

3300 PARK AVENUE CONDOMINIUM

c/o Consolidated Management Group
3300 Park Avenue Condominium Association, Inc.
263 Boston Post Road
Orange, CT 06477

TO: Association Members
FROM: Board of Directors – 3300 Park Avenue Condominium Association, Inc.
DATE: Monday, April 11, 2016

RE: **BOARD MEETING – Monday, April 11, 2016**

At a meeting of the Board of Directors held on Monday, April 11, 2015 at 3300 Park Avenue, #27 in Bridgeport, Connecticut, held at 6:30PM, the Board reviewed the following proposals and voted on them accordingly:

- **Blue Wave Pool Service & Supplies** - Pool Paint and Pressure Test
- **Blue Wave Pool Service & Supplies** – Pool Equipment Change
- **Blue Wave Pool Service & Supplies** – Pool Tile Replacement
- **Blue Wave Pool** – Annual Maintenance Contract
- **Ramirez Contractors** – Basement Repairs Unit #5
- **Rodriguez Landscaping** – Additional Landscape Improvements
- **Rodriguez Landscaping** – Annual Landscape & Snow Removal Contract
- **Reserve Advisors** – Reserve Analysis Update

BLUE WAVE POOL – Pool Paint & Pressure Test - \$8,200

A proposal was received at a cost of \$8,200 (exclusive of tax) to perform the following: (i) Drain pool following Department of Energy and Environmental Protection (DEEP), regulations, (ii) sand blast pool surface, power wash and acid wash pool shell, (iii) neutralize wash and dispose of waste water according to DEEP regulations. (iv) prepare for paint, (v) paint pool with two (2) coats of high grade epoxy pool paint (**Color: White**), (vi) add non slip additive to stair area and paint stair edges with contrast color, (vii) pressure test pool skimmers, returns and main drain, (viii) replace main drain cover, and (ix) supply paperwork to show compliance with the Pool and Spa Safety Act (also known as the Virginia Graeme Baker Act). Labor Warranty–1 Year. Material Warranty per paint manufacturer.

The Board of Directors unanimously approved the proposal and authorized Secretary, Anne Pappas Phillips to execute the contact, in the absence of the President, Carmen P. Rosa, Sr.

BLUE WAVE POOL - Pool Equipment Change - \$3,200

A proposal was received at a cost of \$3,200 (exclusive of tax) to perform the following: (i) Submit equipment changes to the State of Connecticut for approval, (ii) remove and dispose of old pump, filter and sand, (iii) supply and install Pentair Triton II Fiberglass Sand Filter (Model TR60) with new multiport valve and Pentair WhisperFlo 1 HP energy efficient pump, (iii) supply and install vacuum gauge, pressure gauge, and flow meter required by the State of Connecticut, and (iv) install new valves and unions for service. Labor Warranty–1 Year. Material Warranty per equipment manufacturer.

The Board of Directors unanimously approved the proposal and authorized Secretary, Anne Pappas Phillips to execute the contact, in the absence of the President, Carmen P. Rosa, Sr.

BLUE WAVE POOL – Pool Tile Replacement - \$2,675

A proposal was received at a cost of \$2,675 (exclusive of tax) to perform the following: (i) remove waterline tile and prepare area to receive new tile, (ii) supply and set new 6x6 standard pool tile (Black In Color), (iii) add depth

marking tiles and no diving tiles as required by the State of Connecticut Health Code, (iv) power wash pool coping stones and re-paint depth markings on coping. Labor Warranty–1 Year. Material Warranty per manufacturer.

The Board of Directors unanimously approved the proposal and authorized Secretary, Anne Pappas Phillips to execute the contact, in the absence of the President, Carmen P. Rosa, Sr.

BLUE WAVE POOL – Annual Pool Maintenance Contract

A proposal, dated March 21, 2016, was received to perform the following items: (i) Pool Opening to include testing, equipment start-up, installation of deck equipment, chemical treatment (\$450.00); vacuuming not included and at a cost of \$85.00 per hour, (ii) Maintenance and vacuuming twice weekly (\$140.00 per week), and (iii) Pool Closing to include lowering water level, winterize plumbing lines in pool house and filter equipment, remove deck equipment, and adding winter chemicals (\$450.00); vacuuming not included and will be at a cost of \$85.00 per hour.

RAMIREZ CONTRACTORS – Basement Repairs Unit #5 -

A proposal was received at a cost of \$2,675 (exclusive of tax) to perform the following: (i) patch drywall, replace basement flooring and paint, (ii) provide site protection in working and common areas as necessary. Repairs to basement from foundations leaks that have been repaired include: (i) removing damage drywall and replace with new drywall in north side wall, tape compound and sand, prep, prime and paint wall, (ii) replace framing as necessary on north side wall, (iii) replace insulation as necessary on north wall, (iv) replace flooring with similar materials to what was already on floor (400SF), (v) replace trim molding as necessary at baseboards and windows to match existing, (vi) patch ceiling, prep, and prime and paint entire ceiling and all walls, and (vii) removal of all work related debris. Owner to choose Laminate Flooring or Tile. If Tile is chosen, Owner to pay for the cost of the tile.

Total price for completed project **\$7,580.00 with laminated floor** | Total price for completed project installing **12*12 tile \$ 8,580.00.**

The Board of Directors unanimously approved the proposal and authorized Secretary, Anne Pappas Phillips to execute the contact, in the absence of the President, Carmen P. Rosa, Sr.

RODRIGUEZ LANDSCAPING – Additional Landscape Improvements - \$5,500

A proposal was received at a cost of \$5,500 to perform the following services: (i) front Circle Plants (14-Yews, 2-Euonymous, 1 Red Azaela, (ii) re-seed and hay the street side of Unit #1 and Unit #36, (iii) three (3) loads of topsoil, re-seeding and hay, (iv) In the entrance triangle, plant three (3) dwarf Alberta Spruce, two (2) Euonymous, (v) and above the trash receptacles for #2, #3, #4, #5, #7, #8, #36, planting of 50-Blue Rug Junipers, and (vi) planting of an additional evergreen tree along the street front of Unit #36. Additional plantings will be on an ala-cart basis.

The Board of Directors unanimously approved the proposal and authorized Secretary, Anne Pappas Phillips to execute the contact, in the absence of the President, Carmen P. Rosa, Sr.

RODRIGUEZ LANDSCAPING – Annual Landscaping & Snow Removal Contract

A proposal, dated April 11, 2016, was received to perform the following services: (i) Snow Removal services for a term of 18-months, to include but not be limited to plowing the driveways, shoveling stairs and parking pads, sanding when needed. Monthly price of snow plowing to be fixed until such time that the snow totals more than 60-inches. Additional cost per contract, and (ii) Landscape maintenance services to include lawn cutting, pruning, spring and fall clean-up of winter sand, etc for a term of 24-months.

The Board of Directors unanimously approved the proposal and authorized Secretary, Anne Pappas Phillips to execute the contact, in the absence of the President, Carmen P. Rosa, Sr.

RESERVE ADVISORS – Reserve Analysis Update - \$2,600

A proposal was received at a cost of \$2,600 and will consist of the following: (i) meeting with our engineer on the day of the visual onsite property inspection, (ii) custom reserve study report with Comprehensive Condition Assessment, (iii) one (1) 30-year Funding Plan based on the Cash Flow Analysis Funding Method, (iv) excel® spreadsheet with

Reserve Expenditures and Funding Plan (excludes formulas), (v) unlimited video/teleconference support with our engineer, and (vi) **ForeSite Basic** free for 60 days.

The Board of Directors unanimously approved the proposal and authorized Secretary, Anne Pappas Phillips to execute the contact, in the absence of the President, Carmen P. Rosa, Sr.

The meeting adjourned at 7:15PM.



Mr. Francisco X. Ribas, Treasurer
3300 Park Avenue Condominium Association, Inc.
3300 Park Avenue, #27
Bridgeport, CT 06604
E: fxribas@3300park.com



Mr. Carmen P. Rosa, Sr., President
3300 Park Avenue Condominium Association, Inc.
3300 Park Avenue, #27
Bridgeport, CT 06604
E: cprosa@3300park.com



Ms. Anne Pappas Phillips, Secretary
3300 Park Avenue Condominium Association, Inc.
3300 Park Avenue, #27
Bridgeport, CT 06604
E: aphillips@3300park.com



Blue Wave Pool Service and Supplies, Inc.

PO Box 5686
Hamden, CT 06518
P: 203-248-0429
www.bluewavepools.com

March 25, 2016

3300 Park
3300 Park Ave.
Bridgeport, CT 06606

Proposal For: Pool Paint and Pressure Test

We Propose To:

Remove cover. Drain pool following Department of Energy and Environmental Protection (DEEP) regulations. Sand blast pool surface. Power wash and acid wash pool shell. Neutralize wash and dispose of waste water according to DEEP regulations. Prepare for paint. Paint pool with two coats of high grade epoxy pool paint. Add non slip additive to stair area. Paint stair edges with contrast color.

Pressure test pool skimmers, returns and main drain.

Replace main drain cover. Supply paperwork to show compliance with the Pool and Spa Safety Act (also known as the Virginia Graeme Baker Act).

Price: Eight Thousand Two Hundred Dollars (\$8,200)

NOTE: The above price does not include tax.

PAINT COLOR WHITE

This is only a proposal. Work will only be scheduled after a completed contract is received.

This proposal is valid for 7 days from date of creation.

REVIEWED & ACCEPTED BY:

DATE: *4/11/16*

CARMEN P. ROSA

PRESIDENT



Water At Its Best



Blue Wave Pool Service and Supplies, Inc.

PO Box 5686
Hamden, CT 06518
P: 203-248-0429
www.bluewavepoolspa.com

March 25, 2016

3300 Park
3300 Park Ave.
Bridgeport, CT 06606

Proposal For: Pool Equipment Change

We Propose To:

Submit equipment changes to the State of Connecticut for approval. Remove and dispose of old pump, filter and sand. Supply and install Pentair Triton II Fiberglass Sand Filter (Model TR60) with new multiport valve and Pentair WhisperFlo 1 HP energy efficient pump. Also supply and install vacuum gauge, pressure gauge, and flow meter required by the State of Connecticut. Install new valves and unions for service.

Price: Three Thousand Two Hundred Dollars (\$3,200)

NOTE: The above price does not include tax.

This is only a proposal. Work will only be scheduled after a completed contract is received.
This proposal is valid for 7 days from date of creation.

REVIEWED & ACCEPTED BY:

CARMEN P. ROSA

DATE: 4/11/16

PRESIDENT



Water At Its Best



Blue Wave Pool Service and Supplies, Inc.

PO Box 5686
Hamden, CT 06518
P: 203-248-0429
www.bluewavepoolsa.com

March 25, 2016

3300 Park
3300 Park Ave.
Bridgeport, CT 06606

Proposal For: Pool Tile Option

We Propose To:

Remove waterline tile and prepare area to receive new tile. Supply and set new 6x6 standard pool tile. Add depth marking tiles and no diving tiles as required by the Connecticut State Health Code. Power wash pool coping stones and re-paint depth markings on coping.

Price: Two Thousand Six Hundred Seventy Five Dollars (\$2,675)

NOTE: The above price does not include tax. This is an option with the 'Pool Paint and Pressure Test Proposal'.

This is only a proposal. Work will only be scheduled after a completed contract is received.
This proposal is valid for 7 days from date of creation.

TILE COLOR - CT1756 - BLACK

REVIEWED & ACCEPTED BY:

DATE: 4/14/16

CARMEN P. ROSA

PRESIDENT

Water At Its Best



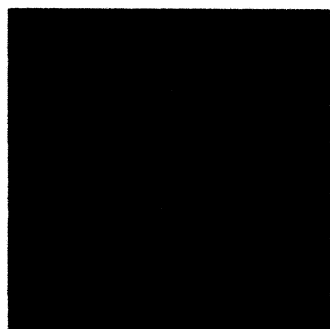
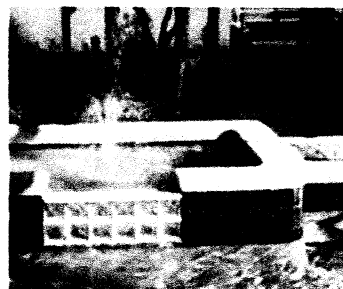
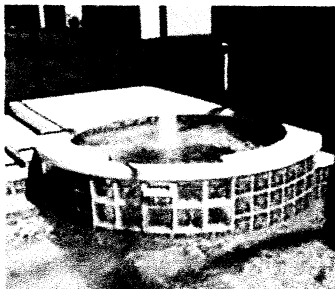


CT 1756
Black

CT 1531
White

Varies Per Carton *6x6 Bullnose Trim Available in select colors

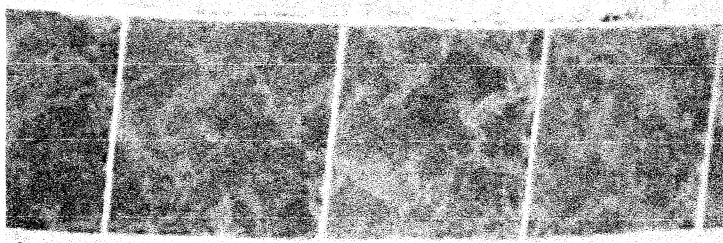
Ocean 6"x6"



CT SS 32
Mediterranean Blue



CT SS 41
Lake Blue

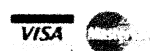
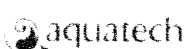


14 sq/ft Per Carton *6x6 Bullnose Trim Available

Web Notice:

There are natural shade variations in all of our pool tile, brick, and stone coping products. We recommend you make your final selections from actual samples, rather than web photos. Your pool builder should have actual samples. If not, we will be happy to UPS sample pieces. Products should be inspected before installation. No claims will be accepted after product is installed.

[▲ Back to Top](#)



March 21, 2016

3300 Park Ave
Bridgeport, CT 06606

PROPOSAL FOR: Pool Service in 2016

We hereby submit specifications and estimates for:

Pool Opening: Remove cover, fold and apply deodorizer. Install deck equipment, summerize filter equipment, start system. Test water balance and add chemicals. Complete Pool Opening Report noting any problems or issues.

Cost: \$450.00 (w/out tax or chemicals)

NOTE: *Chemicals are not included and will be billed accordingly. Vacuuming is not included in opening price and is billed at \$85.00 per hour.*

Maintenance: Twice a week maintenance consists of: Vacuuming pool using Blue Wave's portable pump and filter system, skim surface, clean tile line. Also check pump, filter and chlorinator operation. Take water analysis. Add chemicals.

Cost: \$140.00/week (w/out tax or chemicals)

NOTE: *Chemicals are not included and will be billed accordingly.*

Pool Closing: Lower water level. Winterize plumbing lines and filter equipment. Remove deck equipment. Add winter chemicals. Install cover. Complete Pool Closing Report noting any problems or issues.

Cost: \$450.00 (w/out tax or chemicals)

NOTE: *Chemicals, including anti-freeze, are not included and will be billed accordingly. Vacuuming is not included in closing price and is billed at \$85.00 per hour.*

NOTE: Chemicals, anti-freeze, parts, labor or repairs other than stated above are not included in contract price. Chemicals are sold as needed per test results and condition of water. Pools with algae or heavy sediment may need to be brushed down and sediment vacuumed again once debris settles. Storm or vandalism clean up not included.

NOTICE: You the Buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached notice of cancellation for an explanation of this right. (Saturday is a legal business day in the state of Connecticut.)

We Propose: Hereby to furnish material and labor - complete in accordance with above specifications, for price stated above plus tax.



Blue Wave Pool Service and Supplies, Inc.

3300 Park Ave. (cont.)

PO Box 5686
Hamden, CT 06518
Telephone: 203-248-0429
www.bluewavepoolspa.com

Payment Terms:

Deposit of 50% of pool opening due upon signing of proposal. (\$225.00)
Balance due on receipt of invoice.
Maintenance is to be billed monthly.

Estimated start date: April, 2016
Estimated completion date: September, 2016
Weather permitting

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications practice involving extra costs will be executed only upon written orders, and will become an extra charge over and above the executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner shall carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Blue Wave Pool Service is not responsible for any structural damage caused by ground water or previous improper construction or installation.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Property
Signature: _____ Date: 4/10/16

Blue Wave
Signature: _____ Date: 3/21/16
CT Reg. #0554471 CT. Lic. #SP1 0280279



NOTICE

There are necessary requirements to complete this project.

Location: 3300 Park
3300 Park Ave.
Bridgeport, CT 06606

Project: Pool Renovation/Equipment Change

What is Required by the State of Connecticut to Complete This Project?

- SP1 License**
Blue Wave operates under SP1 License # PLM.0280279-SP1
This **IS NOT** a Home Improvement Contractor (HIC) Registration Number.
More information can be found at: www.conspa.org
- Home Improvement Contractor (HIC) Registration**
Blue Wave operates under Registration # HIC.0554471
- Department of Environmental Protection (DEEP) Waste Water Permit**
Blue Wave operates under Waste Water Permit # GPC000081
- Working Employees Must Be SP1 or SP2, or a Registered Person in Training**
- Insurance**
Certificates of Insurance can be requested by e-mailing
mail@bluewavepoolspa.com.

What Else is Important to This Project?

- National Plasterers Council (NPC) Certified Start-Up Technician**
Brian Diglio is a NPC Certified Start-Up Technician
- National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operator (CPO) Certification**
Blue Wave currently has five CPO Certificate Holders on staff.

RAMIREZ CONTRACTORS LLC
276 MOUNTAIN GROVE ST
BRIDGEPORT Ct 06605
OFFICE (203) 696 – 0153 CELL (203) 610 – 1142
CT LC # HIC 0611438

Quote submitted to

April 3, 2016

3300 Park Ave
C/O Consolidate Management Gr
263 Boston Post Road
Orange CT 06477

Job Details

Job Location

Anne Phillips
3300 Park Ave unit # 5
Bridgeport CT 06604
646 510 – 1101 Cell

Description of work to be quote

Ramirez Contractors LLC: Patch drywall, replace basement flooring and paint.
Provide site protection in working and common areas as necessary
Repairs to basement from foundations leaks that have been repaired include:
Removing damage drywall and replace with new drywall in north side wall, tape
compound and sand, prep, prime and paint wall.
Replace framing as necessary on north side wall
Replace insulation as necessary on north wall.
Replace flooring with similar materials to what was already on floor (400SF)
Replace trim molding as necessary at baseboards and windows to mach existing.
Patch ceiling, prep, and prime and paint entire ceiling and all walls.
Removal of all work related debris.

Total price for completed project \$ **7,580.00** with laminated floor

Total price for completed project installing 12*12 tile \$ **8,580.00**

Accounts overdue are subject to a finance charge of 11% per month 18% annually; if
legal actions are necessary all collections cost and attorney's fees. Will be added

Ramirez Contractors LLC shall furnish the labor and materials necessary to perform the
Construction work described herein in the reference quote documents; with not assumes
Responsibility for structural integrity, compliance with building codes or designs.
If plans specifications or other documents have not been furnished to Ramirez
Contractors LLC

Accepted & Accepted By



Carmen P. Rosa, President
3300 Park Anne Condo #500

4/11/16

Date

From: Francisco Ramirez <francisco1581@hotmail.com>
To: David A. Lewis Jr. <davlew1965@aim.com>
Subject: RE: 3300 Park Ave basemant quote unit number 5.doc - Hword
Date: Thu, Apr 7, 2016 8:23 am

I supply the materials, to install she have to choose the tile only

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: "David A. Lewis Jr." <davlew1965@aim.com>
Date: 4/7/2016 6:46 AM (GMT-05:00)
To: francisco1581@hotmail.com
Subject: RE: 3300 Park Ave basemant quote unit number 5.doc - Hword

Thanks. With regard to the tile are you supplying the tile or is the \$8,580 quote only LABOR.

Please confirm.

Mr. David A. Lewis, Jr. 3300 Park Avenue, #27 Bridgeport, CT 06604 T: 203-365-4904C: 203-260-6864E:
davlew1965@aim.com

On Wednesday, April 6, 2016 Francisco Ramirez <francisco1581@hotmail.com> wrote:

Sent from Mail for Windows 10

From: David A. Lewis Jr.
Sent: Tuesday, April 5, 2016 3:01 PM
To: francisco1581@hotmail.com
Subject: RE: 3300 Park Ave basemant quote unit number 5.doc - Hword

Thanks. As soon as you can get it for me the better.

Mr. David A. Lewis, Jr. 3300 Park Avenue, #27 Bridgeport, CT 06604 T: 203-365-4904C: 203-260-6864E:
davlew1965@aim.com

DAVID RODRIGUES

327 PEPPER ST MONROE, CT
203-360-2162

APRIL 11, 2016

MR, CARMEN ROSA, PRESIDENT
3300 PARK AVENUE CONDOMINIUM ASSOC. INC.
3300 PARK AVENUE, #31
BRIDGEPORT, CT 06604

LANDSCAPING IMPROVEMENTS

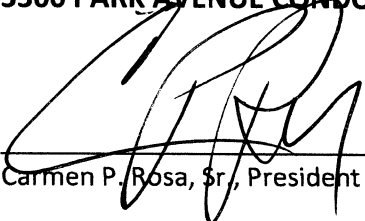
- RESEED LAWN AREAS ON LEFT AND RIGHT OF DRIVEWAY ENTRANCE FRONT OF UNITS #1 and #36
- ENTRANCE BED PROVIDE AND INSTALL 14 SPREADING YEW, 4 EUONYMUS, 1 RED AZALEA
- TRIANGLE AREA PROVIDE AND INSTALL 3 ALBERTA SPRUCE (4-5') , 3 EUONYMUS
- PLANTER PLANTING PROVIDE AND INSTALL 60 JUNIPERS , UNITS #2,#3,#4,#5,#6,#7,#28, and #36 AND ADD TOPSOIL AS NEEDED
- LAWN AREA ADJACENT TO UNIT #27 IN THE VACANT LOT. CONTRACTOR TO PROVIDE 40 YARDS TOPSOIL SEED AND HAY ALSO OVERSEED LAWN AREA NEAR MAILHOUSE.

ABOVE PLANTINGS TO INCLUDE TOPSOIL AND MULCH IF NEEDED. ABOVE TOPSOIL AND RESEEDING TO INCLUDE FERTILIZER AND HAY AS NEEDED.

TOTAL.....\$5,500.00

AGREED TO AND ACCEPTED BY:

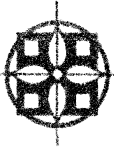
3300 PARK AVENUE CONDOMINIUM ASSOCIATION, INC.



Carmen P. Rosa, Sr., President

4/11/16

Date



Please initial to authorize the following services for **3300 Park Avenue Condominium Association, Inc.** in this proposal dated **April 7, 2016**, in accordance with the Professional Service Conditions herein. Prices valid for 45 days.

Time from authorization to inspection varies depending on demand for our services. You will receive your report approximately 5 weeks after our inspection and timely receipt of any information necessary to complete the assignment.

This update fee is based on the same property components that were contained in your last Reserve Advisors' reserve study or update. We are pleased to include property additions for an additional fee.

✓ **Full Reserve Study Update for an investment of \$2,600 (including all expenses).**

- Meeting with our engineer on the day of the visual onsite property inspection
- Custom reserve study report with Comprehensive Condition Assessment
- One (1) 30 Year Funding Plan based on the Cash Flow Analysis Funding Method
- Excel® spreadsheet with Reserve Expenditures and Funding Plan (excludes formulas)
- Unlimited video/teleconference support with our engineer
- **ForeSite Basic** - Read your reserve study online, download a copy or Excel spreadsheets, store comments, photos and bids. And, try **ForeSite Plus** free for 60 days

_____ **ForeSite Plus, 3-year subscription of \$260 per year.**

Includes ForeSite Basic and allows 10 users the ability to create unlimited what if scenarios.

Change replacement costs, timing, contributions and more! Use it to streamline budget meetings.

Please send signed confirmation page to:

Email: MBaldry@reserveadvisors.com or

Fax: (703) 812-0815

Mail \$1,300 retainer to: Reserve Advisors, Inc.

Attn: Accounting

735 N. Water Street, Suite 175

Milwaukee, WI 53202

by: Michelle Baldry

Michelle Baldry, Director of Client Services - Northeast Region

for Reserve Advisors, Inc.,

on April 7, 2016

Ref. 101439

Signature: [Signature]

(Print Name) JACQUEM P ROSA

Title PRESIDENT

for **3300 Park Avenue Condominium**

Association, Inc.

On 4/11/16 DAVID ANNE

Phone 203 260 6864 846-510-1101

Email DAVLEW1965@AOL.COM

Management Co. CMG

Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

April 7, 2016

3300 Park Avenue Condominium Association, Inc.
c/o 3300 Park Avenue
Bridgeport, CT 6604

RETAINER INVOICE #

1654237R

Amount Due Now:

\$1,300

PROPERTY:

**3300 Park Avenue Condominium Association, Inc.
Bridgeport, Connecticut**

Invoice Date: April 7, 2016

Contract Number: 101439

RETAINER DUE: \$1,300

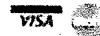
Terms: ***Retainer Due Upon Receipt of Authorized Contract and Prior to Inspection***

Mail \$1,300 retainer to:

**Reserve Advisors, Inc.
Attn: Accounting
735 N. Water Street, Suite 175
Milwaukee, WI 53202**

OR

**CONTACT US FOR
CREDIT CARD PAYMENT**



Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. You may request one set of complimentary revisions within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, Inc. will perform its services as an independent contractor in accordance with our professional practice standards. Our compensation is not contingent upon our conclusions.

Our inspection and analysis of the subject property is limited to visual observations and is noninvasive. We will inspect sloped roofs from the ground. We will inspect flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of our observation. Conditions can change between the time of inspection and the issuance of the report. Reserve Advisors does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, structural, latent or hidden defects which may or may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee of the actual costs of replacement, a warranty of the common elements or other property elements, or a guarantee of remaining useful lives.

We assume, without independent verification, the accuracy of all data provided to us. You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon as supplied by you or others under your direction, or which may result from any improper use or reliance on the report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any controlling person of Reserve Advisors, Inc., including any director, officer, employee, affiliate, or agent. Liability of Reserve Advisors, Inc. and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - Reserve Advisors, Inc. will complete the services in accordance with the Proposal. The Report represents a valid opinion of our findings and recommendations and is deemed complete. However, we will consider any additional information made available to us in the interest of promptly issuing a Revised Report if changes are requested within six months of receiving the Report. We retain the right to withhold a Revised Report if payment for services is not rendered in a timely manner. All files, work papers or documents developed by us during the course of the engagement remains our property.

Your Obligations - You agree to provide us access to the subject property during our on-site visual inspection and tour. You will provide to us to the best of your ability and if reasonably available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete our Study. You agree to pay our actual attorneys' fees and any other costs incurred in the event we have to initiate litigation to collect on any unpaid balance for our services.

Use of Our Report and Your Name - Use of our Report(s) is limited to only the purpose stated herein. Any use or reliance for any other purpose, by you or third parties, is invalid. Our Reserve Study Report in whole or part **is not and can not be used as a design specification, design engineering services or an appraisal**. You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. **This report contains intellectual property developed by Reserve Advisors, Inc. specific to this engagement and can not be reproduced or distributed to those who conduct reserve studies without the written consent of Reserve Advisors, Inc..**

We reserve the right to include our client's name in our client lists, but we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

Payment Terms, Due Dates, and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. You may request one set of complimentary revisions within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court in the State of Wisconsin.

April 7, 2016

3300 Park Avenue Condominium Association, Inc.
c/o 3300 Park Avenue
Bridgeport, CT 6604

RETAINER INVOICE #

1654237R

Amount Due Now:

\$1,300

PROPERTY:

**3300 Park Avenue Condominium Association, Inc.
Bridgeport, Connecticut**

Invoice Date: April 7, 2016

Contract Number: 101439

RETAINER DUE: \$1,300

Terms: ***Retainer Due Upon Receipt of Authorized Contract and Prior to Inspection***

Mail \$1,300 retainer to:

**Reserve Advisors, Inc.
Attn: Accounting
735 N. Water Street, Suite 175
Milwaukee, WI 53202**

OR

**CONTACT US FOR
CREDIT CARD PAYMENT**



Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. You may request one set of complimentary revisions within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

Please initial to authorize the following services for **3300 Park Avenue Condominium Association, Inc.** in this proposal dated **April 7, 2016**, in accordance with the Professional Service Conditions herein. Prices valid for 45 days.

Time from authorization to inspection varies depending on demand for our services. You will receive your report approximately 5 weeks after our inspection and timely receipt of any information necessary to complete the assignment.

This update fee is based on the same property components that were contained in your last Reserve Advisors' reserve study or update. We are pleased to include property additions for an additional fee.

_____ **Full Reserve Study Update** for an investment of **\$2,600** (including all expenses).

- Meeting with our engineer on the day of the visual onsite property inspection
- Custom reserve study report with Comprehensive Condition Assessment
- One (1) 30 Year Funding Plan based on the Cash Flow Analysis Funding Method
- Excel® spreadsheet with Reserve Expenditures and Funding Plan (excludes formulas)
- Unlimited video/teleconference support with our engineer
- **ForeSite Basic** - Read your reserve study online, download a copy or Excel spreadsheets, store comments, photos and bids. And, try **ForeSite Plus** free for 60 days

_____ **ForeSite Plus**, 3-year subscription of **\$260** per year.

Includes ForeSite Basic and allows 10 users the ability to create unlimited what if scenarios. Change replacement costs, timing, contributions and more! Use it to streamline budget meetings.

Please send signed confirmation page to:
Email: MBaldry@reserveadvisors.com or
Fax: (703) 812-0815

Mail \$1,300 retainer to: Reserve Advisors, Inc.
Attn: Accounting
735 N. Water Street, Suite 175
Milwaukee, WI 53202

by: Michelle Baldry

Signature: _____

(Print Name) _____

Title _____

Michelle Baldry, Director of Client Services -
Northeast Region

for Reserve Advisors, Inc.,

for **3300 Park Avenue Condominium
Association, Inc.**

on April 7, 2016

On _____,

Ref. 101439

Phone _____

Email _____

Management Co. _____

Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, Inc. will perform its services as an independent contractor in accordance with our professional practice standards. Our compensation is not contingent upon our conclusions.

Our inspection and analysis of the subject property is limited to visual observations and is noninvasive. We will inspect sloped roofs from the ground. We will inspect flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of our observation. Conditions can change between the time of inspection and the issuance of the report. Reserve Advisors does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, structural, latent or hidden defects which may or may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee of the actual costs of replacement, a warranty of the common elements or other property elements, or a guarantee of remaining useful lives.

We assume, without independent verification, the accuracy of all data provided to us. You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon as supplied by you or others under your direction, or which may result from any improper use or reliance on the report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any controlling person of Reserve Advisors, Inc., including any director, officer, employee, affiliate, or agent. Liability of Reserve Advisors, Inc. and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - Reserve Advisors, Inc. will complete the services in accordance with the Proposal. The Report represents a valid opinion of our findings and recommendations and is deemed complete. However, we will consider any additional information made available to us in the interest of promptly issuing a Revised Report if changes are requested within six months of receiving the Report. We retain the right to withhold a Revised Report if payment for services is not rendered in a timely manner. All files, work papers or documents developed by us during the course of the engagement remains our property.

Your Obligations - You agree to provide us access to the subject property during our on-site visual inspection and tour. You will provide to us to the best of your ability and if reasonably available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete our Study. You agree to pay our actual attorneys' fees and any other costs incurred in the event we have to initiate litigation to collect on any unpaid balance for our services.

Use of Our Report and Your Name - Use of our Report(s) is limited to only the purpose stated herein. Any use or reliance for any other purpose, by you or third parties, is invalid. Our Reserve Study Report in whole or part **is not and can not be used as a design specification, design engineering services or an appraisal**. You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. **This report contains intellectual property developed by Reserve Advisors, Inc. specific to this engagement and can not be reproduced or distributed to those who conduct reserve studies without the written consent of Reserve Advisors, Inc..**

We reserve the right to include our client's name in our client lists, but we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

Payment Terms, Due Dates, and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. You may request one set of complimentary revisions within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court in the State of Wisconsin.



RESERVE™
ADVISORS

Long-term thinking. Everyday commitment.

4600 N. Fairfax Drive, Suite 304
Arlington, VA 22203

April 7, 2016

Mr. David A. Lewis, Treasurer
3300 Park Avenue Condominium Association, Inc.
3300 Park Avenue
Bridgeport, CT 6604

Dear Mr. Lewis:

Thank you for the opportunity to present 3300 Park Avenue Condominium Association, Inc. with a reserve study update proposal. I'm always available to answer any questions you may have about the proposal, the benefits of a reserve study or our value.

Following are just a few of the reasons **Reserve Advisors stands apart from all others.**

- Our reserve studies are **custom to your property**. Our experienced engineers listen to your concerns and develop a study with your objectives in mind.
- **All of our studies now come with ForeSite™** – a powerful new, cloud-based software solution that will enhance how your association plans for the future. With ForeSite, you can **explore what-if scenarios** and much more!
- Our comprehensive studies include property-specific recommendations for maintenance and repairs that can **save you money**.
- **Your reserve study is developed by our team of engineers**, not just one person. This team approach ensures you're getting the best cost-saving recommendations and solutions.
- **We deliver long-term thinking and everyday commitment to you**. We take time to answer questions, address concerns and create a comprehensive reserve study for you.
- Board members of community associations have a fiduciary responsibility to their members. A Reserve Advisors Reserve Study is one of the best ways to fulfill that responsibility and eliminate claims of mismanagement.

Please contact me if I can be of further help and feel free to forward this to your board.

Sincerely,

Michelle Baldry PE, PRA, RS
Director of Client Services - Northeast Region
MBaldry@reserveadvisors.com

P.S. Since we've worked with your association before, you're assured the most accurate recommendations based on our historical knowledge.

The Benefits of a Reserve Study

How Does a Reserve Study Benefit the Board?

- Fulfills the board of directors' fiduciary responsibility and demonstrates due diligence.
- Provides a detailed, 30-year budgeting tool that guides the community.
- Delivers a schedule of major repairs or replacements to common property elements, along with local future cost estimates.
- Validates the proper amount of homeowner reserve contributions to meet future expenditures.
- Supplies third-party guidance to prioritize, plan and implement future projects.
- Establishes trust and confidence in the board.

How Does a Reserve Study Benefit Homeowners?

- Ensures the property is well maintained.
- Preserves the property's value and protects homeowners' investment.
- Establishes buyer confidence so units are easier to sell.
- Satisfies mortgage lending requirements.
- Reduces the cost of maintaining the property.
- Helps minimize special assessments.
- Funds the reserves consistently year to year so current and future owners are treated equally and fairly.
- Promotes a harmonious community.



10 Distinct Reasons to Work with Us

1. Our Singular Focus

We are committed to meeting your individual goals and needs.

We invest the time to research your property, discuss your issues and answer your questions. Once we understand your community and its culture, then we build **your custom Reserve Study**.

Our dedication doesn't stop after your study is complete. Call us any time to ask questions or obtain advice. We're always available to you and new Board members...now and in the future.

2. Our Experienced Engineers

We have more than 35 engineers with the most experience in the reserve study industry who personally inspect your property. Trust us, we don't use subcontractors.

Our team of civil, mechanical, structural and environmental engineers use their in-depth knowledge of construction, building systems, materials and environmental conditions to **provide engineering insights** that helps extend the life of your common elements.

3. Our Comprehensive Reports

You'll find our reports are the most custom and comprehensive in the industry.

We are the only company that takes the time to write a full Condition Assessment with detailed, property-specific advice that addresses problems before they escalate.

Our engineers look for and document issues and then deliver recommendations so you can implement cost-effective solutions. Our reports also offer money-saving replacement alternatives.

4. Our Realistic Replacement Costs

We don't cut corners or rely on standardized information to create your Reserve Study.

We use our proprietary database of **local project costs** to determine your specific replacement budget. That means we take the guesswork out of setting annual fees and planning future projects.



5. Our Unique Team Approach

Unlike other companies, multiple engineers participate in your reserve study. Our engineers are problem solvers who delve into each property to identify **the best solutions for you**.

For each community, our engineering team considers your repair and replacement options before recommending the most realistic Reserve Funding Plan for your Association.

6. Our Informative Content

The custom content in our reports is easy to understand and can be used to educate homeowners and alleviate their concerns.

We include an Executive Summary to concisely communicate our key findings and highlight upcoming funding requirements and major capital improvements. We deliver **project-specific best practices** that provide a solid basis for Board decisions and answer homeowner questions.

7. Our Money-saving Advice

We include industry information in our reports that gives Associations insider knowledge to better evaluate contractor bids and **negotiate more favorable contracts** to save thousands of dollars.

8. Our Unbiased Recommendations

Reserve Advisors is an independent company. There is **no real or perceived conflict of interest** when you work with us.

We don't manage capital projects and don't profit from their implementation. Instead, we deliver an objective opinion on the timing and costs for repairs and replacements.

9. Our Unmatched Local Experience

We've worked in big cities, small towns and quaint communities throughout the country and **understand the local conditions** that affect your property.

Please visit our website [Experience Map](#) to see some of the communities we've served in your area.

10. Our Exclusive ForeSite

Our new proprietary software solution **takes your reserve study to the next level.**

Make an online copy of your reserve study, explore your options – change quantities, replacement timing and costs – and share the results.

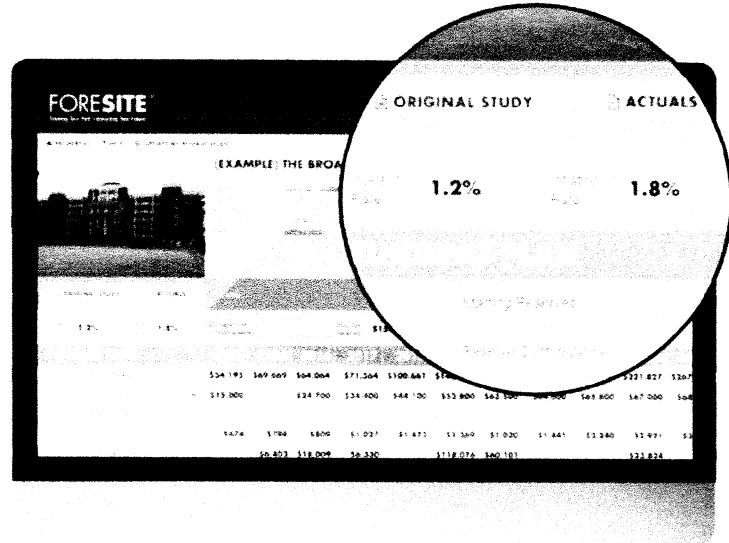
In addition, with ForeSite, you can easily store and organize important capital project documents.



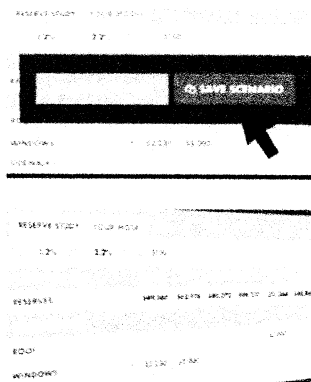
FORESITE
Tracking Your Past. Restoring Your Future

**COLLABORATE.
CREATE.
STORE & SHARE.**

FORESITETM
Tracking Your Past. Forecasting Your Future.



All our reserve studies are powered by



ForeSite Basic.

- ✓ Secure, 24/7 online access to your original reserve study for 7 years.
- ✓ Export and print your study.
- ✓ Add notes and comments.
- ✓ Store project bids, contracts and photos.
- ✓ Receive unlimited support for 10 registered users.
- ✓ Get 60 days of free access to ForeSite Plus. Each user can create and print multiple "what if" scenarios.

Upgrade to ForeSite Plus...

All the features of Basic and MORE!

- ✓ **Answer all your questions with the ability to create unlimited "what if" scenarios.**
 - Change replacement timing, costs or quantities.
 - Reduce reserve contributions.
 - Raise the interest rate.
- ✓ **Designate an approved model to guide your community.**
 - Facilitate budgeting and reserve expenditure discussions.
 - Track actual capital projects.
 - Improve communication and streamline meetings.
 - Easily share information with new board members.

The benefits of ForeSite Plus add up.

Our Commitment to You



Principals

Reserve Advisors is led by John P. Poehlmann and Theodore J. Salgado who co-founded the company in 1991.

John P. Poehlmann, RS, M.S. Master of Science - Management; BBA

John has more than 25 years experience in the reserve study and valuation business and holds his Reserve Specialist (RS) designation. He's served on CAI's (Community Associations Institute) national Board of Trustees.

Theodore J. Salgado, P.E., B.S. Architectural Engineering

Ted is a professional engineer who has more than 30 years experience in the reserve study and valuation business. He is a past president of the Association of Professional Reserve Analysts (APRA) and holds his RS and PRA professional designations.

In all that we do, we go the extra mile for you. Your satisfaction with the custom reserve study update we create for your community is our primary concern.

- That's why we hire only engineers who have a deep knowledge of the principles of engineering, condition analysis, cost estimating and reserve funding.
- That's why you receive a comprehensive report that includes pages of recommendations detailing how to maintain your property and make smart, cost-effective repairs and replacements.
- That's why we deliver the most realistic reserve funding plan so you're able to effectively fund future capital expenditures without special assessments.

A reserve study from Reserve Advisors exceeds the industry standards established by the Community Associations Institute (CAI) and the Association of Professional Reserve Analysts (APRA).

Each of our studies is issued with our credentials and we are active members of numerous professional associations.



PROFESSIONAL ASSOCIATIONS

- American Association of Cost Engineers (AACE)
- American Institute of Architects (AIA)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Association of Construction Inspectors (ACI)
- Community Associations Institute (CAI)
- Construction Specifications Institute (CSI)
- Association of Professional Reserve Analysts (APRA)

3300 Park Avenue Condominium Association, Inc. comprises 26 units within 3 buildings in Bridgeport. The specific property to be included in your Reserve Study Update includes:

Exterior Building Elements

- Flat Roofs including Roofing Assembly
- Sloped Roofs including Roofing Assembly
- Gutters & Downspouts
- Exterior Wall Finishes
- Light Fixtures

Amenities

- Pool House
- Pool including Fence, Deck, Mechanicals & Furniture

Site Components

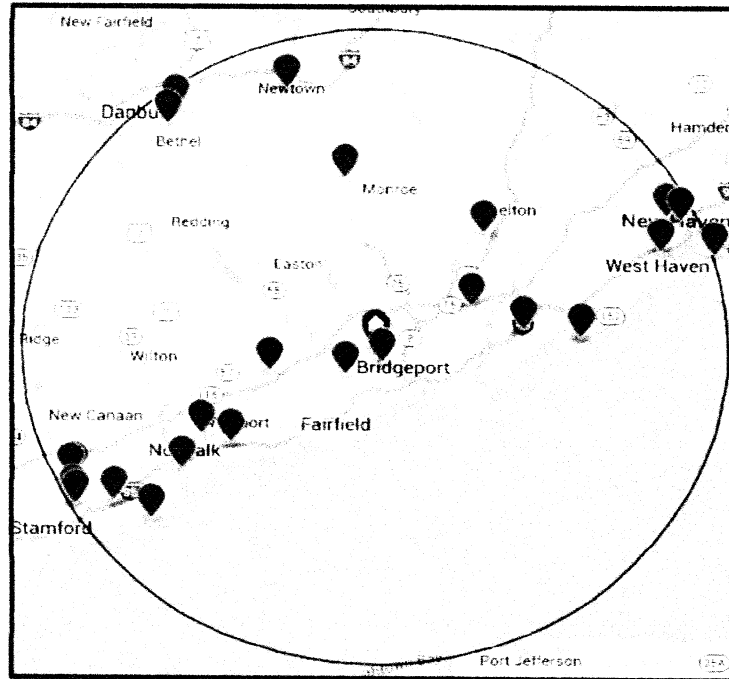
- Streets & Curbs
- Parking Areas
- Catch Basins
- Driveways
- Post or Pole Lights
- Fences
- Mailboxes including Shelter
- Signage

3300 Park Avenue Condominium Association, Inc. Reference Photograph:



Property to be included also includes other improvements to the property owned-in-common as defined in your Association's declaration and other property that you'd like us to include *(significant structural elements not listed above are subject to approval).

Red represents your property, Green represents our past clients.
References available upon request.


Name

Chateau Condominium Association, Inc.
 Summit View at Southfield Condominium Association
 Woodland Hills Association, Inc.
 Middlesex Commons Condominium Association
 Melody Lane Condominium Association, Inc.
 The Ridge Homeowners Association
 Beaver Brook Gardens Homeowners Association, Inc.
 Ocean Point Condominiums Association, Inc.
 South Wind Village Condominium Association, Inc.
 Northbrook Condominium Association
 Raynham Hill Condominium Association
 Ronald McDonald House of New Haven
 The Condominiums at Center Court
 Cyrenius H. Booth Library
 Harbor East Condominium Association
 Strawberry Woods Condominium
 The Roton Point Association, Inc.
 Country Walk Condominium Association, Inc.
 Hyde Park Condominium Association
 Riverwalk Condominiums Association, Inc.
 The Village at Maple Pointe Association, Inc.
 The Village at River's Edge Association, Inc.
 Cutspring Village Association, Inc.
 Griswald Commons Association, Inc.
 The Saugatuck Cooperative, Inc.

City

Bridgeport
 Danbury
 Danbury
 Darien
 Fairfield
 Fairfield
 Milford
 Milford
 Milford
 Monroe
 New Haven
 New Haven
 New Haven
 Newtown
 Norwalk
 Norwalk
 Rowayton
 Shelton
 Stamford
 Stamford
 Stamford
 Stamford
 Stratford
 West Haven
 Westport