with spending \$2500	Owners OK with spending \$3000	Owners OK with spending >\$4000
no response	15		25.9%									
\$0	8	18.6%	13.8%									
\$500	3	7.0%	5.2%									
\$633	1	2.3%	1.7%									
\$700	0	0.0%	0.0%									
\$1,000	8	18.6%	13.8%									
\$1,500	5	11.6%	8.6%									
\$2,000	4	9.3%	6.9%									
\$2,500	8	18.6%	13.8%									
\$3,000	1	2.3%	1.7%									
Higher	5	11.6%	8.6%									
<b>total responded</b>	<b>43</b>		<b>74.1%</b>									

\$29,000    \$36,714    \$40,600    \$58,000    \$87,000    \$116,000    \$145,000    \$174,000

Grand total    58



# Proposal Guidelines

- Provide 3 proposals
  - Tier 1 proposal at \$116,000      Owners on average spending \$2000.00 each
  - Tier 2 Proposal at \$87,000      Owners on average spending \$1500.00 each
  - Tier 3 Proposal < \$35,000      Owners on average spending \$604.00 each

## Summary of Proposals

	Tier 1 Option	Tier 2 Option	Tier 3 Option
Column in the Lobby Tiled	Yes	Yes	Yes
Conversation area wallpapered	Yes	Yes	Yes
LED strip lighting in all existing soffits	Yes	Yes	Yes
Clear plastic protection on all corners	Yes	Yes	Yes
All walls and soffits that are not wallpapered to be painted	Yes	Yes	Yes
Elevator Feature walls	Yes	Yes	
Elevator Ceiling, coffered and Mica covered	Yes	Yes	
Replacing all other lights with 4" LED	Yes	Yes	
Lighting on feature walls and elevator door walls	Yes	Yes	
Bench in front of left feature wall with tables	Yes	Yes	
Wall art on feature walls and on side walls	Yes	Yes	
Floor	Tile replaced	LVP over Tile	
Mail room refinished	Yes		
Package cubbies	Yes		
Bar height counter	Yes		
Trim around boxes	Yes		
New Bulletin boards	Yes		
Communication TV on back wall of lobby behind elevators	Yes		
New planters at entrance into lobby	yes		

# Summarized Cost

- Costing is based off of the first bid
- We are awaiting the next Bid, the costs could be reduced
- The per unit cost is an average per unit, which is what you see on detail sheets, not factored for square footage.
- Details are on following pages

	Total cost Include in Tier 1	Total cost Include in Tier 2	Total cost Include in Tier 3
<b>TOTAL</b>	<b>\$107,983.80</b>	<b>\$86,507.92</b>	<b>\$34,858.18</b>
Budget	\$116,000.00	\$87,000.00	\$35,000.00
Average Per Unit	<b>\$1,861.79</b>	<b>\$1,491.52</b>	\$603.45
Channel mark (1&2)	<b>\$1,634.57</b>	<b>\$1,309.49</b>	<b>\$527.65</b>
Tide Water (3&4)	<b>\$2,088.62</b>	<b>\$1,673.23</b>	<b>\$674.23</b>
Gulf Mist (5&6)	<b>\$1,850.24</b>	<b>\$1,482.27</b>	<b>\$597.28</b>

## Financials

	Include in Tier 1	Include in Tier 2	Include in Tier 3				Material cost	Labor	Total cost	Total cost Include in Tier 1	Total cost Include in Tier 2	Total cost Include in Tier 3
Tile work	x			Floor	1A	Remove all Lobby and elevator floor tile		\$8,590.00	\$8,590.00	\$31,146.10	\$0.00	\$0.00
					1B	Install Providence Bianco wood plank porcelain tile on Lobby flor and elevator floors	\$5,136.82	\$13,744.00	\$18,880.82			
					1C	Grout Mapei ultra color plus 5014 Biscuit	\$239.28	\$3,436.00	\$3,675.28			
	x	x	x	Column	2A	Install -HYDRA II CALACATTA MOTHER OF PEARL WATERJET MARBLE MOSAIC on all 4 sides of column with 1/2" Brushed gold Schluter edging on corners	\$4,919.18	\$4,000.00	\$8,919.18	\$8,919.18	\$8,919.18	
	x	x		Elevator walls	3A	Install Dream -Pearl Polished glass tile vertically (aligned) 2 wide on all 8 corners - with 1/2" Brushed Gold Schluter edging on corner and inside edge	\$1,308.72	\$6,000.00	\$7,308.72	\$7,308.72	\$0.00	
					4A	Misc corner boards, grout etc	1000		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
					5A	Removal and reinstall base board, Paint as required	0	\$3,800.00	\$3,800.00	\$3,800.00	\$3,800.00	\$0.00
2nd Tier LVP Option		x					\$7,370.22	\$8,590.00	\$15,960.22	\$0.00	\$15,960.22	\$0.00

Use LVP over Tile for floor as opposed to Tile

# Financials

	Include in Tier 1	Include in Tier 2	Include in Tier 3				Material cost	Labor	Total cost	Total cost Include in Tier 1	Total cost Include in Tier 2	Total cost Include in Tier 3
Wallpaper & Paint quote seperately	x	x	x	elevator walls	6A	Smooth and paint walls on 3 sides of elevator shafts, Paint to be SW 6218 blue	\$3,163.43		\$3,163.43	\$4,763.43	\$4,763.43	\$4,763.43
					6B	Smooth and paint walls on door side of elevator shafts, Paint to be SW 9541 Snow White	\$1,600.00		\$1,600.00			
	x	x	x	Conversation area	7A	Smooth wall for wall paper install	\$2,000.00		\$2,000.00	\$4,453.00	\$4,453.00	\$4,453.00
					7B	install wallpaper (Thibaut Geode T10969)	\$1,391.00	\$1,062.00	\$2,453.00			
	x	x		elevator vestibule ceiling	8A	Smooth ceiling for wall paper install	\$500.00		\$500.00	\$2,702.56	\$2,702.56	\$0.00
					8B	Install wall paper (Vahallan Crystalline Amazonite)	\$1,698.56	\$504.00	\$2,202.56			
	x	x	x	All other walls (shown in yellow highlight on slide 2)	9A	Paint walls white snow SW 9541 (not to be smoothed)	\$3,900.00		\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
	x	x	x		10B	Paint soffit white snow SW 9541 (not to be smoothed)	\$1,200.00		\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
	x	x	x	All garage and trash access doors	11B	Install clear pastic corner beads on trash room door and all garage access doors - <b>ALL DOORS AND CORNERS</b>	\$500.00		\$500.00	\$500.00	\$500.00	\$500.00

# Financials

	Include in Tier 1	Include in Tier 2	Include in Tier 3				Material cost	Labor	Total cost	Total cost Include in Tier 1	Total cost Include in Tier 2	Total cost Include in Tier 3
Lights quote seperately	x	x	x		12A	install led lights in soffit including elevator vestibule- dimmer in FAP	\$1,000.00		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	x	x			13A	Remove and replace can lights with Square LEDs in mail room and mail hall, switch in FAP	\$1,200.00		\$1,200.00	\$1,200.00	\$1,200.00	\$0.00
	x	x			14A	Remove & replace all 8" can lights in seating area with 4 Square LEDs - switch in FAP room switch runs all square LEDs in lobby, not including mail room	\$1,200.00		\$1,200.00	\$1,200.00	\$1,200.00	\$0.00
	x	x			15A	Install new Ceiling Box for hanging light for conversation area above table	\$598.49	\$350.00	\$948.49	\$948.49	\$948.49	\$0.00
	x	x			16A	Run power to and Install pendant lights in front of Feature wall on left side, Feature wall on Right side will use existing Sconce feed	\$2,619.75	\$1,200.00	\$3,819.75	\$3,819.75	\$3,819.75	\$0.00
	x	x			17A	Run power to and Install 2 sconces, one on each elevator wall as shown on pictures		\$700.00	\$700.00	\$1,853.00	\$1,853.00	\$0.00
					18A	Install 2 recepticles. One on each feature wall		\$250.00	\$250.00			
					19A	sconce detail for elevator wall	\$903.00		\$903.00			
	x	x			20A	Install 3 LED square lights in hall by east elevator	\$900.00		\$900.00	\$900.00	\$900.00	\$0.00
	x	x			21A	Install 2 LED square lights in hall by west elevator hall	\$600.00		\$600.00	\$600.00	\$600.00	\$0.00

# Financials

	Include in Tier 1	Include in Tier 2	Include in Tier 3				Material cost	Labor	Total cost		Total cost Include in Tier 1	Total cost Include in Tier 2	Total cost Include in Tier 3
ceiling rework	x	x		Elevator vestibule		Modify elevator vestibule ceiling	\$4,000.00		\$4,000.00		\$4,000.00	\$4,000.00	\$0.00
					22A	remove soffit							
					22B	install tray ceiling woodwork with crown molding to allow for LED lighting							
Mail room rework	x			Package areas	23A	Trim around mail boxes	\$500.00		\$500.00		\$500.00	\$0.00	\$0.00
					23B	Install TV on wall back wall behind elevators	\$1,500.00		\$1,500.00	\$0.00	\$0.00		
					23C	Upgrade bulletin boards	\$500.00		\$500.00	\$0.00	\$0.00		
					24A	Package area - build and install area for packages (cubbies) on south wall of mail room with counter top	\$1,000.00		\$1,000.00	\$0.00	\$0.00		
					24B	Install counter top (9"depth) on west mail room wall	\$300.00		\$300.00	\$0.00	\$0.00		

# Financials

	Include in Tier 1	Include in Tier 2	Include in Tier 3				Material cost	Labor	Total cost		Total cost Include in Tier 1	Total cost Include in Tier 2	Total cost Include in Tier 3
Furniture & art	x	x		Various	V1	Miri Side Table (20") between to chairs	\$199.00		\$199.00		\$199.00	\$199.00	\$0.00
					V2	Cosmo Side Table (14.5") next to bench	\$149.00		\$149.00	\$0.00	\$0.00		
					V3	West elm - Harvey bench	\$649.00		\$649.00	\$0.00	\$0.00		
					V4	School of fish set of 3 hand painted blue whale wall art	\$436.00		\$436.00	\$436.00	\$436.00		
					V5	Other Art - only a budget at this point	\$2,500.00		\$2,500.00	\$2,000.00	\$0.00		
					V6	New planters 4 tall 2 small	\$1,900.00		\$1,900.00	\$0.00	\$0.00		
Design								\$7,850.00		\$7,850.00	\$7,850.00	\$7,850.00	
	x	x			c 1	Paint all ceilings where we will cut access holes	\$500.00		\$500.00	\$500.00	\$500.00	\$0.00	
	x	x			c 2	Contingency	\$1,500.00		\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	
	x	x			c 3	Additional cost for switches		\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	
	x	x			Misc 1	Ceiling lights 4" LED over rear doors (2 total)	\$600.00		\$600.00	\$600.00	\$600.00	\$0.00	
	x	x			Misc 2	Ceiling lights 4" LED in main lobby (3 Total)	\$900.00		\$900.00	\$900.00	\$900.00	\$0.00	
	x	x			Misc 3	Ceiling lights 4" LED in Back Walkways (2 total)	\$600.00		\$600.00	\$600.00	\$600.00	\$0.00	



# Recommendation

- Recommend to move forward with Tier 1 Proposal

	Date	Duration	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug	12-Aug	19-Aug	26-Aug
Finalize design	3-Jul										
Finalize material selection	6-Jul										
Lobby presentation	7-Jul										
BOD meeting	10-Jul										
any changes to final after BOD	10-Jul										
Begin formal quoting process	9-Jul										
Receive final quotes	2-3 weeks										
BOD meeting to select option											
Post for members meeting	2 weeks										
Members meeting											
Award contract	1 week										
Begin work											

## Considerations for determination of the special members meeting date

- We need to follow 6.6 of Amended and Restated Bylaws and get all documentation pulled together, inclusive of rational for the assessment, the final amount and the distribution to each unit, and posted a minimum of 14 days prior to the meeting
- We need to determine how quickly the documentation for proxies can be sent out
  - Mail and email where appropriate
- Timing for the meeting must encompass enough time for those using normal mail to receive the mailing, and get it returned prior to the actual meeting date
- We must get the presentation posted quickly to allow viewing for anyone who did not attend the meeting, to allow all to make an informed decision.
- Consequently the timing shown above would not work, we need to determine the answers to the above items then set the timing for the members meeting.