

**AGENDA
CARVER HEIGHTS/MONTCLAIR AREA CRA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
TUESDAY, MAY 28, 2024 5:00 PM**

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVAL OF MINUTES:

A. Regular meeting held September 14, 2023

B. CRA New Member Workshop held February 27, 2024

3. RESOLUTIONS:

A. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida authorizing the Chairperson and Secretary to execute special warranty deeds to convey surplus vacant lots to non-profit organizations as established by the Surplus Lot Donation Policy & Procedure; and providing an effective date.

B. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, approving Home Improvement Grant Award Agreements for Twelve (12) Recipients in the Carver Heights/Montclair Community Redevelopment Area; and providing an effective date.

4. FY 25 BUDGET DISCUSSION

5. ROLL CALL:

6. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

**AGENDA MINUTES
CARVER HEIGHTS CRA MEETING
CITY HALL, 501 W MEADOW STREET
THURSDAY, SEPTEMBER 14, 2023 5:01 PM**

1. CALL TO ORDER

The City of Leesburg Carver Heights/Montclair Area CRA held a special meeting on Thursday, September 14, 2023, at Leesburg City Hall. Chairperson Burry called the meeting to order at 5:01 p.m. with the following members present:

Commissioner Allyson Berry
Commissioner Jay Connell
Commissioner Erika Jasper
Commissioner Mike Pederson
Commissioner Alan Reisman
Chairperson Jimmy Burry

Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Grant Watson, the news media, and others.

INVOCATION

Chairperson Burry gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVE MINUTES:

A. Regular meeting held July 24, 2023

Commissioner Reisman made a motion to approve the regular meeting minutes of July 24, 2023 and Commissioner Jasper seconded the motion.

The roll call vote was:

Commissioner Jasper	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes
Chairperson Burry	Yes

Six yeas, no nays, the Commission approved the meeting minutes.

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2022-23 and adopting the Budget for Fiscal Year 2023-24 for the Carver Heights / Montclair Area Community Redevelopment Agency.

1. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of Leesburg, Florida, approving the amended Fiscal Year 2022-23 Budget; Appropriating certain funds to specific redevelopment projects; and providing an effective date.

ADOPTED RESOLUTION 104

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Jasper seconded the motion.

Chairperson Burry requested comments from the Commission and the audience.

CM Minner stated he and the Budget Director put together a quick recap that covered all the discussions from the workshops. The revenues for the Carver Heights CRA are about 1.14 million dollars and that is the TIFF increment. Fifty percent comes from the city and another fifty percent comes from the county. That was a sixteen percent increase. Approximately \$86,000 is for personnel. That covers the housing and redevelopment manager's wages and benefits. The operations of the resource center are about \$57,000. The debt payment for the resource center was done through a low interest loan from the electric fund and that was just under one million dollars. It was \$96,000, and the balance of that loan is about \$800,000. In order to update the blight study, it will cost about \$50,000. The new Boys and Girls Club tuition subsidy grant program will be \$120,000. There is \$229,724 dollars that will be coupled with their rollover money that will cover the modified home improvement program. That went from \$5,000 to \$25,000. With the roll over money mixed with the \$229,724, they will have about \$300,000 for the new program. The original budget had the police officers' wages in it, but they transferred those positions to the general fund. The original budget had almost \$388,000 in cash from the reserve fund. However, they went back and modified the budget. They put the \$236,000 back into this CRA fund because the assessed values are greater in the general fund. He recommended funding the three officer positions in the general fund and not the CRA fund. There were long discussions about that. They planned to use about \$300,000 to do Corrine Williams Park, but that was transferred to the DST fund. After making those changes, the CRA fund is now back a little in the black. There is about \$67,000 of cash that will go into the reserve fund. All things being equal, if the expenses are exactly as predicted, come September 30, 2024, the reserve fund will be \$621,693. **Commissioner Connell** asked about fifty thousand dollars being used for blight studies. **CM Minner** answered it would be to update the study. **Commissioner Connell** commented that anyone could drive around the town and see what looks terrible and what needs to be cleaned up. Why would we pay fifty thousand dollars for someone to tell us that? **CM Minner** said if they want that removed they will do that. **Commissioner Connell** stated that is a lot of money. **Commissioner Pederson** mentioned that he pushed back on that during the budget discussions.

Commissioner Jasper agreed. It is not necessary to spend fifty thousand dollars on a blight study. **Commissioner Berry** said her concern was, if they needed consultants, money would be available to do studies such as a blight study for district one including both the east and west sides. **Commissioner Connell** remarked that they do not need to pay fifty thousand dollars for someone to drive around, to tell us what does not look good, and what needs to be torn down or redeveloped. **Commissioner Pederson** stated he would prefer to spend that money in the trenches to fix stuff. Other than that, this budget is fine. He mentioned that there was an email that came out today to all the commissioners from John Christian. **CM Minner** said that email is for an item in the general fund. However, he spoke with him before this meeting and he withdrew his request. **Commissioner Jasper** said it was not necessary to have fifty thousand dollars budgeted for a blight study. They could see with the visible eye that there is a lot of blight in the CRA community. We do not need to pay fifty thousand dollars for a study. When talking about the home improvement grant, she wanted to make sure that, since the funds are coming from the CRA, that it is open to all residents within the CRA and not just one section of the CRA. **CM Minner** replied that they have not rolled out that plan yet. They adopted the new home grant program in June. The overall plan is for the dollars to cover the entire CRA community. The plan is applicable to all of the community. The specific funding will come from the Carver Heights CRA. They modified section four of the agreement. It was modified to say one of the criteria was based on applications that come in be ranked based on the neighborhood. If they receive a preponderance of applications in one area, they could use that criterion to rank the applications. If the applications come in and they are scattered throughout the community, they will address that at that time. If they receive a preponderance of applications from an isolated area the grant program allows them to cluster those to focus on that area. It is a little wishy-washy, but the answer is yes. It is for the entire CRA, but the criteria that were put in there were approved by the city commission and they can use neighborhoods as a criterion to make recommendations on funding. **Commissioner Jasper** said that was okay from a legal standpoint, but her concern was making sure they met the needs of all residents within the community. They need to make sure that some specifications and guidelines are in place to ensure that individuals who make the improvements are able to get homeowners insurance because there is an insurance crisis. If they are going to spend the money, they need to ensure that they have adequate roofing. They need to have a four-point inspection of adequate roofing, windows, plumbing, and electrical. She wanted to ensure that people would be able to gain homeowners insurance if the city were to make an investment. This needed to be throughout the community and not just one specific section. There are pilot programs, but she wanted to make sure they were fair and equal to all residents within the CRA. **CM Minner agreed**, that was how the program was written with the criteria for how they are to rank the applications. All the improvements mentioned, like roofing and plumbing are eligible repair items. **Commissioner Jasper** inquired about the elderly. Is there a ranking criterion for that? **CM Minner** responded that the ranking criteria is open to all and they have criteria to allocate based on income and location, but not age. **Commissioner Jasper** asked about the severity of need. **CM Minner** answered it is based on location and income. **Mayor Burry** added that they need to be owner occupied. **Commissioner Jasper** said her concern was that it would be an elderly person versus someone who was middle-aged and working. How would they decipher that while making sure this was equitable and fair? **CM Minner** pointed out that age was not a criterion. It is based on location, income, and owner-occupied. They also modified the plan to include the lien issues. It was originally proposed for a three-year lien. However, the commission made a motion and it was approved by a three to two vote to modify the lien requirement. So, if the applicant brings ten percent to the table, they will avoid any lien restrictions. If they take the grant and do not bring cash to the table, there will be a five-year lien added which will decrease twenty percent each year until it sunsets. They also included a catch-all where the commission may consider waiving a lien for whatever reason. For example, if someone were to die and they needed to sell their home, they might waive that lien. It provided the commission with the opportunity to waive it if necessary. **Commissioner Jasper** wanted to be clear that residences in Carver Heights and Woodland Park would be entitled and it would not be just one neighborhood and that everyone would be equitable. **CM Minner** said yes.

Commissioner Jasper remarked that was what she needed to know. **Commissioner Berry** commented on the blight study. Her thoughts were for any type of consultant to come through to review the area that Fifty thousand dollars may be high, but if they needed an analysis done, funding would be available for it. If it were not used, it would not be used. She would like to keep it there for blight studies.

Chairperson Burry inquired if she wanted it there as a safety net with hopes they may not use it.

Commissioner Berry replied yes. **Commissioner Pederson** said, without getting bogged down on this subject, this is a new program, so they could wait a year to see how it goes. He would rather wait a year to see how the projects go. He would rather put that \$50,000 into the home improvement grant program.

Commissioner Berry said they may have other avenues for the home improvement grant and she would really like to keep that for any type of study needed. **Mayor Burry** said if they were going to deviate from the resolution, they would need a motion to amend the budget. **CM Minner** stated they would need a motion to amend it if they want to modify that \$50,000.

Commissioner Pederson made a motion to amend the budget, to take out the \$50,000 for a blight study, and add it to the home improvement grant since they have enough reserve funds if deemed necessary for a blight study down the road. They currently have enough cash to fund it. Commissioner Jasper seconded the motion.

Commissioner Connell wanted to verify if they were moving the money or taking it out completely.

Mayor Burry stated there was a motion on the floor to move the fifty thousand dollars from the blight study to the home improvement grant program. It would raise the total for the home improvement grant program to \$350,000. **Commissioner Jasper** said she was in favor of this because those funds would be allocated to all residents within the CRA. **Mayor Burry** asked for any discussion on the amendment to the original budget. There were none.

The roll call vote was:

Commissioner Connell	No
Commissioner Reisman	No
Commissioner Pederson	Yes
Commissioner Berry	No
Commissioner Jasper	Yes
Chairperson Burry	No

Two yeas, four nays, the Commission denied the amendment to the resolution.

Mayor Burry asked if there was any further discussion about the original budget. **CM Minner** said that option failed, so the \$50,000 for blight study is still in the budget.

Commissioner Berry made a motion to vote on the budget as presented and Commissioner Reisman seconded the motion.

Chairperson Burry asked for any further discussion. There were none.

The roll call vote was:

Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Jasper	No
Commissioner Connell	No
Chairperson Burry	Yes

Four yeas, two nays, the Commission adopted the resolution.

CM Minner stated that the vote approved the budget for the Carver Heights/Montclair CRA. There is one more bite at the apple, which will be on September 25th for the second reading. **CC Purvis** pointed out that they still needed to discuss item 3.A.2. Item 3.A.1 was to amend the FY 22-23 budget. Item 3.A.2 is for the upcoming 23-24 budget. **CM Minner** stated they jumped on discussions. **CC Purvis** inquired if they could do that motion for 3.A.2 and move backwards? **CM Minner** stated unless they want to do a re-vote since they jumped to item 3.A.2. **Commissioner Reisman** asked if they needed to reintroduce 3.A.1. **CC Purvis** reread item 3.A.1. **Commissioner Pederson** inquired what the amendment was for. **CM Minner** stated to clear everything up they should suspend that vote or throw it away and start over.

Commissioner Reisman made a motion to suspend the last vote and Commissioner Berry seconded the motion.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Jasper	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Chairperson Burry	Yes

Six yeas, no nays, the Commission suspended the vote.

Mayor Burry pointed out that they were back to 3.A.1. **Commissioner Jasper** made a motion to take the fifty thousand dollars from the blight study. **Commissioner Reisman** pointed out that would be under item 3.A.2.

Commissioner Reisman made a motion to reintroduce 3.A.1 and asked that it be read by title only. **CC Purvis** reread the resolution by title only.

Commissioner Reisman made a motion to approve the resolution and Commissioner Pederson seconded the motion.

Mayor Burry remarked that this item was to amend the current budget. **CM Minner** stated this was a housekeeping item.

The roll call vote was:

Commissioner Berry	Yes
Commissioner Jasper	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Chairperson Burry	Yes

Six yeas, no nays, the Commission adopted the resolution.

2. Resolution of the Carver Heights / Montclair Area Community

Redevelopment Agency of Leesburg, Florida, approving the Fiscal Year 2023-24 Budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

ADOPTED RESOLUTION 105

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Pederson seconded the motion.

Chairperson Burry requested comments from the Commission and the audience.

Commissioner Jasper made a motion to take the fifty thousand dollars out of the budget for the blight study and Commissioner Pederson seconded the motion.

Commissioner Jasper stated she would like to take that fifty thousand dollars for a blighted study out of the budget. **CM Minner** stated there was a motion on the floor to approve the budget and this new motion would amend the budget to remove the fifty thousand dollars for blight studies. **Chairperson Burry** added if everything goes accordingly, that would give a cash reserve balance at the end of an extra fifty thousand dollars. **CM Minner** said it would be \$671,000. **Chairperson Burry** stated they would not spend it on anything.

The roll call vote was:

Commissioner Jasper	Yes
Commissioner Connell	Yes
Commissioner Reisman	No
Commissioner Pederson	Yes
Commissioner Berry	No
Chairperson Burry	No

Three yeas, three nays, the Commission denied the amendment.

Commissioner Pederson stated they could amend the budget later in the fiscal year if needed. **Chairperson Burry** agreed. **CM Minner** said at that price any study would come back before the body. **Commissioner Pederson** clarified he was trying to pad the home improvement grant with another fifty thousand dollars. **Commissioner Berry** said she appreciated it. **Chairperson Burry** added that they do not want to spend the \$50,000. **Commissioner Connell** agreed. **CM Minner** pointed out that there was an amended motion that failed and they now need to vote on the original motion.

Commissioner Berry made a motion that they vote on the proposed budget as presented and Commissioner Reisman seconded the motion.

The roll call vote was:

Commissioner Connell	No
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Jasper	Yes

Chairperson Burry Yes

Five yeas, no nays, the Commission adopted the resolution.

4. ROLL CALL:

Commissioner Jasper questioned the empty seat on the CRA. How do they define the parameters of the candidate? Do they have to reside within the CRA or do they have to live in the City of Leesburg? **CM Minner** answered that they have to reside in the CRA. They need to comb over the applications, but he does not think they have any applications right now that would fill that position. They will keep it posted and review the applications as they come in. **Commissioner Jasper** said she appreciated the comments.

Commissioner Connell had no comment.

Commissioner Reisman had no further comment.

Commissioner Pederson had nothing to comment on.

Commissioner Berry had no further comment.

Chairperson Burry had no comment.

5. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

With a motion by Commissioner Reisman and a second by Commissioner Pederson, the meeting adjourned at 5:24 p.m.

**AGENDA MINUTES
CARVER HEIGHTS/MONTCLAIR AREA and
GREATER LEESBURG CRA WORKSHOP
CITY HALL, 501 W MEADOW STREET
TUESDAY, FEBRUARY 27, 2024 5:30 PM**

1. CALL TO ORDER

The City of Leesburg held a CRA New Member Workshop on Tuesday, February 27, 2024, at Leesburg City Hall. Commissioner Berry called the meeting to order at 5:30 p.m. with the following members present:

Commissioner Theresa Conner (Carver Heights CRA)
Commissioner Robert Alderman (Carver Heights CRA)
Commissioner Samantha Ponder (Greater Leesburg CRA)
Commissioner John Sokol (Greater Leesburg CRA)
Commissioner Allyson Berry (City Commission)

Also present, were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, and Network Manager (NM) Mike Andrews.

INVOCATION

Commissioner Berry gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. INTRODUCTIONS BY AL MINNER, CITY MANAGER

CM Minner welcomed everyone to the workshop. This meeting is for formality purposes and there are no decisions made at workshops. This workshop was called to review the Carver Heights and Greater Leesburg CRA's and to discuss how each board is made up. He provided a packet that included CRA budgets and the master plans. He pointed out that sometimes he would refer to the Greater Leesburg CRA as the Downtown CRA and the Carver Heights CRA as Carver Heights. The third is known as the U.S. Highway 441/27 CRA.

3. PRESENTATION / DISCUSSION:

A. Budgets

Beginning, CM Minner informed them that everything they do as a CRA member is public information,

and it can be requested at anytime. This meeting was informal and included a presentation. At the request of Commissioner Berry, he would provide an introduction to local government and the CRA's to show their purpose. With this being an informal workshop, he will answer questions as we go along. He broke down the three CRA's and provided the budgets along with the priorities for FY 24. We are near the end of the second quarter of FY 24. Municipal corporations (the city) and political subdivisions (the county) have the same fiscal year per state statutes, which is October 1st through September 30th. The last quarter of the calendar year, October through December, will be the first quarter of FY 25. During the summer there will be discussions about the FY 25 budget, which starts October 1st. The CRA's biggest participation will be during the budget time frame. However, at the request of any commissioner, we could have a meeting, but typically CRA's meet when there is business to discuss. A Community Redevelopment Agency (CRA), is a special district managed by a selected board that oversees improvements to a defined area by use of political subdivisions and municipal corporation taxes. Under the CRA law, we create revenue that is derived from property taxes and that makes up the CRA budget. CRA's are defined as a two-edged sword. They can be unpopular with political subdivisions (the county) because they have to give up incremental revenues, but the county is required to provide that to the municipal corporation, so the municipal corporation can manage blighted areas. The purpose of the CRA is to develop plans in order to accomplish certain things in a defined area. There are ten different purposes for a CRA. The first is the removal of slum and blight. Slum and blight are at the top because it is the main purpose of a CRA. CRA's also create clean and safe places, prevent crime and encourage economic development, they build or enhance affordable housing, fund streetscapes or capital improvements, preserve historic buildings or resources, retain or recruit businesses and enhance parks and recreation. CRA's also increase the tax base and increasing the tax base is the primary reason. The philosophy for taking political subdivisions' money is to create growth and remove the issues from a targeted area. When we remove blight, we increase the tax base not just for the city, but for all taxing districts including the school board, the county, and hospitals. When we remove slum and blight and make improvements to an area, it helps everybody because it increases property values and commerce. In the end, it makes the world a better place to live.

There are a lot of rules promulgated by the CRA and 1969 was a very important year in the State of Florida because the state performed a humongous comprehensive re-evaluation of state statutes where they redefined everything. The Redevelopment Act of 1969 was a huge landmark because that was when CRA's were authorized in the statute. Chapter 163, Part III, was part of the redevelopment of the State of Florida, and not many cities had CRA's until the 1980s. In the State of Florida there are currently over two hundred CRA's. Many rules have been added and modified since the creation of the city's three CRA's. The point is there are many laws governing CRA's. In his opinion, the laws were created due to the misuse of CRA's by municipal corporations who took advantage of tax issues to create CRA's. Now, every year, the state legislature does something to modify the rules. CRA's have very complex laws through Chapter 163. However, the main purpose of a CRA is to remove slum and blight. The state does not have any CRA's because they regulate them through the promulgation of state laws. Counties and cities are supposed to work together to manage and operate CRA's. In order to create a CRA, there has to be slum and blight in a specific area. A municipal corporation cannot take a prosperous area of the community and call it a CRA because there has to be an existence of slum and blight as defined in Chapter 163.

Referring to a chart, he showed six points for slum and blight. It has to constitute a serious growing menace, injurious to the public, health, safety, and welfare of the residents. It has to contribute to the spread of disease and crime, and it has to constitute an economic social liability which decreases tax base and revenue. The area has to impair sound growth. If we had one portion of the community rapidly growing while another area was not, that would not be enough to meet the definition of slum and blight. It has to retard the provision of decent housing accommodations, and it has to aggravate traffic problems

that create traffic hazards. **Commissioner Sokol** inquired if it has to address every issue or just some of them. **CM Minner** replied that it needs to address most of them. It needs to meet some standard of the definition for slum and blight. If we only picked traffic for a small area, there would still be growth. Therefore, it would not constitute slum or blight. Some reasons could constitute as better reasons, if they were to use them singularly. It is better to use all of them because that makes up the definition of slum and blight. Once an area has been identified as having slum and blight, that creates purpose, and they would have to create a plan.

Referring to another slide, he pointed out the city limit boundaries that were outlined by candy cane dots. The yellow circles on the slide indicate the city's targeted areas. Those areas represent the three CRA areas; Carver Heights, Downtown, and the 441/27 CRA. When a municipal corporation or political subdivision creates a CRA, they have to specifically define the area and the occurrences in that area that meet the definition of slum or blight. Once the area is created, it is eligible to create a tax financing increment (TIF). The financing increment is the amount of tax revenue collected in the identified blighted district above what was collected in the base year. The base year is defined as when the CRA was created. As the area grows, the revenue above the base year becomes an increment and the increment cities or municipal corporations receive is from the targeted area above the base year. CRA's are funded by the increment of both the municipal corporation and the county tax value. **Commissioner Sokol** asked if that was why the county did not like Leesburg. **CM Minner** agreed. He said with tax increments for a defined area, there would be a TIF which creates a certain amount of revenue. It may not be a lot because the area faces issues. However, it should always create little to no revenue because it underperforms and that meets the definition of blight, because it is not creating enough tax revenue to solve the issues the citizens want solved. When the city sets out to create a CRA, we make a box and count up all the taxable properties in that box. Based on the current millage rate or taxable value in that year, it creates a certain amount of revenue and that is called the base year. For example, if a box created one thousand dollars in the base year and there was little growth in year two, they may have one thousand and fifty dollars. As a note, the base year tax money constantly and forever goes to the general fund. The city has several operating funds, we have more than normal due to utilities. Every utility has a fund; whether it be electric, water, sewer, gas, or the airport. Governmental accounting is very segregated. We put all our colored marbles into segregated boxes, and those segregated boxes are called funds. The general fund covers everything that is general or wide-ranging. The general fund provides multiple services whereas the electric fund provides one thing, lights; the water fund provides water and the sewer fund handles waste. The general fund covers a host of things; planning and zoning, the city manager, and city attorney, along with the accountants. It provides provisions for streets, parks, police and fire, so the general fund covers everything but utilities. The base year is the amount of tax money created before the TIF, and that money goes to the general fund. Referring to a slide, he showed the TIF being the increment above the base year. That tax money is cut away and put into special revenue funds. The special revenue fund is the money that can be spent or earmarked for projects within that box or special district. That money is matched by the county and becomes the budget for the CRA. Referring to a slide, he showed year five being defined by the green color, that represents the number above the baseline. The argument by the county is that we are creating more activity for county services, therefore they do not want to give that money to the municipal corporation. The municipal corporations' argument is that we are fixing the problems and these are municipal service issues. It does not have an impact on the county budget; therefore, they have to provide the money and the law agrees. That was the core issue and controversy surrounding CRA's. Being on the municipal corporation side, we are doubling down on money. The city typically gets double. However, the increment helps fight slum and blight in a specific district. Once a targeted area is picked out, we create the base year, and put together a board. The state statutes are pretty open, but the board is autonomous because they manage the CRA money, and they write the checks on behalf of the CRA. They also have influence on projects. Remember each CRA has its own box and board. We have the Greater Leesburg CRA, Carver Heights CRA and the U.S. Highway 441/27 CRA.

Commissioner Sokol asked if CRA's ever accomplish what they set out to do and if they are dissolved and go away? **CM Minner** said yes, state statutes have a forty-year limitation. They can be renewed, but the annual process varies on whether you are a charter or home-rule county. Fortunately, we are a home-rule county, so it is easier to extend and create than it is in a charter county. **Commissioner Alderman** inquired how old the CRA was. **CM Minner** responded the Greater Leesburg CRA was created in 1997. It covers the historic business district along Main Street, and the area east of Canal Street, also known as the Pine Street area. When the city commission put the Downtown CRA together, they created a body of seven members that included the five city commissioners. It is a seven-member voting body. The city commission, in their capacity, were also appointed members to this board. When this board was created, that was permissible and common. With the Downtown CRA, the city was forced to create it pursuant to the 1997 settlement agreement between the City of Leesburg, Lake Regional Medical Facility, and the NAACP. It is also referred to as the lawsuit, the decree, and the settlement. In the decree, it stated the city was required to create the CRA, and it had to have representation of minorities. When the city commission created the Downtown CRA, there were to be two additional members. They divided the members in the district, so one had to be from the westside and the other from the eastside, with Canal Street being the divider. One member had to live or have a business on the eastside, and the other representative covers everything to the west. Commissioner Sokol serves as the westside representative and Commissioner Ponder serves for the eastside. The decree also mandates where the money can be spent. The Carver Heights CRA was created around 2004. They put together a master plan which has been redone twice. This CRA was created due to the same type of issues the Downtown CRA had. However, the difference with this one is they do not have spending requirements. This one functions more like a traditional CRA because it is a slower growing area. This CRA has two appointees; Commissioner Alderman and Commissioner Conner. Another difference with this CRA is that the appointed members have to reside within the Carver Heights CRA. They serve alongside the city commission. Even though they write the checks and provide influence, they work with five other members and majority rules. The last CRA is the 441/27 CRA. This one was created at a unique time around 2010. It was created out of transportation issues. The feeling was that the major corridors in the community were blighted, and that included US 441 and US 27. The purpose was to make the corridors' appearance in Leesburg better. When the board was created, the city commission voted to only have city commissioners serve on the board. They hold separate meetings when there are issues to deal with in the 441/27 CRA.

The 441/27 CRA budget shows what was approved for FY 24. The total revenue source is 2.3 million dollars and the total appropriations are 2.3 million dollars; therefore, they are balanced. He showed a summary that did not include the details of revenues. The city's contribution of taxes is \$862,909 and that is according to the city's millage rate of 3.47921. The millage rate is the rate at which we tax property. Using round numbers, if we said three percent for every thousand dollars of value, the city would get three dollars. If your property was worth one thousand dollars, and the taxable value was one thousand dollars with the millage rate of three percent, the tax bill would be three dollars. The millage rate of 3.47921 is defined in the box for the 441/27 CRA, which generates about nine thousand dollars. The budget shows the contribution to the Leesburg CDC of eight hundred sixty-two thousand dollars and the county contribution of one point forty-four million. **Commissioner Sokol** wondered if the county's millage rate was higher than the city's. **CM Minner** answered yes, the county's millage rate is higher. It has the same assessed value, but two different mills. The city's incremental value is three point four and the county's increment value of five point two. There are three different mills, but the general fund is the five point two number. That is why the number is different, it includes the miscellaneous details. There could be interest revenue, but not very much. The 441/27 CRA is interesting because it was created around 2010, just before the economy started to collapse. It was created at a time when Florida was jamming. We were seeing double-digit assessed values each year for a number of years. Then everybody quit paying their mortgages, the world collapsed and we hit a recession. So, the time frame when we

created the 441/27 CRA was very close to when the world changed. We had just made a deal for a fifteen million dollar bond note. We had great projections for how we would pay that fifteen million dollar note with incremental revenues over thirty years. We signed the note, got the money, started spending it and the world crashed. The 441/27 CRA was immediately upside down just after borrowing fifteen million dollars. We have a one million dollar liability every year, and when the CRA cannot pay the debt, the general fund has to. This was one of the biggest issues they dealt with just after he was hired. They had to figure out how to make it right. They tried a bunch of different stuff, but it boiled down to two things. We had to get creative and change the base year. The base year was 2010, and by 2013/2014 the value of the TIF was lower than the base year. They could not create an incremental revenue until the TIF was above the base year. They had to reset the base year to a lower value. We were able to do that for a few reasons, but mostly we just got lucky. We then pulled all the money. We had only spent a little bit of the money, so we stashed the rest of the cash to pay the bond. We are now at year ten, and the base value was reset seven or eight years ago. The 441/27 CRA is now at the point where they may be able to start spending some of the money on things other than the bond. The bond paid for the lights on US 441. It is the lights on the big tall poles. We spent about seven and a half million dollars putting those lights in. However, we did not spend the rest of the proceeds. We had about fifteen million dollars, and we spent seven. We kept the seven million dollars to start paying the note. We also shifted stuff around. In the end, after resetting the base year, growth started happening and the note retires in about ten to twelve years. We have between seven and nine million dollars left outstanding. However, this CRA is starting to look good.

B. Current Projects in the CRA's

CM Minner stated the Carver Heights CRA budget has about seven hundred and fifty thousand dollars of revenue. It has gone up around ten percent. When they begin conversations about FY 25, they will see the seven hundred and fifty-six number go up. It should be a double-digit number because we see nice growth. We had not seen nice growth in the Carver Heights CRA until the last three years. The city kicks in about three hundred and the county kicks in about four hundred and seventy thousand dollars. There are some other miscellaneous revenues. The Carver Heights CRA has been broken down into a few components for several years. The first is personnel and agency operations. The agency's operations include insurance, contributions to the West Leesburg CDC, and other things. The details are shown in the budget. The next thing they have to do is pay debts. When the city built the Resource Center, we borrowed about one-point-two million dollars from the electric fund and now the CRA has to pay that back. The annual debt payment is about one hundred thousand dollars. We then have to pay the credit card bills. Personnel costs cover staff at the Resource Center who deal with housing issues. It is non-negotiable, we have to pay them. The resource operations pay the light bill and different maintenance items, which comes to about sixty grand. Discretionary and nondiscretionary is one of the biggest things we changed this year due to the influence of Commissioner Berry. We increased the home grant program. We enhanced the existing home grant program by increasing the grant award from five thousand dollars to twenty-five thousand dollars. That money was then married with other agency money. However, we will stretch that money as far as possible. We are now in the process of getting those funds out and spent. We will be as resourceful as possible, so we do not spend it all. They would like to stretch it out for maximum impact. The Boys and Girls Club tuition was also added to this fund. We added three hundred thousand dollars to this budget, but we are only allocating two hundred and twenty-nine thousand dollars. We had some leftover money from the home grant program that was married with this to make the three hundred thousand dollars. The Boys and Girls Club concept was to help fund kids who live in the district

with tuition money, so they could go to the Boys and Girls Club. This program is still in negotiations with the Boys and Girls Club, and we are trying to get it rolling. Hopefully within the next ninety days this will be rolling. He predicted some bureaucracy, but they will work through it. The rule of thumb is to spend everything you have, but we have about sixty-seven thousand dollars leftover and that money will be available for funding next year. As we get into next year, there could potentially be seventy thousand plus dollars, plus growth. **Commissioner Sokol** inquired about redevelopment. Will that raise real estate taxes and make it harder for people to pay? If they are already struggling to pay real estate taxes and we do all this wonderful stuff, which is great for the community, will it hurt the taxpayers? **CM Minner** responded that taxes never go up because every year we work around rollback. That is the millage rate and everything we are talking about is TIF. It is incremental. It is the new stuff above the base year. Every year your home or business value goes up, but your home value is protected by business values. If you are homesteaded, your assessed value should not go up more than three percent and the municipal corporations' millage rate will come down, so you do not pay more. If your home is worth one hundred dollars, it could be worth one hundred and three dollars the next year even if you sell it for one hundred and seventy-five. The market and assessed values do not go up on residential property until it is reassessed. **Commissioner Berry** wondered if the focus should be on businesses to make a difference. **CM Minner** replied the focus needs to be on anything that improves property values. In this case, the focus is on residential. **Commissioner Berry** stated if they focused on business that could be a plus too. **CM Minner** stated the 441/27 CRA is the commercial corridor and the Carver Heights CRA has about ninety percent residential. There is some commercial in Carver Heights on Thomas and Griffin, but the Downtown CRA has a mix.

The Greater Leesburg CRA budget has a total revenue of about one million dollars and about three-fifty of that is from the city and a little over half a million is from the county. There is another category in this budget because we pulled some money out of reserves for FY 24, so there was a change to the Downtown CRA with discretionary and non-discretionary monies. The number one non-discretionary item that has to be paid, no questions asked, which is half of the increment, has to be paid to the Leesburg CDC. That is a requirement of the settlement between the Leesburg CDC, the NAACP, the city, and the hospital. Half the increment has to go to the Leesburg CDC. The Leesburg CDC was created because the decree said we had to create it. The decree stated we had to create the Leesburg Community Development Corporation, and the Downtown CRA. Half the increment has to go to the Leesburg CDC, no questions asked. If we did not pay the Leesburg CDC, we would be in violation of the settlement. **Commissioner Sokol** wanted to know if that was the reasoning for the pool being constructed? **CM Minner** responded no. The Leesburg CDC gets this money because the settlement says so even though the settlement does not say where and how they have to spend it because the settlement did not dictate how they have to spend the money in the district. The settlement just said we have to give them the money, and it has to be spent eradicating blight. The Leesburg CDC does handle stuff in the district. They have worked on apartments in the area, but the pool and Pine Street have nothing to do with it. The number one expense for the Downtown CRA is the payment to the Leesburg CDC. Another thing we did this year was to create the special events division. The special events division was created because The Partnership folded. The community came to the city and said we needed to continue the events. The philosophy between The Partnership and the city was that we needed to continue doing Bikefest because that event generated money. In the past, the city helped with Bikefest, but The Partnership handled the whole event. Some money was given as sponsorship for different events and programs that The Partnership handled. The Partnership handled the events up until the time Bikefest started to become not as profitable. The fact of the matter is that Bikefest lost profitability, and The Partnership came to the city saying they could no longer do it long term, so they said they were out. The community's reaction was that the city had to continue the events. So, the city commission and the CRA board said they would create a special events division and the special events division would receive an allocation of half a million dollars for personnel and events. He noted, the four hundred and fifty thousand dollars is different

from the Bikefest money. The four hundred and fifty thousand dollars is for fireworks, Martin Luther King Parade, holiday parade, Leesburg Blues'N Q and other events held throughout the year. Bikefest is being paid for out of the general fund. It is not coming out of the CRA. He never thought Bikefest would become part of the CRA, and depending how it goes this April, we may have to budget differently next year. It may have its own division within the general fund, but there are limitations on the profits from Bikefest due to alcohol sales. The state statute says a municipal corporation cannot use alcohol sales to run the city. **Commissioner Sokol** wanted to know if the money could be reinvested back into Bikefest? **CM Minner** answered that was one thing being thought about and some may be go to non-profit organizations. However, the city cannot use profit money from Bikefest to fund city business. So, where this money goes in the future we are not sure yet. If everybody wants the money to be in the events division so the city can continue holding events, he could see special events being funded out of the CRA until the general fund grows enough that we can shift the expenses over. It is an eligible expense because running events in the district brings commerce and economic development, people and business. The Greater CRA budget gets hit right off the bat with the expenses of special events and the Leesburg CDC. In the end, it leaves about one hundred thousand dollars, and that is why they do not meet a lot. For the most part, the community has accepted where the commission has gone, and the discretionary money is getting pretty low. However, that does not mean what they do is not important, it just means we are spending the money in the right spots. In the future, he sees the city commission working with input from the Downtown CRA. They are now getting back to interior downtown stuff and we are following the Downtown Master Plan that was done in 2017. In the next month or two, we should see some new ideas rolling out for things they could do in the future, aside from paying the CDC and special events. The priorities that the city commission and Downtown CRA talked about were parking and potentially revisiting the Market Street Concept along with other beautification items. **Commissioner Sokol** wanted to know where the facade grant money comes from. Is it in the Downtown CRA? **CM Minner** said yes, but the big growers are the 441/27 CRA because it had thirty percent growth last year. The Carver Heights CRA had fifteen percent and the Downtown CRA had about twelve. **Commissioner Berry** asked if signage would remain in the budget since they were shifting focus on signage or was that not a main drive? **CM Minner** answered his kneejerk reaction was to shift away from that. However, that depends on which CRA they were talking about. **Commissioner Sokol** said the problem with that grant, at least in the Downtown CRA, is with the small match, most businesses cannot get the rest of the money to do it. It was nice that it was available, but it was like twenty-five percent. It was not enough to motivate anyone to do it because they did not have the other three quarters. **CM Minner** said this was a lot like the home grant where we were cutting out five grand, it was not possible to do anything to the house, so we changed it to twenty-five thousand. The sign grant was dissimilar because the match was ten percent, and we would give eight. In order to have a nice sign that is conducive to the sign code, it would cost more like twenty-five grand. The businesses were saying thanks for the eight thousand dollars, but we would still need to dig up twenty thousand dollars out of pocket. **Commissioner Berry** wanted to know how many people took advantage of that grant. **CM Minner** thought it was about forty or fifty. Moving forward into FY 25, the biggest shift will be a re-analyzation of where we go with the 441/27 CRA. The commission has been hesitant to spend because they do not want that debt coming into the general fund. However, we should have some money available. With the Carver Heights CRA, he was hopeful that the home grant cycle would be successful. By the time we get into June and July we should see that money. We may not see improvements, but we will have money allocated. We have priority projects picked out that are ranked from the worst of conditions. Those get the money first, and we are working with partners to spread it out. The Downtown CRA has been special because when we did the Main Street streetscape project we had to rub pennies together to get the one million dollars. We also have debt money and we have to pay the banknote. That banknote was for ten-years and we still have a few years left. When that banknote retires, it will open up some money. With the Pine Street and Main Street projects done, we shifted back to doing facade, sign and landscape grants. However, there is not a lot of money left after that because we have to cut the check on debt. We started seeing growth, so we shifted our attention to

bigger projects like the Pine Street Corridor, and we used different resources for that. We then shifted to the Market Street Concept and that project started getting some legs. However, covid hit as we started unveiling the initial concept for Market Street and the designs did not hit well. We were still grappling with the pool and other finances, so we pushed that aside. Now that the pool and Pine Street are done, we should start seeing growth. **Commissioner Sokol** inquired about the downtown business grant money and doing the upper floors. Where do those funds come from? **CM Minner** pointed out that there were three redevelopment grants; the home grant, the facade, sign and landscape grant, and the downtown historic business grant. The downtown historic business grant comes from non CRA monies. It comes from electric, water, and sewer money along with money from the general fund. We created a million dollar pot, and we hit equally on all of them because as folks come in and see buildings getting legs they will be able to get them developed. At first, developers were walking away because it was too expensive and there were a lot of problems wrapped up in some of it with utility concepts. A lot of redevelopment money had to go into reserving utilities to bring it up code. Leesburg is not atypical because we have electric, water and sewer mains underneath buildings that are attached. There are a lot of prescriptive easements which means the city's electric wire has been there a long time. Therefore, it is a right of way even though it is not, that is the law. We have a lot of stuff going on, and we have a chance to fix it with the redevelopment project, but the costs were making developers walk away, so the city said we would help. **Commissioner Sokol** thought it was a great idea to have residential up top and retail on the bottom. **CM Minner** said that was rooted in the Downtown Master Plan. It was to create more concepts of mixed use to get more people downtown. He sees a lot of action going on, and the Lee School is coming up. **Commissioner Sokol** said he was curious about that. **CM Minner** stated we need to get the public notified, and we need the buildings knocked down. That is super important, but the code puts the Historic Board in charge of that. However, the root of that concept is to have good housing located in the downtown. Good housing is important throughout the community, but it is super important to the Downtown CRA. The more people we get downtown, the more people will patronize the businesses in the downtown, which creates the nucleus for creating commerce, rising tax values, and those types of things. **Commissioner Alderman** questioned about redoing the facades coming into downtown along Canal and Main Streets. There is an empty lot that sits on the right-hand side, it used to be a gas station. **CM Minner** answered that was a private station. It was the old Exxon or Mobil Station. The rule of thumb is that the municipal corporation, the city, needs to invest in its public right of ways and easements. If the municipal corporation invests in blight, then private sectors will invest in their properties. That philosophy works and everybody notices when it does not work. It does not work there, and we have seen growth. We have seen the Downtown CRA grow, but some lots are nicer than others. However, that property is not owned by the city. The city can only fix that through code enforcement actions. Code enforcement is another critical element of redevelopment and that is housed in the general fund. Code enforcement can be expensive because we would have to hire code enforcers. For the most part, the city is spending that on redevelopment and the TIF dollars need to be spent. **Commissioner Conner** asked about the marketplace. Does the city reach out to farmers in other areas? Do we reach out to the farmers to get them into the city? **CM Minner** indicated that there are different philosophies for each redevelopment throughout the district. The city was not an events' coordinator until this fiscal year. Moving forward, the market concept could be revisited. We have worked with liaisons and other groups in the downtown, including the Chamber. However, the market lost power and there are concerns about it. There is some stout competition, primarily being The Villages. The Villages have sucked away the really good vendors because they would rather be in a larger market like The Villages. Those concepts are being talked about, but as the district grows, and we get more foot traffic, more people will come down for events. The market may be something the Downtown CRA works on. **Commissioner Conner** wanted to know who she could speak with about upgrading housing. **CM Minner** answered she would need to speak with the housing and redevelopment department. She could vent ideas to them, and they would then get him. With the Carver Heights CRA, they would speak with Housing Director and the Downtown CRA would speak to the Recreation Director or Special Events Manager. At the end of the

day, they all communicate back to him to flush out ideas from the public. Based on the question, there could be a billion different avenues. **Commissioner Alderman** inquired about Montclair. Does that cover Main Street going south on CR 468? **CM Minner** provided a map showing the areas each CRA covered. If they want a copy of the presentation he would email it, so they can blow it up to see the boundaries. **Commissioner Ponder** wanted to know what projects have been done on the east side of Canal Street? **CM Minner** answered with CRA money not a lot. The CDC gets half the increment, we put in the pool, and we are currently working on Pine Street. The east side of Canal has received a significant amount of attention from the city outside the CRA from the CDC. The pool was a six million dollar investment and Pine Street was a three and a half million dollar investment. The east of Canal Street over the past ten years has received a considerable amount of attention. The Downtown CRA has not had that much money because of the immediate impact, being half of the increment goes to the CDC. As we get into budgeting, he would bring more historic charts. It has only been over the last three to five years that the numbers actually started to grow. When we see other districts and hear other communities having success in their CRA's, like Munn Park in Lakeland and Clematis in West Palm Beach, those CRA's were created a long time ago. Those CRA's are now used as models around the state. It took half the cycle before they started seeing real change. Remember when we first create a CRA to help blight, there is not much money to begin with. It takes time to accumulate. **Commissioner Sokol** asked when they tear down the old school buildings and start rebuilding, will that be done with tax incentives? **CM Minner** said that was a great question. Right now, the Lee School site creates zero tax dollars. When that development goes in, it could be a forty million dollar investment. That forty million dollars gets tacked onto the value of the CRA and that is the investment. **Commissioner Sokol** wanted to know if the city was offering them anything to come in, like any tax incentives? **CM Minner** said no. We do not offer that for redevelopment purposes. **Commissioner Alderman** said, based on the residential fund, he was still trying to get an understanding. Along Thomas Road there used to be a lot more industry. The reason for his question is where Montclair begins. When he thinks about Main Street and CR 468 there is a little corner across from the Circle K convenience store, and he was not sure if that was included. It is where South Street comes around and meets Main Street. There is a warehouse or something on that corner. **Commissioner Berry** mentioned he was referring to the new area going on CR 44. **CM Minner** stated over by Citadel, that area is not in the CRA. **Commissioner Alderman** said it still has relevance, and he gets the part about residential, but we need some industry. We want more money, so we need jobs that actually pay. Walmart is great, but we need more. **CM Minner** said he was arguing the age old economic development equation about whether the chicken or the egg came first. **Commissioner Alderman** said when he drives along that area he sees businesses depleting on Thomas Road. **CM Minner** mentioned healthy municipal corporations in the State of Florida are service-economy driven. Rooftops drive commercial development in the State of Florida and as we get rooftops, commercial and industry follow. In the Midwest, it is more industry driven. However, Florida is not a strong industry economic state. That does not mean we do not have it, it just means we are rooted in a service economy. When we bring in rooftops, we bring in economic development. In Florida, the better your housing, the more people build houses and the more people come in, we get the spin-off service economy. The Village's is a prime example, along with Disney and we are right in the middle. The economic outlook for Leesburg is very good. Going back to World War II, between 1940 and 1945, the population of the State of Florida was two million and those two million people lived up in the panhandle down the ridge. After the war, people came in and we, the state, struggled with its own economic identity. After World War II, there was a push where we went from agriculture, and then we tried industry, but that did not happen. Then space came along, and we were the space state. Then we went back to industry. We also tried with aviation. However, it has always come back to the three big pillars of Florida's economy; tourism, old money (agricultural), and people moving into the state. The more people we get, those things will happen. However, if they were to ask him what comes first, it is the people. **Commissioner Sokol** inquired if the boundaries for the CRAs are ever expanded? **CM Minner** answered yes, but it depends on whom the political subdivision is and whether you are a home rule or charter rule community. We are home rule, so

it is a bit easier to do that, where charter counties are more difficult. These days, expanding a CRA is difficult to do because the counties do not want to give up that increment. When a CRA is formed, it needs to be done right the first time.

Commissioner Berry wanted to know if they would meet once a month or as needed? **CM**

Minner replied the CRA boards typically meet as needed. CRA's do not meet a lot, they typically meet around budget time. There will be a budget workshop come May or June. They will build some consensus and bring some budget information. They will meet, and that information will be rolled into the budget. **Commissioner Sokol** inquired about the opportunity to present potential projects that may be needed in the community. Do we just vote on something that somebody else decided was needed in the community? **CM Minner** responded in the past we have not tackled that. It has been a little more ad hoc than having a lot of meetings with the CRA boards. He could not explain that, but he had a suspicion that might change. If they want to meet more regularly, let him know. If they have ideas, send an email. However, it is almost March, and internally we are already in the budget process. The Budget Director, Brandy McDaniel, is already in action. She is a rock star and she does an awesome job. She gets a thirty-day break between budgets. If you see her in December, she is cool, chilled and relaxed, but after the holidays in January she is right back at it setting up the budget. The budget requests are already out to department heads. We are in the initial discussion time frame, and it will hit his desk around mid-April. He will be knee-deep in the budget from April to June. When July hits, all the work they did for the last six months gets put before the commission. Sometime during May or June, they will start hitting up the boards for input. **Commissioner Sokol** asked about the downtown business master plan that was done before covid. He wanted to know if they would ever revisit that because it just came to a screeching halt. **CM Miner** replied yes and no. He does not think it will be revisited because it is still pretty fresh and they are already using some of the ideas and concepts. Some things they bring up are already being talked about. It may seem tricky because the commission makes up five members of the CRA boards, so these things are talked about a lot. If there are four members of the city commission that want to do something, it will get done because that is four votes. That does not mean they do not need the CRA Boards. The CRA's meet earlier somewhere around April or May to provide some concepts. This meeting was to bring them up to speed on where the city was with each CRA.

Commissioner Berry wanted to know if he would go over the process for how to request a meeting. **CM Minner** said they could email or call him. If you want a meeting to discuss something, do not hesitate.

Commissioner Conner wanted to know if the CRA and CDC crossover at any time. **CM Minner** responded there was an interface, but they did not cross over. We have two CDC's, the Leesburg CDC and West Leesburg CDC. By design or circumstance, the West Leesburg CDC watches the Downtown CRA more. The West Leesburg CDC has more influence over the Carver Heights CRA even though they are two different organizations. Those organizations are more of citizen input into the CRA.

C. Government in the Sunshine

CM Minner stated being commissioners serving on a CRA board opens you up to the Sunshine Law, which means anything you say or do is available as a public record request. Each member needs to be aware that they cannot discuss matters brought before the board. That does not mean you cannot talk to another commissioner, it just means you cannot talk about CRA business. You can talk about other city business, such as street projects, airport projects, or electric rates. However, you must remember if you start talking about electric rates, and it weaves into an action of the CRA that would be a Sunshine Law violation. They need to refrain from those types of conversations. In essence, any business they do is done in the sunshine. They can only discuss items at their meetings because they are publically noticed. Even if there is no one in the audience, the meetings are filmed and broadcast. **Commissioner Sokol** asked outside the meetings could two CRA members talk if they did not discuss what was going on. **CM Minner** answered they could, but they cannot have a discussion about CRA matters. For example, if they run into Commissioner Reisman they can talk to him, they just cannot talk about matters

being discussed in the CRA. They could tell Commissioner Reisman about a pothole on Main Street that needs to be fixed, even though the pothole is on Main Street in the CRA. That is not a CRA function, it is a general fund function. They could talk about the city needing more police officers or firefighters, but they cannot talk about the Magnolia Street Project. Anything that comes before the CRA is off limits. Everything they do is a public record. If they take notes during a meeting, that is a public record. If they call Commissioner Berry to talk about something that is a public phone record. All phone calls, notes, and emails are public records. Another thing they need to remember is when he sends emails out, he sometimes sends them to everyone on the commission or advisory board. They have to remember to not hit "reply all," because that could be a violation of the Sunshine Law. They need to remember to reply directly to him. If you are not comfortable replying to the email, you can call. If you were to reply to all, it could be sunshine violation because the group is purveyed to your private conversation and that has to be done in the sunshine, as a public record. The third point is ethics and conflict of interest.

Commissioner Alderman wanted to know once members of the community become aware that he is a member, and they wanted to come up to him to talk about something. How would that work? **CM Minner** said he could absolutely talk to them. He just cannot talk to another member of the board about anything that pertains to the CRA. It is not as ominous as it sounds. They just need to be careful and use commonsense. The third thing he wanted to discuss was ethics and conflict of interest. For ethics, you will be required to fill out a financial disclosure form, which is due by July 1st annually. It is a rather easy form to fill out, but if you need help, contact his office. If they have any questions or comments, they can email or call. **CC Purvis** added that each board member is required to complete a four-hour ethics class. **CM Minner** stated he would get each of them lined up on that. However, they all have to attend a four-hour ethics class. It is available through the Florida League of Cities. He asked if there were any other questions. There were none. He thanked everyone for coming.

4. CITY MANAGER ITEMS:

CM Minner had nothing further for discussion.

5. ROLL CALL:

The Commissioners had no further comments.

6. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

The workshop adjourned at 6:57 p.m.

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.A.

Meeting Date: May 28, 2024

From: Sandra Wilson, (Housing Director)

Subject: Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida authorizing the Chairperson and Secretary to execute special warranty deeds to convey surplus vacant lots to non-profit organizations as established by the Surplus Lot Donation Policy & Procedure; and providing an effective date.

Staff Recommendation:

Staff recommends that the surplus vacant lots be conveyed to the non-profit organizations for affordable housing development in accordance with the Surplus Lot Donation Criteria, Policies & Procedures. The non-profit organizations that have submitted requests are: Christian Worship Center, Community Development Corporation of Leesburg, West Leesburg Community Development Corporation, and Homes in Partnership. Title searches have been conducted on each parcel, and the city attorney has determined that the Carver Heights/Montclair CRA has legal ownership of the lots in order to convey them with clean titles. In accordance with Florida Statute 163.380(3)(a), a public notice was run in the Daily Commercial newspaper on March 20, 2024. The disposition of these parcels is consistent with the provisions of Florida Statute 163.380(3)(a) and 166.0451(2). In addition, the deeds contain language referencing that the conveyance is subject to the terms and conditions of the Leesburg Surplus Donation Program as established by Resolution 11,372.

Analysis:

The conveyance of vacant surplus parcels supports the development of affordable housing in the City of Leesburg.

Procurement Analysis:

N/A

Options:

- 1) Approve as recommended; or
- 2) Make any changes as deemed necessary by the City Commission

Fiscal Impact:

N/A

RESOLUTION NO. _____

**RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG,
FLORIDA AUTHORIZING THE CHAIRPERSON AND SECRETARY TO
EXECUTE SPECIAL WARRANTY DEEDS TO CONVEY SURPLUS VACANT
LOTS TO NON-PROFIT ORGANIZATIONS AS ESTABLISHED BY THE
SURPLUS LOT DONATION POLICY & PROCEDURE; AND PROVIDING AN
EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CARVER HEIGHTS COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the Chairperson of the Carver Heights CRA Board and Secretary are hereby authorized to execute special warranty deeds to Christian Worship Center, Community Development Corporation of Leesburg, Homes in Partnership, and the West Leesburg Community Development Corporation to convey ownership of surplus vacant lots to further the Carver Heights/Montclair Area Community Redevelopment Agency's efforts to promote affordable housing development.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Carver Heights Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held on the 28th day of May 2024.

Mayor

ATTEST:

City Clerk

Prepared by and return to:
William Grant Watson, Esq.
Stone & Gerken, P.A.
4850 N. Highway 19A
Mount Dora, FL 32757
352-357-0330

Parcel ID Number: 22-19-24-0800-00C-00100

[Space Above This Line For Recording Data]

Special Warranty Deed

This Special Warranty Deed made this ____ day of _____, **2024** between **The Community Redevelopment Agency for the Carver Heights/Montclair Area**, whose post office address is Post Office Box 490630, Leesburg, Florida 34749, of the County of Lake, State of Florida, grantor, and **West Leesburg Community Development Corporation**, a Florida not for profit corporation, whose post office address is 1041 CR 468, Suite 106, Leesburg, Florida 34748, grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Lake County, Florida**, to-wit:

Lot 1, LESS the East 125 feet thereof, the North 50 feet of Lots 18, 19 & 20 and the North 50 feet of the East 16 feet of Lot 17, Block C, LIBERIA T.W. WAITMAN'S SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 9, Page 13, Public Records of Lake County, Florida.

Subject to the terms, conditions, criteria, policies, and procedures of the Leesburg Surplus Lot Donation Program as approved and established by City of Leesburg Resolution 11,372, and to a utility easement hereby reserved and retained by Grantor on, upon, through, over, under, and across the above-described property. Subject also to taxes and other easements, restrictions, and reservations of record, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors, but against none other.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

**COMMUNITY REDEVELOPMENT
AGENCY FOR THE CARVER
HEIGHTS/MONTCLAIR AREA,**

By: _____
James A. Burry, Jr., Chairman

Witness Name: _____
Postal Address: _____

Witness Name: _____
Postal Address: _____

State of Florida
County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2024 by James A. Burry, Jr., as Chairman of Community Redevelopment Agency for the Carver Heights/Montclair Area, who ☐ is personally known or ☐ has produced a driver's license as identification.

[Notary Seal]

Notary Public

Printed Name: _____

My Commission Expires: _____

Prepared by and return to:
William Grant Watson, Esq.
Stone & Gerken, P.A.
4850 N. Highway 19A
Mount Dora, FL 32757
352-357-0330

Parcel ID Numbers 22-19-24-1000-00D-01400
22-19-24-1000-00D-01500

_____[Space Above This Line For Recording Data]_____

Special Warranty Deed

This Special Warranty Deed made this ____ day of _____, **2024** between **The Community Redevelopment Agency for the Carver Heights/Montclair Area**, whose post office address is Post Office Box 490630, Leesburg, Florida 34749, of the County of Lake, State of Florida, grantor, and **Community Development Corporation of Leesburg, Inc.**, a Florida not for profit corporation, whose post office address is 314 S. Canal Street, Leesburg, Florida 34748, grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Lake County, Florida**, to-wit:

Lots 14 and 15, Block D, WILKIN’S Number Six Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 67, of the Public Records of Lake County, Florida.

Subject to the terms, conditions, criteria, policies, and procedures of the Leesburg Surplus Lot Donation Program as approved and established by City of Leesburg Resolution 11,372. Subject also to easements, restrictions, and reservations of record, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors, but against none other.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

**COMMUNITY REDEVELOPMENT
AGENCY FOR THE CARVER
HEIGHTS/MONTCLAIR AREA,**

Witness Name: _____
Postal Address: _____

By: _____
James A. Burry, Jr., Chairman

Witness Name: _____
Postal Address: _____

State of Florida
County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2024 by James A. Burry, Jr., as Chairman of Community Redevelopment Agency for the Carver Heights/Montclair Area, who ☐ is personally known or ☐ has produced a driver's license as identification.

[Notary Seal]

Notary Public

Printed Name: _____

My Commission Expires: _____

Prepared by and return to:
William Grant Watson, Esq.
Stone & Gerken, P.A.
4850 N. Highway 19A
Mount Dora, FL 32757
352-357-0330

Parcel ID Number 22-19-24-0800-00H-01000

_____[Space Above This Line For Recording Data]_____

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This Special Warranty Deed made this ____ day of _____, **2024** between **The Community Redevelopment Agency for the Carver Heights/Montclair Area**, whose post office address is Post Office Box 490630, Leesburg, Florida 34749, of the County of Lake, State of Florida, grantor, and **Community Development Corporation of Leesburg, Inc.**, a Florida not for profit corporation, whose post office address is 314 S. Canal Street, Leesburg, Florida 34748, grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Lake County, Florida**, to-wit:

Lot 11 and the South 10 feet of Lot 10, Block H, Liberia T. W. WAITMAN’S SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 9, Page 13, Public Records of Lake County, Florida.

Subject to the terms, conditions, criteria, policies, and procedures of the Leesburg Surplus Lot Donation Program as approved and established by City of Leesburg Resolution 11,372. Subject also to easements, restrictions, and reservations of record, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors, but against none other.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

**COMMUNITY REDEVELOPMENT
AGENCY FOR THE CARVER
HEIGHTS/MONTCLAIR AREA,**

Witness Name: _____
Postal Address: _____

By: _____
James A. Burry, Jr., Chairman

Witness Name: _____
Postal Address: _____

State of Florida
County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2024 by James A. Burry, as Chairman of Community Redevelopment Agency for the Carver Heights/Montclair Area, who ☐ is personally known or ☐ has produced a driver's license as identification.

[Notary Seal]

Notary Public

Printed Name: _____

My Commission Expires: _____

Prepared by and return to:
William Grant Watson, Esq.
Stone & Gerken, P.A.
4850 N. Highway 19A
Mount Dora, FL 32757
352-357-0330

Parcel ID Number 22-19-24-1000-00C-00101

_____[Space Above This Line For Recording Data]_____

Special Warranty Deed

This Special Warranty Deed made this ____ day of _____, **2024** between **The Community Redevelopment Agency for the Carver Heights/Montclair Area**, whose post office address is Post Office Box 490630, Leesburg, Florida 34749, of the County of Lake, State of Florida, grantor, and **Christian Worship Center of Central Florida, Inc.**, a Florida not for profit corporation, whose post office address is 929 County Road 468, Leesburg, Florida 34748, grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseeth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Lake County, Florida**, to-wit:

Lots 1, 2, and 3, Block C, WILKIN’S NUMBER SIX Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 67, of the Public Records of Lake County, Florida.

Subject to the terms, conditions, criteria, policies, and procedures of the Leesburg Surplus Lot Donation Program as approved and established by City of Leesburg Resolution 11,372. Subject also to easements, restrictions, and reservations of record, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors, but against none other.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

**COMMUNITY REDEVELOPMENT
AGENCY FOR THE CARVER
HEIGHTS/MONTCLAIR AREA,**

Witness Name: _____
Postal Address: _____

By: _____
James A. Burry, Jr., Chairman

Witness Name: _____
Postal Address: _____

State of Florida
County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2024 by James A. Burry, Jr., as Chairman of Community Redevelopment Agency for the Carver Heights/Montclair Area, who ☐ is personally known or ☐ has produced a driver's license as identification.

[Notary Seal]

Notary Public

Printed Name: _____

My Commission Expires: _____

Prepared by and return to:
William Grant Watson, Esq.
Stone & Gerken, P.A.
4850 N. Highway 19A
Mount Dora, FL 32757
352-357-0330

Parcel ID Numbers: 22-19-24-0800-00C-00401
22-19-24-0800-00C-00500

[Space Above This Line For Recording Data]

Special Warranty Deed

This Special Warranty Deed made this ____ day of _____, **2024** between **The City of Leesburg, Florida, a Florida municipal corporation**, whose post office address is Post Office Box 490630, Leesburg, Florida 34749, grantor, and **Homes in Partnership, Inc.**, a Florida not for profit corporation, whose post office address is 140 S. Grove Street, Eustis, Florida 32726, grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Lake County, Florida**, to-wit:

The South 24.00 feet of the East 106.00 feet of Lot 5; the East 106.00 feet of Lot 6; the South 14 feet of the East 106 feet of Lot 4 and the North 36 feet of the East 106 feet of Lot 5, Block C, LIBERIA T.W. WAITMAN'S SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 9, Page 13, Public Records of Lake County, Florida.

Subject to the terms, conditions, criteria, policies, and procedures of the Leesburg Surplus Lot Donation Program as approved and established by City of Leesburg Resolution 11,372, and to a utility easement hereby reserved and retained by Grantor on, upon, through, over, under, and across the above-described property. Subject also to taxes and other easements, restrictions, and reservations of record, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anyway appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors, but against none other.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

THE CITY OF LEESBURG, FLORIDA, a
Florida municipal corporation,

By: _____
James A. Burry, Jr., Mayor

Witness Name: _____
Postal Address: _____

Witness Name: _____
Postal Address: _____

Attest: _____
J. Andi Purvis, City Clerk

State of Florida
County of Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2024 by James A. Burry, Jr., as Mayor of the City of Leesburg, Florida, a Florida municipal corporation, who ☐ is personally known or ☐ has produced a driver's license as identification.

[Notary Seal]

Notary Public

Printed Name: _____

My Commission Expires: _____

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Andi Purvis
City Of Leesburg - City Hall
501 W Meadow ST
Leesburg FL 34748-5153

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Daily Commercial, published in Lake County, Florida; that the attached copy of advertisement, being a Classified Legal CLEGL, was published on the publicly accessible website of Lake County, Florida, or in a newspaper by print in the issues of, on:

03/20/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/20/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$430.75

Order No: 9965399

of Copies:

Customer No: 526639

1

PO #: CRA Properties

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KAITLYN FELTY
Notary Public
State of Wisconsin

CITY OF LEESBURG, FLORIDA

PUBLIC NOTICE

In accordance with Florida Statute 163.380 (3)(a), this publication shall serve as notice of the City of Leesburg, Florida, and the Carver Heights/Montclair Community Redevelopment Agency's intent to dispose of real property contained Carver Heights/Montclair Community Redevelopment Area. Pursuant to Section 163.380(3)(a), Florida Statutes, prior to disposition of any real property in a community redevelopment area, the community redevelopment agency shall give public notice of such proposed disposition by publication in a newspaper having a general circulation in the community, at least 30 days prior to the execution of any contract to convey the property. These properties more specifically are as follows:

Property Address	Property ID#	Alternate Key #	Legal Description
706 Beecher Street & Beecher Street	22-19-24-1000-00D-01400 22-19-24-1000-00D-01500	1267447 1267455	Lots 14 and 15, Block D, WILKIN'S Number Six Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 67, of the Public Records of Lake County, Florida
701 McCormack Street	22-19-24-1000-00C-00101	1267358	Lots 1, 2, and 3, Block C, WILKIN'S NUMBER SIX Subdivision, according to the plat thereof, as recorded in Plat Book 9, Page 67, of the Public Records of Lake County, Florida
1003 Georgia Avenue	22-19-24-0800-00H-01000	1232678	Lot 11 and the South 10 feet of Lot 10, Block H, LIBERIA T. W. WAITMAN'S SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 9, Page 13, Public Records of Lake County, Florida
1111 Beecher Street	22-19-24-0002-000-07900	1174571	The South 210 feet of the East 210 feet of the NE 1/4 of NW 1/4, Section 22, Township 19 South, Range 24 East
1011 Stinson Street	22-19-24-0002-000-10500	1174287	From the Northeast corner of the Southwest 1/4 of the Northwest 1/4 of Section 22, Township 19 South, Range 24 East, in the City of Leesburg, Florida, run thence South a distance of 244 feet; thence run West a distance of 494 feet to the Point of Beginning; from said Point of Beginning, run South 75 feet; thence run East 134 feet; thence run North 75 feet; thence run West 134 feet to the Point of Beginning, in Lake County, Florida
1010 Georgia Avenue	22-19-24-0800-00A-00600	1456835	Lot 6, less the East 30 feet thereof, and the North 10 feet of Lot 7, less the East 30 feet thereof, in Block A, in LIBERIA, according to the map or plat thereof as recorded in Plat Book 9, Page 13, Public Records of Lake County, Florida
801 Beecher Street & Beecher Street	22-19-24-0800-00C-00500 22-19-24-0800-00C-00401	1232490 3780964	The South 24.00 feet of the East 106.00 feet of Lot 5; the East 106.00 feet of Lot 6; the South 14 feet of the East 106 feet of Lot 4 and the North 36 feet of the East 106 feet of Lot 5, Block C, LIBERIA T.W. WAITMAN'S SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 9, Page 13, Public Records of Lake County, Florida
Alabama Avenue	22-19-24-0800-00C-00100	1232465	Lot 1, less the East 125 feet thereof, the North 50 feet of lots 18, 19 & 20 and the North 50 feet of the East 16 feet of lot 17, Block C, LIBERIA T.W. WAITMAN'S SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 9, Page 13, Public Records of lake County, Florida

Further, Section 163.380(2), Florida Statutes, requires that such real property be conveyed at a value determined to be in the public interest for uses in accordance with the community redevelopment plan and in accordance with such reasonable disposal procedures as the local government or the community redevelopment agency may prescribe.

Any persons interested in undertaking to redevelop or rehabilitate a community redevelopment area or any part thereof shall identify the area or portion thereof and shall submit a proposal within 30 days after the date of publication of this notice and that such further information as is available may be obtained at such office as is designated in the notice. The City of Leesburg, Florida, and the Carver Heights/Montclair Community Redevelopment Agency may accept such proposal as it deems to be in the public interest and in furtherance of the purposes of the statute. Thereafter, the City Commission of the City of Leesburg, Florida, and Carver Heights/Montclair Community Redevelopment Agency may execute such contract in accordance with the statute and deliver deeds, leases, and other instruments and take all steps necessary to effectuate such contract.

For further information, you may contact the City of Leesburg Housing and Redevelopment Department at (352)728-9765, and located at 1041 CR 468, Leesburg, Florida, 34748; office hours Monday – Friday, 8 am – 5 pm.



Pastors: John & Constance Christian

March 21st 2024

Honorable Mayor and City Commissioners
City of Leesburg, FL
501 W Meadow Street
Leesburg, FL 34748

RE: Disposition of Surplus City-owned Lots for Affordable Housing Development

Dear Honorable Mayor and City Commissioners:

The purpose of this letter is to request formal consideration for the donation of three (3) City-owned lots in the Carver Heights community. The specific lots are as follows:

- 1) AK# 1174571
- 2) AK# 1232686
- 3) AK# 1267358

The Christian Worship Center of Central Florida Inc. has been recognized by Lake County Government and has been granted 3 affordable housing lots and have successfully constructed three new homes all in Leesburg, Florida. We are now seeking our local City to partner with us as we continue to build high quality work force housing. We appreciate the consideration of our organization to work with the City of Leesburg in the revitalization of the Carver Heights community.

The Christian Worship Center of Central Florida Inc. is recognized as a nonprofit affordable housing organization; therefore, this request is consistent with Florida Statutes on the disposition of these requested lots. We are proud of the fact that our homes appraise higher than the selling price giving homeowners immediate equity in their homes thus adding higher home values to the redevelopment area.

The Christian Worship Center of Central Florida Inc. appreciates the support of the city commission in continuing these efforts to make Leesburg a place for all to have an opportunity to realize the American Dream of homeownership.

Sincerely

John H. Christian
Pastor John H. Christian II
Senior Pastor

***929 CR 468
Leesburg, Florida 34748
(352) 365-1709 / (352) 728-3573 fax***



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Chairman

Carolyn Samuel
Vice Chairman

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Secretary

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Sonja Sanders

COMMUNITY DEVELOPMENT CORPORATION of LEESBURG

Keeping Our Promise to Help You Succeed

March 21st 2024

Honorable Mayor and City Commissioners
City of Leesburg, FL
501 W Meadow Street
Leesburg, FL 34748

RE: Disposition of City-owned Lots for Affordable Housing Development

Dear Honorable Mayor and City Commissioners:

The purpose of this letter is to request formal consideration for the donation of five (5) City-owned lots in the Carver Heights community. The specific lots are as follows:

- 1) AK# 1267455
- 3) AK# 1267447
- 4) AK# 1232678

As you may be aware, there is great momentum occurring in Carver Heights which is consistent not only with the Carver Heights/Montclair Redevelopment Plan, but also the City's #1 goal to eliminate blight and stimulate growth by investing in neighborhood redevelopment, while pursuing new economic opportunities.

In accordance with Florida Statutes 166.0451, municipal properties identified as appropriate for use as affordable housing on the inventory list may be: 1) offered for sale and the proceeds used to purchase additional land for the development of affordable housing; 2) sold with a restriction that requires the development of the property as permanent affordable housing, or 3) donated to a nonprofit housing organization for the construction of permanent affordable housing. The Community Development Corporation of Leesburg, Inc. is recognized as a nonprofit affordable housing organization; therefore, this request is consistent with Florida Statutes on the disposition of these requested lots.

In addition, the City of Leesburg holds a commitment to support the Community Development Corporation of Leesburg, Florida, in pursuing affordable housing opportunities, and the donation of these lots reflects consistency with that commitment.

Studies have shown and experience illustrates that any community involved in creating housing and homeownership programs, in neighborhoods struggling to maintain or restore their viability, knows that the ripple effects extend far beyond the initial construction or rehabilitation of housing.

Affordable housing and homeownership initiatives can stabilize a neighborhood, increase real estate values, stimulate local business development, and reduce crime. These are all value propositions that the CDC of Leesburg is striving to further carry out in the Carver Heights Redevelopment area.

The CDC of Leesburg appreciates the support of the city commission in continuing these efforts to make Leesburg a place for all to have an opportunity to realize the American Dream of homeownership.

Sincerely

John H. Christian II

Rev. John H. Christian II
Chairman of Board
CDC of Leesburg Inc.



West Leesburg Community Development Corporation
1041 CR 468, Suite 106 Leesburg, Florida 34748
Phone (352) 365-0947

Email: westleesburgcdc@gmail.com

Fred Griffin, Jr. President Mary Tucker Vice-President Samone Price- Treasurer Louis Ward- Secretary

REVISED March 20, 2024.

Al Minner, City Manager
Sandra Wilson, Housing Director
501 West Meadow Street
Leesburg, Florida 34748

Re: City of Leesburg Surplus Lot Donation-Newspaper Advertisement

Dear Mr. Minner and Mrs. Wilson,

Please accept this letter as a follow-up with the initial lot request that was submitted May 2023 on behalf of West Leesburg Community Development Corporation.

Pursuant to the City of Leesburg having agreed to provide our agency funding from the American Rescue Plan (ARP), the West Leesburg Community Development Corporation (WLCDC) is pleased to provide this summary of planned projects for the allocated \$500,000 ARP funding to be used on new construction.

WLCDC met with several contractors and selected the best fit for our vision. We respectfully request that the City of Leesburg immediately release the selected lots once the surplus lot donation is lifted for the process of improving the quality of life for the Carver Heights community. WLCDC selected Alt # 3911264 and 1290392 on Sept 29, 2023. However, on October 9, 2023, they both were denied by City of Leesburg. Revised selections on October 9, 2023, are as followed:

- a) 1011 STINSON ST Alt # 1174287
- b) Alabama Alt # 1232465

Mr. Minner, thank you kindly for your time. I look forward to hearing from you soon regarding our next step.

Warm Regards,

Fred Griffin, Jr. President, WLCDC

2023 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N06000001983

Entity Name: WEST LEESBURG COMMUNITY DEVELOPMENT CORPORATION

Current Principal Place of Business:

1041 CR 468
SUITE 106
LEESBURG, FL 34748

Current Mailing Address:

1041 CR 468
SUITE 106
LEESBURG, FL 34748 US

FEI Number: 51-0567649

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

WEST LEESBURG COMMUNITY DEVELOPMENT CORPORATON
1041 CR 468
SUITE 106
LEESBURG, FL 34748 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: WYLIE HAMILTON

03/02/2023

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title DP
Name GRIFFIN, FRED JR.
Address 1041 CR 468
SUITE 106
City-State-Zip: LEESBURG FL 34748

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered .

SIGNATURE: FRED GRIFFIN JR.

DP

03/02/2023

Electronic Signature of Signing Officer/Director Detail

Date



May 16, 2024

Sandra Wilson, MBA
Director, Housing and Redevelopment
City of Leesburg
Leesburg Resource Center
P. O. Box 490630
Leesburg, FL 34749

Dear Sandra Wilson,

As you are aware, Homes In Partnership, Inc. has been an affordable housing builder since 1975. Since that time we have assisted over three thousand low to moderate income clients with obtaining homes through the USDA Rural Development Self-Help program. More recently and particularly over the last five years, we have made a significant commitment to working with clients interested in living in the Leesburg community. Over the last few years, we have constructed over a dozen homes in the Leesburg community, but with a specific focus on the CRA communities.

Homes in Partnership, Inc. would like to formally request to have the below listed surplus lots donated to our Agency.

1010 Georgia Ave
801 Beecher Street & Beecher Street

AK# 1456835
AK# 1232490 & AK#3780964
(Combined to achieve 1 full
buildable lot)

Please note that in our original request our 3rd lot selection would have been 904 Georgia Ave, AK# 1232554. We understand that the property is not yet available for conveyance, however once it does become available we are requesting it as we have already spent funds due to originally being slated to Homes In Partnership when we were advised of the change in the conveyance process of surplus lots.

Thank you for considering our request, we look forward to working together to bring affordable home ownership to the City of Leesburg CRA Communities.

Sincerely,

Gloria Nelson, DSW
Executive Director

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.B.

Meeting Date: May 28, 2024

From: Sandra Wilson, (Housing Director)

Subject: Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, approving Home Improvement Grant Award Agreements for Twelve (12) Recipients in the Carver Heights/Montclair Community Redevelopment Area; and providing an effective date.

Staff Recommendation:

On October 5, 2023, the City began accepting applications for the revised Home Improvement Grant which was specifically allocated in this fiscal year for homes located in the Carver Heights/Montclair CRA. The City Commission increased the Home Improvement Grant from \$5,000 to \$25,000 per home in order to address a broader spectrum of home improvement needs. The City entered into a Memorandum of Understanding with Lake Community Action Agency (LCAA) on November 13, 2023, to provide construction administration services to carry out the work at \$4,000 per home. LCAA will also be providing funding for each grant recipient in accordance with Department of Energy guidelines at an average of \$5,675 per home, ranging from \$3,345 to \$8,410. The funding provided by LCAA will serve as the grantee's portion of matching funds, thereby satisfying the covenant for repayment requirement. A total of \$309,000 was allocated for the program in FY 24, with a total cost of projects of \$243,337, with a small contingency of approximately \$8,600 for unanticipated repairs that may be discovered during the home repair process. A total of twenty-one (21) applications were received, with twelve (12) being determined a priority for grant award this year, and nine (9) remaining on the wait list for potential future funding of the program. Each recipient has executed a grant award agreement in the respective amounts shown below.

The recommended grant awards are as follows:

GRANT RECIPIANT	ADDRESS	CITY GRANT AMOUNT	LACC GRANT AMOUNT (RECIPIANT GRANT MATCH)		AI
Daisy Blake	2113 Parkview Avenue	\$ 15,324	\$ 3,345	22%	\$
Agnes Carter	2122 Woodland Boulevard	\$ 21,130	\$ 4,857	23%	\$
Estella Foster	2106 Woodland Boulevard	\$ 20,765	\$ 5,120	25%	\$
Pedro Foster	2119 Parkview Avenue	\$ 21,614	\$ 7,800	36%	\$
Nadine Griggs	1015 McCormack Street	\$ 16,588	\$ 6,100	37%	\$
Elizabeth Ivery	911 Nebraska Street	\$ 22,980	\$ 8,410	37%	\$
Dorothy Jackson	2207 Waitman Avenue	\$ 20,735	\$ 5,875	28%	\$
Twyine Littlejohn	809 Georgia Avenue	\$ 24,974	\$ 5,435	22%	\$
Tralonie Montoute	816 Georgia Avenue	\$ 17,692	\$ 5,045	29%	\$
Oliver & Lillian Pinkard	2315 Mispah Avenue	\$ 20,765	\$ 6,470	31%	\$
Aaron Sinclair	820 Talladega Street	\$ 19,965	\$ 5,944	30%	\$
Latorey Taylor	904 N. Chester Street	\$ 20,805	\$ 3,705	18%	\$
		\$ 243,337	\$ 68,106	28%	\$
			TOTAL CITY EXPENSE		\$
			CONTINGENCY		\$
			TOTAL CITY BUDGET		\$
			BUDGET VARIANCE		\$

Attached, as part of the estimated home repairs being funded, is a detailed inspection and estimate report completed by LCAA for each home. This report was used to allocate the grant awards for each applicant. LCAA is also funding other improvements as shown in the chart above.

Staff also recommends approval of providing the City Manager authority to pay \$4,000 per home (\$48,000) to LCAA for inspection and administrative services. The amount will be paid from allocated grant funds, keeping the total expenses within the FY 24 Budget amount.

The attached grant agreement in this package is the "boilerplate" agreement. Each recipient has a tailored agreement specific to the grant award. Staff is requesting that the Mayor execute each grant with the award amount in the agreement as shown above.

Analysis:

The Home Improvement Program is a city-wide program that was revised in 2023 to increase the grant amount from \$5,000 to \$25,000 in order to address additional home improvement needs. This activity has been identified as a priority in the Carver Heights Redevelopment Plan.

Procurement Analysis:

Funds have been allocated in the FY 24 budget for the Home Improvement Grant Program.

Options:

- 1) Approve as recommended; or
- 2) Make any changes as deemed necessary by the City Commission.

Fiscal Impact:

Account No. 017-6190-559-8213
Project No. CRAHRP

Budget	\$309,000.00
Available	\$309,000.00

RESOLUTION NO. _____

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG,
FLORIDA, APPROVING HOME IMPROVEMENT GRANT AWARD
AGREEMENTS FOR TWELVE (12) RECIPIENTS IN THE CARVER
HEIGHTS/MONTCLAIR COMMUNITY REDEVELOPMENT AREA; AND
PROVIDING AN EFFECTIVE DATE.

**BE IT RESOLVED BY THE CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the Chairperson and Secretary are hereby authorized to execute Home Improvement Grant
Award Agreements with the twelve grant recipients located in the Carver Heights / Montclair Area
Community Redevelopment Area. Each grant is awarded as follows:

GRANT RECIPIANT	ADDRESS	CITY GRANT AMOUNT	LACC GRANT AMOUNT (RECIPIANT GRANT MATCH)	ADMINISTRATIVE FEE (PAID BY CITY)
Daisy Blake	2113 Parkview Avenue	\$ 15,324	\$ 3,345	22% \$ 4,000
Agnes Carter	2122 Woodland Boulevard	\$ 21,130	\$ 4,857	23% \$ 4,000
Estella Foster	2106 Woodland Boulevard	\$ 20,765	\$ 5,120	25% \$ 4,000
Pedro Foster	2119 Parkview Avenue	\$ 21,614	\$ 7,800	36% \$ 4,000
Nadine Griggs	1015 McCormack Street	\$ 16,588	\$ 6,100	37% \$ 4,000
Elizabeth Ivery	911 Nebraska Street	\$ 22,980	\$ 8,410	37% \$ 4,000
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Aaron Sinclair	820 Talladega Street	\$ 19,965	\$ 5,944	30% \$ 4,000
Latorey Taylor	904 N. Chester Street	\$ 20,805	\$ 3,705	18% \$ 4,000
		\$ 243,337	\$ 68,106	28% \$ 48,000
			TOTAL CITY EXPENSE	\$ 291,337
			CONTINGENCY	\$ 8,600
			TOTAL CITY BUDGET	\$ 300,000
			BUDGET VARIANCE	\$ 9,063

THAT that City Manager shall have the authority to spend \$4,000 per Home Grant on Administration
and Inspection services to be conducted by the Lake Community Action Agency, with the expense not to
exceed \$48,000.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Carver Heights / Montclair Area Community Redevelopment Agency of
the City of Leesburg, Florida, at a regular meeting held on the 28th day of May 2024.

Mayor

ATTEST:

City Clerk



CITY OF LEESBURG

HOME REPAIR GRANT AWARD AGREEMENT

THIS AGREEMENT ("Agreement") is entered into by and between the **CITY OF LEESBURG**, a Florida municipal corporation ("City"), _____ ("Grantee/Owner"), and **LAKE COMMUNITY ACTION AGENCY** a private non-profit corporation duly organized and authorized to do business in the state of Florida (EIN: 59-1143962) ("Contractor").

RECITALS:

WHEREAS, on or about October 5, 2023, the City began accepting Home Improvement Grant applications in furtherance of the City's Home Improvement Grant Program (the "Program"); and

WHEREAS, on November 13, 2023, the City entered into a Memorandum of Understanding with Lake Community Action Agency to administer the construction management for the Program in accordance with the most recent amendments to the Program as approved via Resolution 11,737; and

WHEREAS, Contractor certifies that Contractor and its subcontractors, if any, are qualified and possess the required licensure and skill to perform the work required for the Projects; and

NOW THEREFORE, in consideration of the foregoing recitals, the following mutual covenants and conditions, and other good and valuable consideration, City and Contractor agree as follows:

TERMS OF AGREEMENT:

1. **RECITALS.** City for its part, and Contractor for its part, hereby represent, warrant, and agree that the Recitals set forth above are true and correct and are incorporated herein by reference.
2. **CONTRACT DOCUMENTS.** The Contract Documents which comprise the entire understanding between City and Contractor shall only include: (a) this Agreement; (b) those documents listed in this section as Exhibits to this Agreement. Each of these documents are incorporated herein by reference for all purposes.

If there is a conflict between the terms of this Agreement and the Contract Documents, then the terms of this Agreement shall control, amend, and supersede any conflicting terms contained in the remaining Contract Documents.

3. **Exhibits to Agreement:** The Exhibits to this Agreement are as follows:
Exhibit A: Scope of Work (City-paid) and Price Proposal
Exhibit B: Department of Energy (DOE) Inspection Report
Exhibit C: Scope of Work (DOE-paid)
4. **SCOPE OF SERVICES.** Contractor shall provide all materials, labor, supervision, tools, accessories, equipment, permits, fees, testing, inspections, certifications, and all other things necessary for Contractor to perform its obligations under this Agreement as set forth in the attached **Exhibit A and Exhibit C - Scope of Work** and the Contract Documents. The Scope of Work under this Agreement may only be adjusted by written amendment executed by both parties.
5. **COMPENSATION.** City shall pay Contractor, on behalf of Owner, a maximum limiting amount of _____ (**\$0.00**) ("Contract Sum") as full and complete compensation for the timely and satisfactory completion of the work in compliance with the Contract Documents. The Contract Sum under this Agreement may only be adjusted by written amendment executed by both parties.
6. **Monthly Progress Payments:** The compensation amount under this section shall be paid by City, monthly, based upon completion of the work as invoiced by Contractor and approved by City. The compensation sought under this Agreement is subject to the express terms of this Agreement and any applicable Federal and/or state laws.
7. **Project Schedule and Progress Reports.** A progress report and updated project schedule must be submitted with each monthly pay request indicating the services completed to date. This report will serve as support for payment to Contractor and the basis for payment in the event project is suspended or abandoned.
8. **Invoice Submission.** Contractor must invoice at least once a month. All invoices submitted by Contractor shall include the City Contract Number, an assigned Invoice Number, and an Invoice Date. Contractor shall be provided with a cover sheet for invoicing. This cover sheet must be filled out correctly and submitted with each invoice. Contractor shall submit the original invoice through the responsible City Project Manager at: **City of Leesburg Housing Department, Attn: Sandra Wilson, Director** E-Mail: Sandra.Wilson@Leesburgflorida.gov Telephone: **352-728-9765** Address: **P. O. Box 490630, Leesburg, Florida, 34748.**
9. **Payment of Invoices by City.** The City Project Manager must review and approve all invoices prior to payment. City Project Manager's approval shall not be unreasonably

withheld, conditioned, or delayed. Payments by City shall be made no later than the time periods established in section 218.735, Florida Statutes.

10. **Withholding of Payment.** City reserves the right to withhold, in whole or in part, payment for any and all work that: (i) has not been completed by Contractor; (ii) is inadequate or defective and has not been remedied or resolved in a manner satisfactory to the City Project Manager; (iii) which fails to comply with any term, condition, or other requirement under this Agreement; or for (iv) representations provided in Contractor's billing statements that are wholly or partially inaccurate. Any payment withheld shall be released and remitted to Contractor within **THIRTY (30)** calendar days of the Contractor's remedy or resolution of the inadequacy or defect.
11. **Excess Funds.** If due to mistake or any other reason Contractor receives payment under this Agreement in excess of what is provided for by the Agreement, Contractor shall promptly notify City upon discovery of the receipt of the overpayment. Any overpayment shall be refunded to City within **THIRTY (30)** days of Contractor's receipt of the overpayment or must also include interest calculated from the date of the overpayment at the interest rate for judgments at the highest rate as allowed by law.
12. **Amounts Due to the City.** Contractor must be current and remain current in all obligations due to the City during the performance of services under this Agreement. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.
13. **Tax Exemption.** City is exempt from all federal excise and state sales taxes (State of Florida Consumer's Certification of Exemption 85-8015934594C-5). The City's Employer Identification Number is 59-6000362. Contractor shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the City, if required, nor will Contractor be authorized to use City's Tax Exemption Number for securing materials listed herein.
14. **TIME FOR PERFORMANCE.** Time is of the essence with respect to the performance of all duties, obligations, and responsibilities set forth in this Agreement and the Contract Documents.
15. Contractor shall mobilize and commence work no later than **TEN (10)** working days from the date of issuance of a Notice to Proceed for the project by City. **At no time will the Contractor be allowed to lag behind.**
16. **All work shall be completed by Contractor in a manner satisfactory to the City Project Manager and ready for final payment within FORTY-FIVE (45) days of the start date.**
17. **Weather Days.** Contractor shall submit a written request to the City Project Manager (email is the preferred method) for additional days for which work is suspended or

delayed by weather. Weather days shall be reconciled with each monthly pay application for the time period in which the application is submitted and shall be final. Contractor performance and execution of work will be considered in the determination for granting additional days.

18. **Lead Time.** The maximum acceptable lead time on materials is two (2) weeks. The City shall issue a Notice to Proceed (NTP) upon notification of the receipt of materials by the Contractor.
19. **Working Hours.** The normal/standard working hours for this project are 8:00 AM – 5:00 PM Monday through Friday, excluding holidays. No work will be permitted on City observed holidays. Saturday work must be approved, in writing, at least forty-eight (48) hours in advance.
20. The Time for Performance under this Agreement may only be adjusted by Change Order, in the sole and absolute discretion of City. Any request for an extension of the Time for Performance must be submitted in a writing delivered to the City Project Manager, along with all supporting data, within **THREE (3)** calendar days of the occurrence of the event giving rise to the need for adjustment unless the City allows an additional period of time to ascertain more accurate data. All requests for adjustments in the Contract Time shall be determined by City. All claims for extension that have not been timely submitted by Contractor to the City in writing shall be forever barred and waived.
21. As to any delay, inefficiency, or interference in this performance of this Agreement caused by any act or failure to act by City, the Contractor's sole remedy shall be the entitlement of an extension of time to complete the performance of the affected work in accordance with the Contract Documents. Contractor agrees to make no claim for extra or additional costs attributable to said delays, inefficiencies, or interference, except as provided in this Agreement.
22. None of the provisions of this section shall exclude City's right of recovery for damages caused by delays or inefficiencies caused by any act or failure to act by Contractor, to include costs incurred by City for the procurement of additional professional services.
23. **FORCE MAJEURE.** Neither party shall be liable for delay, damage, or failure in the performance of any obligation under this Agreement if such delay, damage, or failure is due to causes beyond its reasonable control, including without limitation: fire, flood, strikes and labor disputes, acts of war, acts of nature, terrorism, civil unrest, acts or delays in acting of the government of the United States or the several states, judicial orders, decrees or restrictions, or any other like reason which is beyond the control of the respective party ("Force Majeure"). The party affected by any event of force

majeure shall use reasonable efforts to remedy, remove, or mitigate such event and the effects thereof with all reasonable dispatch.

24. The party affected by force majeure shall provide the other party with full particulars thereof including, but not limited to, the nature, details, and expected duration thereof as soon as it becomes aware.
25. When force majeure circumstances arise, the parties shall negotiate in good faith any modifications of the terms of this Agreement that may be necessary or appropriate in order to arrive at an equitable solution. Contractor performance shall be extended for a number of days equal to the duration of the force majeure. Contractor shall be entitled to an extension of time only and, in no event, shall Contractor be entitled to any increased costs, additional compensation, or damages of any type resulting from such force majeure delays.
26. **INSPECTION AND ACCEPTANCE OF THE WORK.** Contractor shall report its progress to the City Project Manager as set forth herein. All services, work, and materials provided by Contractor under this Agreement shall be provided to the satisfaction and approval of the City Project Manager.
27. The City Project Manager shall decide all questions regarding the quality, acceptability, and/or fitness of materials furnished, or workmanship performed, the rate of progress of the work, the interpretation of the plans and specifications, and the acceptable fulfillment of the Agreement, in his or her sole discretion, based upon both the requirements set forth by City and the information provided by Contractor in its Proposal. The authority vested in the City Project Manager pursuant to this paragraph shall be confined to the direction or specification of what is to be performed under this Agreement and shall not extend to the actual execution of the work.
28. Neither the City Project Manager's review of Contractor's work nor recommendations made by City Project Manager pursuant to this Agreement will impose on City Project Manager any responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident Contractor's furnishing and performing the work.
29. **TERMINATION AND DEFAULT.** Either party, upon determination that the other party has failed or refused to perform or is otherwise in breach of any obligation or provision under this Agreement or the Contract Documents, may give written notice of default to the defaulting party in the manner specified for the giving of notices herein. Termination of this Agreement by either party for any reason shall have no effect upon the rights or duties accruing to the parties prior to termination.

30. **Termination by City for Cause.** City shall have the right to terminate this Agreement immediately, in whole or in part, upon the failure of Contractor to carry out any obligation, term, or condition of this Agreement. City's election to terminate the Agreement for default shall be communicated by providing Contractor written notice of termination in the manner specified for the giving of notices herein. Any notice of termination given to Contractor by City shall be effective immediately, unless otherwise provided therein, upon the occurrence of any one or more of the following events:
1. Contractor fails to timely and properly perform any of the services set forth in the specifications of the Agreement;
 2. Contractor provides material that does not meet the specifications of the Agreement;
 3. Contractor fails to complete the work required within the time stipulated in the Agreement; or
 4. Contractor fails to make progress in the performance of the Agreement and/or gives City reason to believe that Contractor cannot or will not perform to the requirements of the Agreement.
31. **Opportunity to Cure Default.** City may, in its sole discretion, provide Contractor with an opportunity to cure any breaches or violations set forth in a written notice of default to Contractor. Contractor shall commence to cure the violations immediately and shall diligently and continuously prosecute such cure to completion within a reasonable time as determined by City. If the violations are not corrected within the time determined to be reasonable by City or to the reasonable satisfaction of City, City may, without further notice, declare Contractor to be in breach of this Agreement and pursue all remedies available at law or equity, to include termination of this Agreement without further notice. Prior to Contractor seeking to terminate this Agreement for any breach or default by City, Contractor shall first be required to give City written notice of any such defaults or breaches and provide the City with a reasonable time within which to cure the same.
32. **City's Remedies Upon Contractor Default.** In the event that Contractor fails to cure any default under this Agreement within the time period specified in this section, City may pursue any remedies available at law or equity, including, without limitation, the following: (1) City shall be entitled to terminate this Agreement without further notice.
1. City shall be entitled to hire another contractor to complete the required work in accordance with the needs of City;
 2. City shall be entitled to recover from Contractor all damages, costs, and attorney's fees arising from Contractor's default prior to termination; and

3. City shall be entitled to recovery from Contractor any actual excess costs by: (i) deduction from any unpaid balances owed to Contractor; or (ii) any other remedy as provided by law.

33. Termination for Convenience. City reserves the right to terminate this Agreement in whole or in part at any time for the convenience of City without penalty or recourse. The City Project Manager shall provide written notice of the termination. Upon receipt of the notice, Contractor shall immediately discontinue all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to City including, but not limited to, the placing of any and all orders for materials, facilities, or supplies, in connection with its performance under this Agreement. Contractor shall be entitled to receive compensation solely for: (1) the actual cost of the work completed in conformity with this Agreement; and/or (2) such other costs incurred by Contractor as permitted under this Agreement and approved by City.

34. LIQUIDATED DAMAGES FOR LATE COMPLETION. The parties agree that it would be extremely difficult and impracticable under the presently known facts and anticipated circumstances to ascertain and fix the actual damages that City and its residents would incur should Contractor fail to achieve Final Completion and readiness for final payment by the dates specified for each under the terms of this Agreement. Accordingly, the parties agree that should Contractor fail to achieve Final Completion by the date specified, then Contractor shall pay City, as liquidated damages and not as a penalty, the sum of **ONE HUNDRED AND NO/100 DOLLARS (\$100)** per day for each calendar day of unexcused delay in achieving Final Completion beyond the date specified for Final Completion in the Contract Documents.

1. **No Waiver of Rights or Liabilities.** Permitting Contractor to continue and finish the work, or any part thereof, beyond the dates specified for Final Completion and readiness for final payment shall not operate as a waiver on the part of the City of any of its rights under this Agreement. Any liquidated damages assessed pursuant to this section shall not relieve Contractor from liability for any damages or costs of other contractors caused by a failure of Contractor to complete the work as agreed.
2. **Right to Withhold or Deduct Damages.** When liquidated damages are due and owing, City shall have the right to: (1) deduct the liquidated damages from any money in its hands or from any money otherwise due or to become due to Contractor; or to (2) initiate any applicable dispute resolution procedure for the recovery of liquidated damages within the times specified under this Agreement.

3. **Additional Costs.** In addition to the liquidated damages set forth under this section, Contractor agrees to pay all costs and expenses incurred by City due to Contractor's delay in performance to include inspection fees, superintendence costs, and travel expenses.
 4. **Injunctive Relief.** The parties acknowledge that monetary damages may not be a sufficient remedy for Contractor's failure to achieve Final Completion in accordance with the terms of this Agreement, and that City shall be entitled, in addition to all other rights or remedies in law and equity, to seek injunctive relief.
35. **WARRANTY.** Contractor warrants that all labor, materials, and equipment furnished under the agreement are new, of the type and quality required for the Project, and installed in a good and workmanlike manner in accordance with the Contract Documents.
1. Contractor shall guarantee that the work shall be free from any defects in workmanship for a period of not less than **ONE (1) YEAR** from the date of Final Completion.
 2. Contractor shall guarantee that the materials provided shall be free from any defects for the longer of: (1) **ONE (1) YEAR** from the date of Final Completion; or (2) the period of warranty provided by any supplier or manufacturer.
 3. Contractor shall obtain for the benefit of City and Owner all standard warranties of subcontractors, suppliers, and manufacturers of all material, equipment, or supplies manufactured, furnished, or installed. All written warranties for work, materials, or equipment supplied must be provided to the City Project Manager before final payment will be authorized.
36. **DELAYS AND DAMAGES.** The Contractor agrees to make no claim for extra or additional costs attributable to any delays, inefficiencies, or interference in the performance of this contract occasioned by any act or omission to act by the City except as provided in the Agreement. The Contractor also agrees that any such timely reported delay, inefficiency, or interference shall be compensated for solely by an extension of time to complete the performance of the work in accordance with the provision in the standard specification.
37. **PERFORMANCE EVALUATION.** At the end of the contract, City may evaluate Contractor's performance. Any such evaluation will become public record.

38. **NOTICE REGARDING FAILURE TO FULFILL AGREEMENT.** Any contractor who enters into an Agreement with the City of Leesburg and fails to complete the contract term, for any reason, shall be subject to future bidding suspension for a period of **ONE (1)** year and bid debarment for a period of up to **THREE (3)** years for serious contract failures.
39. **CONTRACTOR REPRESENTATIONS.** Contractor expressly represents that:
1. Contractor has read and is fully familiar with all the terms and conditions of this Agreement, the Contract Documents, and other related data and acknowledges that they are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of the work to be performed by Contractor under this Agreement.
 2. Contractor has disclosed, in writing, all known conflicts, errors, inconsistencies, discrepancies, or omissions discovered by Contractor in the Contract Documents, and that the City's written resolution of same is acceptable to Contractor.
 3. Contractor has had an opportunity to visit, has visited, or has had an opportunity to examine and ask questions regarding the sites upon which the work is to be performed and is satisfied with the site conditions that may affect cost, progress, and performance of the work, as observable or determinable by Contractor's own investigation.
 4. Contractor is satisfied with the site conditions that may affect cost, progress, and performance of the work, as observable or determinable by Contractor's own investigation.
 5. Contractor is familiar with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement whatsoever.
 6. **Public Entity Crimes.** Neither Contractor, its parent corporations, subsidiaries, members, shareholders, partners, officers, directors, or executives, nor any of its affiliates, contractors, suppliers, subcontractors, or consultants under this Agreement have been placed on the convicted vendor list following a conviction of a public entity crime. Contractor understands that a "public entity crime" as defined in section 287.133(1)(g), Florida Statutes, is "a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States..." Contractor further understands that any person or affiliate who has been placed on the

convicted vendor list following a conviction for a public entity crime: (1) may not submit a bid, proposal, or reply on a contract: (a) to provide any goods or services to a public entity; (b) for the construction or repair of a public building or public work; or (c) for leases of real property to a public entity; (2) may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and (3) may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

40. **OWNER'S RESPONSIBILITIES.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of Owner:
1. **Cooperation.** Owner shall cooperate with City and Contractor during the performance of the work. Owner hereby designates City as its agent to oversee and approve Contractor's work and to authorize payment to Contractor for approved invoices.
 2. **Access.** Owner shall grant access to the property subject to this Agreement. Owner may continue to occupy the property subject to this Agreement during Contractor's performance of the work unless otherwise agreed to by City, Contractor, and Owner. City shall not be responsible for relocating Owner during the pendency of the work.
 3. **Personal Property and Storage.** Owner agrees to remove any personal property within the project construction area so as to not interfere with the progress of the work. Owner shall ensure Contractor has easy access in and around the project construction area for the operation of equipment required for the performance of the work. Owner will allow for the necessary movement and replacement of rugs, furniture, and/or storage boxes as necessary for Contractor's performance of the work. Owner shall be responsible for procuring at Owner's sole expense any needed external storage. City shall not be liable for damage to Owner's personal property due to Owner's failure to remove said personal property pursuant to this section.
 4. **Pets.** Owner shall secure any and all pets in a location which does not interfere with the performance of the work or the Contractor's ability to fulfill its requirements under this Agreement. All pets shall be the sole responsibility of the Owner at all times hereunder.

5. **Utilities.** Owner shall furnish and allow the use of electricity and water by Contractor at no additional cost to City or Contractor during Contractor's performance of the work.
6. **License to Photograph Property.** Owner expressly grants to City the right to photograph or film images of the property subject to this Agreement, including the exterior and interior of the home or other structure, for documentation, education, and publicity purposes provided that such use shall not be for commercial purposes.
7. **Color Coordination.** All colors for all materials shall be chosen by Owner at the time of execution of this Agreement from the pre-selected options provided by the Contractor. This section applies, but is not limited to, color selection for roofing, windows, interior and exterior paint, cabinets, flooring, plumbing fixtures, doors, trim, and appliances.
8. **Homeowner's Insurance.** No insurance is provided by City under this contract to cover Owner. City recommends that Owner obtain a homeowner's insurance or other comparable policy that is sufficient and adequate to produce Owner's interests and/or liabilities.
9. **Covenant for Repayment.**
In accordance with the provisions of the Home Improvement Grant Program guidelines, the Owner has been determined to be eligible and will receive additional financial assistance through the Lake Community Action Agency Weatherization Program in an amount not to exceed \$8,497, which shall serve as the cash match for the CRA grant; therefore, no covenant for repayment will be required.
10. No City Warranty.

Grantee understands, agrees, and acknowledges that City does not warrant or guaranty Contractor's work or materials. Grantee shall look solely to Contractor and any warranties provided by Contractor to the extent there is any defective work or performance by Contractor.

41. **CONTRACTOR RESPONSIBILITIES.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of Contractor:

1. Contractor shall competently and efficiently supervise, inspect, and direct all work to be performed under this Agreement, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents. Contractor shall be responsible to

see that the finished work complies accurately with the contract and the intent thereof.

2. Contractor shall have a competent resident job superintendent at the project worksite. Contractor's superintendent shall be the Contractor's primary representative at the project worksite and shall have authority to act on behalf of Contractor. Any and all directives given to the superintendent shall be binding on Contractor.
3. Contractor shall be solely responsible for the means, methods, techniques, sequences, or procedures of construction and safety precautions or programs incident thereto.
4. Contractor shall comply with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement, to include obtaining all permits, licenses, and other authorizations necessary for the prosecution of the work and be responsible for all costs associated with same.
5. Contractor shall operate and cause all construction equipment and materials supplied for or intended to be utilized in the Project to be operated and stored in only those areas prescribed by City. This includes the operations of workmen.
6. Contractor shall be fully responsible for receipt, inspection, acceptance, handling, and storage of all construction equipment and materials supplied for or intended to be utilized in the Project, whether furnished by Contractor or City. Contractor shall be responsible for providing adequate safeguards to prevent loss, theft, damage, or commingling with other materials or projects.
7. Contractor shall be fully responsible for all acts and omissions of its subcontractors, employees, and other persons or organizations directly or indirectly employed by them.
8. Contractor shall utilize competent employees during the performance of the work. At the request of City, Contractor shall replace any incompetent, unfaithful, abusive, and/or disorderly person under Contractor's employ. City and Contractor shall each promptly notify the other of any complaints received. Smoking is prohibited at the Project worksite and Contractor shall ensure that its employees, subcontractors, and employees of its subcontractors abide by City's smoking regulations.
9. All Contractor and subcontractor vehicles shall have their company names located on the sides and all personnel shall be required to wear company attire. Contractor shall coordinate services with the City's Project Manager.

10. Contractor understands the use and/or possession of alcohol or drugs on a work site is strictly prohibited. This is defined as either coming to the work site under the influence of alcohol/drugs or the use of alcohol/drugs on the work site. Contractor shall inform its subcontractors and employees of this policy. This policy shall be enforced at all times, including lunch, and before and after working hours on the site. Violation of this policy by Contractor, its employees, or its subcontractors shall be grounds for immediate termination of this Agreement by City and/or Owner.
 11. Normal working hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday. Any changes in the work hours must be agreed to by City, Owner, Contractor, and any subcontractors.
 12. Contractor shall not display any signs, posters, or other advertising matter in or on any part of work or around the site thereof without the specific approval in writing by City.
 13. Contractor shall promptly secure all necessary permits, inspections and approvals required and allow inspections of all work by authorized personnel.
 14. Contractor shall continue its performance under this Agreement during the pendency of any dispute or disagreement arising out of or relating to this Agreement, except as Contractor and City may otherwise agree in writing.
42. **RESPONSIBILITIES OF CITY.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of the City:
1. City shall serve as agent for Owner and administer this Agreement for Owner as it is necessary to ensure the satisfactory performance of this Agreement.
 2. City shall pay Contractor on behalf of Owner for the timely and satisfactory performance of the Work required under this Agreement up to the maximum Grant Award of Twenty-Five Thousand Dollars (\$25,000.00).
 3. City will require and enforce Contractor compliance with the terms, conditions, and procedures set forth in this Agreement.
 4. City shall issue all communications to Contractor. City has the authority to request changes in the work in accordance with the terms of this Agreement and with the terms in **Exhibit A – Scope of Work**. City has the authority to stop work or to suspend any work for any reason.

43. **NO EXCLUSIVITY.** It is expressly understood and agreed by the parties that this is not an exclusive agreement. Nothing in this Agreement shall be construed as creating any exclusive arrangement with Contractor or as to prohibit City from either acquiring similar, equal, or like goods and/or services or from executing additional contracts with other entities or sources.
44. **RIGHT OF ACCESS AND OTHER WORK PERFORMED BY THIRD PARTIES.** City may perform additional work related to the Project itself, or have additional work performed by utility service companies, or let other direct contracts therefore which shall contain General Conditions similar to these. Contractor shall afford the utility service companies and the other contractors who are parties to such direct contracts (or City if City is performing the additional work with City's employees) reasonable opportunity for the introduction and storage of materials and equipment and the execution of work and shall properly connect and coordinate his work with theirs.
1. If any part of Contractor's work depends for proper execution or results upon the work of any such other contractor or utility service company (or City), Contractor shall inspect and promptly report to City in writing any latent or apparent defects or deficiencies in such work that render it unsuitable for such proper execution and results. Contractor's failure to so report shall constitute an acceptance of the other work as fit and proper for integration with Contractor's work except for latent or non-apparent defects and deficiencies in the other work.
 2. Contractor shall do all cutting, fitting, and patching of work that may be required to make the parts come together properly and integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating, or otherwise altering their work, and will only cut or alter their work with the written consent of City.
45. **STORAGE OF MATERIALS/EQUIPMENT.** Contractor shall be fully responsible for receipt, inspection, acceptance, handling, and storage of equipment and materials (whether furnished by Contractor or City) to be utilized in the performance of or incorporated into the work.
46. **APPLICABLE FEDERAL PROVISIONS.**
1. **Civil Rights Act of 1964.** Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

2. **Equal Employment Opportunity.** Contractor shall comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 3. **Copeland Anti-Kickback Act.** Contractor shall comply with the provisions with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
47. **COMMERCIAL AUTO LIABILITY INSURANCE.** Contractor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial auto liability insurance with a minimum combined single limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage arising out of Contractor’s operations and covering all owned, hired, scheduled, and non-owned automobiles utilized in said operations. If Contractor does not own vehicles, Contractor shall maintain coverage for hired and non-owned automobile liability, which may be satisfied by way of endorsement to Contractor’s Commercial General Liability policy or separate Commercial Automobile Liability policy.
48. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Contractor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial general liability insurance with limits not less than:
1. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate (or project aggregate, if a construction project) for bodily injury, property damage, and personal and advertising injury; and
 2. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate (or project aggregate, if a construction project) for products and completed operations.
 3. Policy must include coverage for contractual liability and independent contractors.
 4. The City, a Florida municipal corporation, and its officials, employees, and volunteers are to be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liabilities arising out of activities performed by or on behalf of Contractor. This coverage shall contain no special

limitation on the scope of protection to be afforded to the City, its officials, employees, and volunteers.

49. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.** Contractor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement adequate workers' compensation and employer's liability insurance covering all of its employees in at least such amounts as required by Chapter 440, Florida Statutes, and all other state and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable. Contractor shall similarly require any and all of its subcontractors to afford such coverage for all of its employees as required by applicable law. Contractor shall waive and shall ensure that Contractor's insurance carrier waives, all subrogation rights against the City of Leesburg and its officers, employees, and volunteers for all losses or damages. Contractor's policy shall be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or its equivalent. **Exceptions and exemptions to this Section may be allowed at the discretion of the City's Risk Manager on a case-by-case basis in accordance with Florida Statutes and shall be evidenced by a separate waiver.**

50. **MISCELLANEOUS INSURANCE PROVISIONS.**

1. Contractor's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by Contractor shall not be interpreted as limiting Contractor's liability or obligations under this Agreement. City does not in any way represent that these types or amounts of insurance are sufficient or adequate enough to protect Contractor's interests or liabilities or to protect Contractor from claims that may arise out of or result from the negligent acts, errors, or omissions of Contractor, any of its agents or subcontractors, or for anyone whose negligent act(s) Contractor may be liable.
2. No insurance shall be provided by the City for Contractor under this Agreement and Contractor shall be fully and solely responsible for any costs or expenses incurred as a result of a coverage deductible, co-insurance penalty, or self-insured retention to include any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation.
3. Certificates of Insurance. No work shall be commenced by Contractor under this Agreement until the required Certificate of Insurance and endorsements have been provided nor shall Contractor allow any subcontractor to commence work until all similarly required certificates

and endorsements of the subcontractor have also been provided. Work shall not continue after expiration (or cancellation) of the Certificate of Insurance and work shall not resume until a new Certificate of Insurance has been provided. **Contractor shall provide evidence of insurance in the form of a valid Certificate of Insurance (binders are unacceptable) prior to the start of work contemplated under this Agreement to: City of Leesburg. Attention: Housing Department, Address: P O Box 490630, Leesburg, FL 34748, EMail: Sandra.Wilson@Leesburgflorida.gov.**

Contractor's Certificate of Insurance and required endorsements shall be issued by an agency authorized to do business in the State of Florida with an A.M. Best Rating of A or better. The Certificate of Insurance shall indicate whether coverage is being provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.

4. City as an Additional Insured. The City of Leesburg shall be named as an Additional Insured and Certificate Holder on all liability policies identified in this Section with the exception of Workers' Compensation and Professional Liability policies.
5. Notice of Cancellation of Insurance. Contractor's Certificate of Insurance shall provide **THIRTY (30) DAY** notice of cancellation, **TEN (10) DAY** notice if cancellation is for nonpayment of premium. In the event that Contractor's insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the certificate holder. Additional copies may be sent to the City of Leesburg at Sandra.Wilson@Leesburgflorida.gov.
6. Failure to Maintain Coverage. The insurance policies and coverages set forth above are required and providing proof of and maintaining insurance of the types and with such terms and limits set forth above is a material obligation of Contractor. Contractor's failure to obtain or maintain in full force and effect any insurance coverage required under this Agreement shall constitute material breach of this Agreement.
7. Severability of Interests. Contractor shall arrange for its liability insurance to include, or be endorsed to include a severability of interests/cross-liability provision so that the "City of Leesburg" (where named as an

additional insured) will be treated as if a separate policy were in existence, but without increasing the policy limits

51. **SAFETY/ENVIRONMENTAL.** Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Contractor shall make an effort to detect hazardous conditions and shall take prompt action where necessary to avoid accident, injury or property damage. EPA, DEP, OSHA and all other applicable safety laws and ordinances shall be followed as well as American National Standards Institute Safety Standards. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:

1. All employees on the work and other persons that may be affected thereby;
2. All work, materials, and equipment to be incorporated therein, whether in storage on or off the site; and
3. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

All, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, shall be remedied by Contractor. Contractor's duties and responsibilities for the safety and protection of the work shall continue until such time as the work is completed and accepted by City.

52. **TRAFFIC CONTROL AND BARRICADES.** The Contractor shall mitigate impact on local traffic conditions to all extents possible. The Contractor is responsible for establishing and maintaining appropriate traffic control and barricades. The Contractor shall provide sufficient signing, flagging, and barricading to ensure the safety of vehicular and pedestrian traffic at all locations where work is being done under this Agreement.

1. In addition to the requirements set forth in bid, the Contractor shall maintain at all times a good and sufficient fence, railing or barrier around all exposed portions of said work in such a manner as to warn vehicular and pedestrian traffic of hazardous conditions.
2. Should Contractor fail to properly barricade his work or stored material sites in the manner outlined above, the City may have the necessary barricading done, and all cost incurred for said barricading shall be charged to the Contractor.

53. **WORK SITE AND CLEANUP.** Contractor shall confine construction equipment, stored materials, and the operations of workers to only those areas prescribed by City. Daily, during the progress of the work, Contractor shall keep the premises free from accumulations of waste materials, rubbish, and all other debris resulting from the work. At the completion of the work, Contractor shall remove all waste materials, rubbish, and debris from and about the premises, as well as all tools, appliances, construction equipment and machinery, and surplus materials, and shall leave the site clean and ready for occupancy by Owner. Contractor shall provide an inventory listing of all surplus materials in an area designated by City. Contractor shall restore to their original condition those portions of the site not designated or alteration by the Contract.
54. **NON-DISCRIMINATORY EMPLOYMENT PRACTICES.** During the performance of the contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, marital or domestic partner status, familial status, or veteran status and shall take affirmative action to ensure that an employee or applicant is afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation and selection for training or retraining, including apprenticeship and on-the-job training.
55. **SUBCONTRACTORS.** Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by City or its representatives to any subcontractor of Contractor or any other persons or organizations having a direct contract with Contractor, nor shall it create any obligation on the part of City or its representatives to pay or seek payment of any monies to any subcontractor of Contractor or any other persons or organizations having a direct contract with Contractor, except as may otherwise be required by law. City shall not be responsible for the acts or omissions of any Contractor, subcontractor, or of any of their agents or employees, nor shall it create any obligation on the part of City or its representatives to pay or to seek the payment of any monies to any subcontractor or other person or organization, except as may otherwise be required by law.
56. **EMERGENCIES.** In an emergency affecting the welfare and safety of life or property, Contractor, without special instruction or authorization from the City Project Manager, is hereby permitted, authorized, and directed to act at its own discretion to prevent threatened loss or injury. Except in the case of an emergency requiring immediate remedial work, any work performed after regular working hours, on Saturdays, Sundays, or legal holidays, shall be performed without additional expense to the City unless such work has been specifically requested and approved by the City Project Manager. Contractor shall be required to provide to the City Project Manager with the names,

addresses and telephone numbers of those representatives who can be contacted at any time in case of emergency. Contractor's emergency representatives must be fully authorized and equipped to correct unsafe or excessively inconvenient conditions on short notice by City or public inspectors.

57. **INDEPENDENT CONTRACTOR STATUS.** Contractor acknowledges and agrees that under this Agreement, Contractor and any agent or employee of Contractor shall be deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which it performs the services and work required under this Agreement. Neither Contractor nor its agents or employees shall represent or hold themselves out to be employees of City at any time. Neither Contractor nor its agents or employees shall have employee status with City. Nothing in this Agreement shall constitute or be construed to create any intent on the part of either party to create an agency relationship, partnership, employer-employee relationship, joint venture relationship, or any other relationship which would allow City to exercise control or discretion over the manner or methods employed by Contractor in its performance of its obligations under this Agreement.
58. **ACCESS TO FACILITIES.** City shall provide Contractor with access to all City facilities as is reasonably necessary for Contractor to perform its obligations under this Agreement.
59. **ASSIGNMENT.** Neither party may assign its rights or obligations under this Agreement to any third party without the prior express approval of the other party, which shall not be unreasonably withheld.
60. **RIGHT OF CITY TO TAKE OVER CONTRACT.** Should the work to be performed by Contractor under this Agreement be abandoned, or should Contractor become insolvent, or if Contractor shall assign or sublet the work to be performed hereunder without the written consent of City, the City Project Manager shall have the power and right to hire and acquire additional persons and equipment, supply additional material, and perform such work as deemed necessary for the completion of this Agreement. Under these circumstances, all expenses and costs actually incurred by City to accomplish such completion shall be credited to City along with amounts attributable to any other elements of damage and certified by the City Project Manager. The City Project Manager's certification as to the amount of such liability shall be final and conclusive.
61. **PUBLIC RECORDS.** The Contractor shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, the Contractor shall:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF LEESBURG, OFFICE OF THE CITY CLERK; 352-728-9786 x 1150; Email: Andi.Purvis@Leesburgflorida.gov; Leesburg City Hall, 501 W Meadow Street, Leesburg, FL 34748.

62. **AUDIT.** Contractor shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General, the City's Internal or External auditors or by any other Florida official with proper authority.

63. **PUBLICITY.** Contractor shall not use City's name, logo, seal or other likeness in any press release, marketing materials, or other public announcement without City's prior written approval.
64. **E-VERIFY.** Pursuant to section 448.095, Contractor shall register with and use the U.S. Department of Homeland Security's ("DHS") E-Verify System, accessible at <https://everify.uscis.gov/emp>, to verify the work authorization status of all newly hired employees. Contractor shall obtain affidavits from any and all subcontractors in accordance with paragraph 2(b) of section 448.095, Florida Statutes, and maintain copies of such affidavits for the duration of this Agreement. By entering into this Agreement, Contractor certifies and ensures that it utilizes and will continue to utilize the DHS E-Verify System for the duration of this Agreement and any subsequent renewals of same. Contractor understands that failure to comply with the requirements of this section shall result in the termination of this Agreement and Contractor may lose the ability to be awarded a public contract for a minimum of one (1) year after the date on which the Agreement was terminated. Contractor shall provide a copy of its DHS Memorandum of Understanding upon City's request. Please visit www.e-verify.gov for more information regarding the E-Verify System.
65. **CONFLICT OF INTEREST.** Contractor is required to disclose the name of any officer, director, or agent who may be employed by the City. Contractor shall further disclose the name of any City employee who owns, directly or indirectly, any interest in Contractor's business or any affiliated business entity. Any additional conflicts of interest that may occur during the contract term must be disclosed to the City of Leesburg Procurement Department.
66. **WAIVER.** The failure or delay of any party at any time to require performance by another party of any provision of this Agreement, even if known, shall not affect the right of such party to require performance of that provision or to exercise any right, power, or remedy hereunder. Any waiver by any party of any breach of any provision of this Agreement should not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right, power, or remedy under this Agreement. No notice to or demand on any party in any circumstance shall, of itself, entitle such party to any other or further notice or demand in similar or other circumstances.
67. **SEVERABILITY OF ILLEGAL PROVISIONS.** Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under the applicable law. Should any portion of this Agreement be declared invalid for any reason, such declaration shall have no effect upon the remaining portions of this Agreement.

68. **INDEMNITY.** Contractor and Owner shall indemnify City and its elected officials, employees and volunteers against, and hold City and its elected officials, employees and volunteers harmless from, all damages, claims, losses, costs, and expenses, including reasonable attorneys' fees, which City or its elected officials, employees or volunteers may sustain, or which may be asserted against City or its elected officials, employees or volunteers, arising out of the activities contemplated by this Agreement including, without limitation, harm or personal injury to third persons during the term of this Agreement to the extent attributable to the actions of Contractor, Owner, their agents, and their employees.
69. **NO WAIVER OF SOVEREIGN IMMUNITY.** Nothing herein is intended to waive sovereign immunity by the City to which sovereign immunity may be applicable, or of any rights or limits of liability existing under Florida Statute § 768.28. This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until any proceeding brought under this Agreement is barred by any applicable statute of limitations.
70. **NOTICES.** All notices, certifications or communications required by this Agreement shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:
- If to Contractor: Lake Community Action Agency, Inc.
Attention: James Lowe, Executive Director
501 North Bay Street
Eustis, Florida 32726
Phone: 352-409-0590
E-mail: Jamesl@Lcaa.org
- If to City of Leesburg as agent
for Owner: Sandra Wilson
Director of Housing and Redevelopment
P O Box 490630
Leesburg, Florida 34748
Phone: 352-728-9765
E-mail: Sandra.Wilson@Leesburgflorida.gov
- Copy to: Grant Watson, City Attorney
Stone & Gerken, P.A.

4850 N. Highway 19A
Mount Dora, Florida 32757
Phone: 352-357-0330
E-mail: Grant@StoneandGerken.com

71. **ATTORNEYS' FEES.** If any civil action, arbitration or other legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party shall be entitled to recover reasonable attorneys' fees, sales and use taxes, court costs and all expenses reasonably incurred even if not taxable as court costs (including, without limitation, all such fees, taxes, costs and expenses incident to arbitration, appellate, bankruptcy and post-judgment proceedings), incurred in that civil action, arbitration or legal proceeding, in addition to any other relief to which such party or parties may be entitled. Attorneys' fees shall include, without limitation, paralegal fees, investigative fees, administrative costs, sales and use taxes and all other charges reasonably billed by the attorney to the prevailing party.
72. **JURY WAIVER.** IN ANY CIVIL ACTION, COUNTERCLAIM, OR PROCEEDING, WHETHER AT LAW OR IN EQUITY, WHICH ARISES OUT OF, CONCERNS, OR RELATES TO THIS AGREEMENT, ANY AND ALL TRANSACTIONS CONTEMPLATED HEREUNDER, THE PERFORMANCE HEREOF, OR THE RELATIONSHIP CREATED HEREBY, WHETHER SOUNDING IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, TRIAL SHALL BE TO A COURT OF COMPETENT JURISDICTION AND NOT TO A JURY. EACH PARTY HEREBY IRREVOCABLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY. NEITHER PARTY HAS MADE OR RELIED UPON ANY ORAL REPRESENTATIONS TO OR BY ANY OTHER PARTY REGARDING THE ENFORCEABILITY OF THIS PROVISION. EACH PARTY HAS READ AND UNDERSTANDS THE EFFECT OF THIS JURY WAIVER PROVISION.
73. **GOVERNING LAW.** This Agreement is and shall be deemed to be a contract entered and made pursuant to the laws of the State of Florida and shall in all respects be governed, construed, applied and enforced in accordance with the laws of the State of Florida.
74. **JURISDICTION AND VENUE.** The parties acknowledge that a majority of the negotiations, anticipated performance and execution of this Agreement occurred or shall occur in Lake County, Florida. Any civil action or legal proceeding arising out of or relating to this Agreement shall be brought only in the courts of record of the State of Florida in Lake County or the United States District Court, Middle District of Florida, Orlando Division. Each party consents to the exclusive jurisdiction of such court in any such civil action or legal proceeding and waives any objection to the laying of venue of any such civil action or legal proceeding in such court and/or the right to bring an action

or proceeding in any other court. Service of any court paper may be effected on such party by mail, as provided in this Agreement, or in such other manner as may be provided under applicable laws, rules of procedures or local rules.

75. **REFERENCE TO PARTIES.** Each reference herein to the parties shall be deemed to include their successors, assigns, heirs, administrators, and legal representatives, all of whom shall be bound by the provisions hereof.
76. **MUTUALITY OF NEGOTIATION.** Contractor and City acknowledge that this Agreement is a result of negotiations between Contractor and City, and the Agreement shall not be construed in favor of, or against, either party because of that party having been more involved in the drafting of the Agreement.
77. **SECTION HEADINGS.** The section headings herein are included for convenience only and shall not be deemed to be a part of this Agreement.
78. **RIGHTS OF THIRD PARTIES.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or because of this Agreement on any persons other than the parties hereto and their respective legal representatives, successors and permitted assigns. Nothing in this Agreement is intended to relieve or discharge the obligation or liability of any third persons to any party to this Agreement, nor shall any provision give any third persons any right of subrogation or action over or against any party to this Agreement.
79. **AMENDMENT.** No amendment to this Agreement shall be effective except those agreed to in writing and signed by all parties to this Agreement.
80. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
81. **ELECTRONIC SIGNATURE(S).** Contractor, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this Agreement. Further, a duplicate or copy of the Agreement that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original Agreement for all purposes.
82. **ENTIRE AGREEMENT.** This Agreement, including exhibits, constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof. There are no other representations, warranties, promises, agreements, or understandings, oral, written or implied, among the Parties, except to the extent reference is made thereto in this Agreement. No course of prior dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of this Agreement. No representations, understandings, or agreements have been made

or relied upon in the making of this Agreement other than those specifically set forth herein.

83. **LEGAL AUTHORITY.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth.

CITY OF LEESBURG

James A. Burry, Jr., Mayor

ATTEST:

J. Andi Purvis, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Grant Watson, City Attorney

CONTRACTOR:

James Lowe, Executive Director

Date

Lake Community Action Agency

GRANTEE:

Owner

Date



City of Leesburg & Lake Community Action Agency Home Improvement Project

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Project Summary

The project endeavors to comprehensively tackle a myriad of identified issues through rigorous inspections, prioritizing health, safety, indoor air quality, and energy efficiency – all pivotal factors for residents' well-being. Embracing a holistic approach, we aim to confront prevalent community challenges such as severe roofing damage, electrical inadequacies, significant plumbing issues, and malfunctioning HVAC systems. Furthermore, underlying structural concerns exacerbate these pressing matters. Our strategy encompasses addressing outdated appliances contributing to excessive utility consumption and addressing window damage.

Acknowledging the urgency of the situation, our interventions offer both immediate relief and enduring solutions. Through strategic planning and meticulous execution, our objective is to assuage concerns and elevate the quality of life for residents. This endeavor entails fostering safer, healthier, and more sustainable living environments. While the scope of individual projects may vary, the average repair cost per home is anticipated to be at or below \$21,000. Nonetheless, as is customary in construction endeavors, adjustments may become necessary due to unforeseen changes or incidental repairs.

Furthermore, the Weatherization Assistance Program (WAP) will provide additional support for each home project. Depending on program guidelines, the total WAP funding per home could range from \$4,000 to \$8,000. This supplementary assistance ensures comprehensive improvements that adhere to energy efficiency standards while enhancing the overall livability for residents.

Any redundancy in the individual work scopes is not a duplicate charge. *If there are repeated or overlapping tasks mentioned in different work scopes, it doesn't mean the amount is charged twice for the same work. Repetition tasks across work scopes are simply for the sake of clarity, ensuring that installers and crews clearly understand what is expected of them without ambiguity.*

Sometimes, tasks may need to be reiterated across different documents or scopes to ensure everyone involved understands their responsibilities clearly. This redundancy serves as a reinforcement of critical tasks and prevent misunderstandings or omissions during project execution. Additionally, providing a layer of assurance that all necessary work is accounted for and allocated appropriately, minimizing the risk of errors or oversights.

Dorothy Jackson

1. **Completely Gut Kitchen and Install New Cabinetry, Sinks, and Plumbing:**
 - Remove all existing fixtures, cabinetry, and plumbing components from the kitchen down to the bare walls and floor.
 - Install new cabinetry, sinks, and plumbing fixtures according to design specifications and building codes.
 - Cabinetry to be constructed of durable materials such as plywood or medium-density fiberboard (MDF) with solid wood fronts.
 - Install sink with stainless steel or ceramic material, with proper drainage and sealing.
 - Plumbing fixtures to be installed with appropriate fittings and connections, ensuring water-tightness and compliance with local plumbing codes.
2. **Electrical Troubleshooting and Replacement of Receptacles, Switches, and Outlets:**
 - Conduct thorough electrical troubleshooting to identify and address any issues within the existing electrical system.
 - Replace all receptacles, switches, and outlets with high-quality, UL-listed components.
 - Ensure proper grounding and wire sizing according to National Electrical Code (NEC) standards.
 - Use tamper-resistant receptacles in areas accessible to children for added safety.
3. **Remodel and Replumb Restroom:**
 - Demolish existing fixtures, tiles, and plumbing lines in the restroom.
 - Redesign restroom layout to optimize space and functionality.
 - Install new toilets, sinks, and showers with modern, water-efficient fixtures.
 - Replumb restroom with durable PEX or copper piping, properly sized for water flow and pressure requirements.
 - Waterproof shower areas with appropriate membranes and sealants to prevent moisture damage.
4. **Replacement and Rerouting of Majority of Household Plumbing:**
 - Replace aging or deteriorating plumbing system components, including pipes, fittings, and fixtures.
 - Reroute plumbing lines as necessary to optimize flow and address structural changes.
 - Use corrosion-resistant materials such as copper or PVC for longevity and reliability.
 - Install shut-off valves at strategic points for ease of maintenance and emergency repairs.
5. **Installation of New Water Heater and Utility Room:**
 - Install energy-efficient water heater in utility room, complying with manufacturer's installation instructions and local building codes.
 - Ensure proper ventilation for combustion and exhaust gases, venting to exterior as required.
 - Connect water heater to existing plumbing system with high-quality fittings and flexible connectors for ease of maintenance.
6. **Replacement of Utility Room Door:**

- Remove existing door and frame, ensuring proper disposal of materials.
 - Install new pre-hung door with solid core for durability and sound insulation.
 - Align door for smooth operation and install hardware including hinges, handles, and locks with precision.
- 7. Construction of Concrete or Wood Ramp at Home Entrance:**
- Evaluate site conditions and accessibility requirements to determine appropriate ramp construction method.
 - Construct concrete ramp with reinforced steel and proper slope gradient for wheelchair access.
 - Alternatively, build wooden ramp with pressure-treated lumber and non-slip surface for traction.
 - Install handrails on both sides of ramp, meeting ADA specifications for height and graspability.
- 8. Repair, Seal, and Finish Drywall in Kitchen, Living Room, and Bedrooms:**
- Assess extent of damage to drywall and address any structural issues before repair.
 - Patch holes, cracks, and water damage with joint compound and drywall tape for seamless integration.
 - Sand repaired areas to smooth finish, feathering edges for blending with surrounding surfaces.
 - Apply primer to sealed areas before final painting, ensuring uniformity of finish.
- 9. Installation of Vinyl Plank Flooring in Kitchen Area:**
- Measure kitchen area precisely to determine required amount of vinyl plank flooring.
 - Acclimate flooring material to room temperature and humidity conditions before installation.
 - Lay flooring in accordance with manufacturer's instructions, ensuring proper alignment and staggering of joints.
 - Secure planks to subfloor using adhesive or click-lock installation method, maintaining expansion gaps along perimeter.
- 10. Installation of New Cabinetry, Sink, and Countertop in Kitchen:**
- Assemble and install new base cabinets, wall cabinets, and sink cabinet with level and plumb alignment.
 - Secure cabinets to walls and floors with appropriate fasteners to ensure stability.
 - Install sink with proper sealing and caulking to prevent water leakage.
 - Mount countertop material such as granite or quartz with epoxy adhesive, ensuring level installation and seamless joints.
- 11. Replacement of Old Stove with New Stove:**
- Disconnect and remove existing stove, ensuring safe handling and disposal of old appliance.
 - Install new stove in designated location, verifying proper clearances and ventilation requirements.
 - Connect stove to gas or electrical supply with approved connectors and fittings.
 - Perform operational tests to ensure functionality and safety compliance.

12. Installation of Oversized Windows in Front of Home:

- Remove existing windows and enlarge window openings as necessary, ensuring structural integrity.
- Install new oversized windows with precision, securing frames and sashes to framing members.
- Apply waterproof membrane and flashing around window perimeter to prevent water infiltration.
- Insulate window frames and seal gaps with durable caulking for energy efficiency.

13. Installation of Handicap Railing for Shower and Toilet:

- Install grab bars in shower area and near toilet, following ADA guidelines for placement and mounting height.
- Use corrosion-resistant materials such as stainless steel for durability and hygiene.
- Securely anchor grab bars to wall framing with appropriate hardware to support weight loads.
- Test installed railing for stability and load-bearing capacity before final inspection.

14. Exterior Painting:

- Clean exterior surfaces thoroughly to remove dirt, debris, and loose paint.
- Repair any damaged areas with suitable patching compound and sand smooth.
- Apply primer to bare surfaces to promote adhesion and uniformity of finish.
- Paint exterior using high-quality exterior paint, applying multiple coats for durability and color consistency.

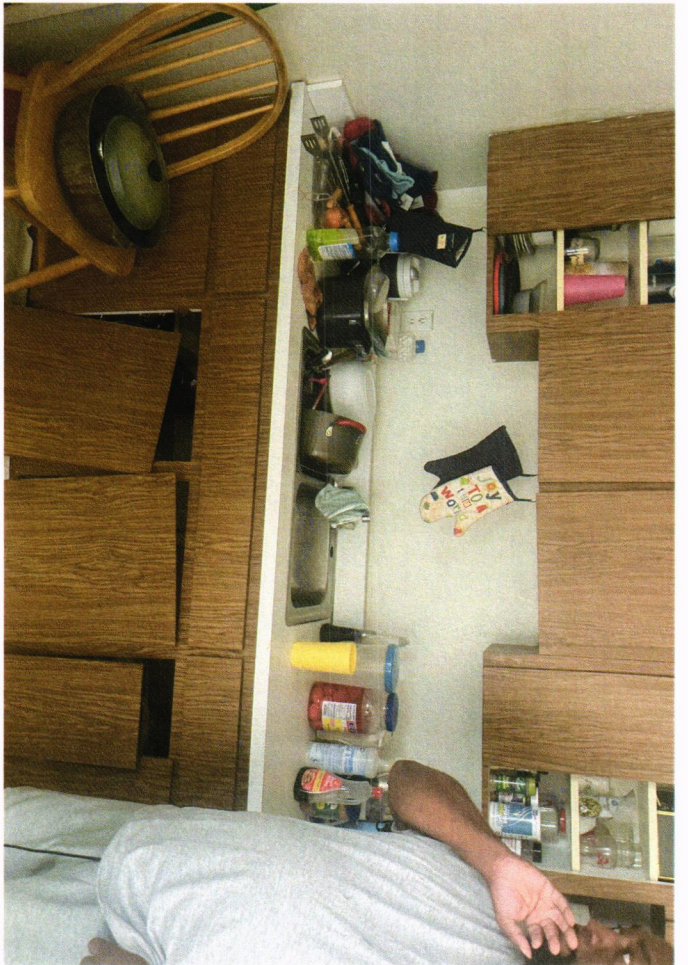
15. Replacement of Exterior Door:

- Remove old exterior door and frame, ensuring proper disposal of materials.
- Install new pre-hung exterior door with weatherstripping for energy efficiency.
- Adjust door for proper fit and operation, ensuring even gaps around perimeter.
- Install new door hardware including hinges, handles, and locks with precision alignment.

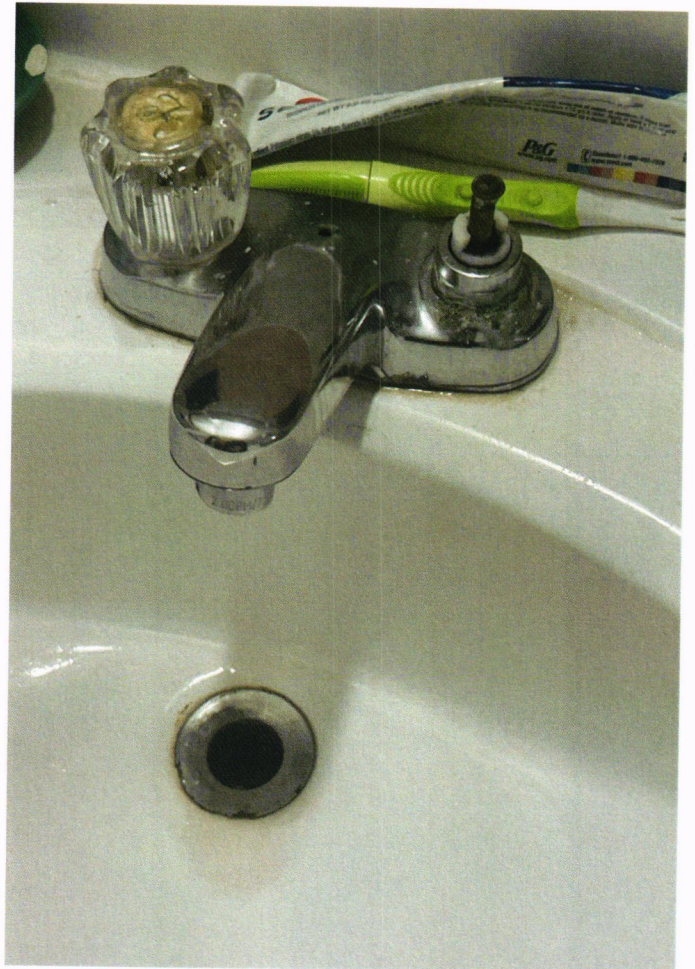
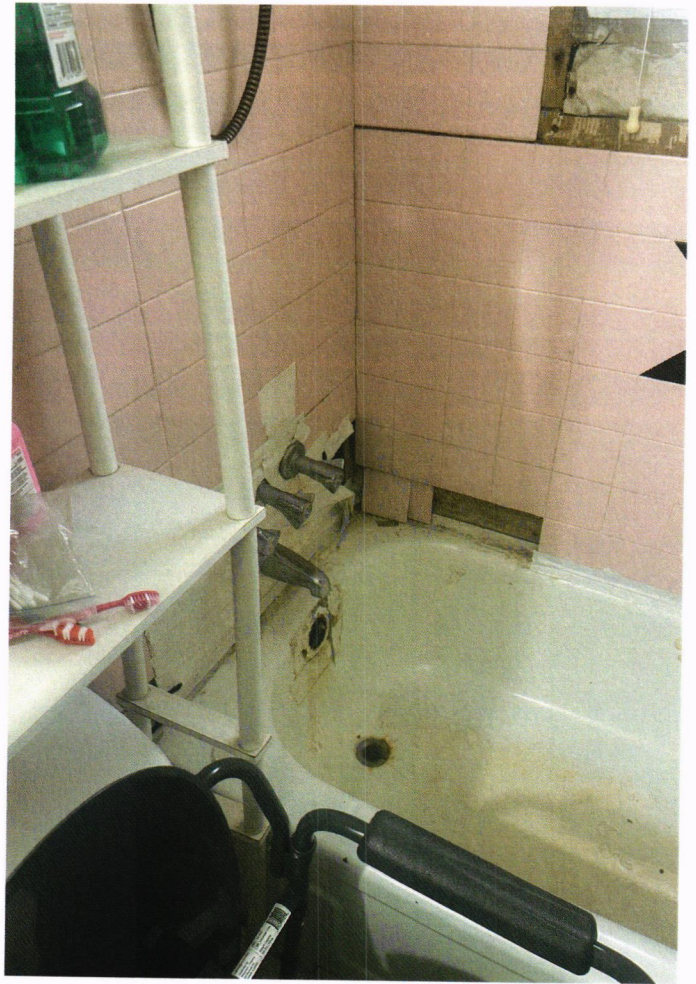
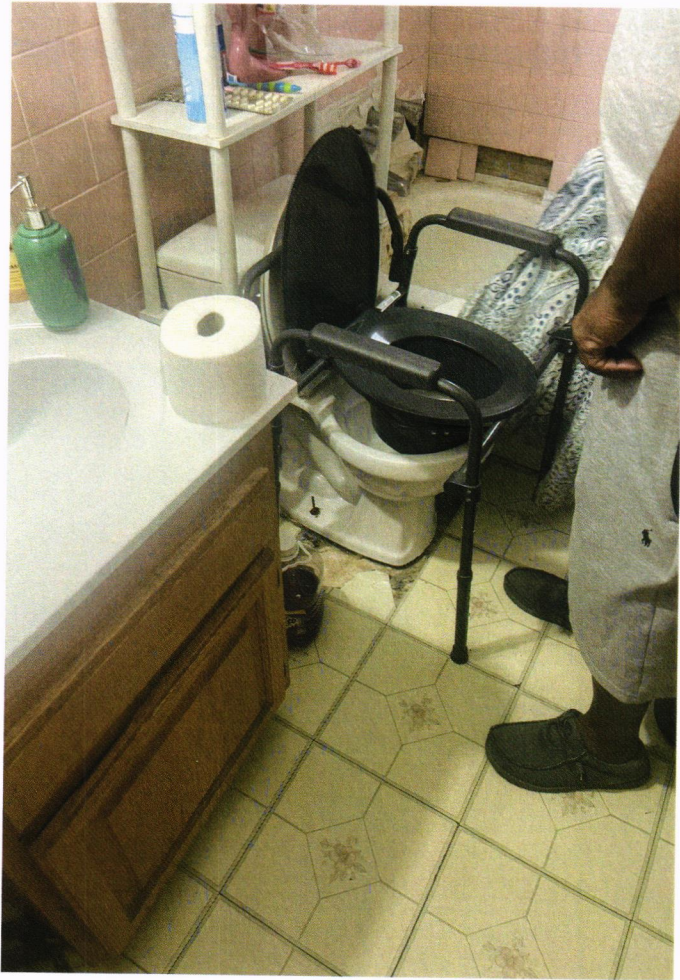
16. Installation of 3-Ton, 14 SEER Split Heat Pump:

- Position outdoor condenser unit on stable pad or mounting brackets, ensuring proper clearances for airflow.
- Connect refrigerant lines between outdoor condenser and indoor air handler, brazing connections securely.
- Install indoor air handler in designated location, ensuring level mounting and proper drainage.
- Charge refrigerant system to manufacturer's specifications and perform startup procedures for optimal performance.

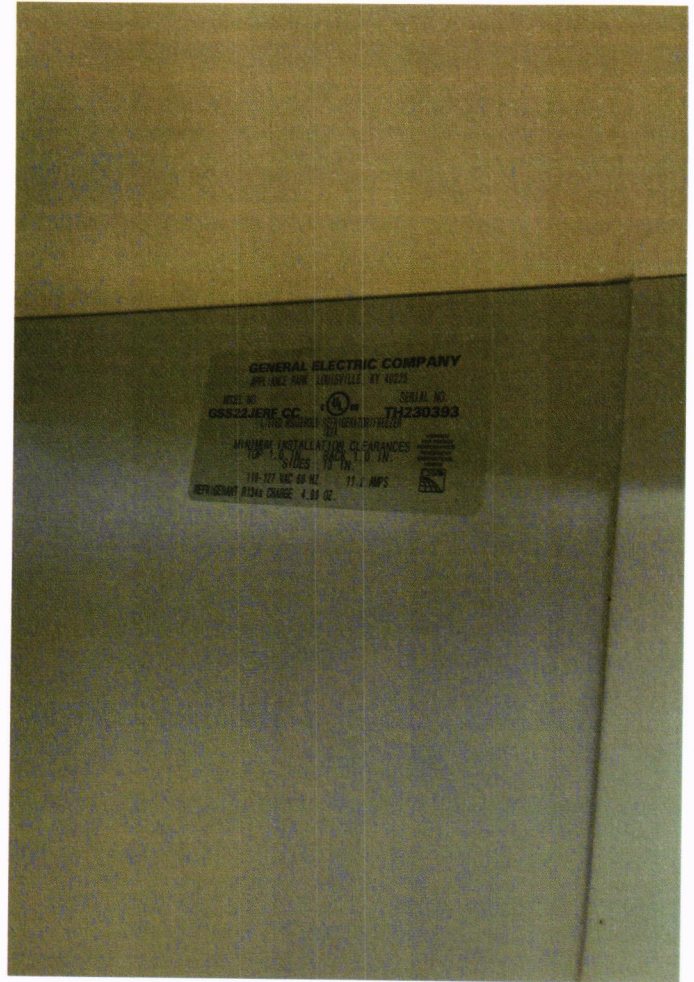
Total Cost for Material and Labor: \$20,735.00

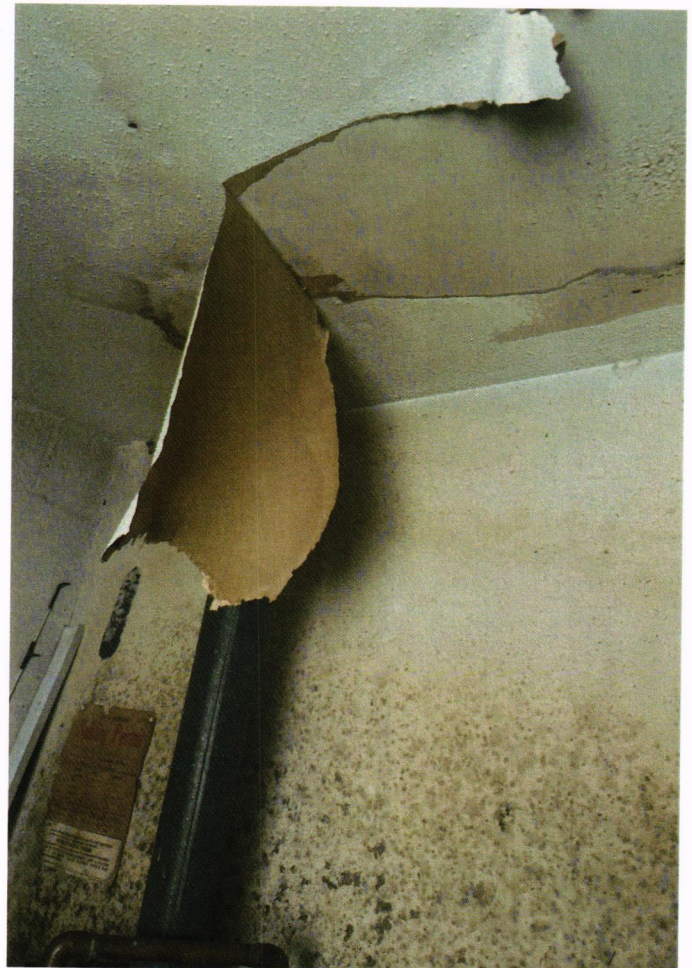
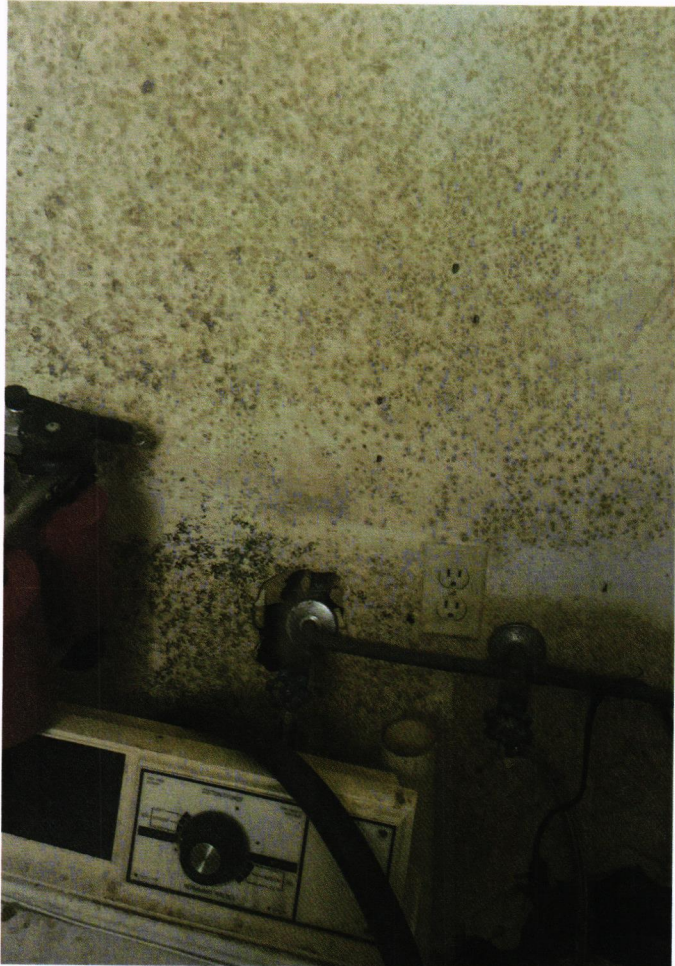
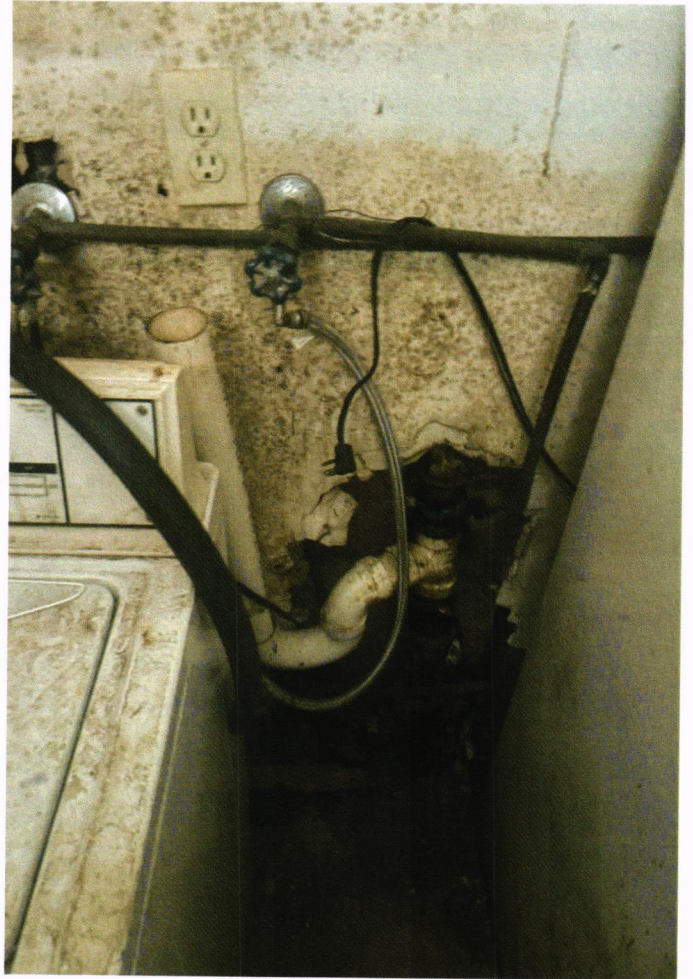


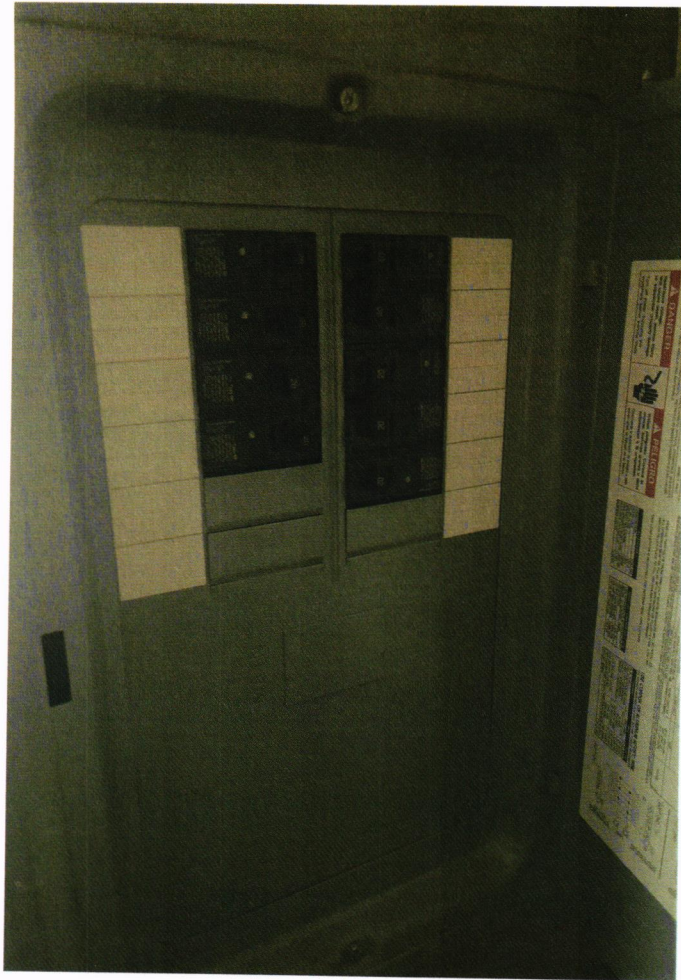
Jackson











City of LEESBURG

Building Permit

Builder Beta Jackson

Address 2212 Whitman Ave.

Lot 11, 12 Block S/D Subdiv Johnson

Building	Date	Inspector
Foundation		
Slab		
Lintel		
Framing		
Final		

Plumbing	Electrical	Gas	H.A.R.V.
Rough In	Rough In	Rough In	Rough In
Final	Final	Final	Final

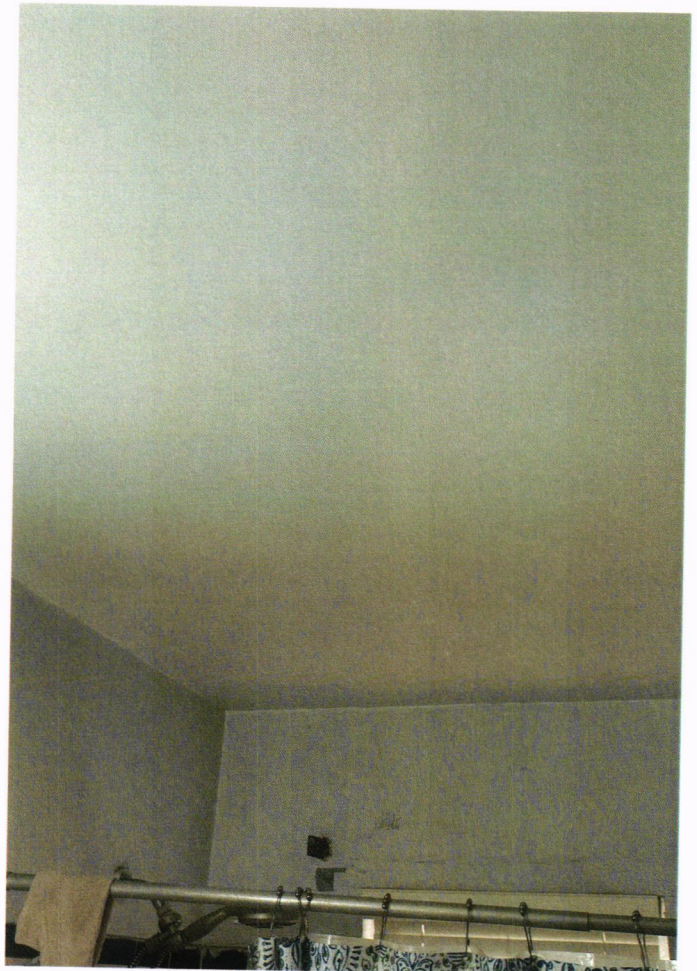
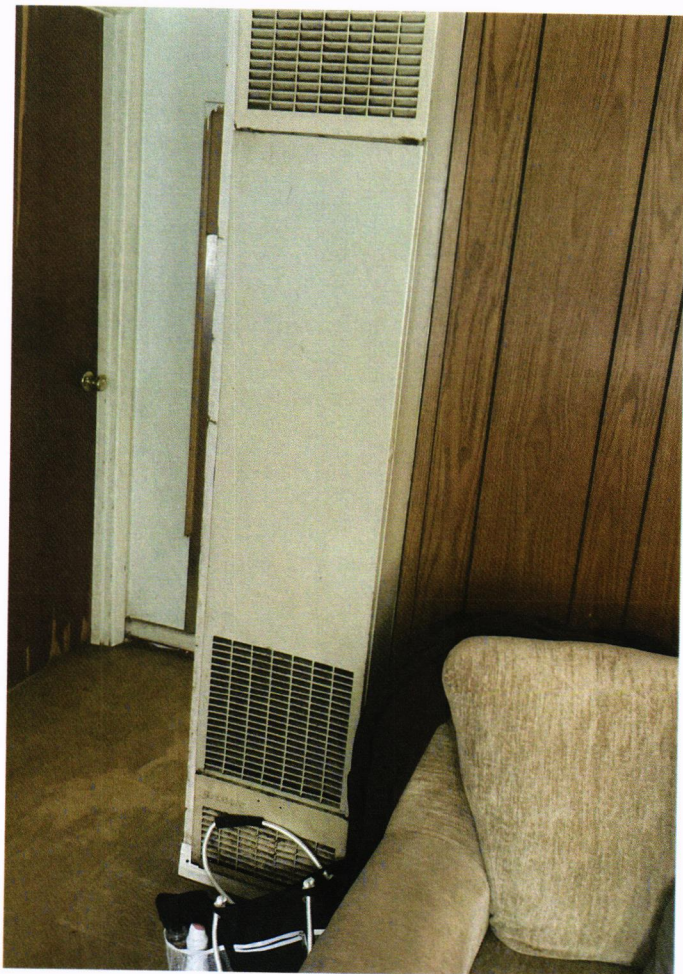
NOTE: Above Rough-In Inspections must be made and approved before any steel, walls or ceilings are covered.

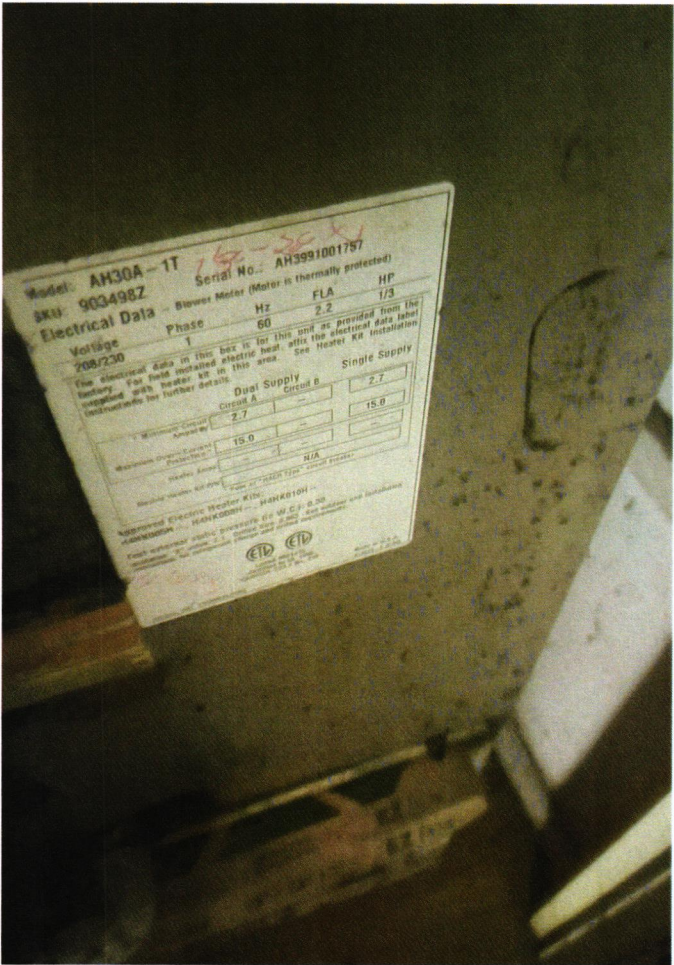
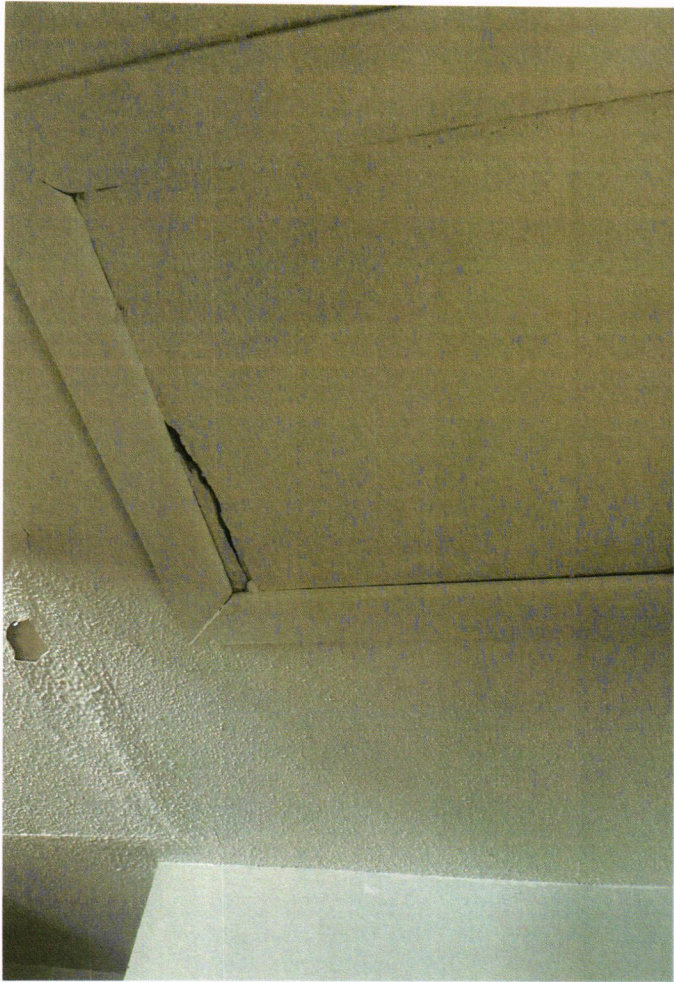
BEFORE STARTING WORK

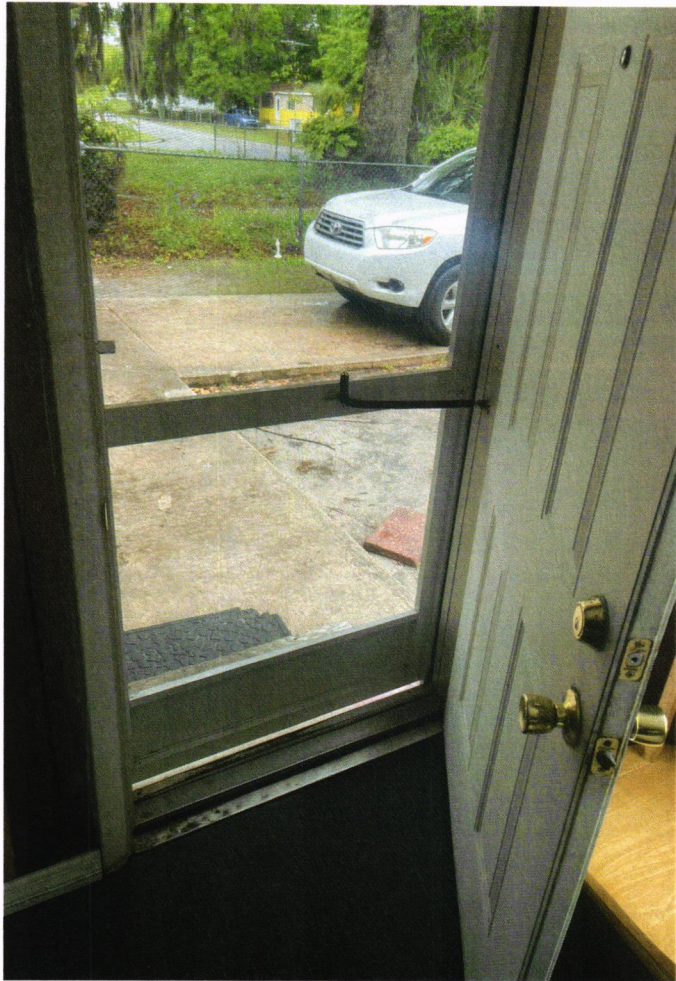
This card must be posted in a conspicuous & accessible location. FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR BUILDING IMPROVEMENTS.

DATE September 15, 1980

BUILDING OFFICE













Tralonie Montoute:

1. Major Flooding Mitigation:

- Conduct extensive land excavation to create swales for efficient drainage away from the home.
- Utilize heavy equipment such as excavators and bulldozers for precise grading and shaping of swales.
- Ensure proper slope gradients and compaction of soil to prevent erosion and promote water flow.
- Install erosion control measures such as geotextile fabric and riprap to stabilize swale banks.
- Coordinate with local authorities to ensure compliance with drainage regulations and permits.

2. Kitchen Cabinetry Stability Enhancement:

- Assess existing cabinetry for instability issues and identify areas needing reinforcement.
- Install robust plywood shelving to provide additional support and durability.
- Use construction adhesive and screws to securely fasten shelves to cabinet frames.
- Ensure shelves are level and evenly spaced to distribute weight evenly.
- Apply finishing materials such as paint or laminate to match existing cabinetry aesthetics.

3. Gutter System Replacement:

- Remove existing gutter system and inspect fascia boards for damage or rot.
- Install new seamless aluminum gutters with appropriate size and slope for efficient water drainage.
- Secure gutters to fascia boards using heavy-duty hangers and screws.
- Install downspouts with splash blocks or extensions to direct water away from the foundation.
- Test gutter system for proper alignment and water flow, making adjustments as necessary.

4. Electrical System Upgrade:

- Conduct a thorough assessment of the hall's electrical system to identify outdated components and potential hazards.
- Replace outdated wiring, circuit breakers, and electrical panels with modern, code-compliant equipment.
- Install additional circuits and outlets to accommodate increased electrical load.
- Label circuits and electrical panels clearly for easy identification and maintenance.
- Conduct comprehensive testing and inspection to ensure system reliability and safety.

5. Security Lighting Installation:

- Identify strategic locations around the home perimeter for dusk-to-dawn security lighting fixtures.
- Install motion-sensing fixtures near entry points and dark areas for enhanced security.
- Ensure proper wiring and weatherproofing for outdoor installation.

- Adjust light fixtures for optimal coverage and brightness.
 - Test lighting system for functionality and adjust settings as needed.
6. **Fence Replacement:**
- Remove existing perimeter fence and dispose of materials responsibly.
 - Install new fence panels with treated lumber or metal posts for durability.
 - Ensure proper alignment and spacing of fence panels for security and aesthetics.
 - Install gate hardware such as hinges, latches, and locks for secure access.
 - Apply protective finishes such as stain or paint to enhance longevity and appearance.
7. **Front Screen Door Replacement:**
- Remove existing front screen door and inspect frame for damage or wear.
 - Install new front screen door with reinforced frame and security features such as deadbolts and reinforced hinges.
 - Ensure proper weather sealing to prevent insect intrusion and drafts.
 - Install door hardware including handles, locks, and closer mechanisms.
 - Test door operation and adjust as necessary for smooth functionality.
8. **ERV System Installation:**
- Determine optimal location for ERV unit installation to maximize air exchange efficiency.
 - Install ERV unit with specified airflow capacity and efficiency rating.
 - Connect ductwork to distribute fresh air throughout the home while exhausting stale air.
 - Install intake and exhaust vents with appropriate filters to capture airborne contaminants.
 - Program ERV controls for automatic operation and adjust settings based on occupancy and indoor air quality.
9. **Side Door Replacement:**
- Remove damaged side door and inspect surrounding frame for structural integrity.
 - Install new side door with reinforced frame and security features such as a multi-point locking system.
 - Ensure proper weather sealing to prevent water infiltration and drafts.
 - Install door hardware including handles, locks, and hinges.
 - Test door operation and adjust as necessary for smooth functionality and proper alignment.
10. **HVAC System Replacement:**
- Remove existing HVAC system components including condenser unit, air handler, and ductwork.
 - Install new high-efficiency 3-ton, 14 SEER split heat pump system.
 - Position outdoor condenser unit on stable pad or mounting brackets and secure to prevent vibration.
 - Connect refrigerant lines between outdoor condenser and indoor air handler, brazing connections securely.
 - Install indoor air handler in designated location, ensuring level mounting and proper drainage.
 - Charge refrigerant system to manufacturer's specifications and perform startup procedures for optimal performance.

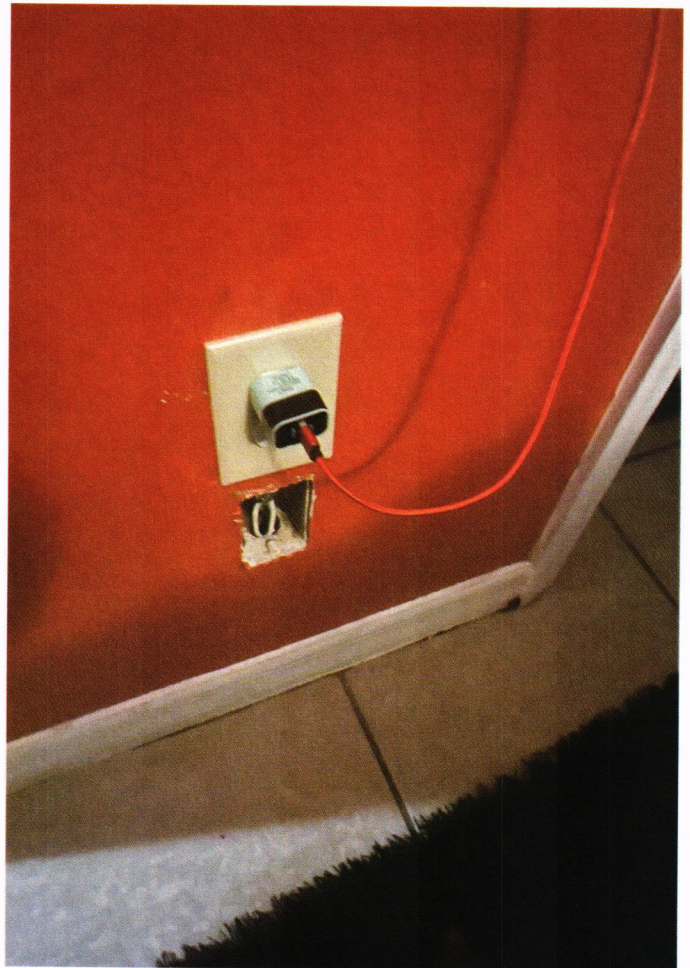
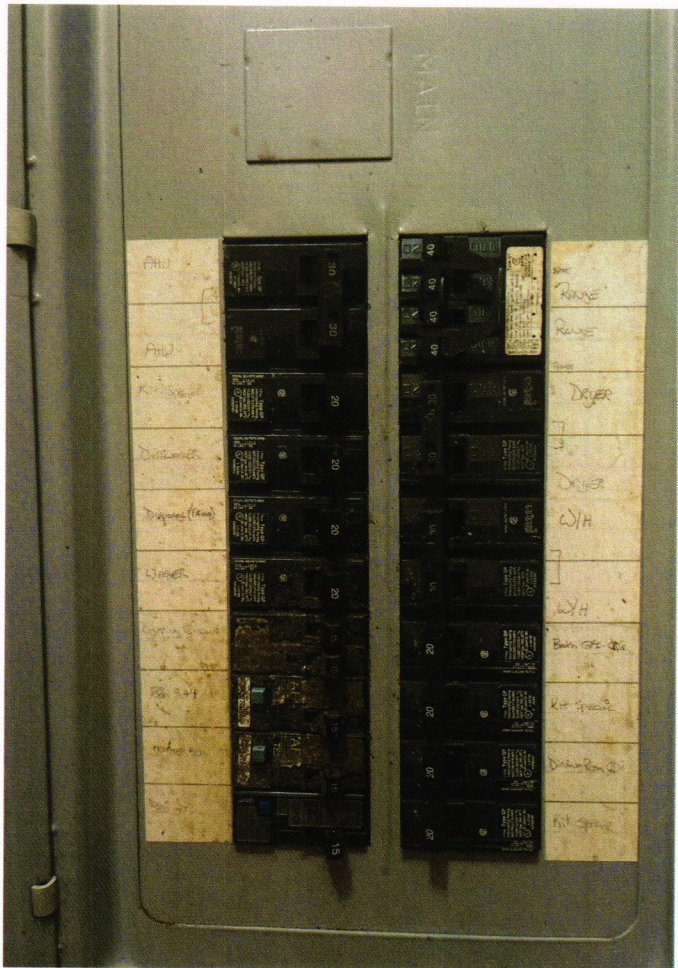
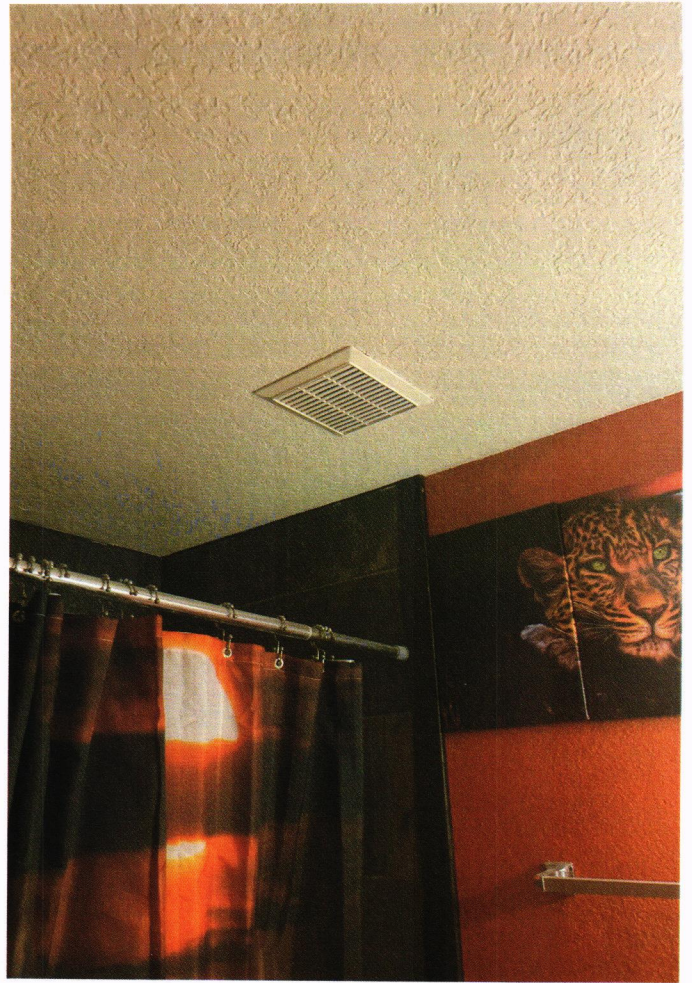
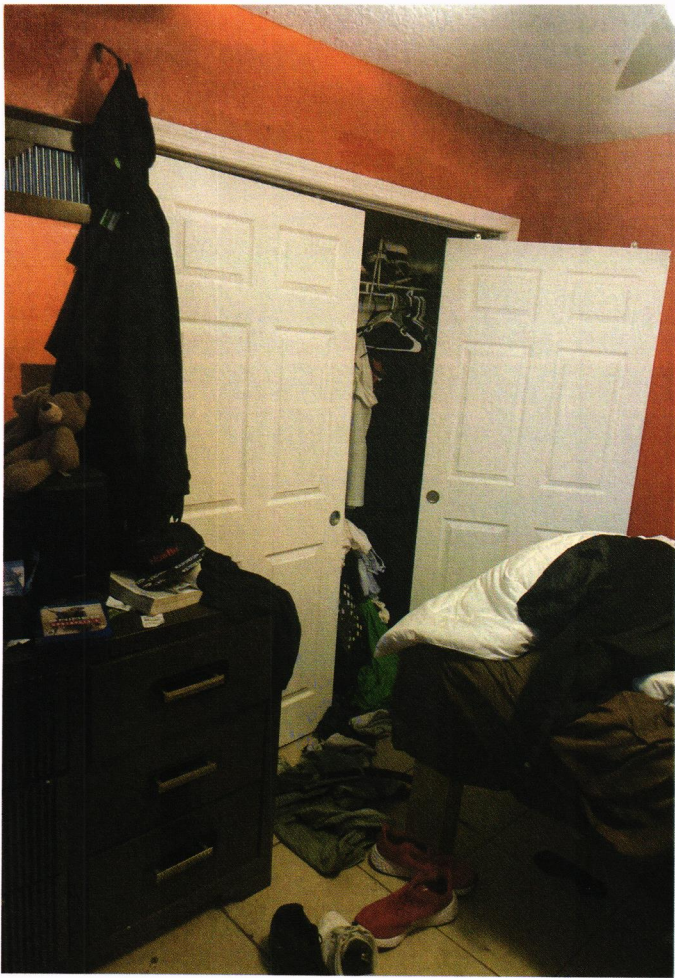
- Test HVAC system operation and adjust settings for comfort and efficiency.

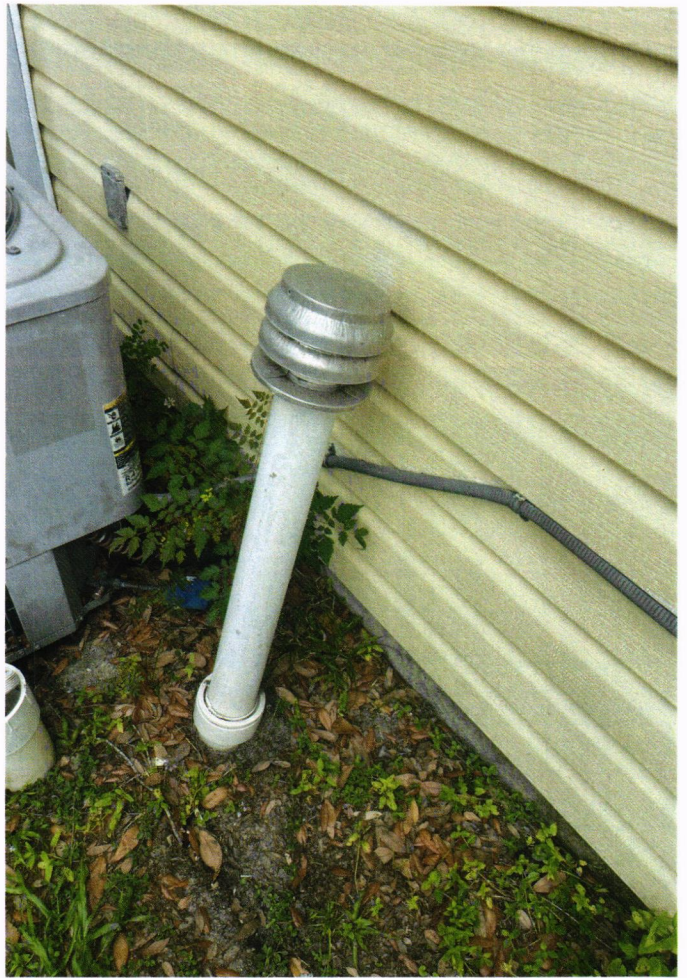
Total Project Cost for Material and Labor: \$17,692.00



Marquette









Agnes Carter:

1. Electrical System Upgrade:

- Replace all outdated outlets, switches, and receptacles with new UL-listed components.
- Upgrade panel box to accommodate current electrical load, ensuring proper amperage and circuit distribution.
- Install AFCI (Arc Fault Circuit Interrupter) and GFCI (Ground Fault Circuit Interrupter) protection for enhanced safety.
- Conduct load calculations to determine appropriate wire sizes and breaker capacities.
- Ensure compliance with local electrical codes and regulations for safe installation.
- Label circuits and panel box clearly for easy identification and maintenance.

2. Back Porch Screen Repair:

- Inspect back porch wood screen and door for damage, decay, or deterioration.
- Replace damaged or rotted wood components with pressure-treated lumber for durability.
- Repair or replace torn or damaged screens with high-quality fiberglass or aluminum screening material.
- Ensure proper alignment and secure attachment of screens to frame to prevent sagging or gaps.
- Install new screen door with reinforced hinges and latch mechanism for smooth operation and security.
- Apply weatherproofing sealant or paint to protect wood surfaces from moisture and UV exposure.

3. Window Replacement:

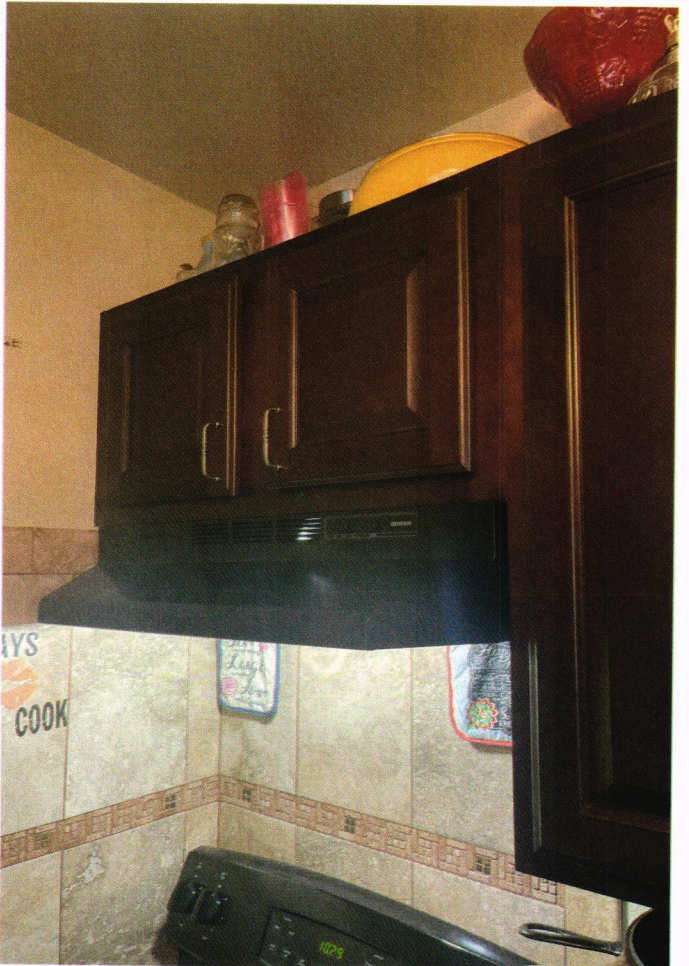
- Remove existing windows and carefully dispose of old materials.
- Install new energy-efficient windows with low-E glass and insulated frames for improved thermal performance.
- Ensure proper sizing and fit of windows to openings, using shims and foam insulation to seal gaps.
- Remove existing security bars and repair any damage to window frames caused by their installation.
- Install new window hardware such as locks and handles for security and ease of operation.
- Test windows for proper operation and adjust as necessary for smooth opening and closing.

4. Roof Replacement:

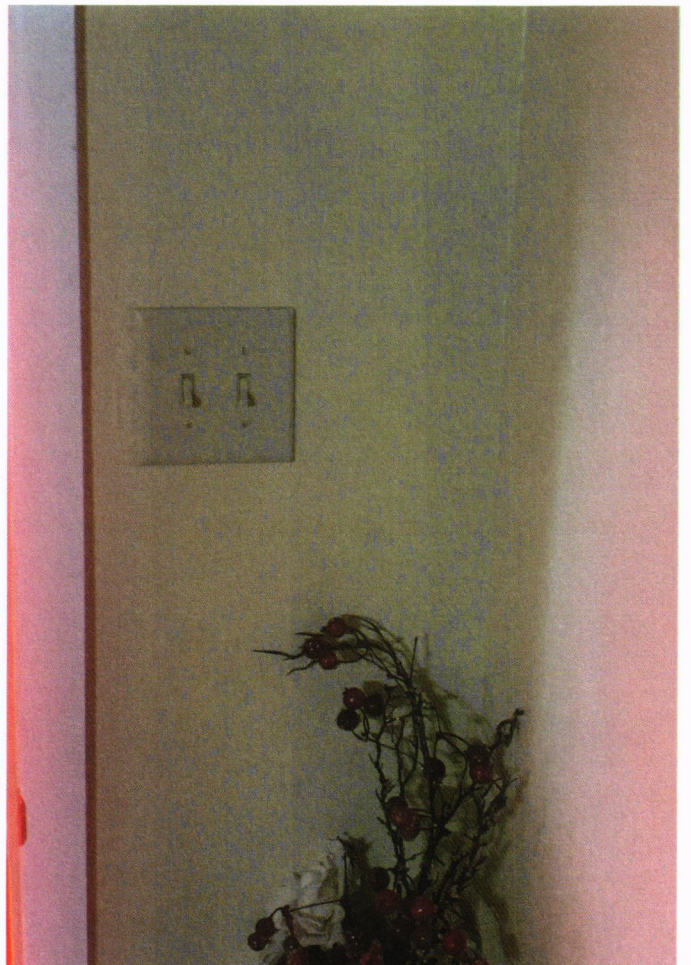
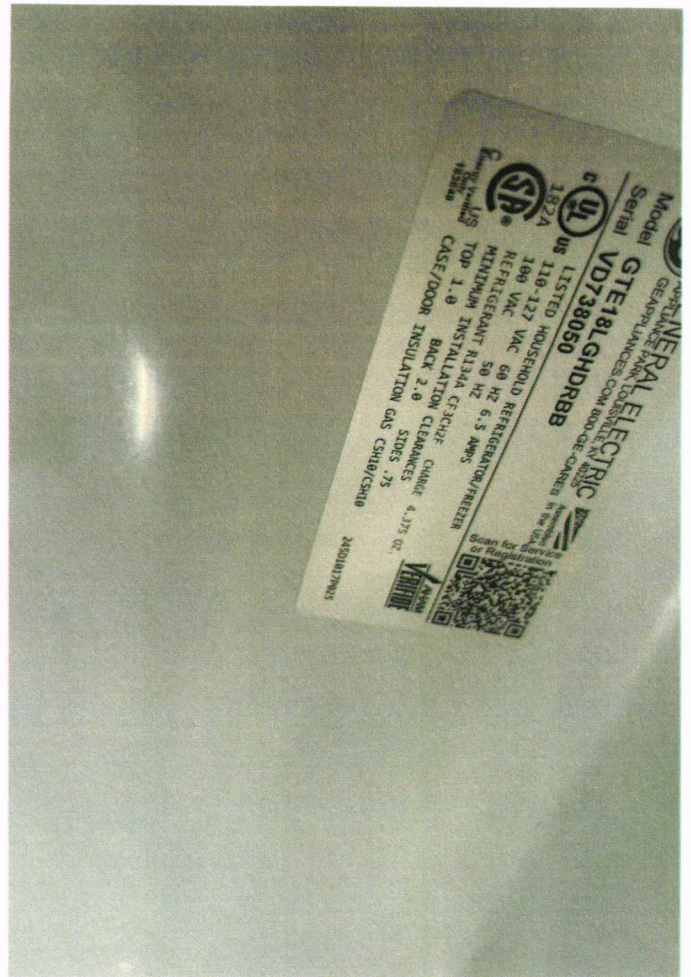
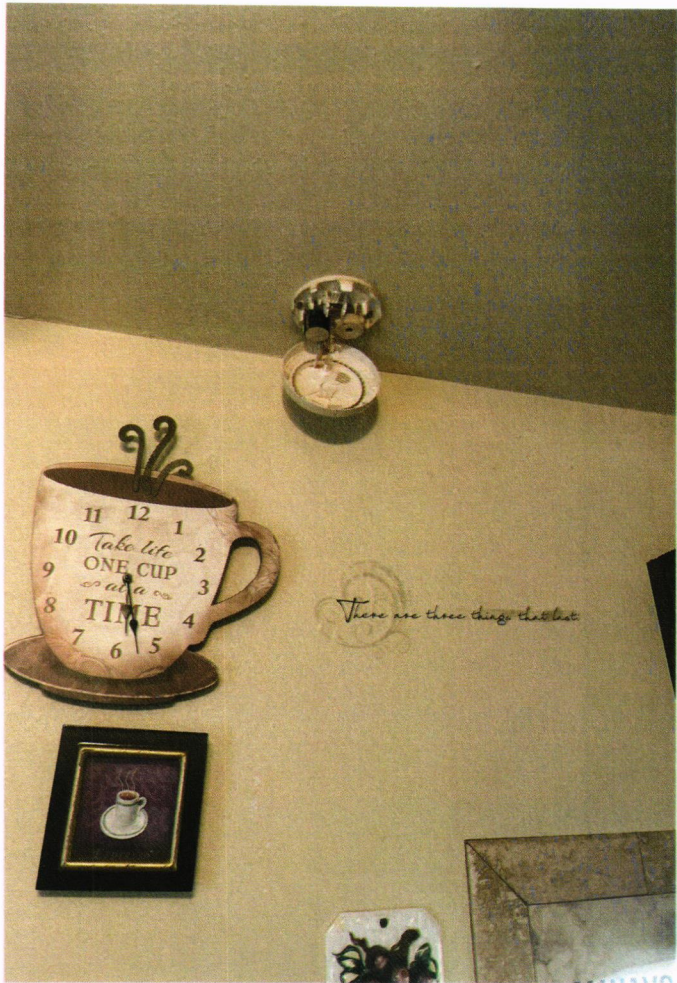
- Remove existing roofing materials down to the roof deck, inspecting for structural damage or decay.
- Repair or replace damaged roof decking as needed to ensure a solid substrate for new roofing.
- Install new underlayment, such as synthetic or felt paper, to provide additional weather protection.
- Install new roofing materials, such as asphalt shingles or metal panels, following manufacturer specifications and local building codes.

- Ensure proper flashing installation around roof penetrations, such as chimneys and vents, to prevent water intrusion.
- Install ridge vents or other ventilation systems to promote airflow and reduce heat buildup in the attic space.
- Conduct thorough inspection and cleanup of the roof area to ensure quality workmanship and compliance with safety standards.

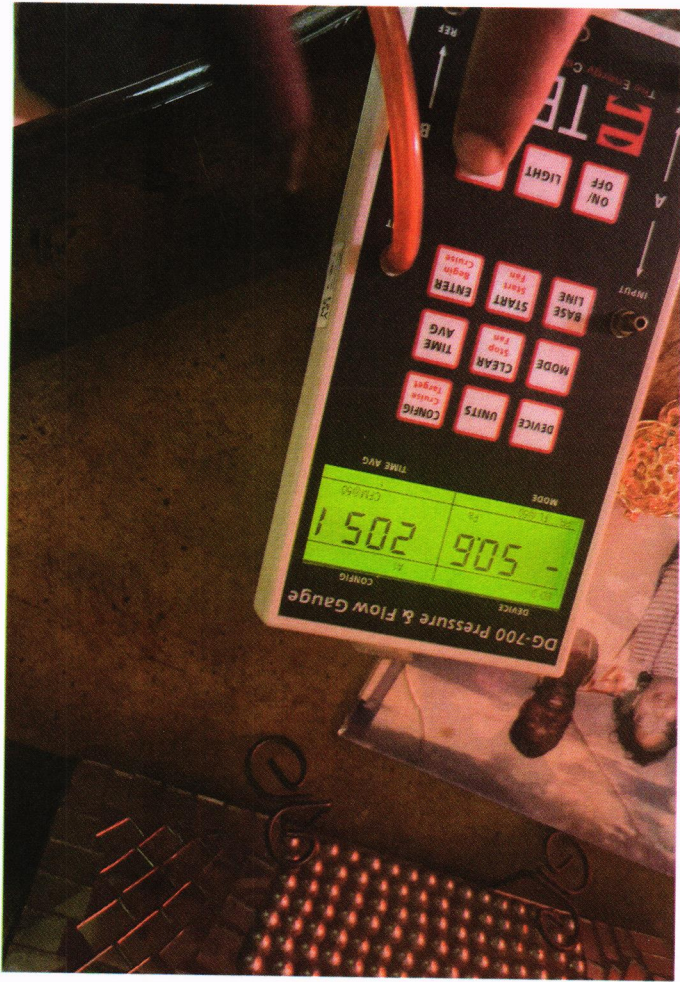
Total Project Cost for Material and Labor: \$21,130.00

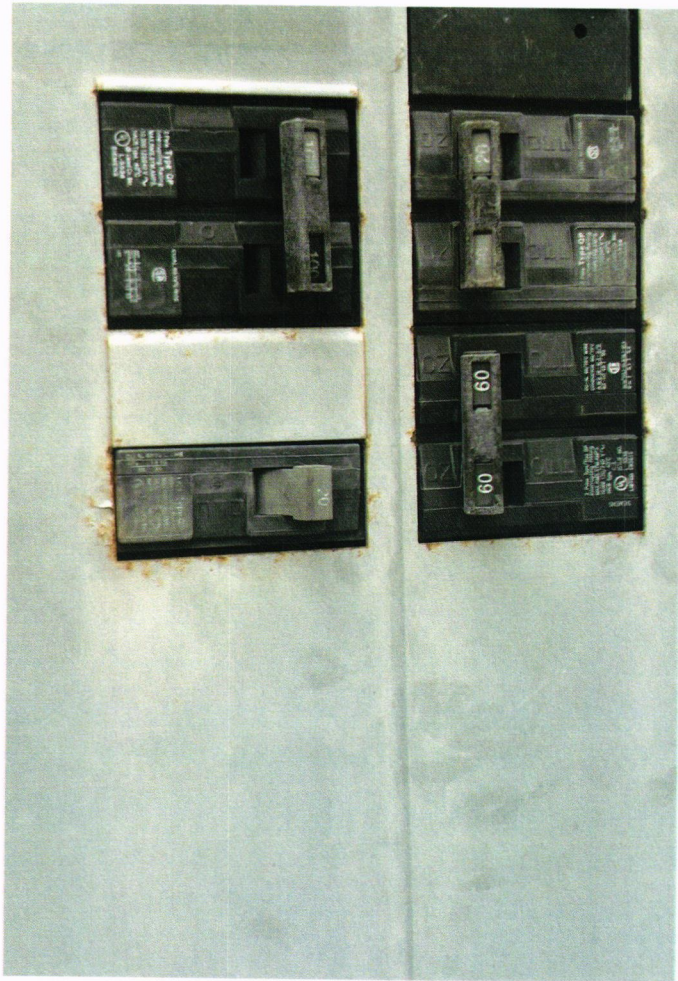


Costa











Daisy Blake

1. **Perimeter Drywall Replacement and Base Trim Installation:**
 - Remove damaged drywall along the perimeter of the kitchen, ensuring clean and straight edges for new installation.
 - Install new drywall sheets, securing them to the wall studs with appropriate fasteners.
 - Tape and mud drywall seams, feathering edges for a seamless finish.
 - Install base trim along the bottom of walls using finishing nails or adhesive, ensuring tight joints and proper alignment.
 - Caulk gaps between trim and walls for a professional, finished appearance.
 - Sand trim and drywall surfaces smooth for painting or finishing.
2. **Gas Wall Furnace Removal and Gas Line Cap Off:**
 - Disconnect gas supply to wall furnace and shut off gas valve.
 - Remove wall furnace unit and carefully cap off gas lines to prevent leaks.
 - Install new drywall in the area previously occupied by the furnace, securing it to wall framing.
 - Seal drywall seams and joints with joint compound and drywall tape.
 - Sand drywall surfaces smooth and apply primer before painting or finishing.
3. **Drywall Repair, Sealing, and Sanding for Utility Room:**
 - Install new drywall in utility room to repair areas susceptible to air, water, and rodent intrusion.
 - Seal drywall seams and joints with drywall compound to prevent air and moisture infiltration.
 - Sand drywall surfaces to achieve a smooth, even finish for painting or finishing.
 - Apply primer to sealed drywall surfaces before painting to improve adhesion and coverage.
4. **Interior and Exterior Painting with Nail and Screw Removal:**
 - Remove all nails and screws from walls, trim, and surfaces using appropriate tools.
 - Patch and repair any holes or damage left by removed fasteners.
 - Prepare surfaces by cleaning, sanding, and priming as necessary.
 - Apply interior paint to walls, ceilings, and trim surfaces using roller, brush, or sprayer for even coverage.
 - Apply exterior paint to siding, trim, and other surfaces using brushes, rollers, or sprayers, ensuring proper coverage and protection from the elements.
5. **Removal of Rotted Tree in Front Yard:**
 - Safely fell and remove tree from front yard using chainsaws and other appropriate tools.
 - Dispose of tree debris responsibly, either through recycling or proper disposal methods.
 - Grind or remove tree stump to prevent regrowth and eliminate potential hazards.
6. **Drainage and Plumbing Issue Repair in Bathroom and Kitchen:**
 - Identify and diagnose drainage and plumbing issues in the bathroom and kitchen, including leaks, blockages, or malfunctions.

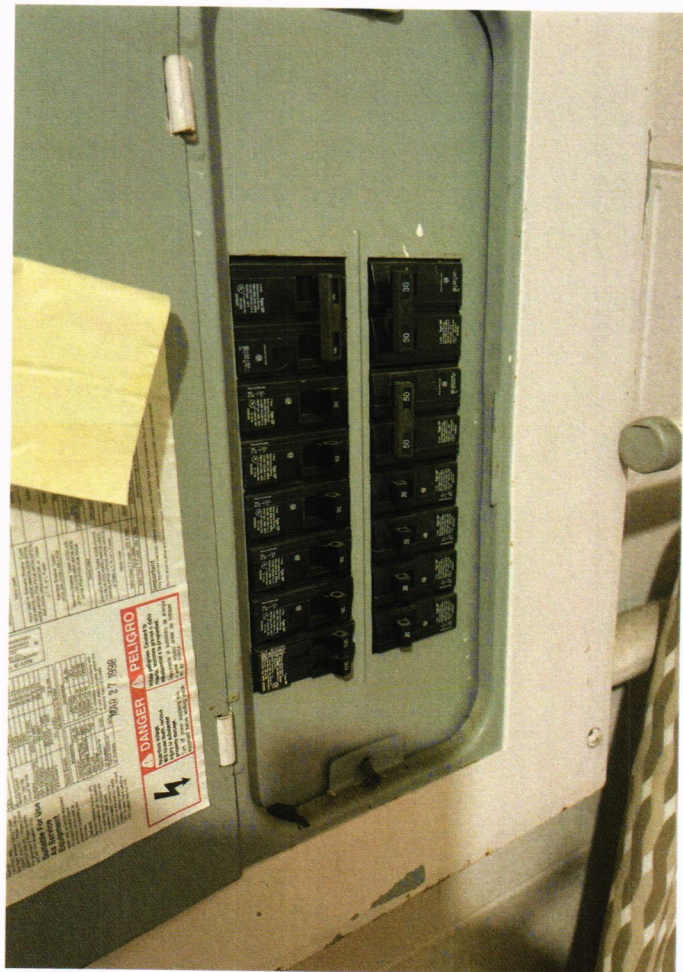
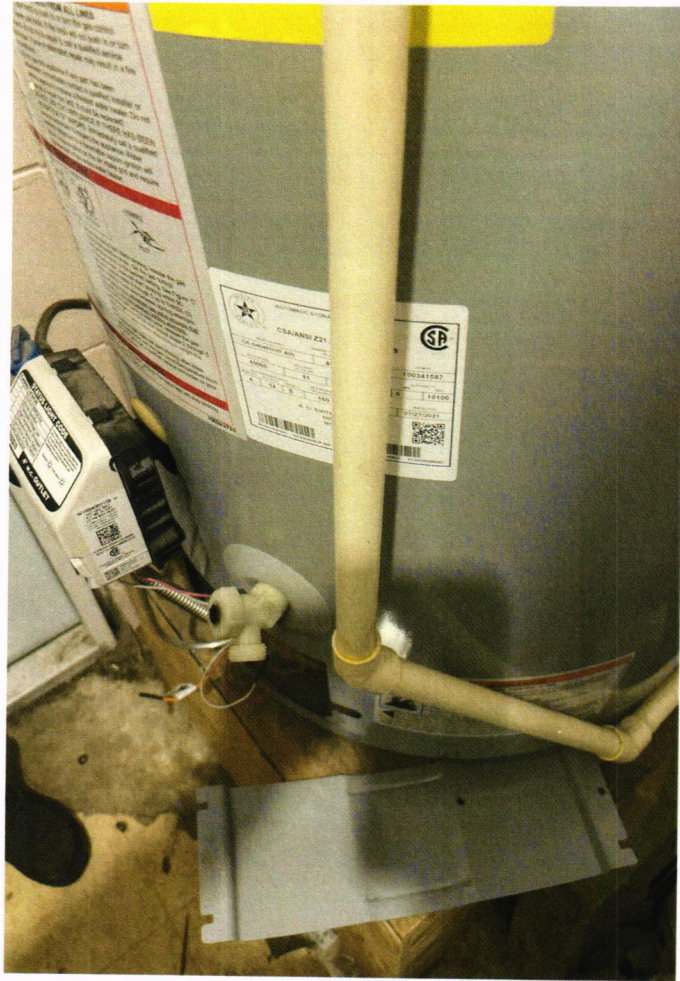
- Repair or replace damaged or deteriorated pipes, fittings, or fixtures as needed to restore proper functionality.
 - Clear clogged drains using drain snakes, augers, or hydro-jetting equipment to remove obstructions.
 - Test repaired plumbing systems for leaks and proper drainage, making adjustments as necessary.
 - Ensure all repairs comply with local plumbing codes and regulations for safety and performance.
- 7. Electrical Upgrade and Replacement of Outlets:**
- Conduct a comprehensive assessment of the home's electrical system to identify outdated or faulty components.
 - Replace all outlets and receptacles with modern, tamper-resistant units that meet current safety standards.
 - Upgrade electrical wiring and circuitry to accommodate increased electrical demand and ensure proper grounding.
 - Install AFCI (Arc Fault Circuit Interrupter) and GFCI (Ground Fault Circuit Interrupter) outlets in appropriate locations for added protection.
 - Label circuit breakers and outlets clearly for easy identification and troubleshooting.
- 8. Replacement of Short Toilet with Taller Toilet and Installation of Handicap Bar:**
- Remove existing short toilet and dispose of properly.
 - Install taller toilet with appropriate rough-in dimensions for proper fit and function.
 - Secure toilet to floor flange with wax ring and bolts, ensuring proper seal and stability.
 - Install handicap bar adjacent to toilet for added support and accessibility, securely anchoring to wall studs.
 - Test toilet operation and flush for proper functionality.
- 9. Bathroom Door Replacement with Hardware Installation:**
- Remove existing bathroom door and hardware, including hinges, handles, and locks.
 - Install new pre-hung bathroom door with appropriate swing direction and dimensions for proper fit.
 - Attach hinges, handles, and locks to door slab and frame, ensuring smooth operation and secure closure.
 - Adjust door alignment and hardware as needed for proper function and appearance.
- 10. Installation of 2-Ton, 14 SEER Split Heat Pump:**
- Position outdoor condenser unit on stable pad or mounting brackets, ensuring proper clearances for airflow.
 - Connect refrigerant lines between outdoor condenser and indoor air handler, brazing connections securely.
 - Install indoor air handler in designated location, ensuring level mounting and proper drainage.
 - Charge refrigerant system to manufacturer's specifications and perform startup procedures for optimal performance.

- Test HVAC system operation and adjust settings for comfort and efficiency.

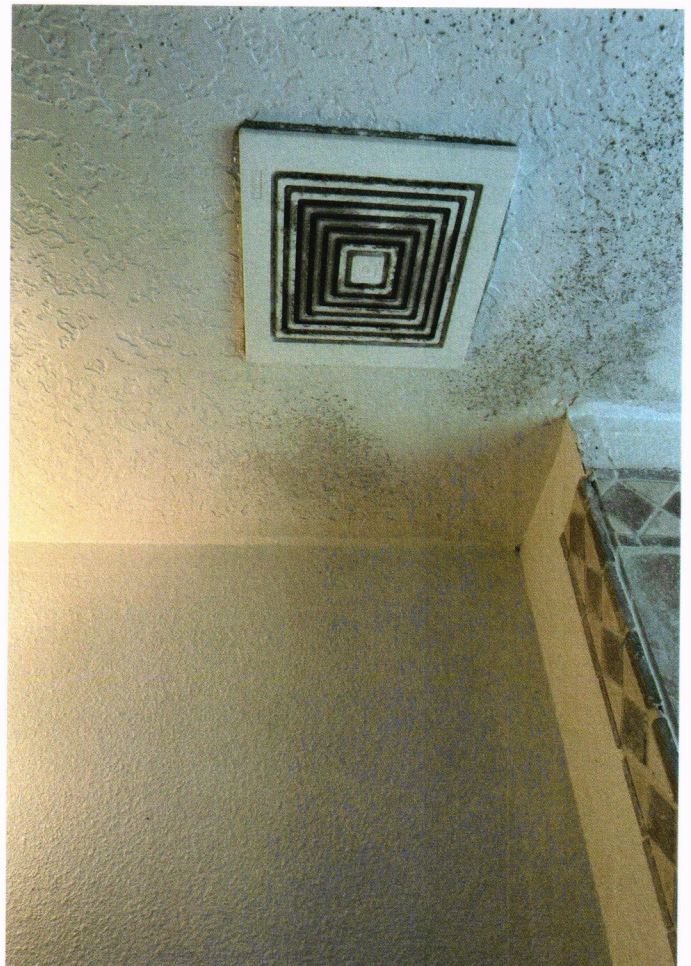
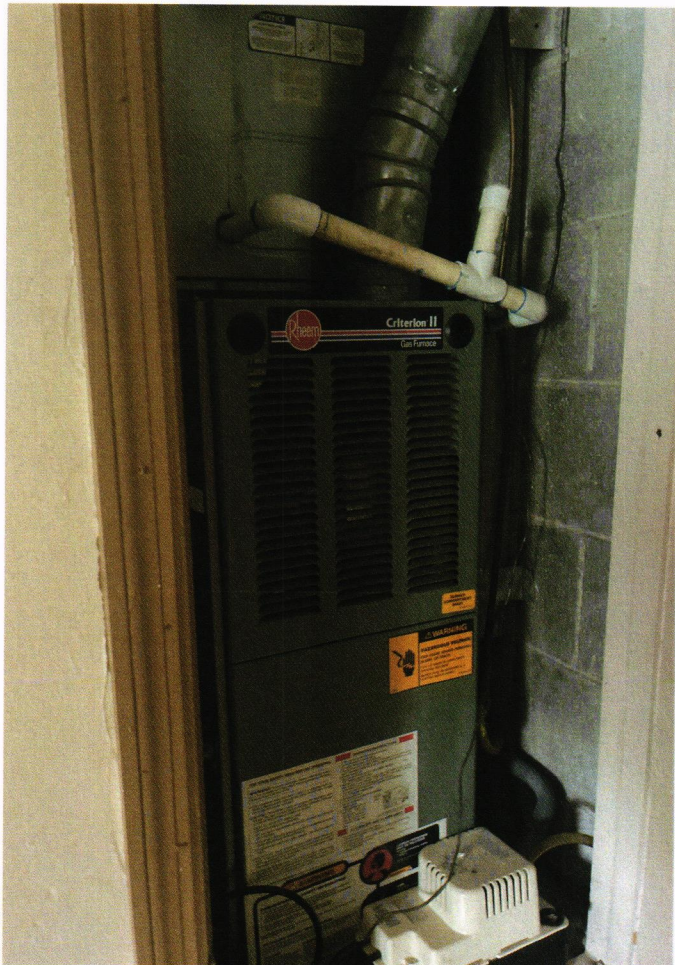
Total Cost of Material and Labor: \$15,323.80

Blake











Elizabeth Ivery

1. Drywall Repair, Sealing, Sanding, and Finishing for Back Porch:

- Begin by assessing the extent of damage to the drywall on the back porch, identifying areas in need of repair.
- Patch any holes, cracks, or other damage using drywall compound and joint tape, ensuring a smooth and level surface.
- Seal repaired areas and entire drywall surface with a high-quality primer or sealer to protect against moisture intrusion.
- Sand the sealed drywall surface to achieve a smooth and uniform texture, removing any imperfections or rough spots.
- Apply multiple coats of drywall compound as needed to achieve desired finish, feathering edges for seamless blending.
- Prime the repaired and sanded drywall surface to ensure proper adhesion of paint or finish.
- Paint or finish the back porch according to the desired aesthetic, using appropriate materials and techniques for durability and weather resistance.

2. Roof Replacement due to Major Damage:

- Remove existing roof materials, including shingles, underlayment, and flashing, down to the roof deck.
- Inspect roof deck for damage and replace any compromised sections as needed to ensure structural integrity.
- Install new roofing underlayment, such as synthetic or felt paper, to provide a waterproof barrier beneath the shingles.
- Install new roof sheathing, such as plywood or OSB, securely fastened to roof rafters for support.
- Apply new roofing materials, such as asphalt shingles, metal panels, or tiles, following manufacturer specifications and local building codes.
- Install new flashing around roof penetrations, such as vents and chimneys, to prevent water infiltration.
- Ensure proper ventilation by installing ridge vents or other venting systems as necessary.
- Inspect roof for proper installation and address any areas of concern before completing the project.

3. Pressure Washing of Molded Driveway in Front Yard:

- Utilize a high-pressure washer to thoroughly clean the driveway surface, removing mold, mildew, dirt, and stains.
- Adjust pressure and nozzle settings as needed to avoid damage to the driveway surface while effectively removing contaminants.
- Use environmentally friendly cleaning solutions or detergents to enhance cleaning effectiveness and minimize environmental impact.
- Pay special attention to areas with heavy mold or mildew growth, ensuring thorough removal for a clean and refreshed appearance.
- Allow the driveway to dry completely before assessing the results and considering any additional treatment or sealing options.

4. Repair of Front Porch and Installation of Screen Structure with Door:

- Begin by assessing the structural integrity of the front porch, identifying any areas of instability or hazards.
- Reinforce or replace damaged support beams, columns, or decking to ensure structural stability and safety.
- Install a new screen structure around the perimeter of the front porch, using sturdy framing materials such as aluminum or pressure-treated wood.
- Include a screen door with a self-closing mechanism for easy access and insect protection.
- Ensure proper attachment of the screen structure to the existing porch framing, anchoring securely to prevent movement or damage.
- Apply weatherproofing sealant or paint to protect the new porch structure from moisture and UV exposure.
- Test the functionality of the screen door and ensure proper operation for ease of use.

5. Replacement of Front and Back Doors in Hall:

- Remove existing front and back doors from their frames, carefully preserving any salvageable hardware.
- Assess door frames for damage or wear and make any necessary repairs or replacements to ensure proper fit for new doors.
- Install new pre-hung front and back doors, aligning hinges and latch mechanisms for smooth operation.
- Attach new door hardware, including handles, locks, and hinges, ensuring proper alignment and functionality.
- Adjust door fit and operation as needed to achieve a tight seal and smooth swing.
- Test doors for proper closure, latch engagement, and security.

6. Installation of 3-Ton, 14 SEER Split Heat Pump:

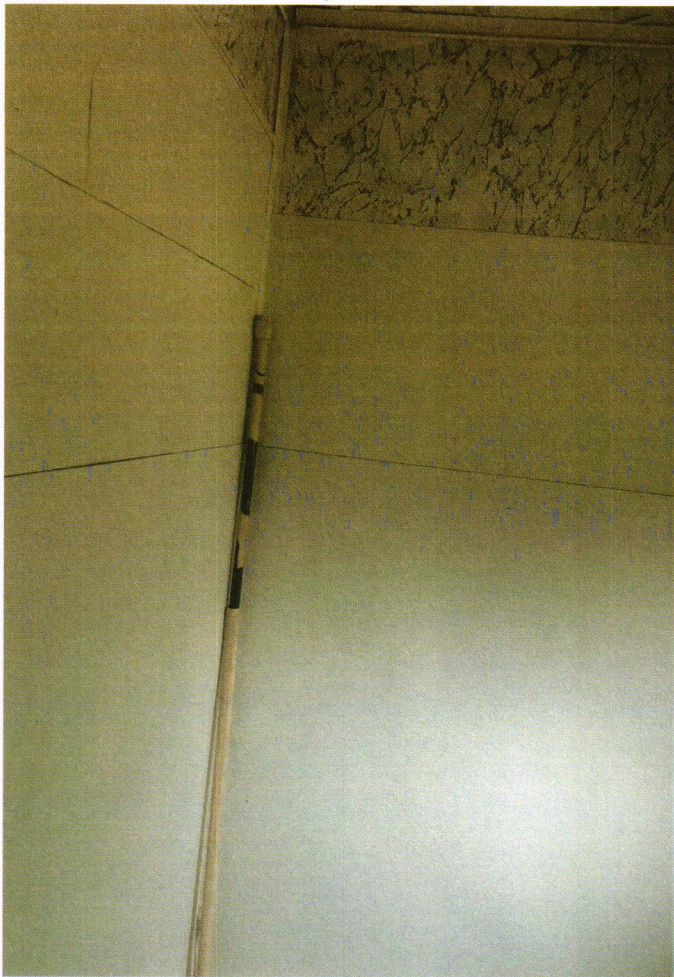
- Select an appropriate location for outdoor condenser unit installation, considering factors such as clearance requirements and noise considerations.
- Mount the outdoor condenser unit on a stable pad or brackets, securing it to prevent movement or vibration.
- Connect refrigerant lines between the outdoor condenser and indoor air handler, ensuring proper sizing and insulation for efficient operation.
- Install the indoor air handler in a central location within the home, positioning it for optimal airflow and distribution.
- Wire the heat pump system to the electrical panel, following manufacturer guidelines and local electrical codes.
- Install controls and thermostats for system operation and programming, ensuring user-friendly interface and functionality.
- Test the heat pump system for proper operation in both heating and cooling modes, adjusting settings as needed for comfort and efficiency.

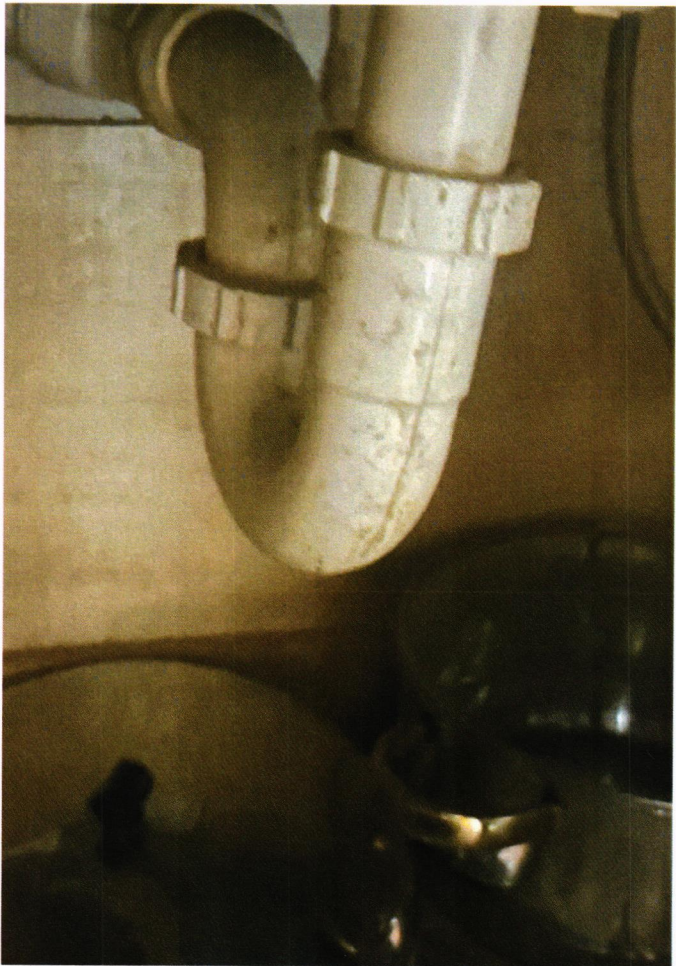
Total Material and Labor Cost: \$22,980.00

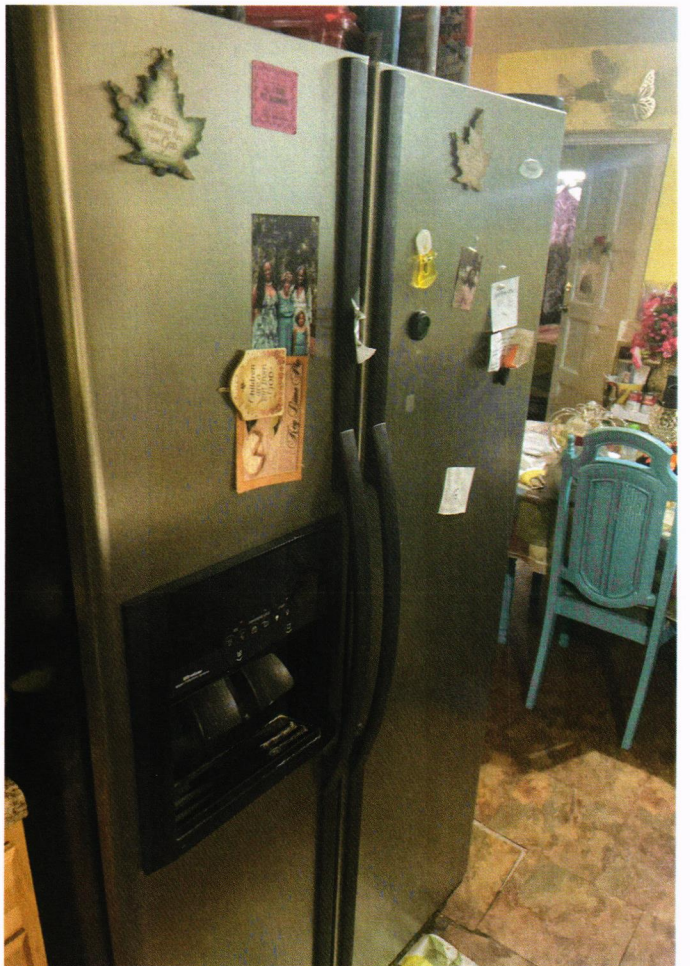
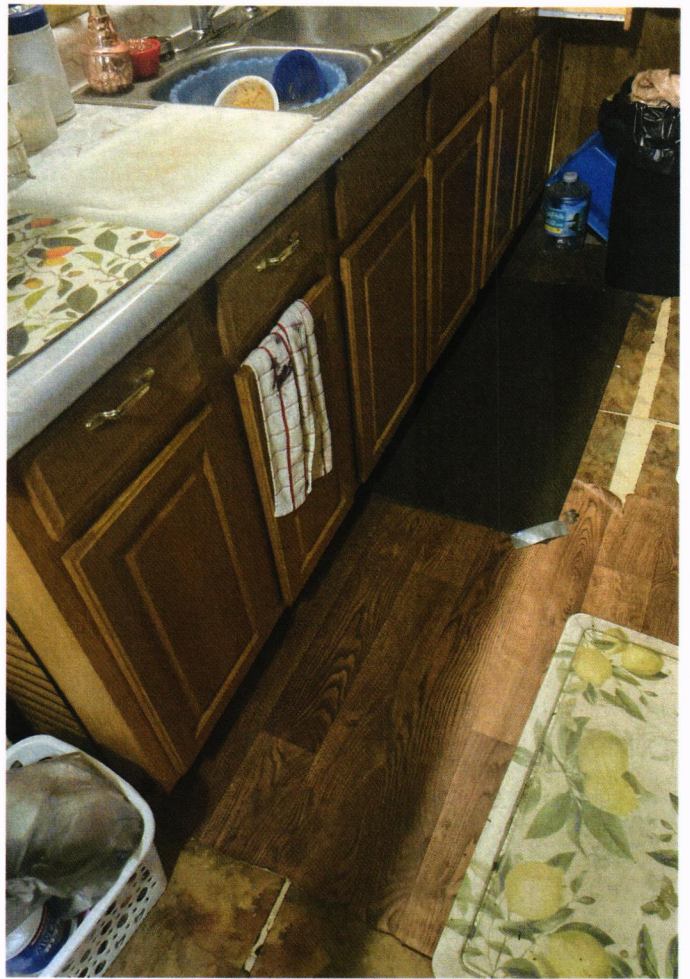
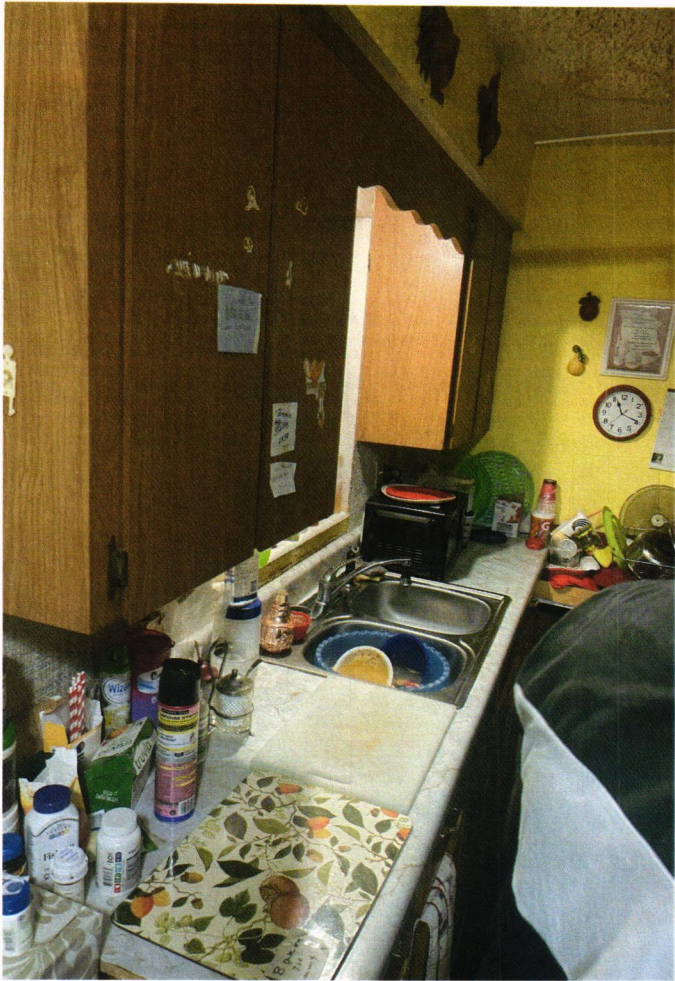
Ivery

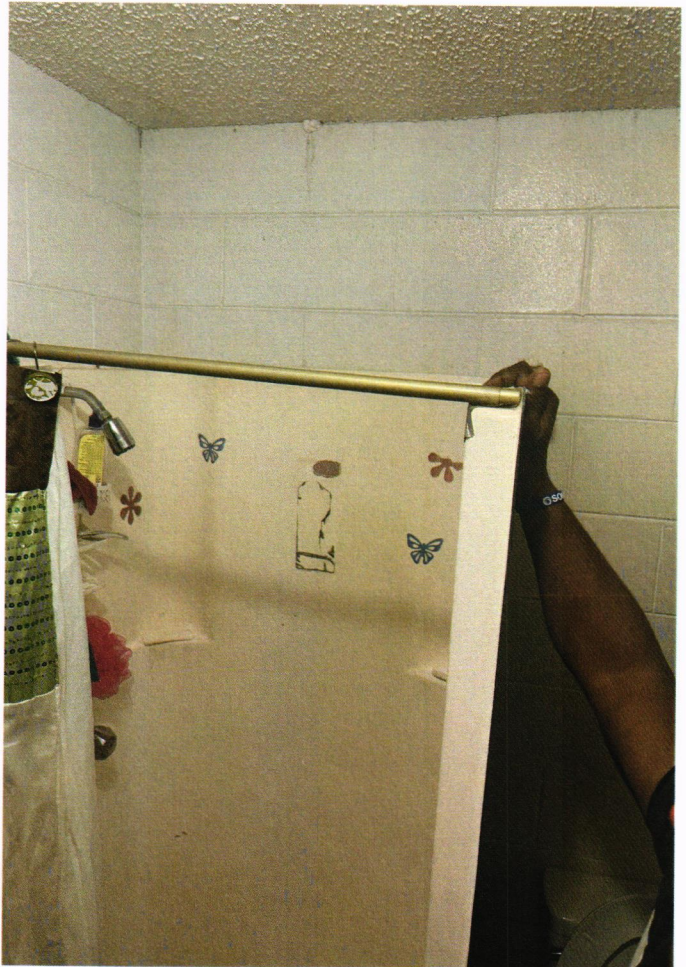
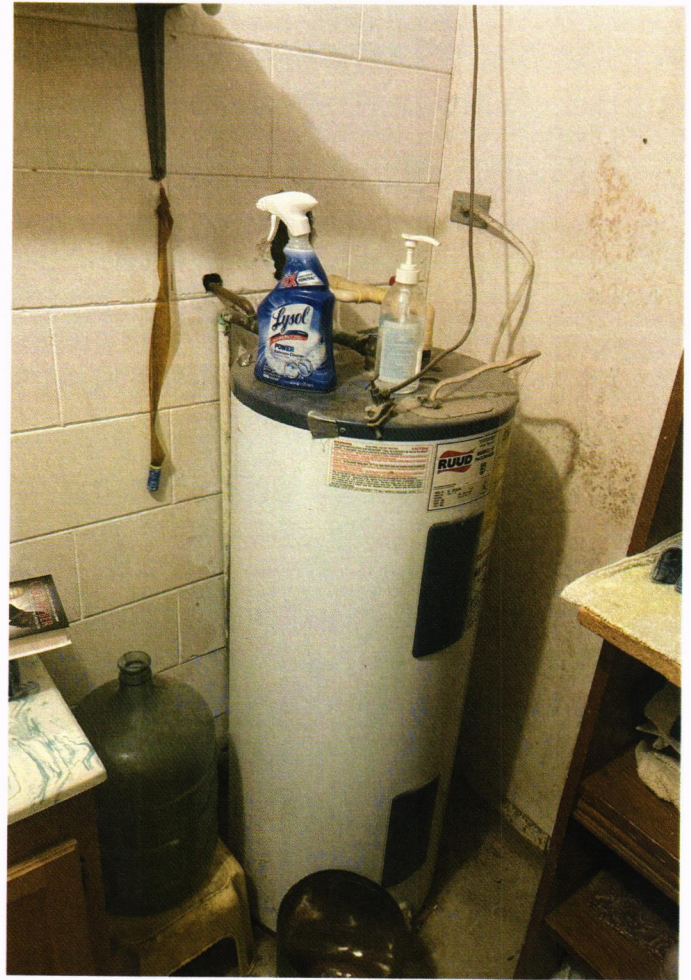




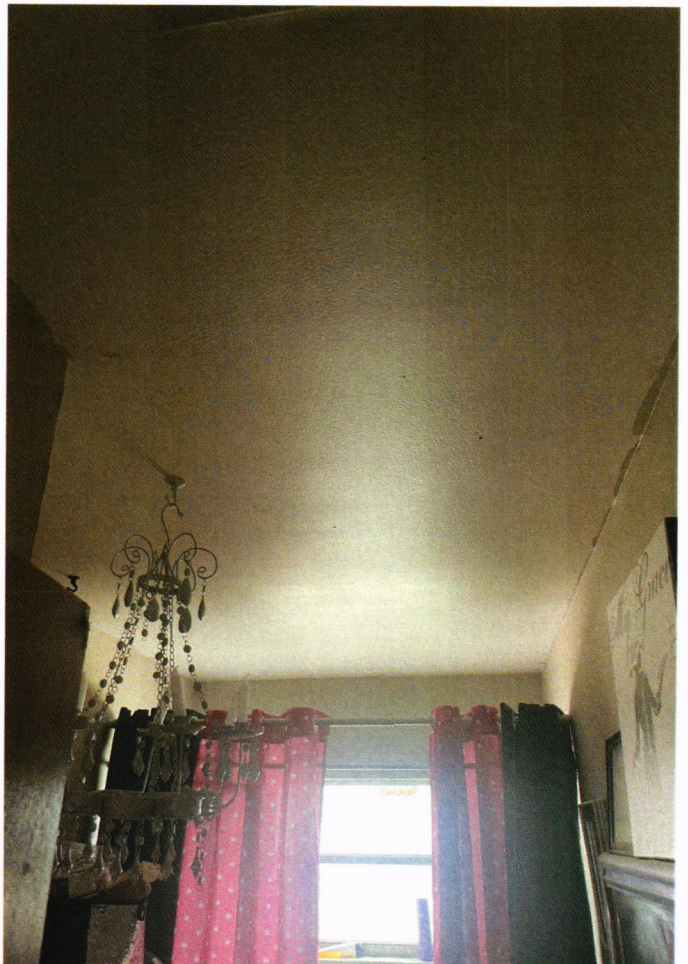
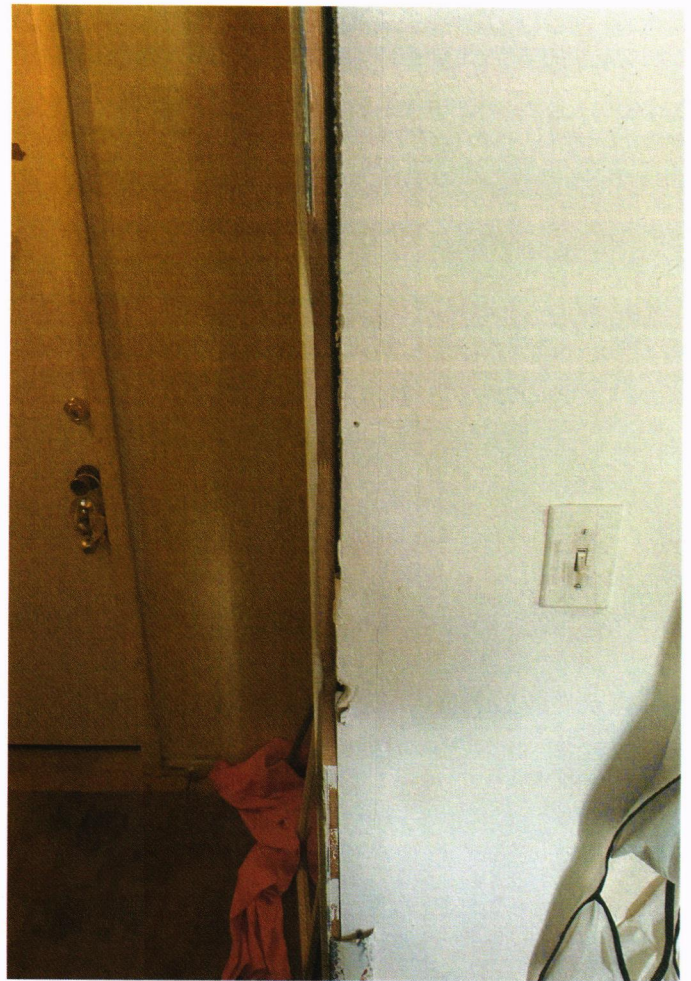


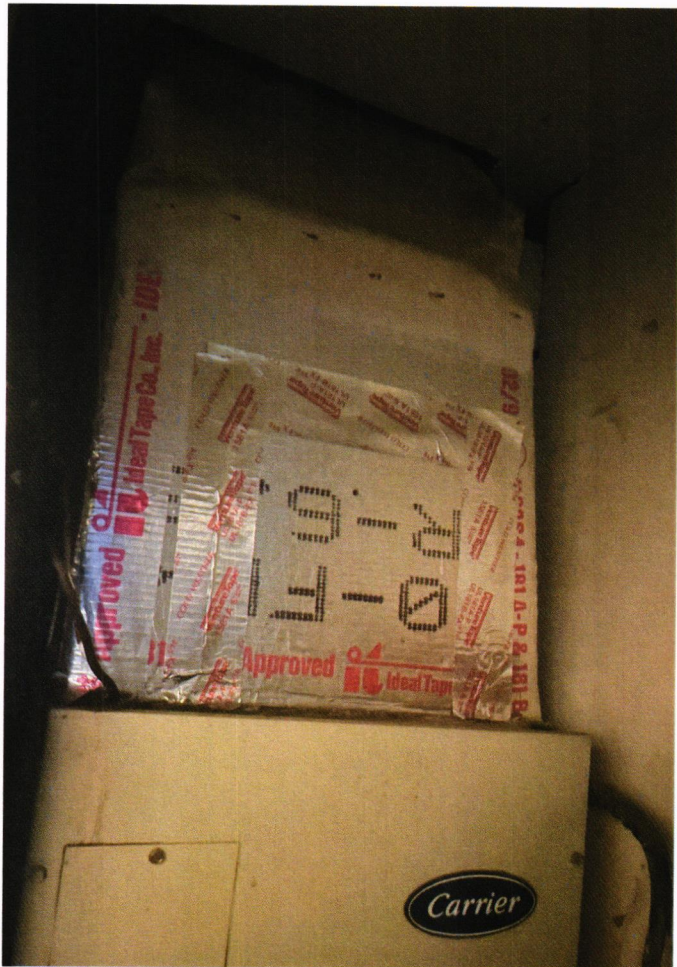
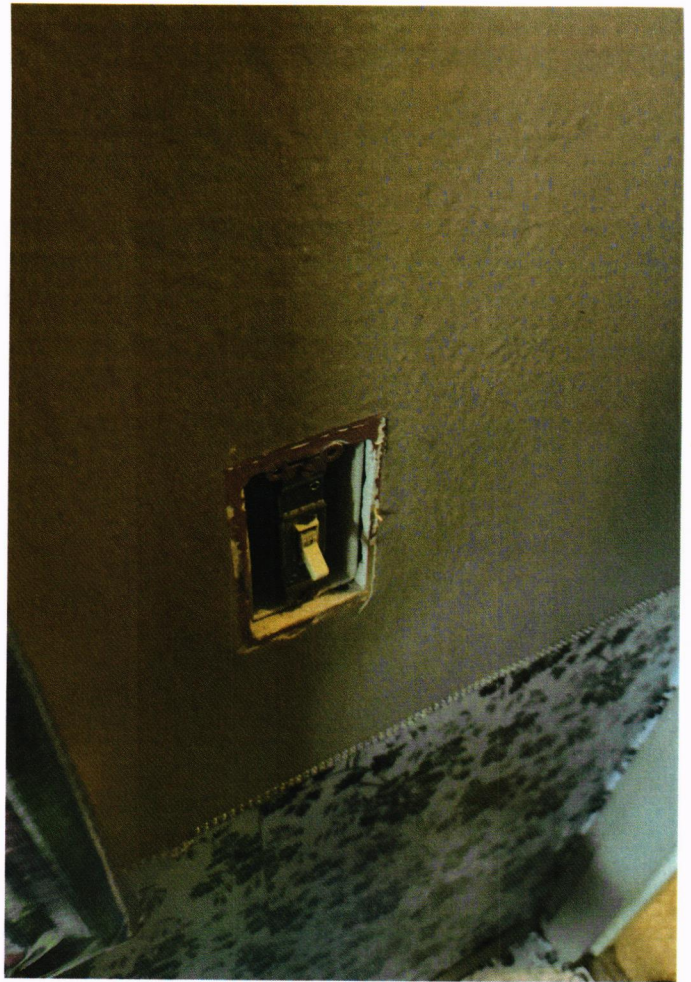


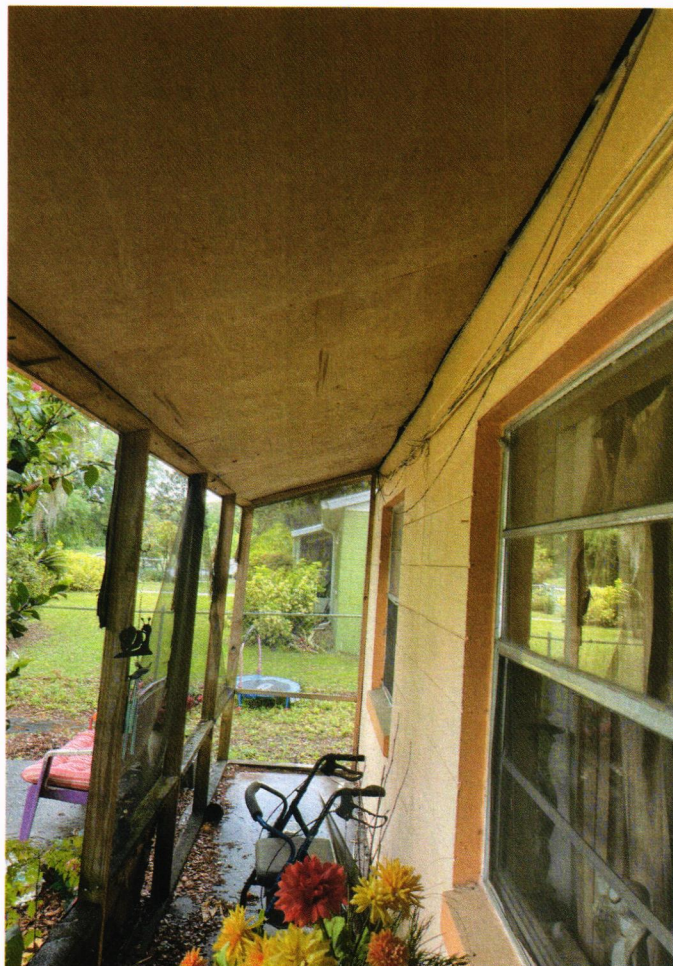
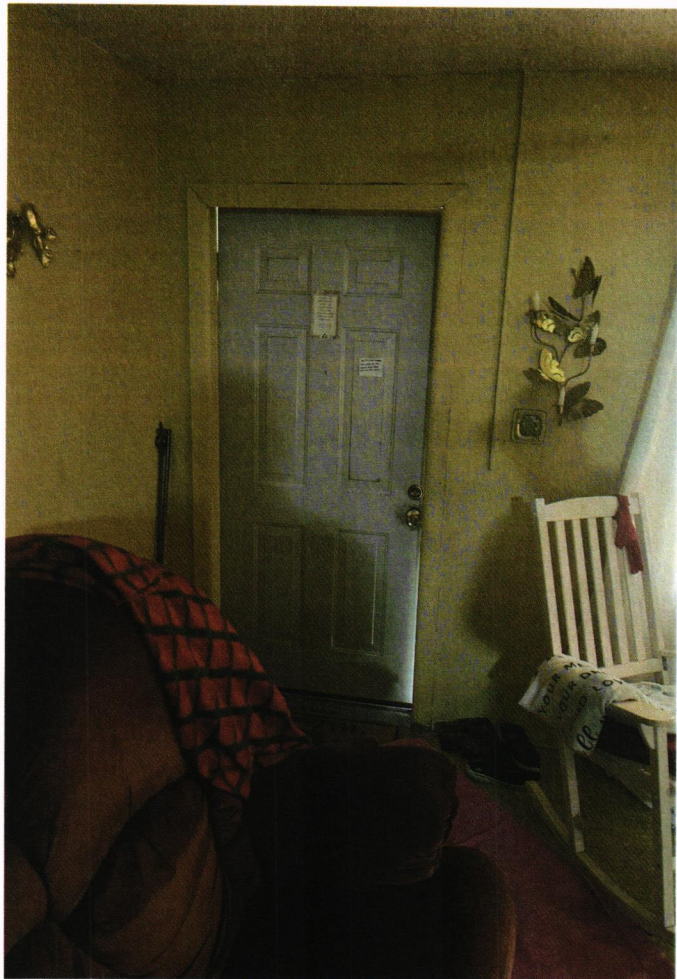


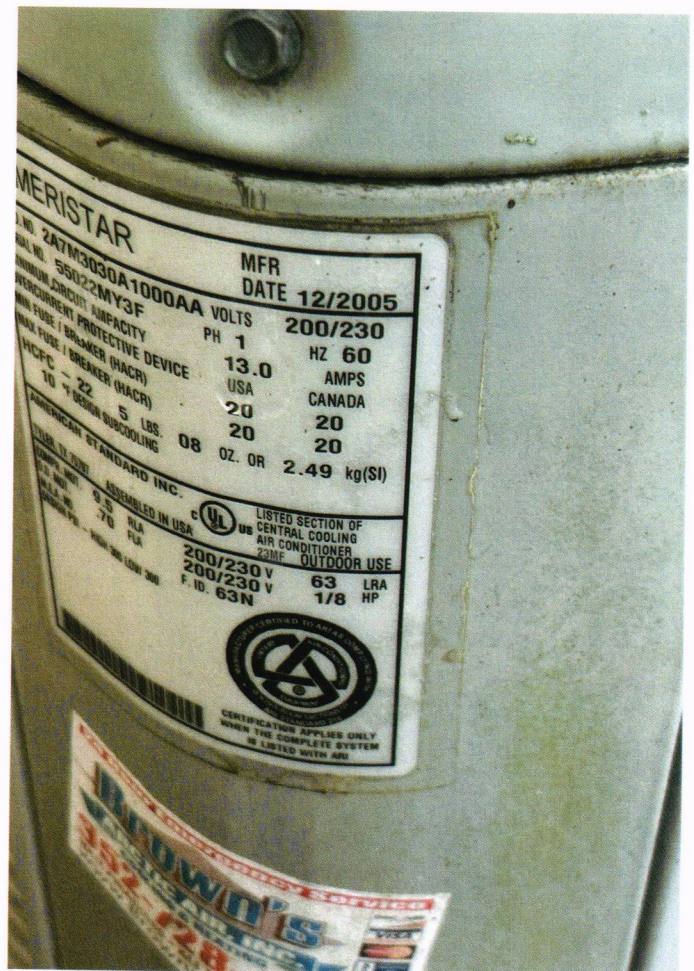




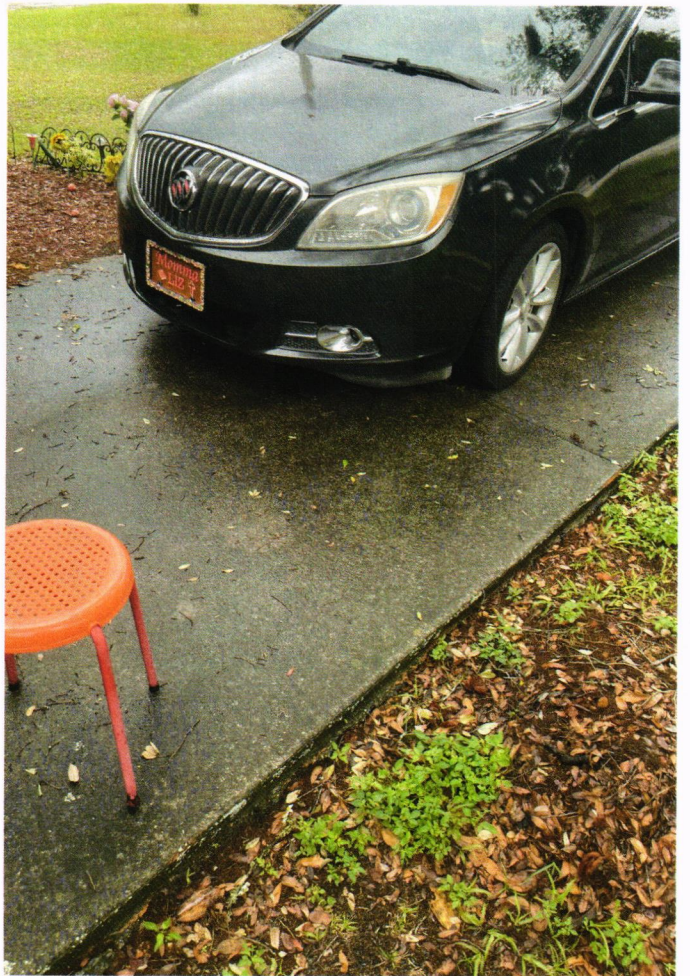












Estella Foster

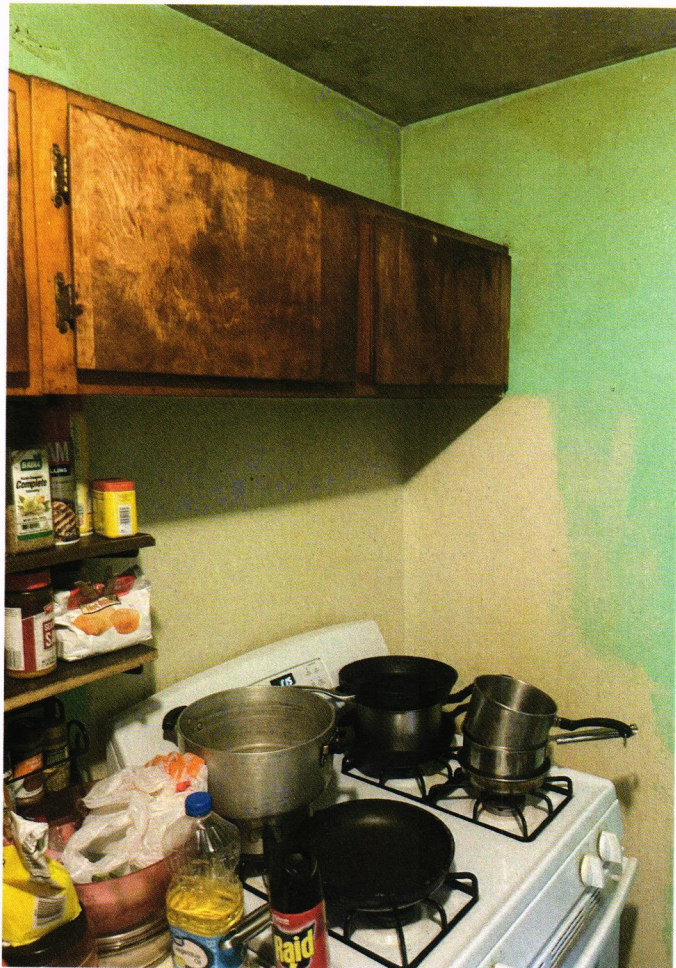
1. **Removal of Old Wall and Furnace, Cap Off Gas Lines, and Repair Drywall:**
 - Carefully dismantle the existing wall and furnace unit, disconnecting all components safely and efficiently.
 - Cap off gas lines to ensure safety and compliance with regulations, sealing any exposed openings or penetrations in the wall.
 - Repair or replace drywall where the unit was removed, including patching holes, cracks, or damage to restore the wall's integrity.
 - Seal repaired areas to prevent air leakage and moisture intrusion, ensuring a seamless finish.
2. **Toilet Replacement and Repair of Shower and Utility Room:**
 - Remove the old toilet and install a new one, including replacing the wax ring and bolts for a secure fit.
 - Identify and address any issues in the shower and utility room, such as leaks, damaged tiles, or plumbing problems.
 - Repair or replace fixtures and plumbing components as needed to restore functionality and prevent future issues.
3. **Installation of New Kitchen Setup with Cabinetry, Sink, and Countertop:**
 - Assemble and install new kitchen cabinetry, ensuring proper alignment and attachment to the walls and floor.
 - Mount the sink securely in place, connecting plumbing lines and ensuring proper drainage.
 - Fit the countertop onto the cabinetry, sealing edges and seams to prevent water damage.
 - Install any additional kitchen fixtures or accessories according to design specifications.
4. **Plumbing Repairs in Bathroom, Installation of Shower/Tub, Handicap Bars, and Vanity Replacement:**
 - Address plumbing issues in the bathroom, repairing or replacing fixtures, pipes, or drains as necessary.
 - Install a new shower or bathtub if required, ensuring proper installation and waterproofing.
 - Mount handicap bars securely in appropriate locations for accessibility and safety.
 - Replace old vanities with new ones to enhance functionality and aesthetics, ensuring proper fit and alignment.
5. **Upgrade of Breaker Box and Replacement of Outlets, Switches, and Receptacles:**
 - Replace the existing breaker box with a new one to accommodate increased electrical demand and ensure safety.
 - Upgrade all outlets, switches, and receptacles throughout the home to meet current safety standards and homeowner's needs.
 - Ensure proper wiring and connections for reliable electrical supply and compliance with regulations.
6. **Interior Painting with Customer-Coordinated Colors:**
 - Prepare the interior surfaces by patching holes, sanding rough areas, and cleaning to ensure a smooth painting surface.

- Coordinate with the customer to select paint colors for walls, ceilings, and trim.
 - Apply multiple coats of high-quality paint using brushes, rollers, or sprayers for a professional finish.
 - Ensure even coverage and clean lines between different colors and surfaces.
 - Allow sufficient drying time between coats and touch up as needed for a flawless result.
7. **Installation of Dusk-to-Dawn Security Lighting:**
- Strategically position security lighting fixtures around the exterior of the home to provide optimal illumination.
 - Install dusk-to-dawn sensors to automatically activate the lights at night and turn them off during daylight hours.
 - Ensure proper wiring and connections for reliable operation and compliance with electrical codes.
 - Test the lighting system to verify functionality and adjust sensor settings as necessary.
8. **Screen Enclosure of Carport with Lockable Screen Door:**
- Construct a frame for the screen enclosure using sturdy materials such as aluminum or pressure-treated wood.
 - Install screen panels securely within the frame, ensuring tight fit and proper tension to prevent sagging or tearing.
 - Mount a lockable screen door for secure access to the carport while allowing for ventilation and insect protection.
 - Ensure smooth operation of the door and proper alignment with the door frame.
9. **Replacement of Front, Back, and Utility Area Doors:**
- Remove existing doors and hardware, including frames, hinges, handles, and locks.
 - Install new pre-hung doors with matching hardware, ensuring proper fit and alignment within the door openings.
 - Securely attach door frames to surrounding structure for stability and security.
 - Test doors for smooth operation, proper closure, and secure locking.
10. **Replacement of Three Windows in the Home:**
- Remove old windows and inspect the window openings for damage or deterioration.
 - Install new window frames, ensuring proper alignment and sealing to prevent air and water infiltration.
 - Fit new windows into the frames and secure them in place with appropriate fasteners.
 - Apply insulation and sealant around the perimeter of the windows to enhance energy efficiency and weather resistance.
 - Test windows for smooth operation and proper sealing.
11. **Installation of 3-Ton, 14 SEER Split Heat Pump Unit:**
- Position the outdoor condenser unit in a suitable location, ensuring proper clearance and ventilation.
 - Connect refrigerant lines between the outdoor condenser and indoor air handler, following manufacturer specifications.

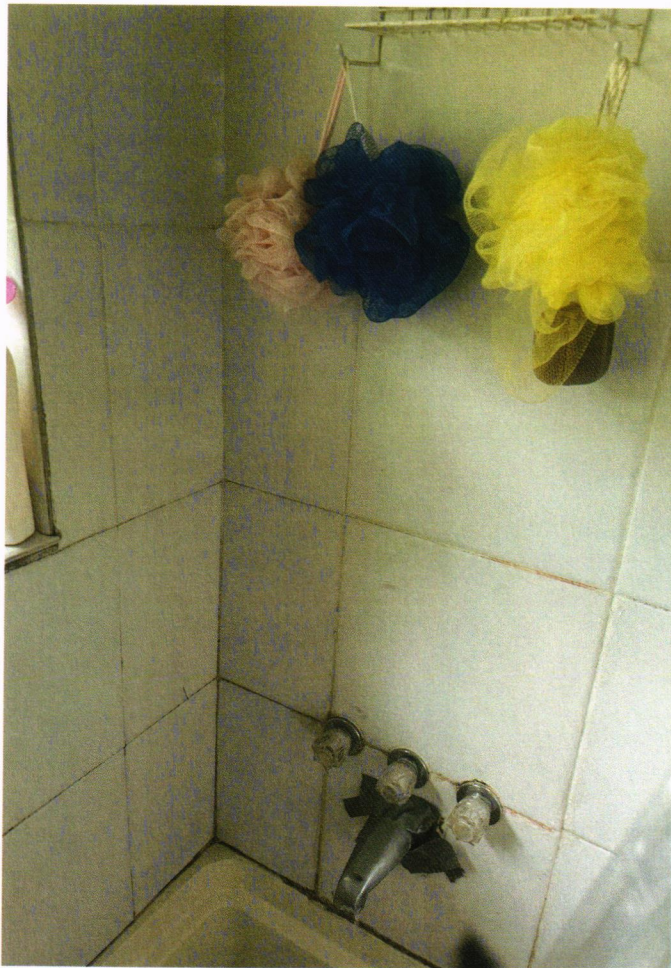
- Install the indoor air handler in a central location within the home, ensuring proper airflow and distribution.
- Wire the heat pump system to the electrical panel and install controls for efficient operation.
- Test the heat pump system for heating and cooling functions, adjusting settings as needed for optimal performance.

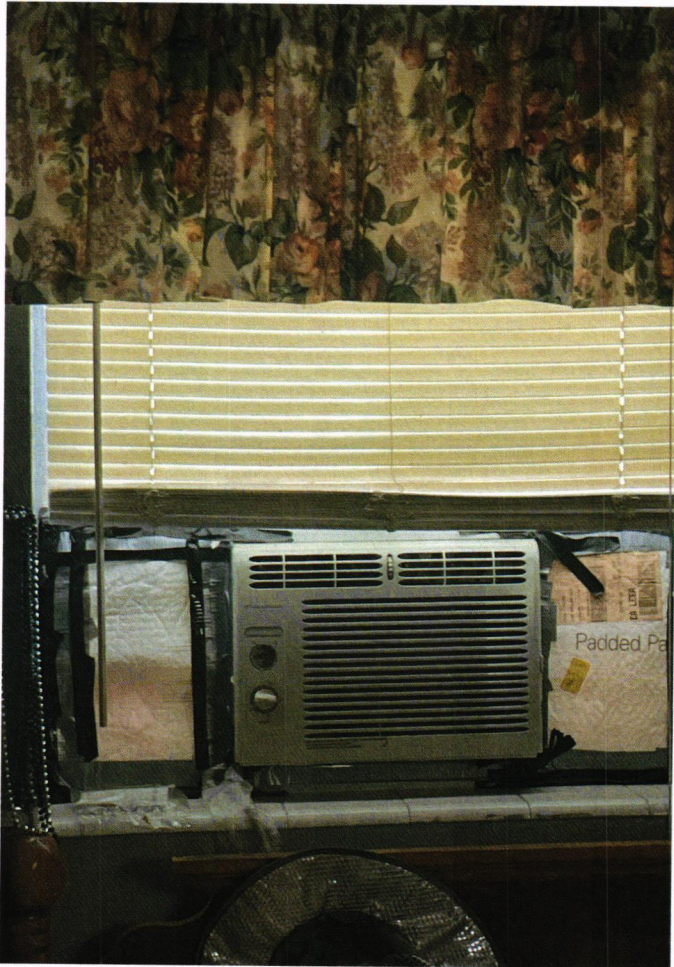
Total Cost for Material and Labor: \$20,765.00

E.
Foster





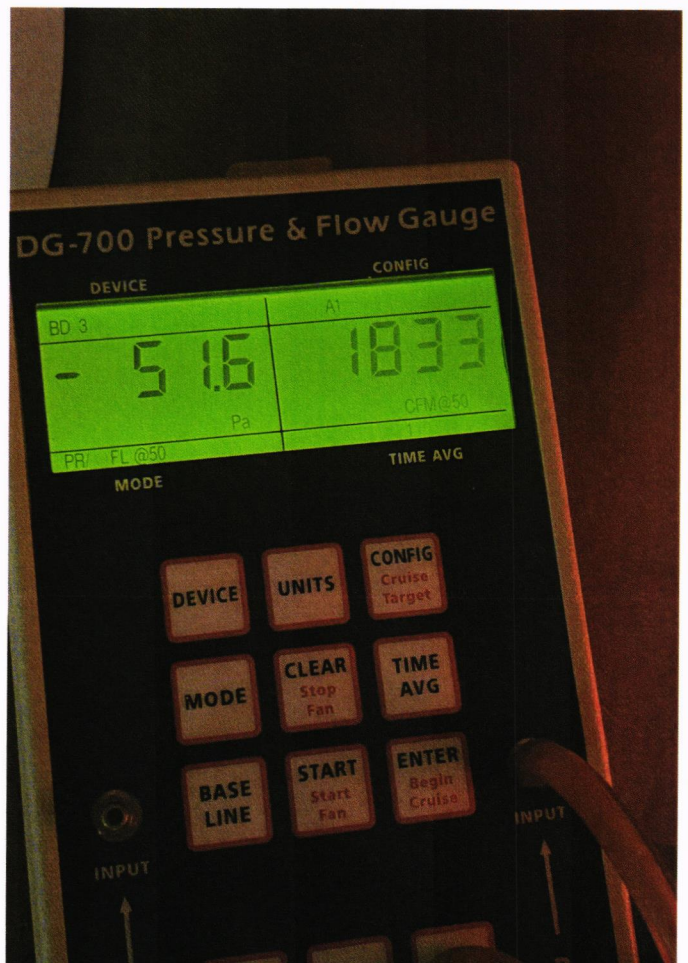
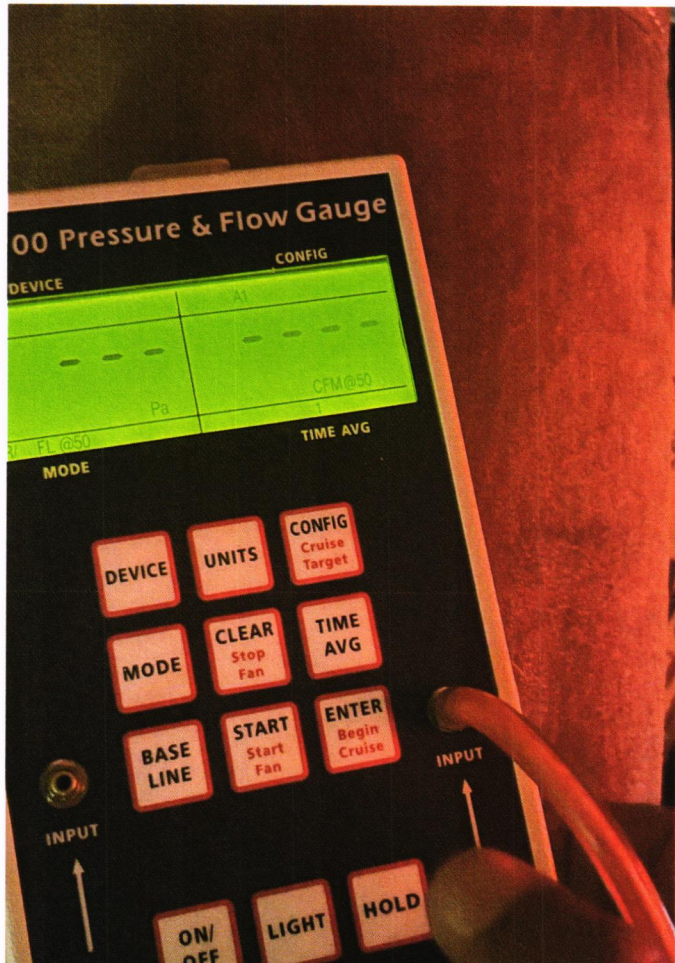
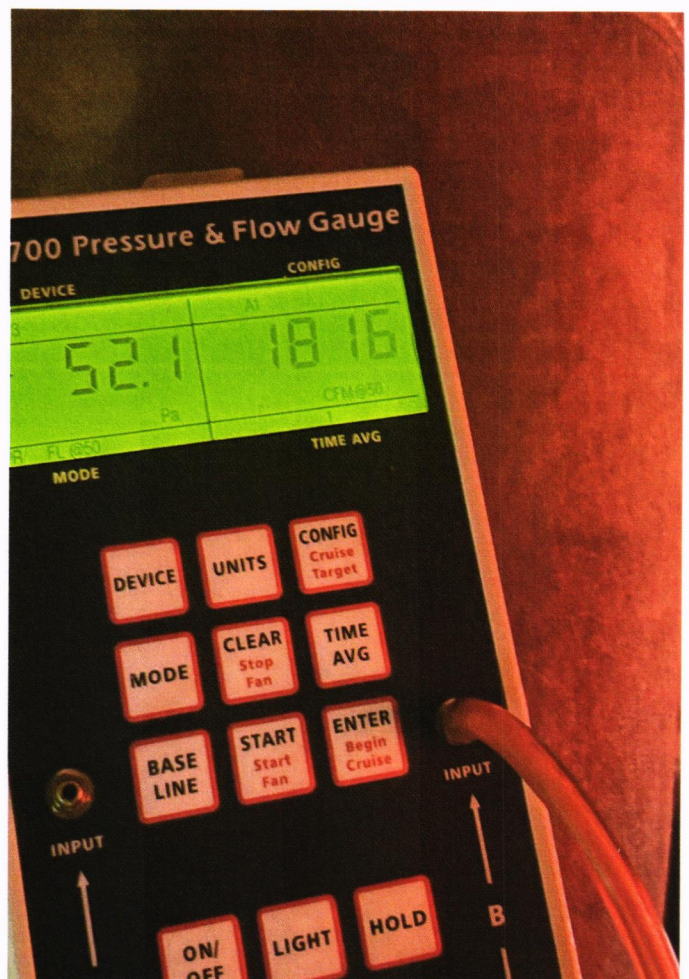












G-700 Pressure & Flow Gauge

DEVICE		CONFIG	
BD 3		A1	
- 50.5		1862	
Pa		CFM@50	
PRI	FL @50	TIME AVG	
MODE			

DEVICES

UNITS

CONFIG
Cruise
Target

MODE

CLEAR
Stop
Fan

TIME
AVG

BASE
LINE

START
Start
Fan

ENTER
Begin
Cruise

INPUT

INPUT

Latorey Taylor

1. **Roof Replacement:**

- Remove existing roofing materials down to the roof deck, inspecting for any damage or deterioration.
- Install new underlayment, such as felt or synthetic roofing membrane, over the roof deck to provide a waterproof barrier.
- Apply flashing around roof penetrations, valleys, and edges to prevent water intrusion.
- Install new roofing material, such as asphalt shingles or another suitable option, adhering to manufacturer specifications and local building codes.
- Ensure proper ventilation to prolong the life of the roof and prevent moisture buildup.

2. **Plumbing Repair and Installation of New Tall Toilet:**

- Identify and repair leaks in the plumbing system serving the tub, including supply lines, drain, or fixtures.
- Replace worn-out gaskets, tighten connections, or replace damaged pipes as needed to stop leaks.
- Remove the old toilet and install a new tall toilet, including a new wax ring and securing the toilet to the floor flange.
- Test the toilet for proper flushing and sealing to ensure it functions correctly.

3. **Installation of Four New Interior Doors:**

- Remove existing interior doors and frames, preparing the door openings for installation.
- Hang and fit the new doors, ensuring they swing smoothly and latch securely.
- Adjust the doors as necessary to ensure proper alignment and operation.
- Install new door hardware, including hinges, handles, and locks, for a complete finish. Install new closet doors in each room.

4. **Installation of New 40-Gallon Electric Hot Water Heater:**

- Position the new 40-gallon electric hot water heater in the designated location, ensuring proper clearances and accessibility.
- Connect the heater to the existing plumbing lines, ensuring secure connections and proper sizing of pipes.
- Install a drain pan underneath the heater to catch any leaks and prevent water damage.
- Secure the heater in place and make electrical connections to the home's power supply, following safety guidelines and local codes.
- Test the hot water heater for proper operation and temperature control.

5. **Replacement of Four Windows:**

- Remove existing windows and inspect the window openings for damage or rot.
- Install new window frames and sashes, ensuring proper fit and alignment.
- Seal around the windows with weatherstripping and caulking to prevent air and water infiltration.
- Install energy-efficient glass to improve thermal performance and reduce heating and cooling costs.
- Test the windows for smooth operation and proper sealing.

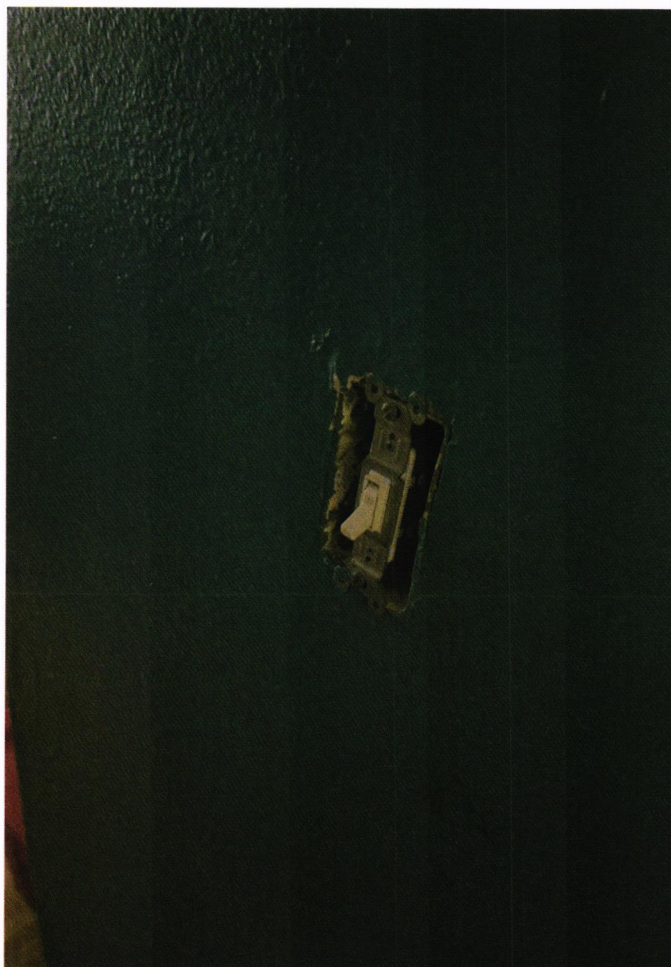
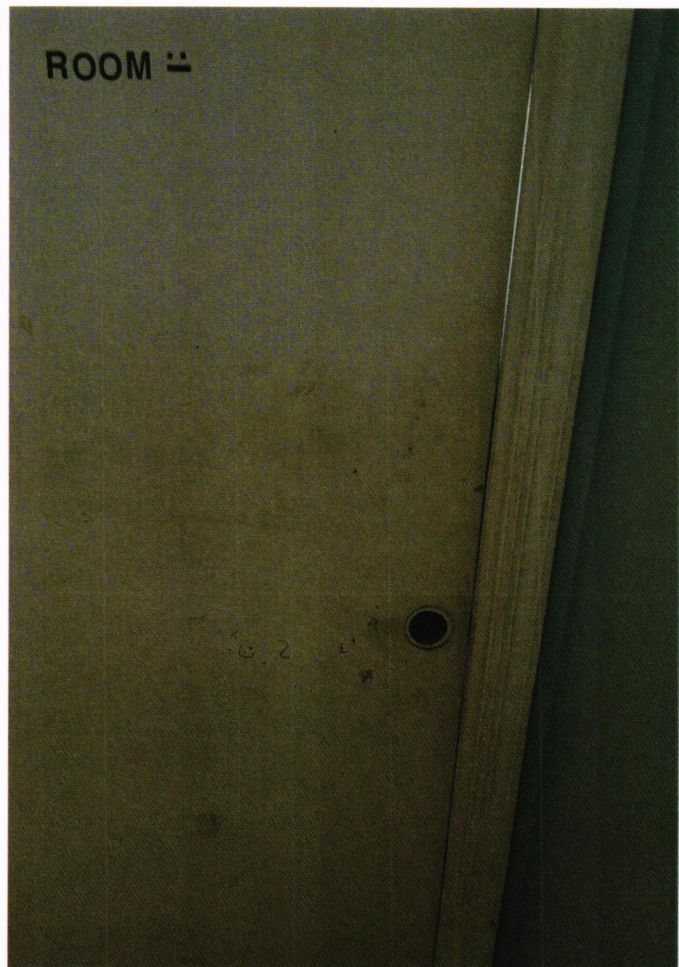
6. Installation of 3-Ton, 14 SEER Split Heat Pump Unit:

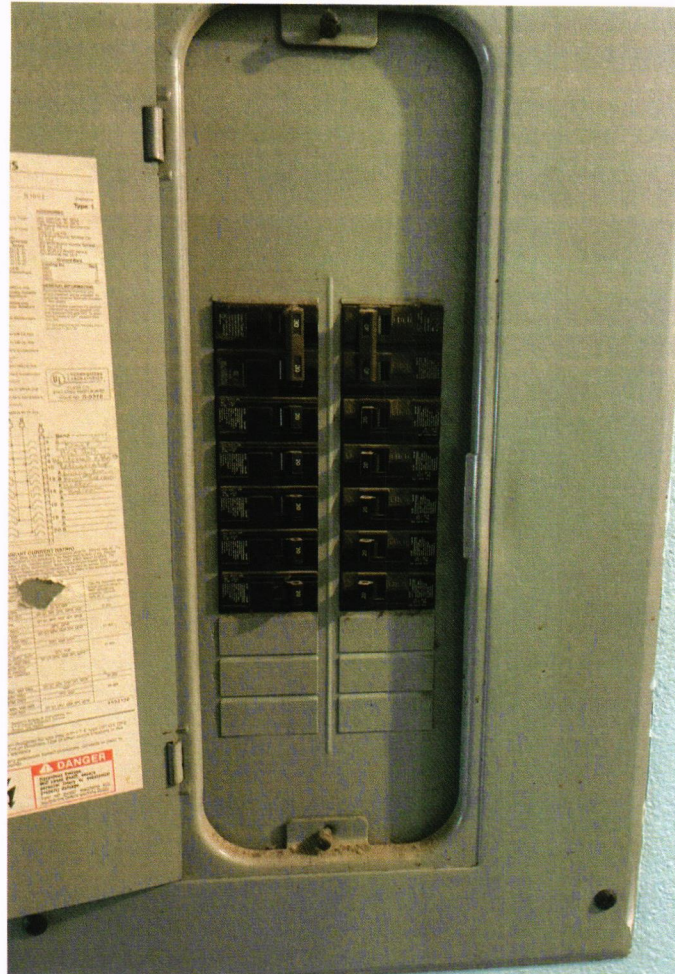
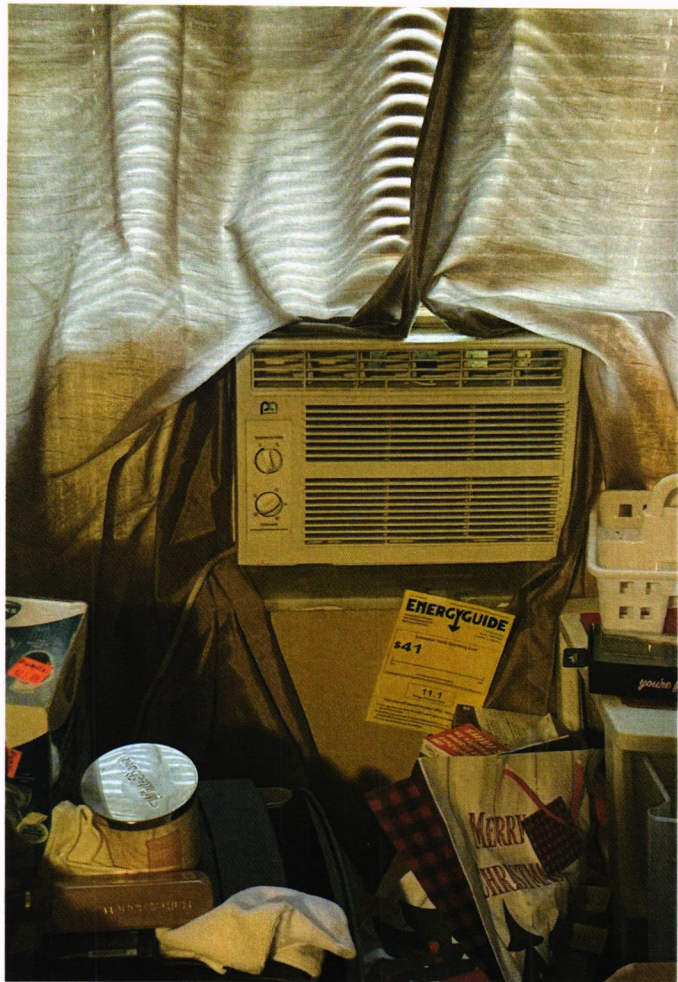
- Mount the outdoor condenser unit on a suitable pad or platform, ensuring proper clearance and stability.
- Connect refrigerant lines between the outdoor condenser and indoor air handler, following manufacturer specifications.
- Install the indoor air handler in a central location within the home, ensuring proper airflow and distribution.
- Make electrical connections to power the heat pump system, ensuring proper sizing of wires and breakers.
- Test the heat pump system for heating and cooling functions, adjusting settings as necessary for optimal performance.

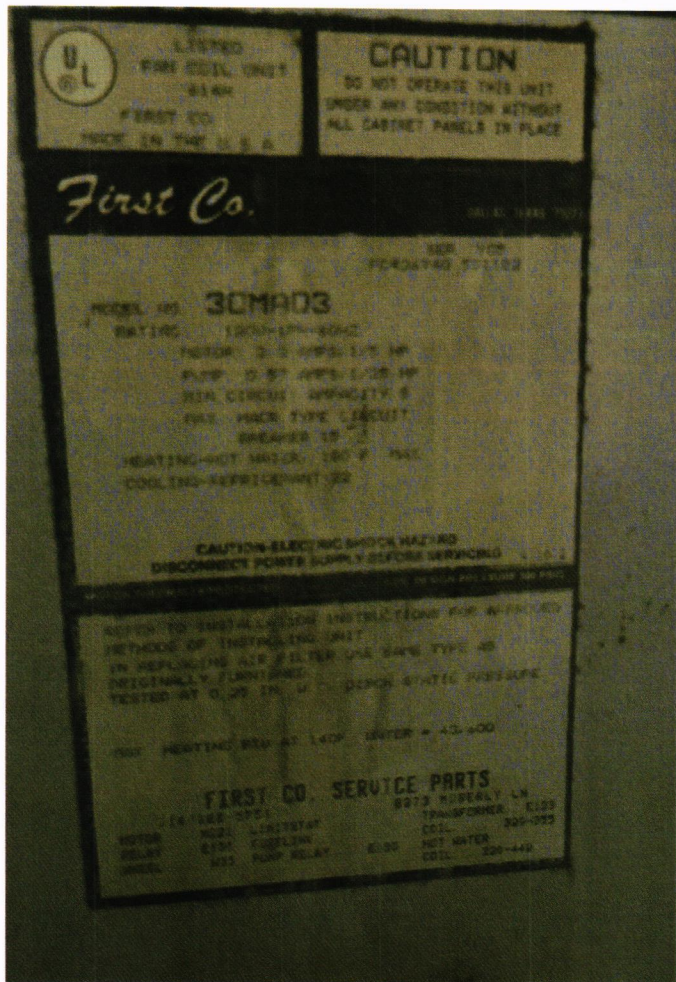
Total Cost for Material and Labor: \$20,805.00

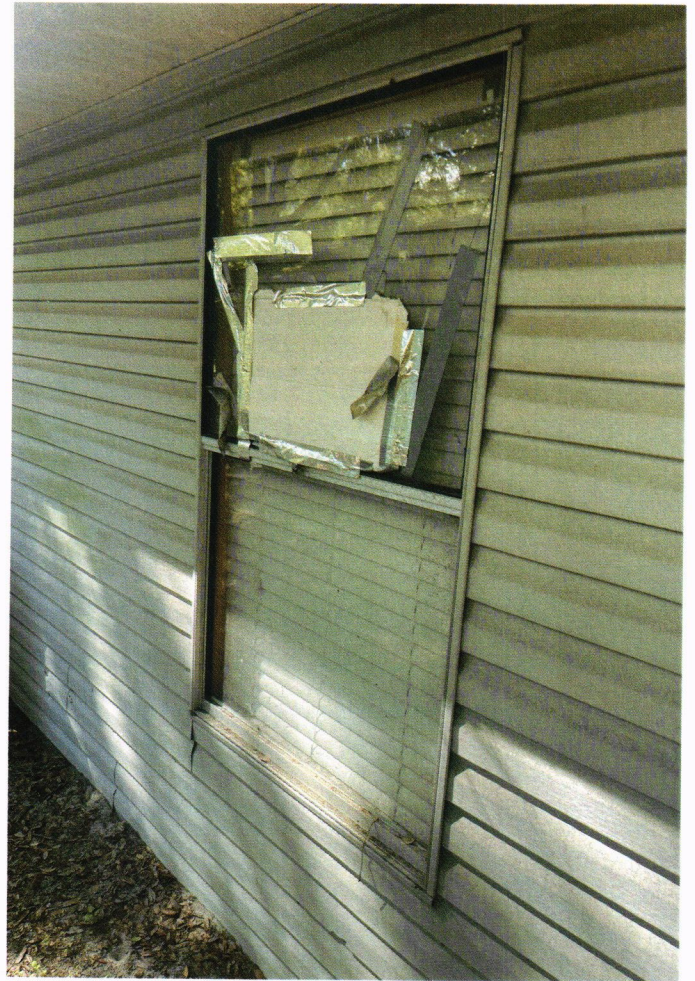


Taylor









Oliver Pinkard

1. **Replace Cabinetry/Countertops and Sink in the Kitchen:**

- Remove existing cabinetry, countertops, and sink from the kitchen, ensuring proper disposal or recycling of materials.
- Install new cabinetry units, countertops, and sink, taking precise measurements and ensuring a snug fit.
- Secure cabinetry to wall studs and countertops to base cabinets using appropriate fasteners.
- Mount sink in countertop cutout, applying silicone sealant to create a watertight seal around edges.
- Install plumbing fixtures, including faucets and drains, connecting them to existing water supply and drainage lines.
- Caulk seams between countertop and wall to prevent water infiltration and ensure a finished appearance.

2. **Install New Gas Stove in Kitchen:**

- Connect new gas stove to existing gas supply line, ensuring proper sizing of gas piping and fittings.
- Install anti-tip bracket to secure stove to floor or wall, preventing accidental tipping.
- Check for gas leaks using leak detection solution or gas detector, correcting any leaks found.
- Adjust burner settings for optimal flame height and performance, following manufacturer's instructions.
- Test stove for proper ignition and operation, including oven functions if applicable.

3. **Completely Renovate Restroom to Include New Tub or Shower, Insert/Vanity, High Toilets, Install Handicap Bars:**

- Gut existing restroom fixtures, removing old tub or shower, vanity, and toilet.
- Install new tub or shower unit, ensuring proper leveling and waterproofing measures are taken.
- Mount vanity with sink, connecting plumbing lines and sealing connections to prevent leaks.
- Install high toilets for improved accessibility, anchoring securely to the floor.
- Mount handicap bars in strategic locations for stability and support, ensuring proper anchoring to wall studs.
- Apply waterproof membrane or sealant around tub or shower enclosure to prevent water damage.

4. **Troubleshoot Electrical Issues, Replace All Outlets and Switches, Replace Breakers and Wire Correctly:**

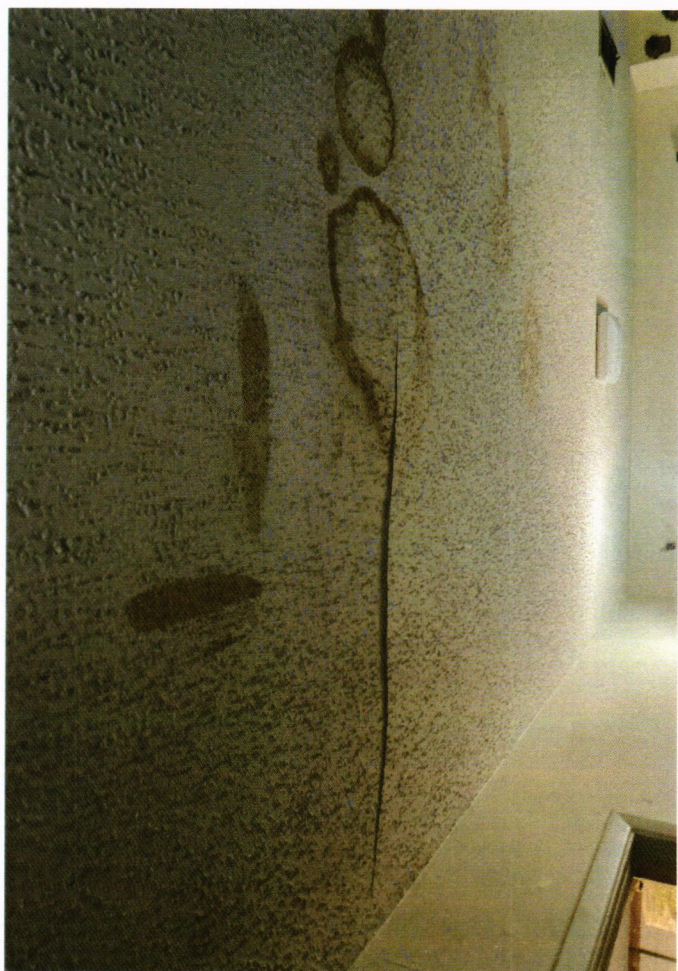
- Identify and diagnose electrical issues, such as overloaded circuits or faulty wiring.
- Replace all outlets and switches with new ones, ensuring proper wiring and grounding.
- Replace outdated or damaged breakers with new ones rated for the circuit's load.
- Rewire circuits as necessary to correct wiring deficiencies or code violations.

- Test all electrical components for proper function and safety compliance.
5. **Paint the Interior of the Home:**
 - Prepare surfaces by filling cracks and holes, sanding rough areas, and applying primer if needed.
 - Select appropriate paint colors and finishes, considering homeowner's preferences and design aesthetics.
 - Apply paint evenly with brushes or rollers, using proper techniques to achieve smooth, consistent coverage.
 - Allow sufficient drying time between coats, following manufacturer's recommendations.
 - Ensure adequate ventilation during painting and drying process to minimize odors and ensure proper curing of paint.
 6. **Minor Front Yard Landscaping for Curb Appeal:**
 - Trim bushes and shrubs to shape and remove dead or overgrown foliage.
 - Plant flowers or shrubs in flower beds to add color and visual interest.
 - Mulch flower beds to retain moisture, suppress weeds, and provide a finished appearance.
 - Edge walkways and borders for a clean, defined look.
 - Sweep or blow debris from pathways and driveways to maintain a tidy appearance.
 7. **Replace Door from Living Space into Garage with Exterior Door for Tight Seal:**
 - Remove existing interior door between living space and garage, ensuring proper disposal.
 - Install new exterior-grade door, ensuring proper sizing and fit within door frame.
 - Apply weatherstripping around door frame and threshold to create a tight seal against drafts and moisture.
 - Install door hardware, including hinges, handles, and lockset, ensuring smooth operation and security.
 - Insulate around door frame to prevent air infiltration and improve energy efficiency.
 8. **Replace Two Windows with Low-E Windows:**
 - Remove existing windows, taking care to preserve surrounding trim and wall surfaces.
 - Install new windows with low-emissivity (low-E) glass, ensuring proper fit and alignment within window openings.
 - Seal around window frames with caulking or weatherstripping to prevent air and water infiltration.
 - Insulate around window frames with expanding foam or fiberglass insulation to improve energy efficiency.
 - Test windows for proper operation and seal integrity.
 9. **Install 3-Ton, 14 SEER Split Heat Pump Unit:**
 - Mount outdoor condenser unit on suitable pad or platform, ensuring proper clearance and level installation.
 - Connect refrigerant lines between outdoor condenser and indoor air handler, brazing connections securely.

- Install indoor air handler in central location, ensuring proper airflow and accessibility for maintenance.
- Make electrical connections to power heat pump system, ensuring proper wire sizing and breaker installation.
- Charge refrigerant system to manufacturer's specifications, ensuring proper levels for optimal efficiency and performance.
- Test heat pump system for heating and cooling functions, adjusting settings as needed for comfort and efficiency.

Total Material and Labor Cost: \$20,765.00

Final





USCRAFTMASTER WATER HEATER COMPANY
 1100 EAST FAIRVIEW AVENUE
 JOHNSON CITY, TN
 FOR ALTITUDES 0 TO 10100 FEET

LOW LEAD CONTENT

SEVENTH EDITION BASED ON 80 mg/l in	35.0 PPM
MINIMUM SUPPLY PRESSURE	6 W.C.
MAXIMUM SUPPLY PRESSURE	10.5 W.C.
INPUT RATING	34000 BTU/Hr
CAPACITY	40 U.S. GALLONS

LIMITED WARRANTY

WARRANTY PERIOD: 155 YEARS

ON ALL MODELS, THIS APPLIANCE MUST BE INSTALLED IN ACCORDANCE WITH LOCAL CODES, OR IN ABSENCE OF LOCAL CODES, THE NATIONAL FIRE GAS CODE, NFPA 54, 2002. MAY BE INSTALLED IN A CLOSET WITH A MINIMUM CLEARANCE OF 18 INCHES FROM COMBUSTIBLE FLOORING. MINIMUM CLEARANCES FROM COMBUSTIBLE MATERIALS: 18 INCHES BACK AND 18 INCHES TOP OF HEATER TO CEILING 8 INCHES, FRONT 4 INCHES. AND IN A CLOVE FRONT MUST BE OPEN.

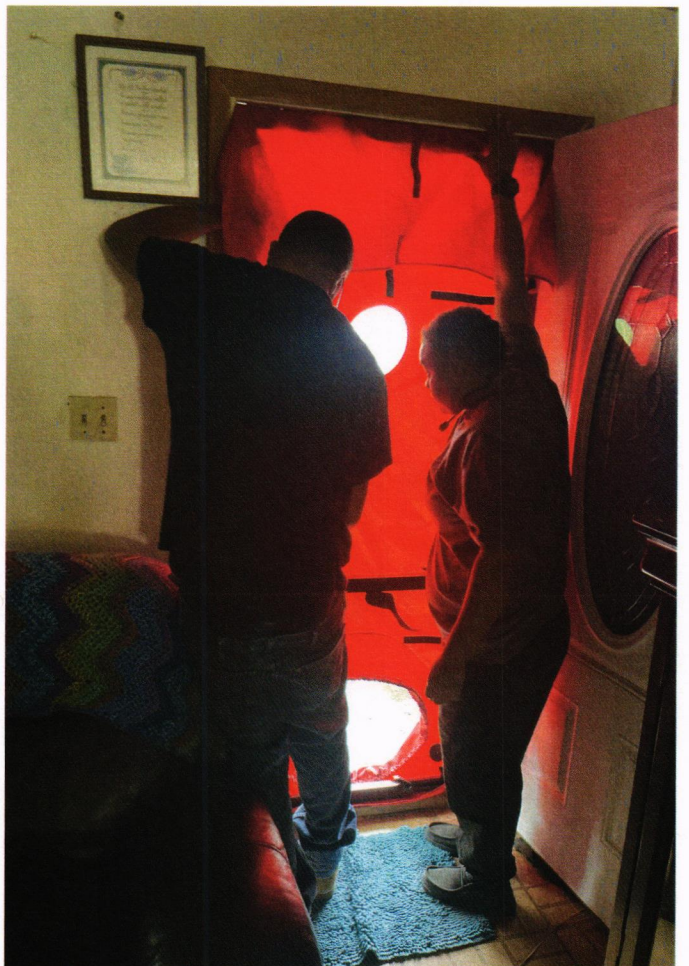
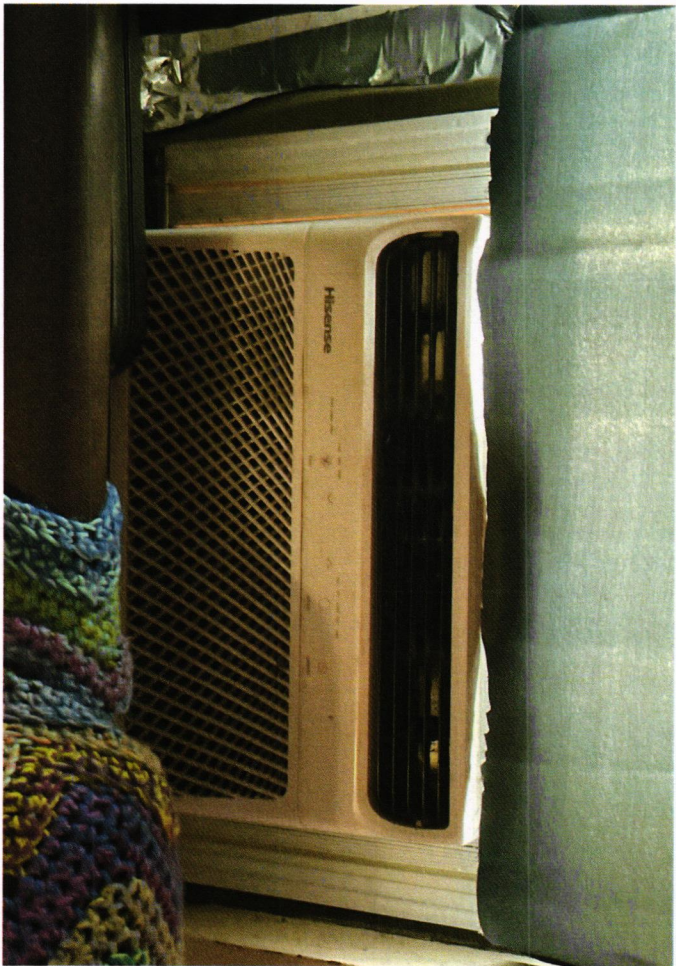
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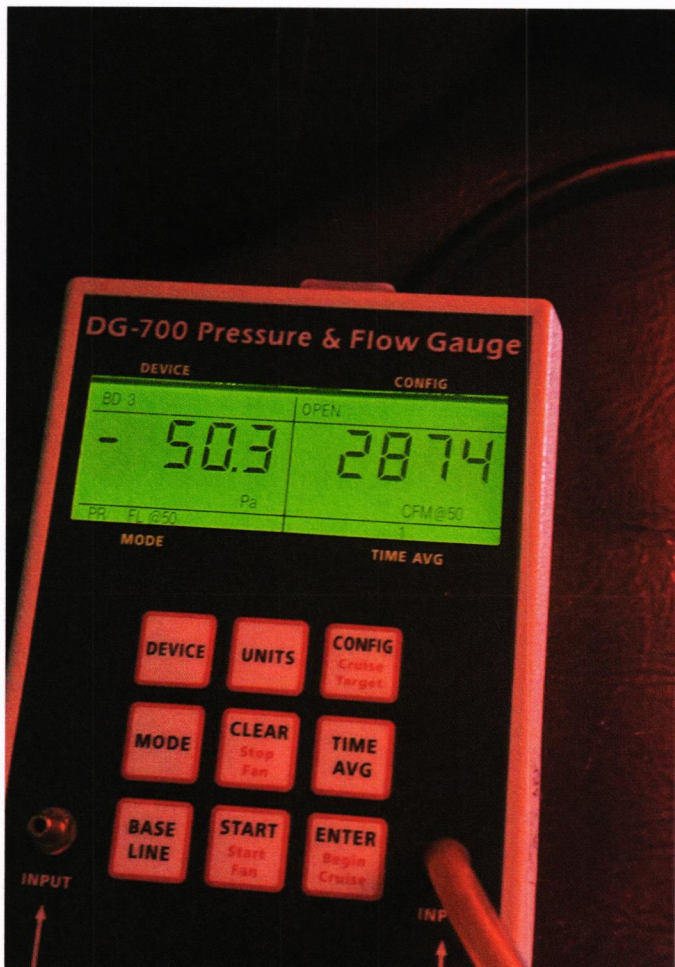
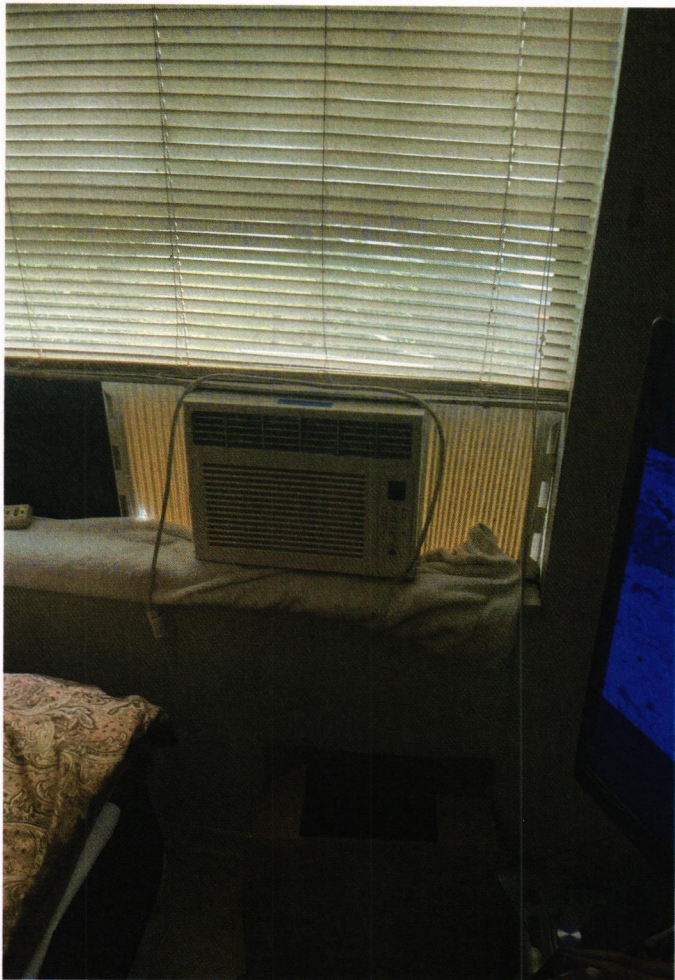
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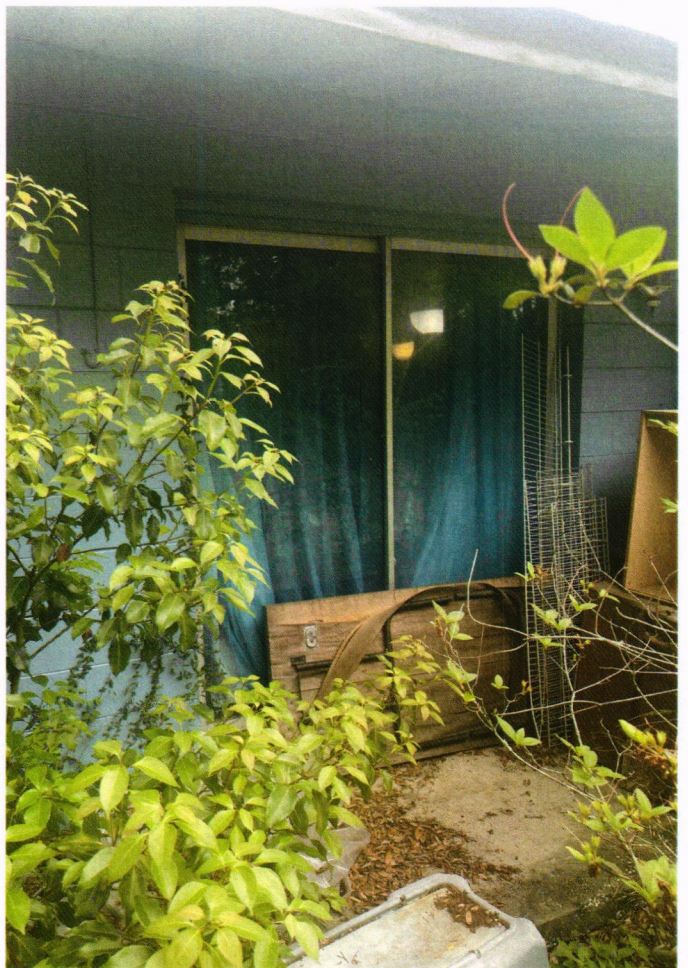
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Nadine Griggs

1. **Install Walk-In Showers and Upgrade Both Bathrooms:**

- Begin by removing existing bathroom fixtures, such as bathtubs or shower units, ensuring proper disposal of materials.
- Install walk-in shower enclosures, which involves waterproofing the shower area using materials such as waterproof membranes or cement boards.
- Set the shower pan in place, ensuring it is level and properly sloped for drainage.
- Install wall panels or tiles to cover the shower walls, ensuring a watertight seal and a visually appealing finish.
- Upgrade both bathrooms by installing new vanities, sinks, and faucets, selecting fixtures that complement the overall design aesthetic and meet the homeowner's preferences.
- Install new flooring in both bathrooms, selecting appropriate materials such as ceramic tile, vinyl plank, or laminate flooring for durability and water resistance.

2. **Install Ring Security Camera at Front Door:**

- Mount the Ring security camera near the front door using appropriate mounting hardware, ensuring a secure and stable installation.
- Connect the camera to a power source or battery, following manufacturer instructions and local electrical codes.
- Configure the camera using the Ring app, adjusting settings such as motion sensitivity, detection zones, and recording preferences.
- Ensure proper alignment of the camera to capture desired areas and angles for monitoring and surveillance.
- Test the camera to verify functionality and connectivity with the Ring app, adjusting settings as needed for optimal performance.

3. **Install Outdoor Security Lighting/Dusk-to-Dawn/Entry Lighting:**

- Mount outdoor security lighting fixtures strategically around the perimeter of the property, selecting locations that provide maximum coverage and visibility.
- Install dusk-to-dawn lighting fixtures that automatically turn on at dusk and off at dawn, providing continuous illumination throughout the night for enhanced security and safety.
- Install entry lighting fixtures near doorways and pathways to improve visibility and safety for residents and guests.
- Ensure proper wiring and electrical connections for all lighting fixtures, following manufacturer instructions and local electrical codes.
- Test the lighting system to ensure proper functionality and adjust settings as needed for desired lighting levels and timing.

4. **Front Yard Landscaping/Grind the Stump that Remains from the Tree that was Rotted:**

- Begin by removing any remaining debris or vegetation from the front yard, clearing the area for landscaping.
- Grind the stump of the rotted tree below ground level using a stump grinder, ensuring complete removal to prevent regrowth.

- Prepare the soil for planting by tilling, amending with compost or fertilizer, and leveling the ground as needed.
 - Plant new trees, shrubs, or flowers in the front yard, selecting species that thrive in the local climate and soil conditions.
 - Install landscape features such as mulch, decorative rocks, or edging to define planting beds and pathways, enhancing curb appeal.
 - Water newly planted vegetation thoroughly and establish a regular watering schedule to promote healthy growth and establishment.
5. **Install High Toilets/Install Handicap Bars in Each Bathroom:**
- Remove existing toilets and replace them with high toilets, which feature taller seat heights for increased accessibility and comfort.
 - Install handicap bars, also known as grab bars, near toilets and showers to provide support and stability for individuals with mobility issues.
 - Locate appropriate mounting points for handicap bars, ensuring proper anchoring to wall studs or blocking for structural integrity.
 - Securely install handicap bars using durable mounting hardware and fasteners, following manufacturer instructions and ADA guidelines.
 - Test the stability and weight-bearing capacity of the installed handicap bars to ensure safety and functionality for users.
6. **Repair Electrical Issues in Kitchen/Add Extra Lighting in Restrooms/New Fixtures with LED Bulbs:**
- Identify and troubleshoot electrical issues in the kitchen, such as malfunctioning outlets, switches, or lighting fixtures.
 - Repair or replace faulty electrical components as needed, ensuring compliance with electrical codes and safety standards.
 - Add extra lighting in restrooms, such as task lighting or vanity lights, to improve visibility and aesthetics.
 - Install new lighting fixtures equipped with LED bulbs for energy efficiency, longevity, and bright, consistent illumination.
 - Ensure proper wiring and electrical connections for all fixtures, following manufacturer instructions and local electrical codes.
 - Test the functionality and performance of repaired or newly installed electrical components, verifying proper operation and safety.
7. **Install New Ceiling Fans in Bedrooms - Four:**
- Mount ceiling fan units to ceiling joists in each bedroom, ensuring proper support and stability.
 - Wire ceiling fans to existing electrical circuits, following manufacturer instructions and local electrical codes.
 - Install fan blades and light kits, ensuring proper alignment and secure attachment to fan motor.
 - Balance fan blades using a balancing kit to minimize wobbling and ensure smooth operation.
 - Test ceiling fans for proper functionality and adjust fan speeds and direction as needed for optimal comfort and airflow.

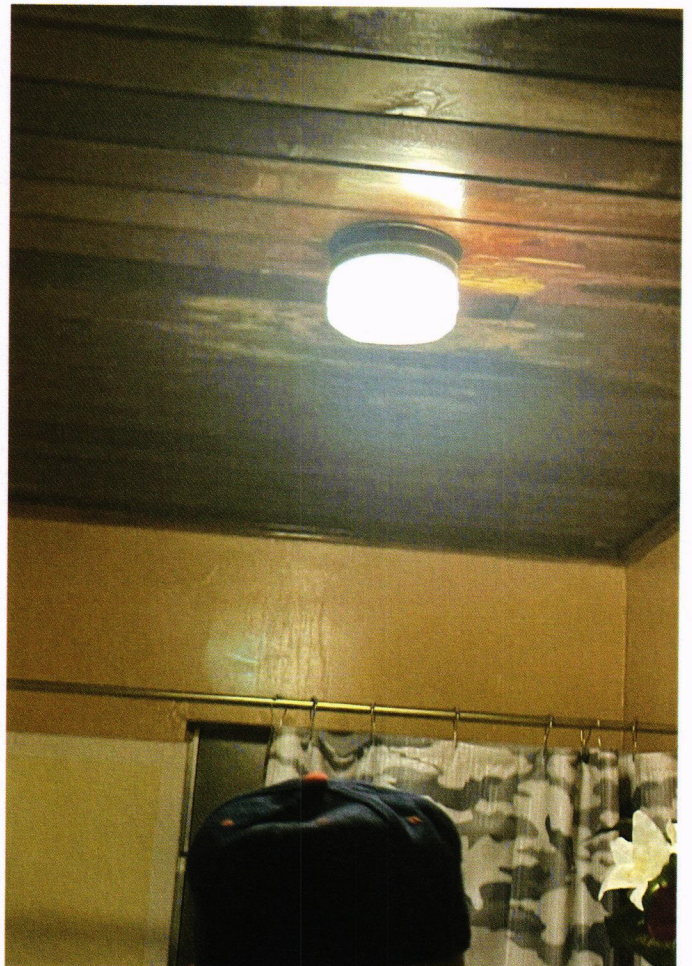
8. Install 40-Gallon Electric Water Heater Plumbed to Exterior:

- Position the 40-gallon electric water heater in a designated utility area, ensuring proper clearance and access for maintenance.
- Connect the water heater to the home's electrical supply, following manufacturer instructions and local electrical codes.
- Plumb the water heater to the exterior for drainage, ensuring proper slope and connection to a drain line or designated drainage area.
- Install a drain pan underneath the water heater to catch any leaks or drips, preventing water damage to surrounding areas.
- Insulate hot water pipes and connections to minimize heat loss and improve energy efficiency.
- Test the water heater for proper operation and temperature control, adjusting settings as needed for desired hot water delivery.

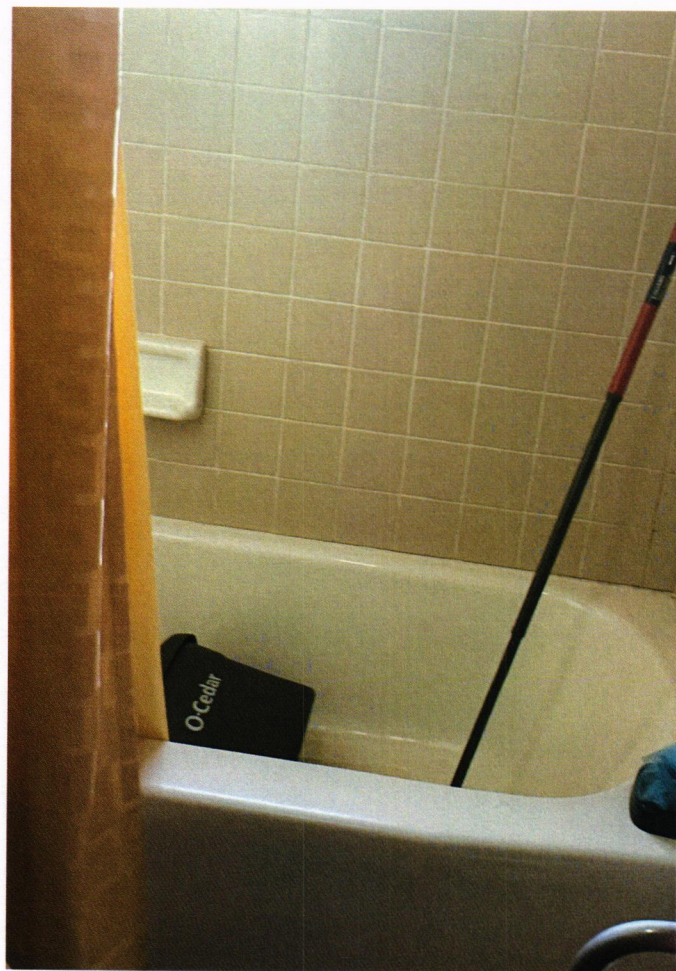
9. Replace Five Windows in Home with Low-E Glass:

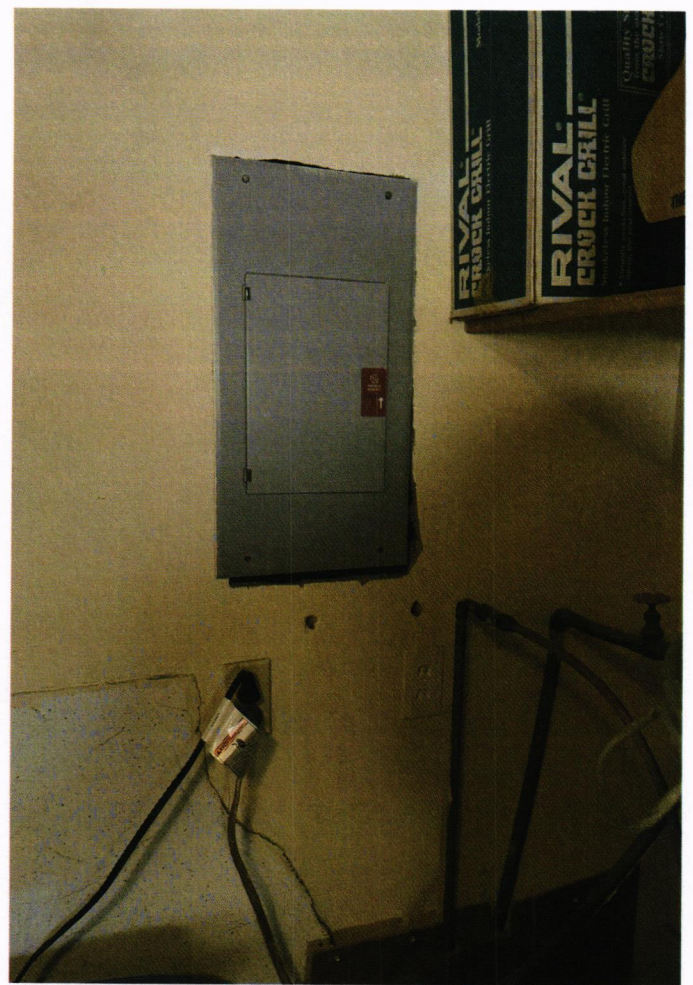
- Remove existing windows from window openings, taking care to preserve surrounding trim and wall surfaces.
- Prepare window openings for installation, ensuring proper sizing and alignment for new windows.
- Install new windows with low-emissivity (low-E) glass, which reduces heat transfer and blocks UV rays for improved energy efficiency.
- Seal around window frames with caulking or weatherstripping to prevent air and water infiltration.
- Insulate around window frames with expanding foam or fiberglass insulation to improve thermal performance.
- Test windows for proper operation, ensuring smooth opening and closing, and adjust hardware and seals as needed for a snug fit and optimal performance.

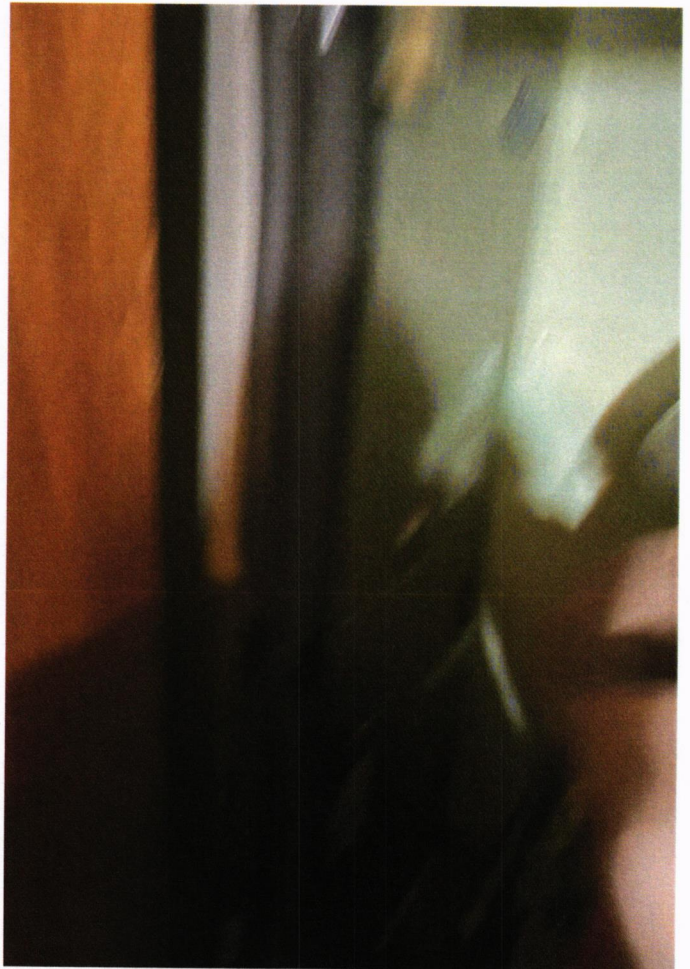
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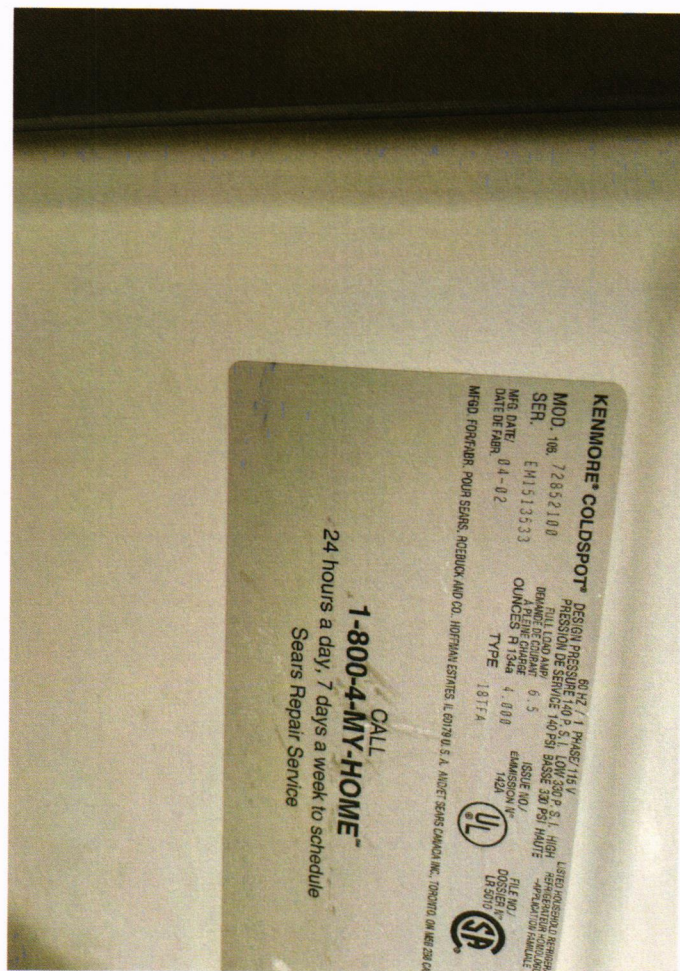
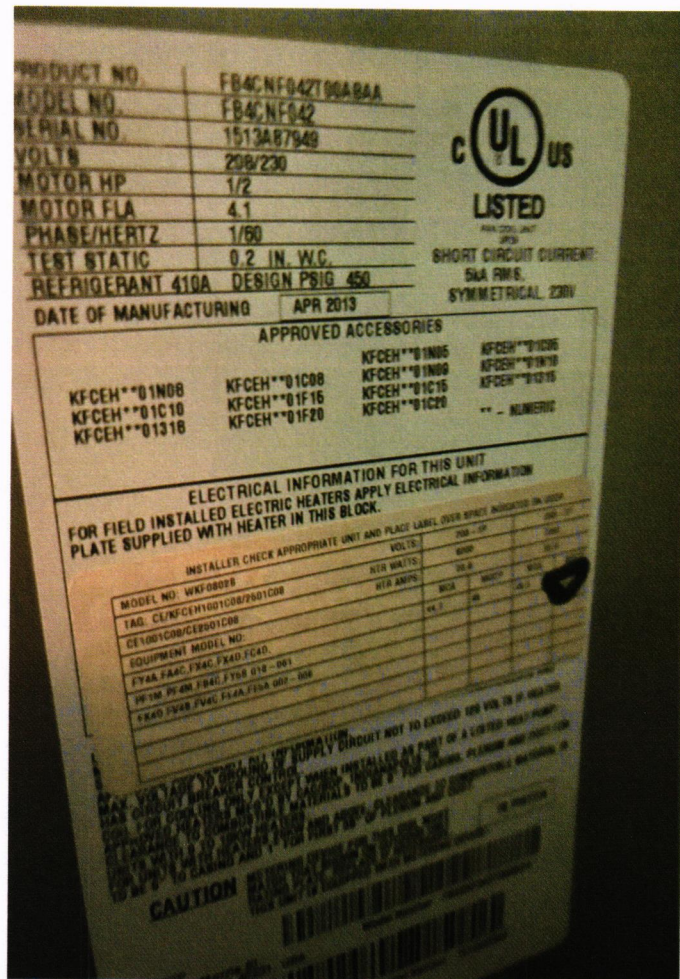


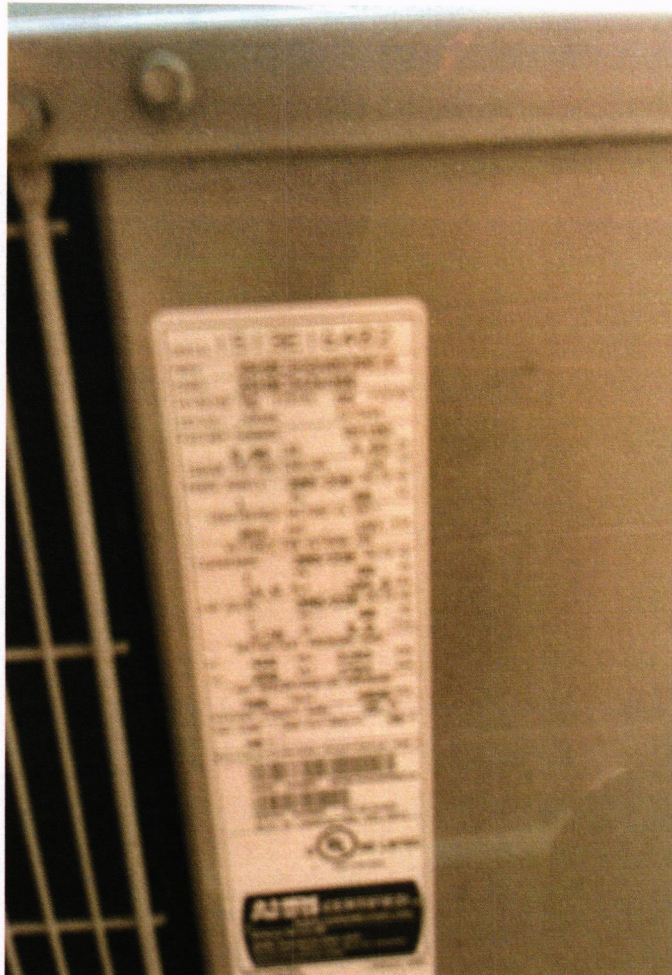
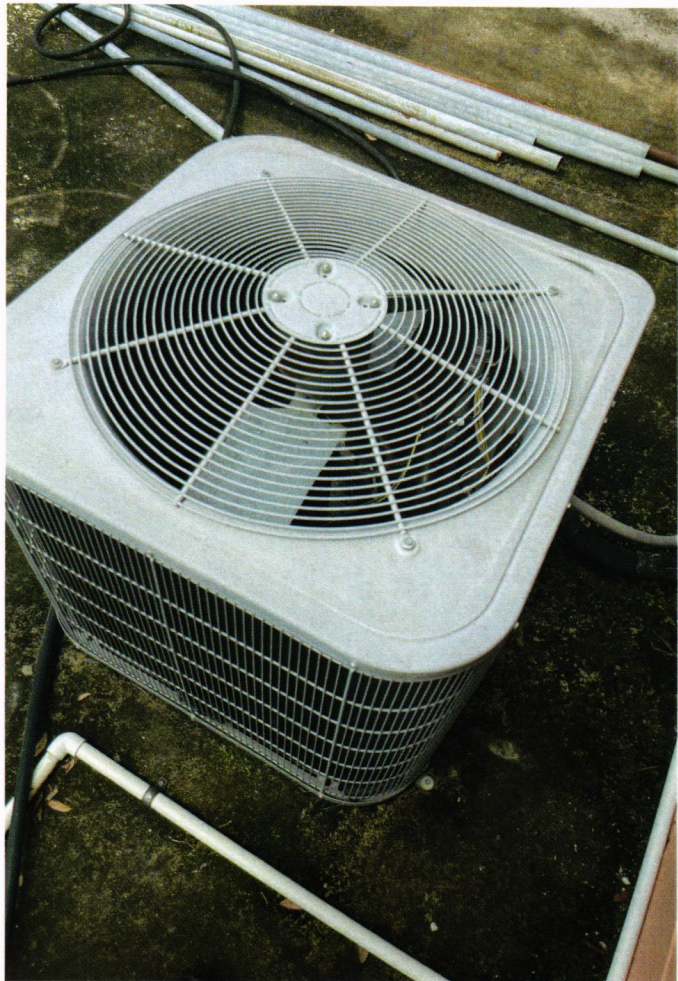
Chris













Pedro Foster

1. **Replace the Roof on Home Severely Damaged:**

- Begin by safely removing the existing roof materials down to the sheathing, ensuring proper disposal of debris.
- Inspect the sheathing and underlying structure for any signs of damage or deterioration, repairing or replacing compromised sections as needed.
- Install new roofing materials according to manufacturer specifications and local building codes, including asphalt shingles, underlayment, flashing, and drip edge.
- Ensure proper roof ventilation by installing ridge vents, soffit vents, or other ventilation systems to prevent moisture buildup and prolong the life of the roof.
- Address insulation requirements, ensuring adequate insulation is installed in the attic space to improve energy efficiency and comfort within the home.
- Conduct a thorough inspection and quality assurance checks to verify the integrity and durability of the new roof system before completing the project.

2. **Completely Gut Restrooms, Install New Shower, Insert/Replace Sink, Vanities, Fixtures, Repaint, and Install Handicap Bars:**

- Demolish existing restroom fixtures, walls, and flooring down to the studs and subfloor, removing all debris from the site.
- Install new plumbing lines or reroute existing ones to accommodate the layout changes, ensuring proper drainage and water supply connections.
- Set the shower pan and waterproof the walls using appropriate materials such as waterproof membranes or cement boards.
- Install new sink fixtures, including faucets and drains, and mount them to the vanity or countertop securely.
- Hang new vanities, ensuring proper alignment and anchoring to the wall studs for stability and support.
- Install handicap bars at strategic locations within the restrooms, securely anchoring them to the wall framing to provide support and stability for users.
- Apply a fresh coat of paint to the restroom walls and ceiling, selecting high-quality paint products for durability and easy maintenance.

3. **Various Areas in Home Require Ceiling Repair, Sanding, and Finishing:**

- Assess and repair ceiling damage in the kitchen, living room, bedroom, and utility room, including addressing cracks, holes, or water stains.
- Patch damaged areas with joint compound or drywall patching materials, ensuring a smooth and seamless repair.
- Sand the repaired areas to a smooth finish, feathering the edges to blend with the surrounding ceiling surface.
- Apply primer to the repaired areas before painting to ensure proper adhesion and uniform coverage.
- Paint the ceilings with a high-quality paint product, selecting appropriate colors or finishes to complement the overall design aesthetic of the home.

4. **Install New Kitchen, Cabinetry Sink, and Countertops in the Kitchen:**

- Begin by assembling and installing pre-fabricated or custom cabinetry units, ensuring proper alignment and anchoring to the wall studs.

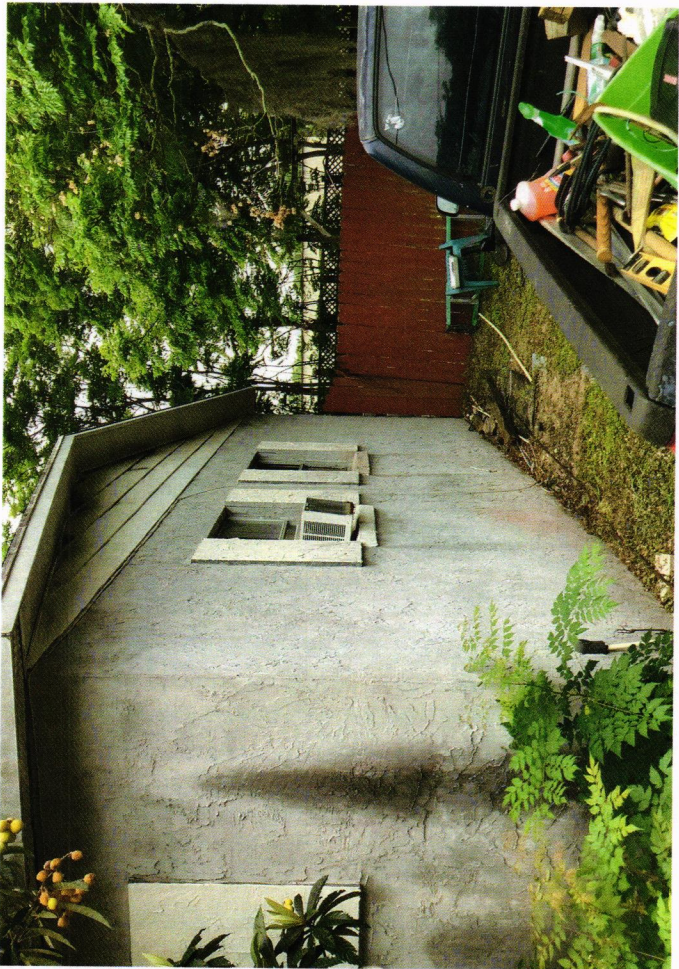
- Mount the sink to the countertop or cabinet, making plumbing connections for hot and cold water supply and drain.
 - Install countertops over the cabinetry units, securing them in place and sealing the seams to prevent water damage.
 - Apply backsplash tiles or other wall materials for added protection and visual appeal, ensuring proper installation and sealing.
 - Install cabinet hardware, such as handles or knobs, for functional and aesthetic purposes, ensuring proper alignment and secure attachment.
5. **Install Front Landscaping Measures to Ensure Proper Drainage, as Well as Curb Appeal:**
- Grade the soil around the front yard to ensure proper water drainage away from the foundation, preventing water accumulation and potential damage.
 - Install French drains or swales as needed to redirect water flow and prevent erosion or pooling.
 - Plant vegetation such as shrubs, trees, or flowers to enhance curb appeal and provide visual interest, selecting species that are suitable for the local climate and soil conditions.
 - Apply mulch or ground cover to planting beds to conserve moisture, suppress weeds, and improve soil health.
 - Install landscape edging or borders to define planting areas and create a neat, organized appearance in the front yard.
6. **Paint the Exterior of the Home:**
- Clean the exterior surfaces of the home thoroughly to remove dirt, debris, and mildew buildup, using a pressure washer or appropriate cleaning agents.
 - Repair any damaged or deteriorated areas of the exterior, such as wood rot or peeling paint, before painting.
 - Apply a primer coat to bare or repaired surfaces to promote adhesion and ensure uniform coverage of the finish paint.
 - Select a high-quality exterior paint product in the desired color and finish, applying multiple coats as needed for complete coverage and durability.
 - Paint all exterior surfaces, including siding, trim, doors, and shutters, using brushes, rollers, or sprayers for even application.
 - Allow sufficient drying time between coats, and perform any necessary touch-ups or corrections to ensure a flawless finish.
7. **Install a New Exterior Door from the Kitchen to the Utility Room:**
- Remove the existing exterior door and frame, ensuring proper disposal of old materials.
 - Install the new exterior door and frame, ensuring proper fit and alignment within the opening, and shim as necessary to achieve a tight seal.
 - Secure the door and frame in place using screws or nails, ensuring stability and security.
 - Install weather-stripping around the perimeter of the door frame to prevent air and water infiltration, ensuring a tight seal.
 - Test the operation of the door, including opening, closing, and locking mechanisms, to ensure smooth functionality and proper alignment.

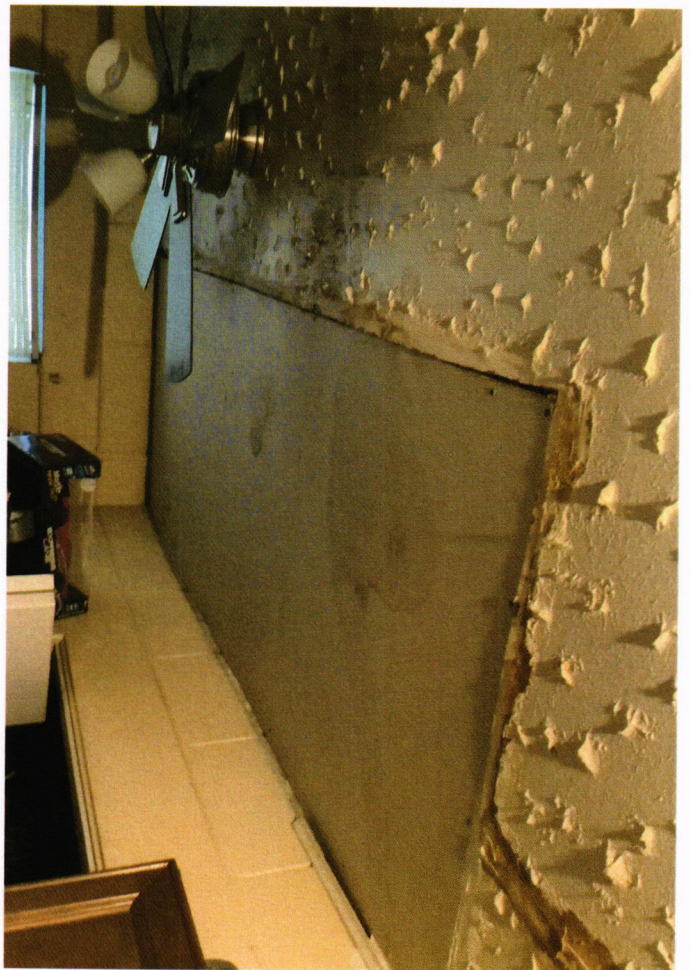
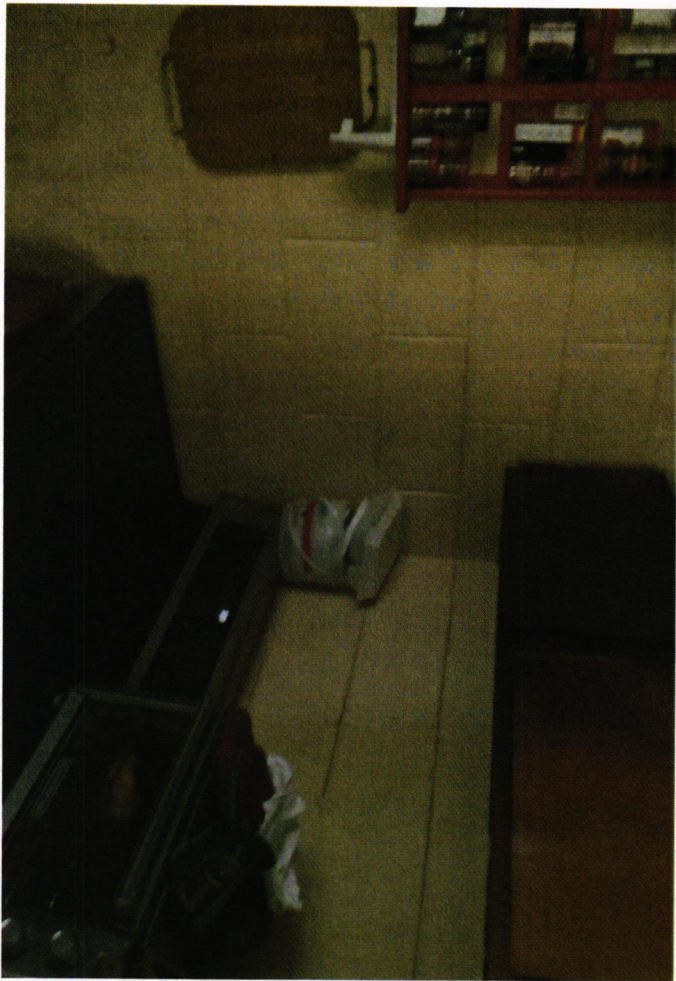
8. Install 2-Ton 14 SEER Split Heat Pump in the Home:

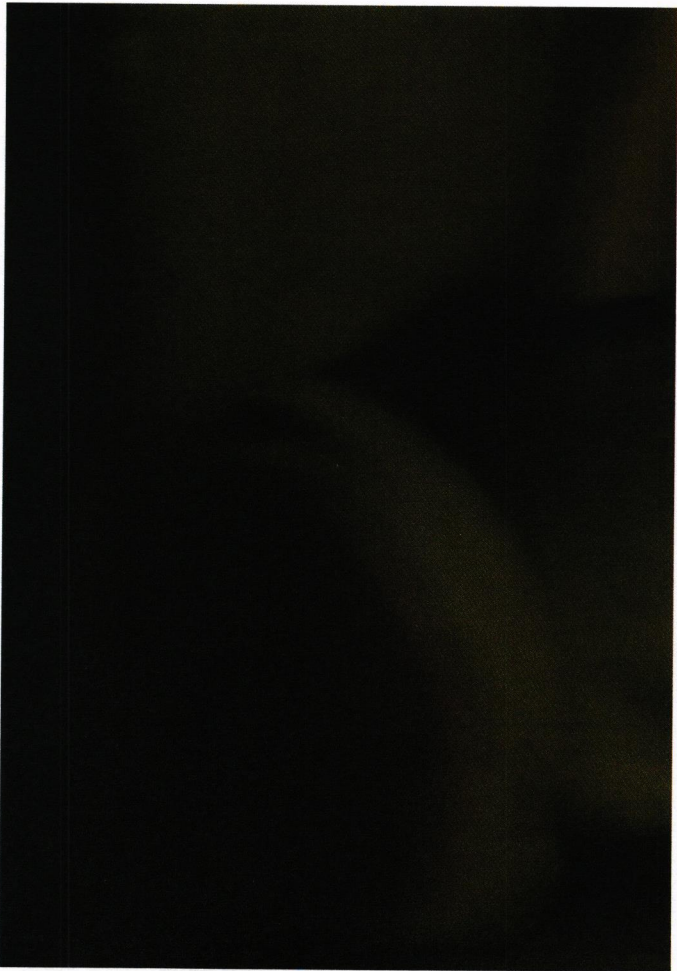
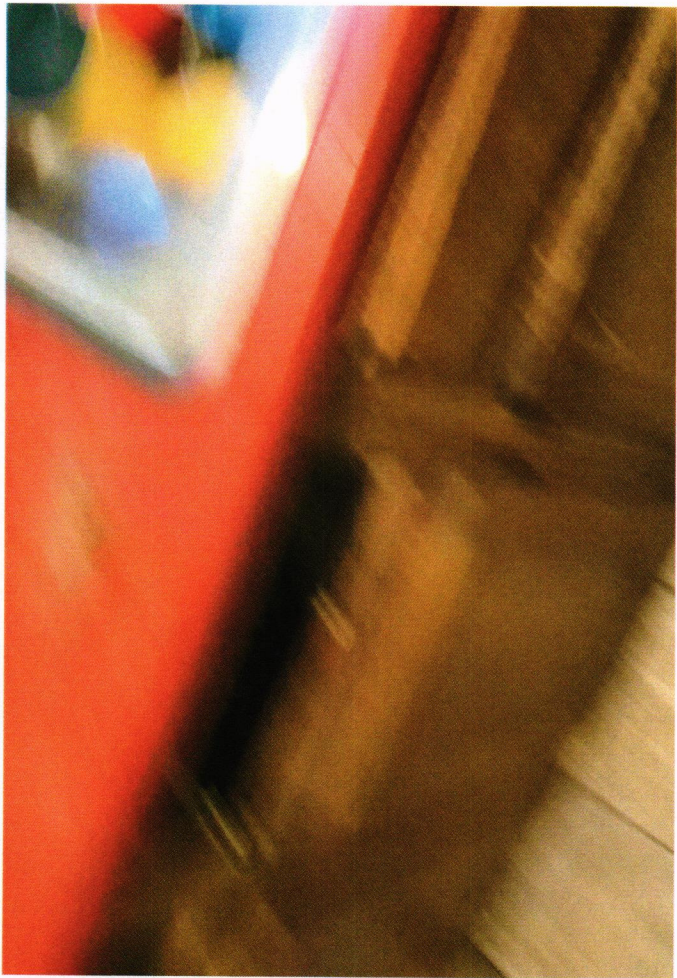
- Mount the outdoor condenser unit on a suitable pad or bracket, ensuring level placement and proper clearance for airflow.
- Connect refrigerant lines between the outdoor condenser unit and the indoor air handler, ensuring proper sizing and insulation of the lines.
- Install the indoor air handler in a designated utility area or attic space, ensuring proper mounting and secure attachment to the ductwork.
- Connect electrical wiring to power the heat pump system, ensuring proper sizing and compliance with local electrical codes.
- Test the heat pump system for proper operation and efficiency, adjusting settings and airflow as needed for optimal performance.
- Provide the homeowner with instructions for operating and maintaining the heat pump system, including filter replacement and routine maintenance tasks.

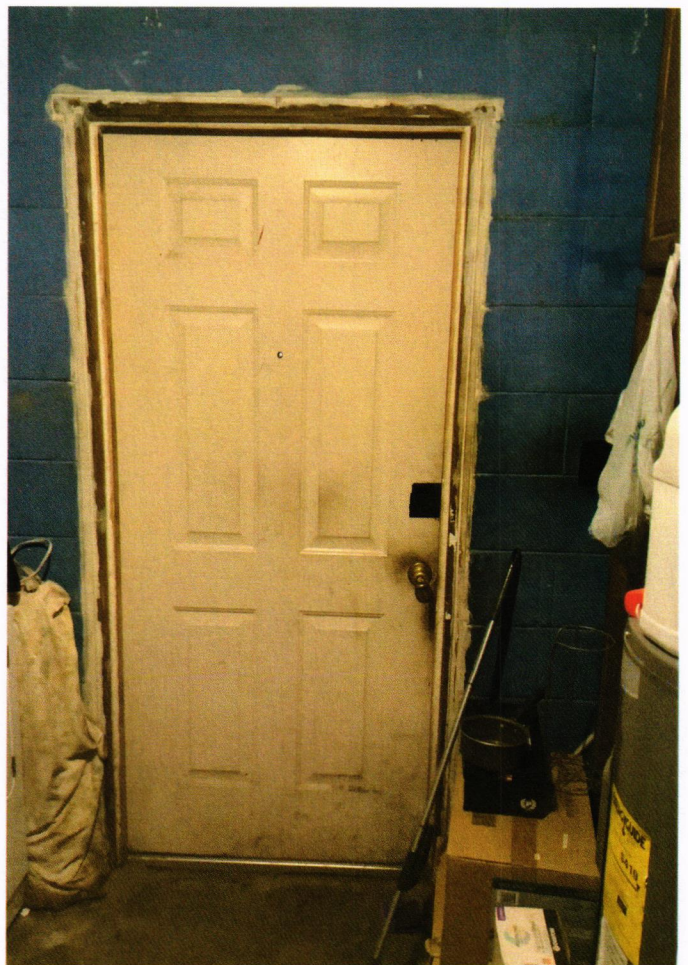
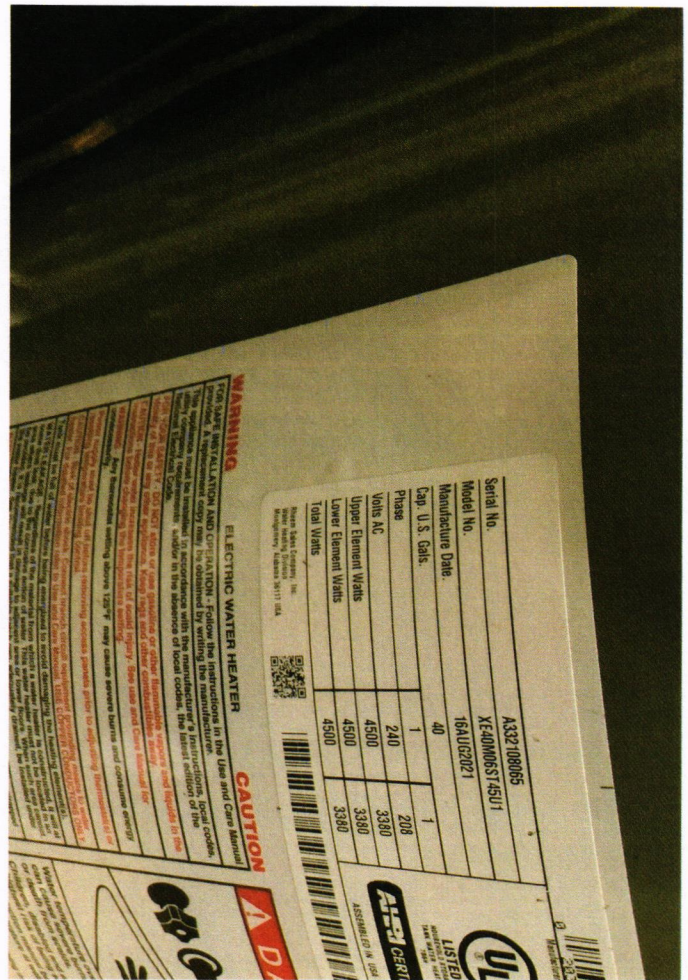
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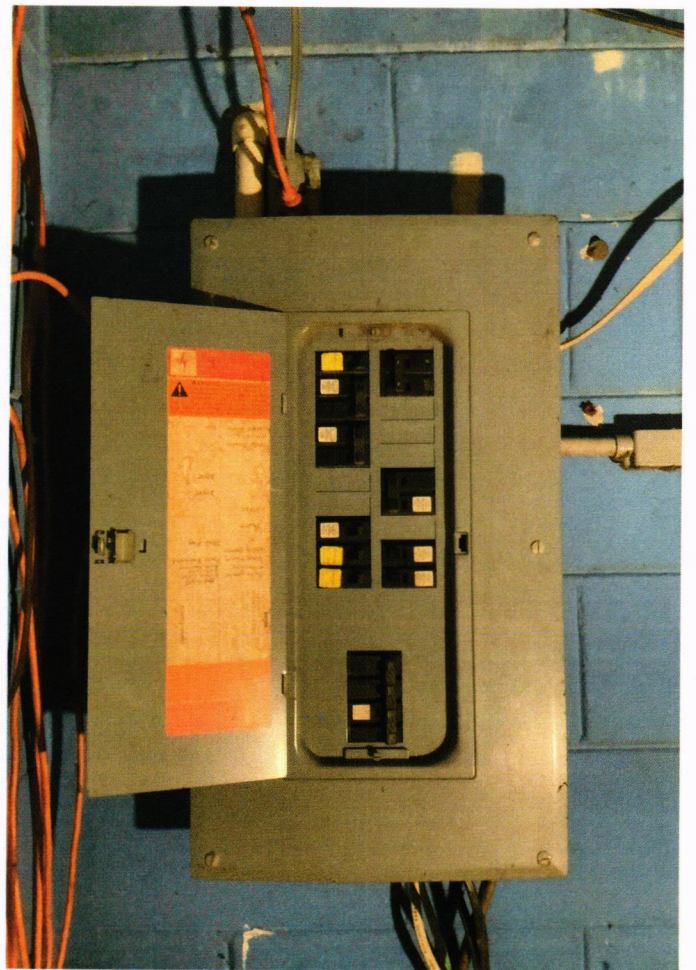
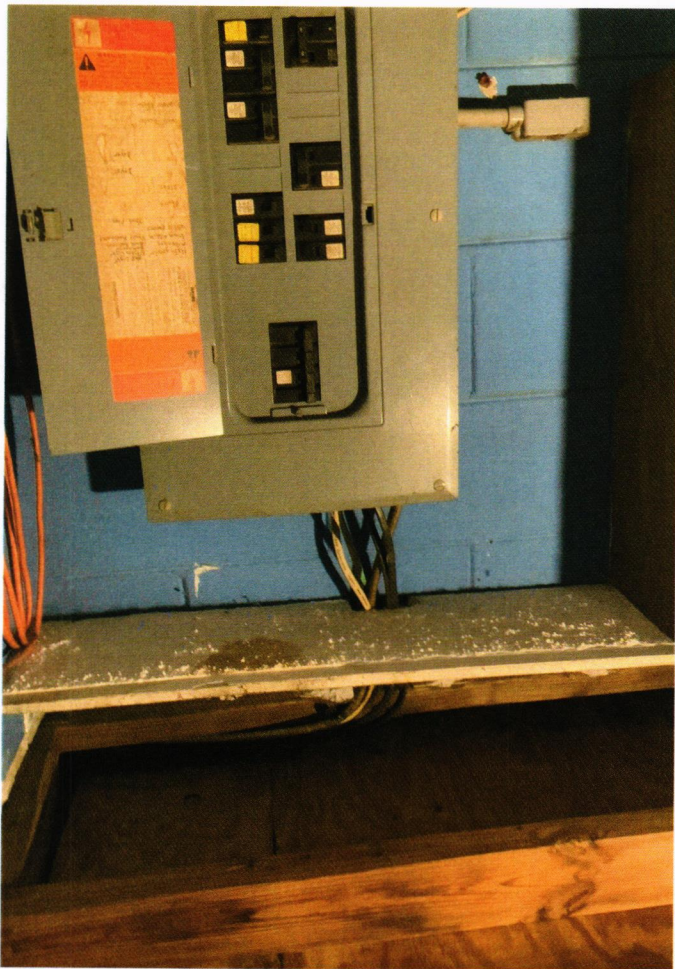
P. Foster

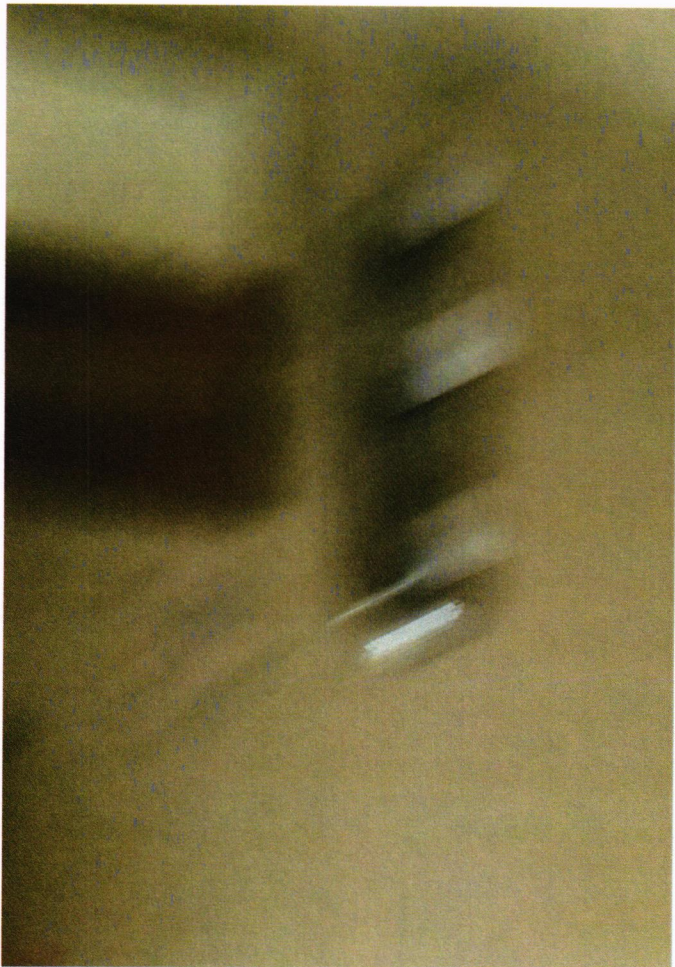
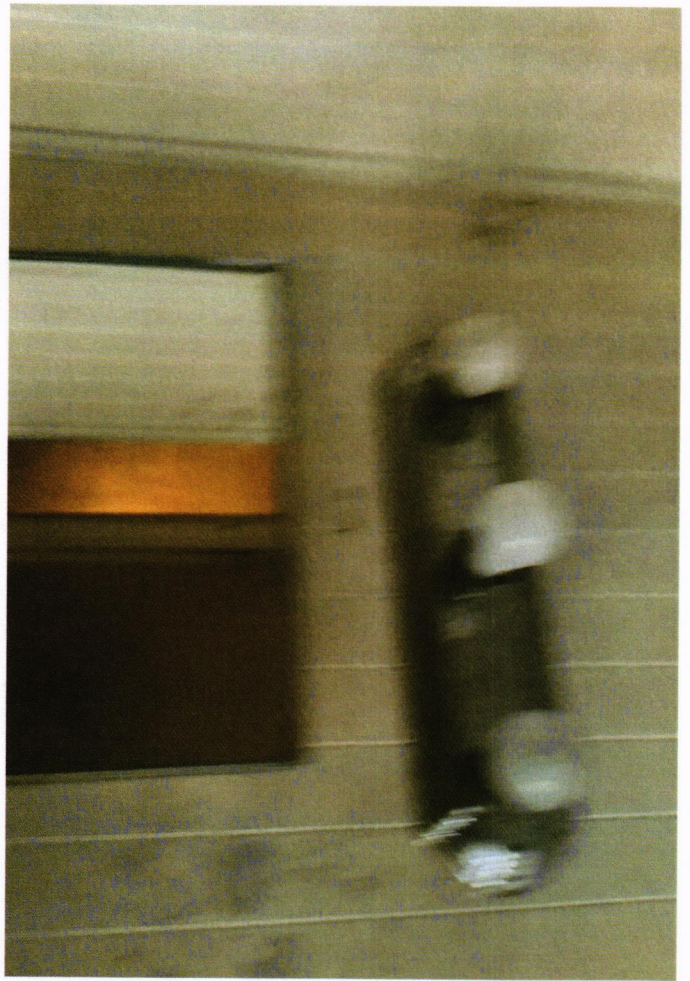


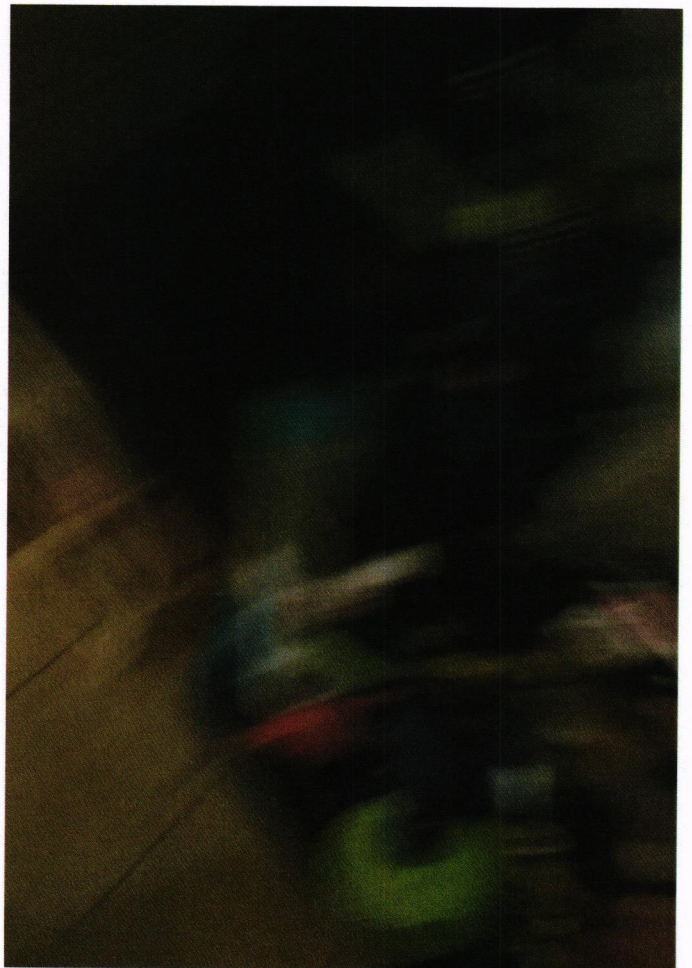














Twyine Littlejohn

1. **Replace Damaged Roof:**

- Begin by assessing the extent of the damage and planning the scope of work.
- Safely remove the existing damaged roof materials down to the roof deck, ensuring proper disposal of debris.
- Inspect the roof deck for any structural issues, such as rot or water damage, and make necessary repairs.
- Install new underlayment, such as synthetic or felt materials, over the roof deck to provide a waterproof barrier.
- Flash around roof penetrations, such as chimneys and vents, using metal flashing to prevent water infiltration.
- Install new roofing materials, such as asphalt shingles or clay tiles, according to manufacturer specifications and local building codes.
- Ensure proper ventilation in the attic space by installing ridge vents, soffit vents, or other ventilation components.
- Clean up the work area and dispose of debris properly.

2. **Repair Drywall in Various Areas:**

- Assess the extent of damage to the drywall in the kitchen, living room, and bedrooms.
- Patch any holes, cracks, or dents in the drywall using joint compound and drywall tape.
- Sand the patched areas smooth once the joint compound has dried completely.
- Apply a primer coat to seal the repaired areas and promote adhesion of the finish paint.
- Finish by applying one or more coats of paint or texture to match the existing finish.

3. **Install Vinyl Flooring:**

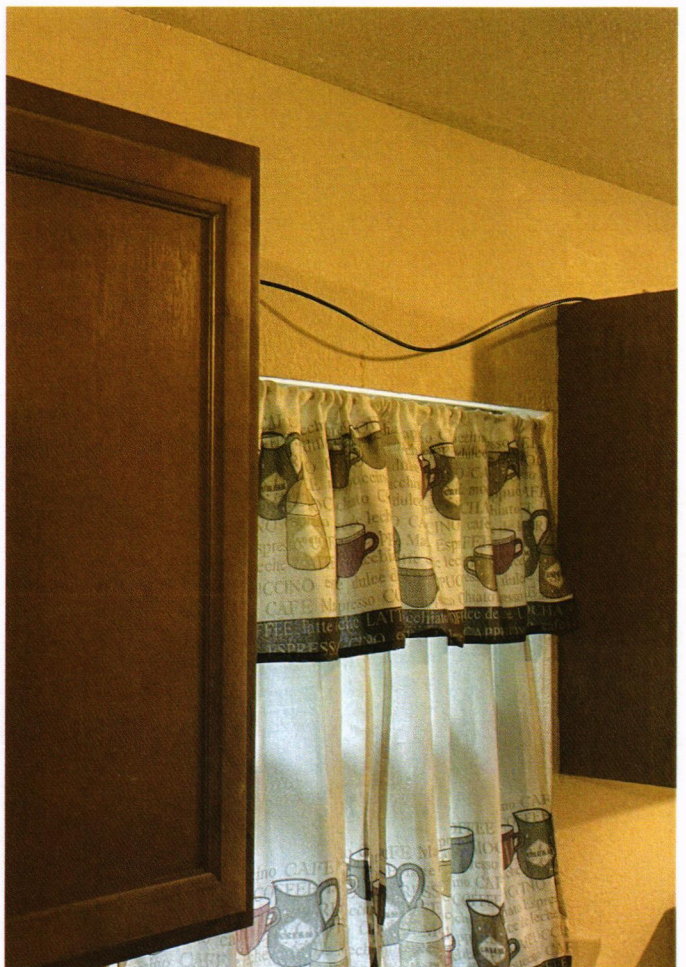
- Prepare the subfloor by ensuring it is clean, level, and free of any debris or imperfections.
- Install a moisture barrier to prevent water infiltration from below.
- Measure and cut the vinyl flooring to fit the dimensions of the kitchen, using a utility knife or vinyl cutter.
- Adhere the vinyl flooring to the subfloor using adhesive, ensuring tight seams and proper alignment.
- Trim the flooring to fit around obstacles like cabinets and doorways, and install transitions as necessary.

4. **Reroute Cable/Internet Wire:**

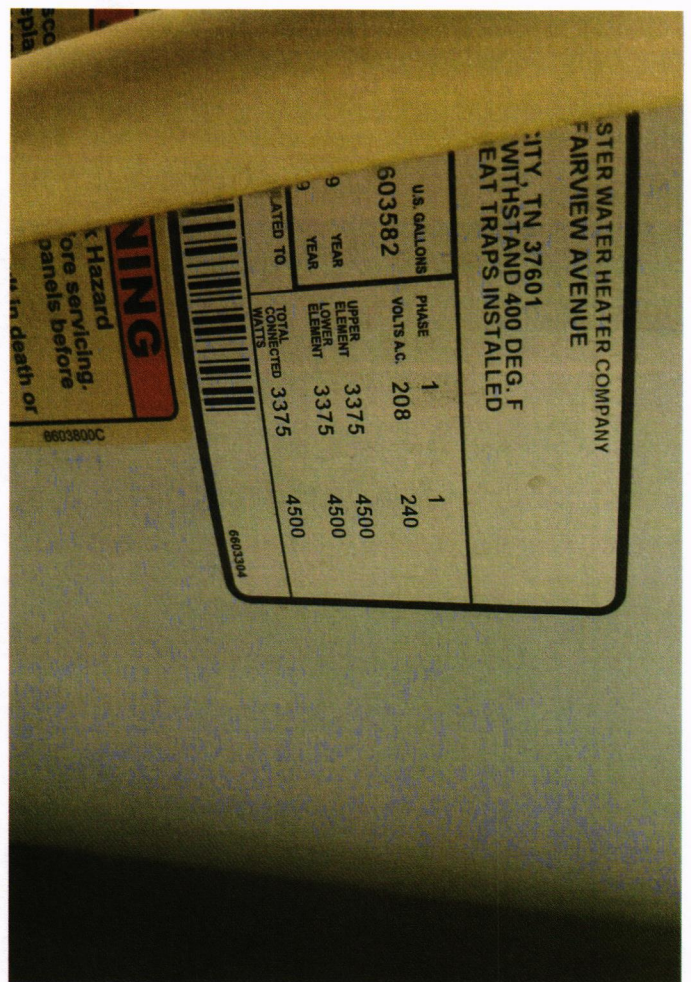
- Plan a new path for the wiring to avoid obstructing access to cabinets or creating tripping hazards.
- Drill holes in the walls or ceiling to route the wires through hidden spaces such as crawl spaces or attic areas.
- Use wire channels or conduits to conceal and protect the wires along their new route.

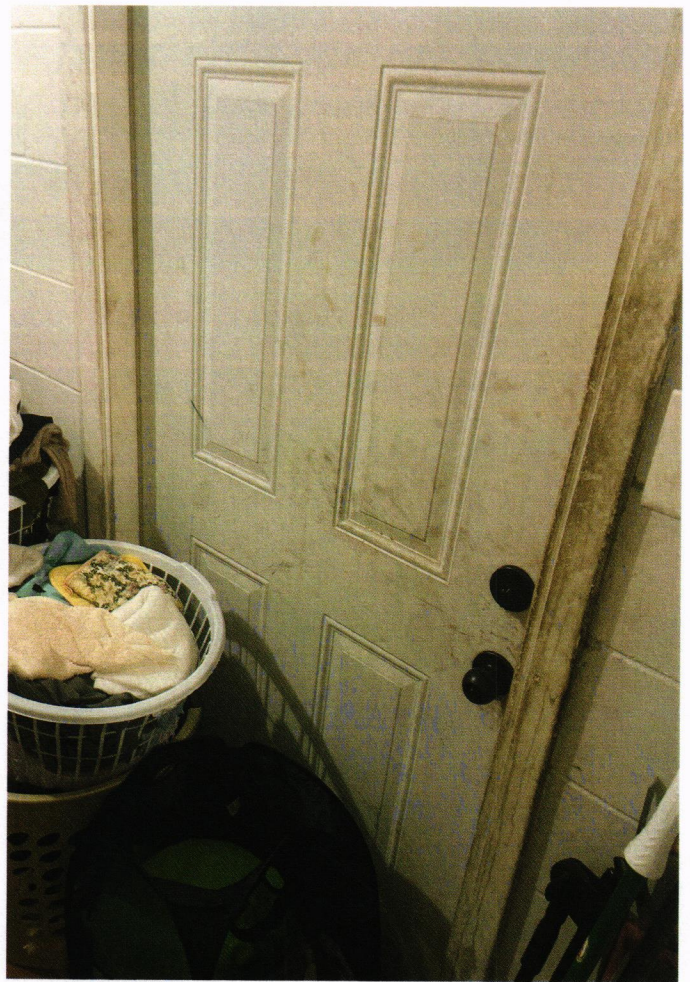
- Test the connectivity of the rerouted wiring to ensure reliable signal strength throughout the home.
- 5. **Repair Wall in Kitchen:**
 - Assess the damage to the wall at the bottom cabinetry level and determine the extent of repairs needed.
 - Remove damaged drywall, studs, or insulation, ensuring a clean and stable surface for repair.
 - Install new drywall patches or sections as needed, taping, mudding, and sanding to achieve a smooth finish.
 - Prime and paint the repaired area to match the existing wall surface.
- 6. **Stabilization of Pillars:**
 - Assess the condition of the pillars and determine the appropriate stabilization method.
 - Install steel or concrete reinforcements inside the pillars to enhance their strength and stability.
 - Repair cracks or damage using specialized materials such as epoxy resin or mortar to restore structural integrity.
- 7. **Application of Weatherproof Material:**
 - Select weatherproof material that matches the exterior of the home in terms of color, texture, and style.
 - Prepare the surface of the pillars by cleaning and priming to ensure proper adhesion of the weatherproof material.
 - Apply the weatherproof material evenly and thoroughly, following manufacturer guidelines for application and drying.
- 8. **Backfill and Grading:**
 - Backfill trenches or swales with gravel or crushed stone to promote drainage and prevent soil erosion.
 - Grade the surface of the yard to create a smooth and uniform slope away from the foundation of the home.
 - Take care to avoid any low spots where water could accumulate.
- 9. **Surface Finishing:**
 - Spread topsoil over the graded surface and sow grass seed or install sod to establish vegetation.
 - Install erosion control measures such as mulch or erosion blankets to prevent soil erosion and promote healthy plant growth.

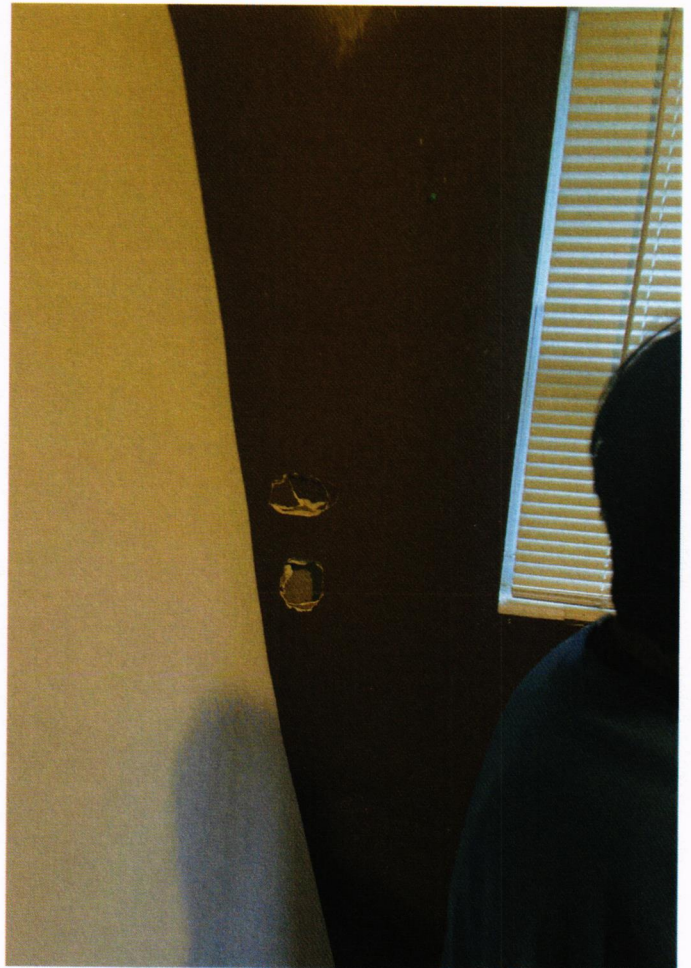
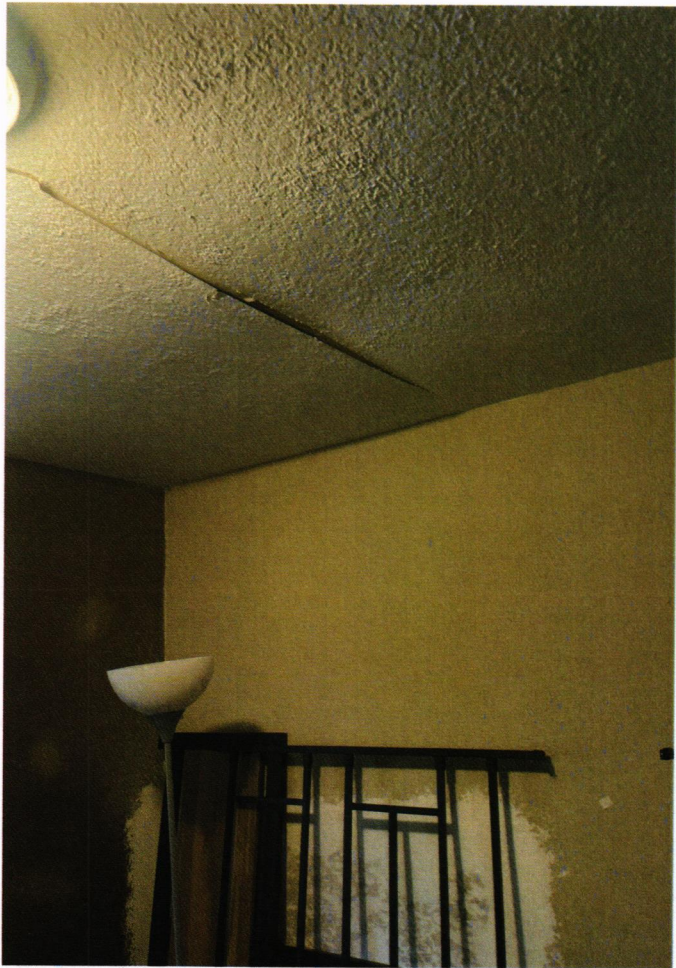
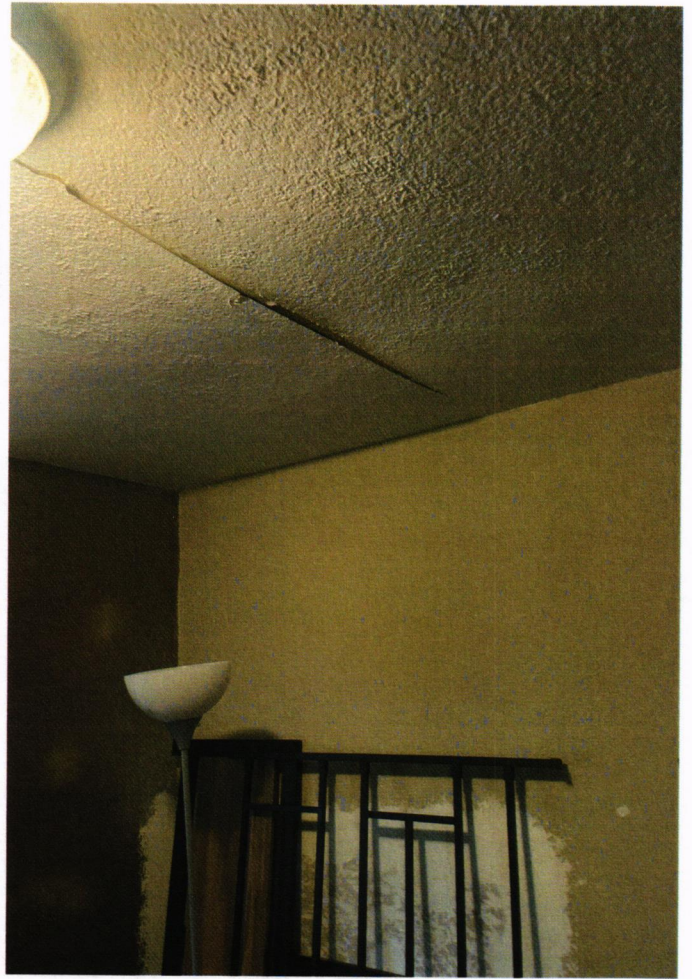
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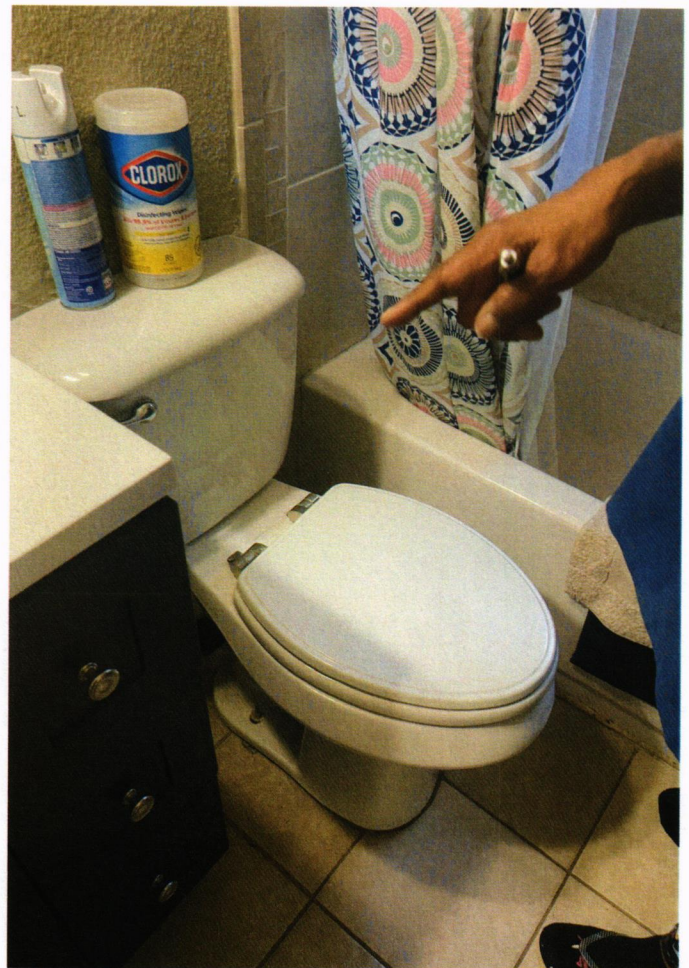


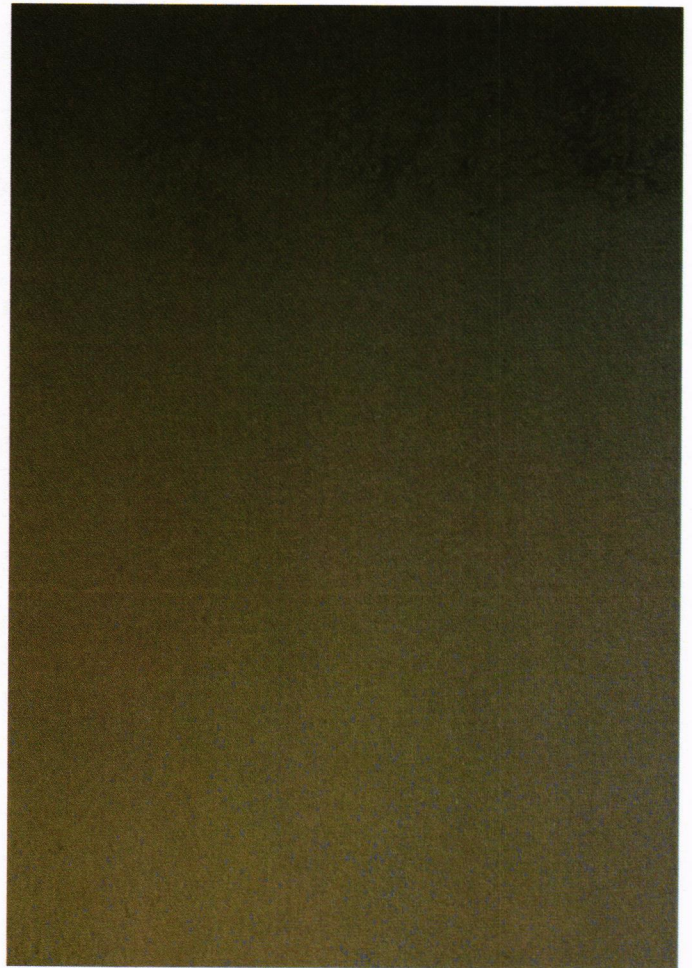
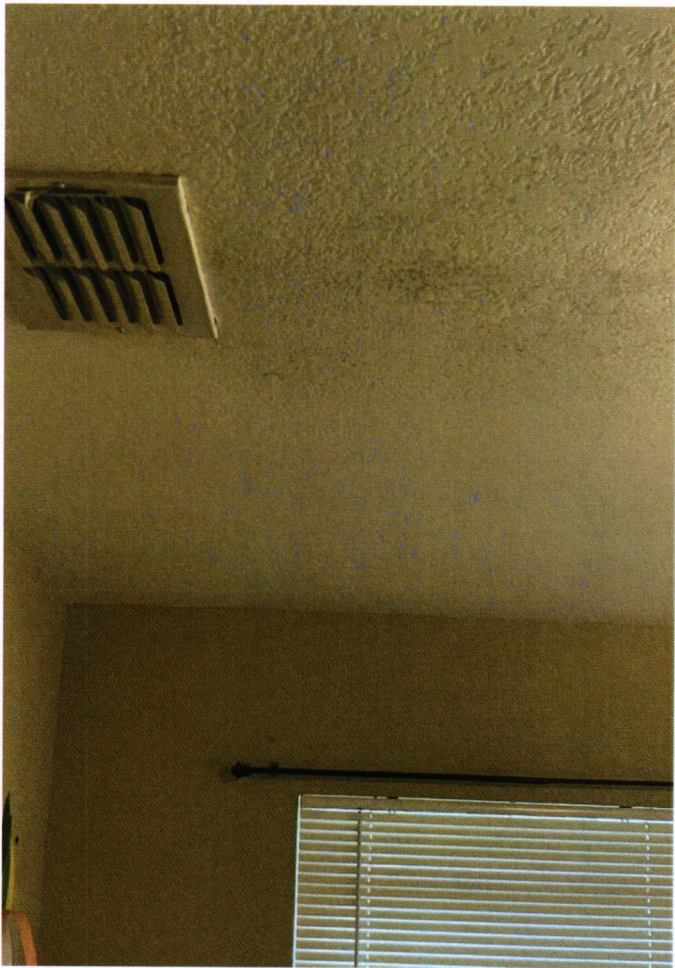
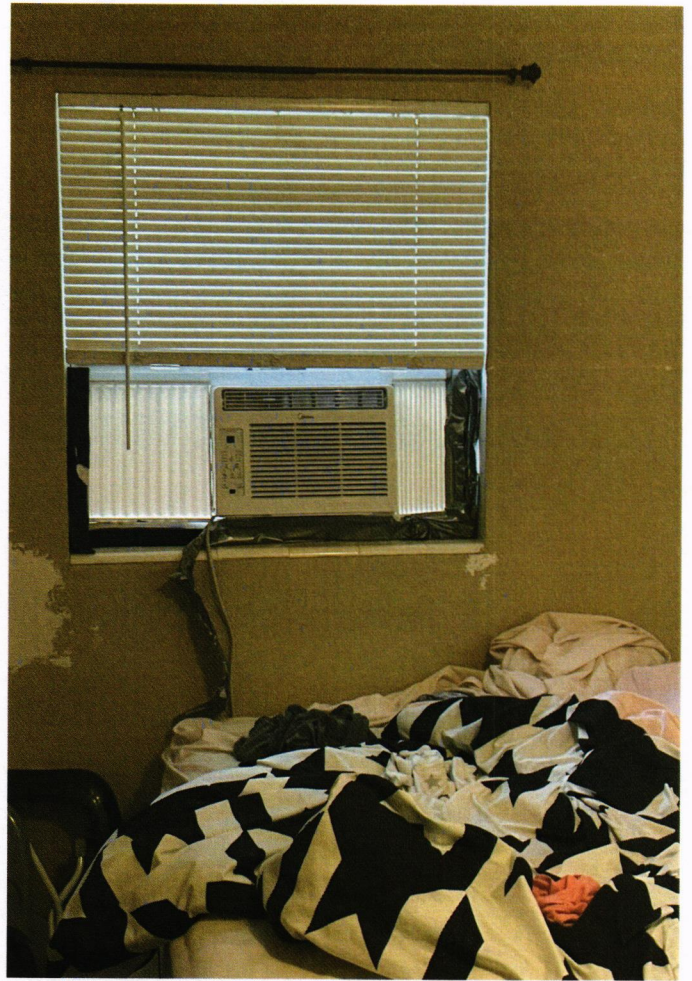
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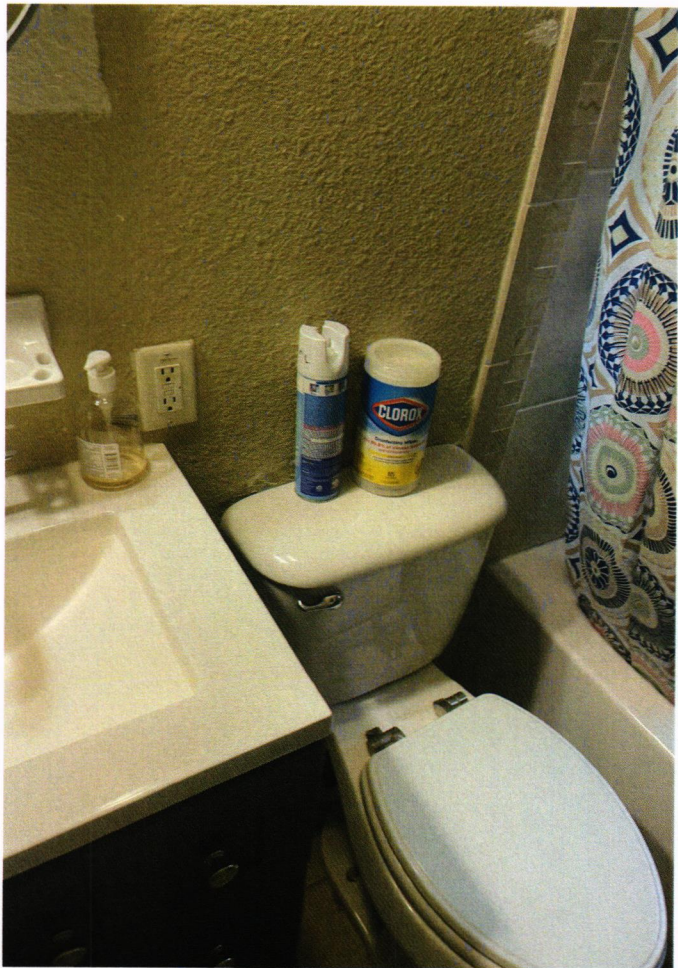
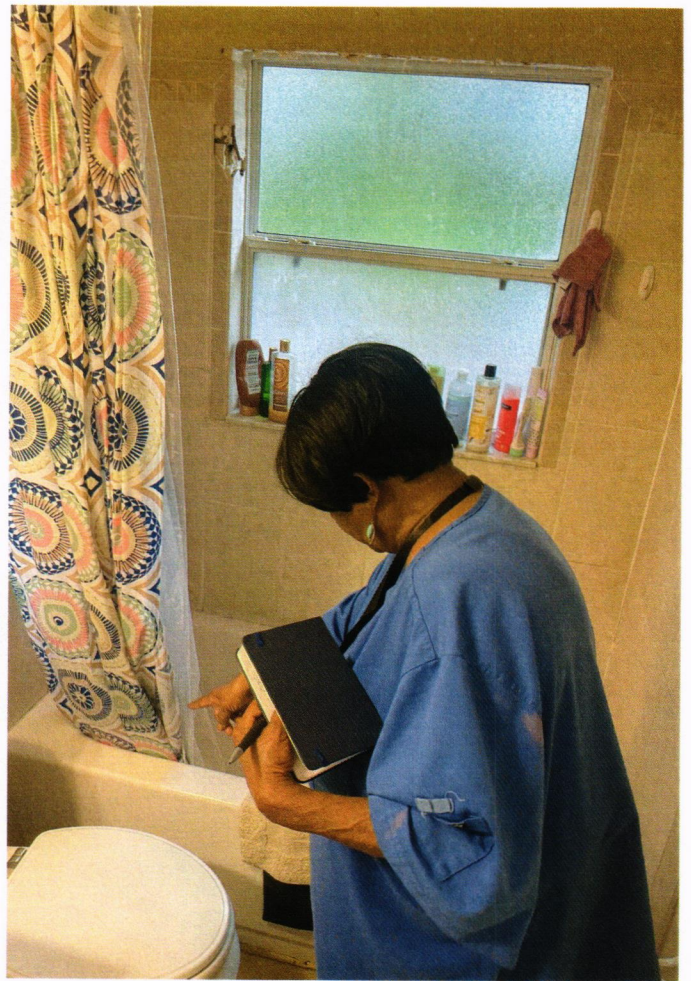
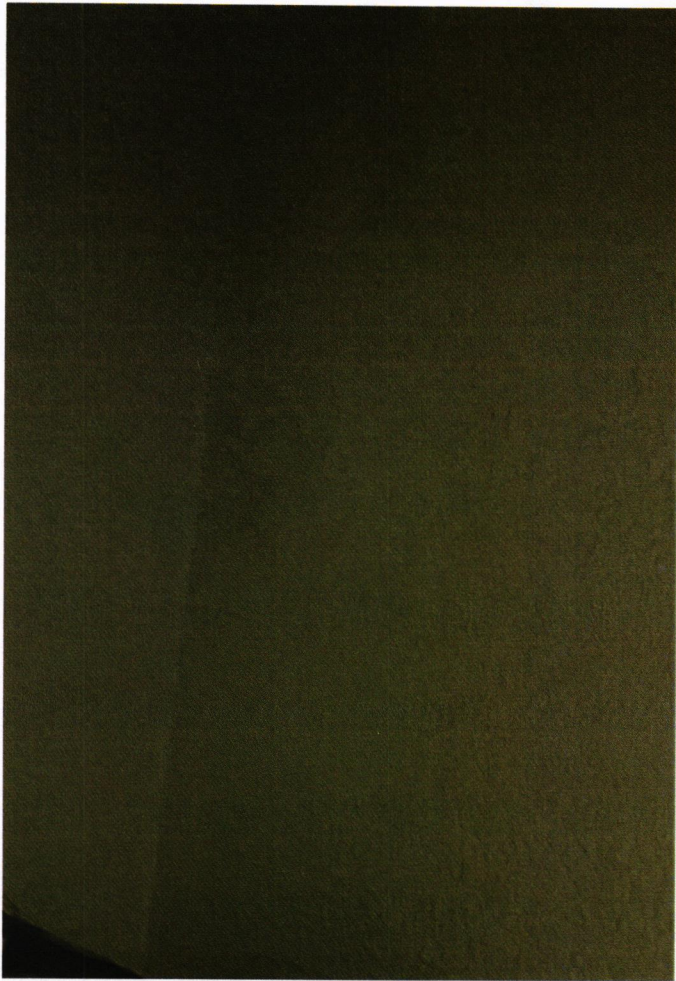




















Aaron Sinclair

1. **Replace Roof:**

- Begin by assessing the extent of damage to the existing roof and planning the scope of work.
- Safely remove the damaged roofing materials down to the roof deck, ensuring proper disposal of debris.
- Conduct a thorough inspection of the roof deck to identify any structural issues, such as rot or water damage, and make necessary repairs.
- Install new underlayment, such as synthetic or felt materials, over the roof deck to provide a waterproof barrier.
- Flash around roof penetrations, such as chimneys and vents, using metal flashing to prevent water infiltration.
- Install new roofing materials, such as asphalt shingles or clay tiles, according to manufacturer specifications and local building codes.
- Ensure proper ventilation in the attic space by installing ridge vents, soffit vents, or other ventilation components.
- Clean up the work area and dispose of debris properly.

2. **Trim Trees That Hang Over Roof:**

- Assess the trees that overhang or encroach upon the roof to determine the extent of trimming required.
- Use proper pruning techniques to trim tree branches, avoiding damage to the trees and ensuring safety.
- Remove dead or diseased branches, as well as branches that pose a risk of falling onto the roof during storms or high winds.
- Ensure that trimmed branches are properly disposed of and that the trees are left in a healthy and structurally sound condition.

3. **Remove Trellis at the Base of Screened-In Porch and Install Wood:**

- Carefully dismantle the trellis structure to avoid damage to surrounding areas, and dispose of debris properly.
- Prepare the area for the installation of wood by ensuring a level and stable surface.
- Construct a new support structure using treated lumber or other suitable materials, ensuring proper anchoring for stability.
- Install the new wood structure securely, and finish it with paint or stain to match the aesthetic of the existing porch.

4. **Replace Cabinetry Countertop and Sink:**

- Remove the existing cabinetry, countertop, and sink from the designated area, disconnecting plumbing and electrical connections as needed.
- Address any underlying damage or issues, such as repairing or replacing damaged subflooring or wall surfaces.
- Install new cabinetry, countertop, and sink according to the specified design and layout, reconnecting plumbing and electrical connections.
- Apply proper sealing and caulking to ensure waterproofing and airtightness around the sink and countertop.

5. Replace Plumbing Leak at Tub/Level and Install Tub:

- Identify the source of the plumbing leak at the tub and assess the extent of the damage.
- Repair the plumbing leak by replacing damaged pipes, fittings, or seals as needed.
- Install the tub, ensuring proper alignment and support, and connect plumbing connections, including attaching drainpipes and faucets.
- Seal and caulk around the tub to prevent water leaks and ensure a watertight seal.

6. Repair Damaged Fence Around Home:

- Assess the extent of damage to the fence, including broken or rotted posts, warped or missing pickets, and loose or damaged rails.
- Replace damaged posts with new ones set in concrete footings for stability.
- Repair or replace damaged pickets, ensuring they are properly spaced and secured to the rails.
- Reinforce or replace damaged rails to maintain structural integrity.
- Apply protective coatings or sealants to prevent future damage from weathering or rot.

7. Install New 40-Gallon Water Heater:

- Select an appropriate location for the water heater with proper ventilation and access to utilities.
- Shut off the water supply and drain the existing water heater.
- Remove the old water heater and prepare the installation area, ensuring it meets local building codes and manufacturer specifications.
- Install the new water heater, connecting it to the plumbing lines and securing it in place.
- Test the water heater for proper operation and address any leaks or issues.

8. Replace Vanity in the Bathroom and New Toilet:

- Remove the existing vanity, including the countertop, sink, and cabinet or pedestal, and prepare the installation area.
- Install the new vanity, ensuring proper alignment and securing it to the wall or floor.
- Install the new sink and connect it to the plumbing lines.
- Remove the old toilet and inspect the flange and wax seal for damage.
- Install a new wax seal and set the new toilet in place, connecting it to the water supply and testing for proper operation.

9. Install 2.5-3-Ton HVAC Unit and All Necessary Components:

- Select the appropriate size and type of HVAC unit based on the home's heating and cooling needs.
- Prepare the installation area, including ensuring proper clearance and access for installation and maintenance.
- Install the indoor unit, such as a furnace, air handler, or evaporator coil, and connect it to the outdoor unit with refrigerant lines.
- Install ductwork and air distribution components to ensure proper airflow throughout the home.
- Connect the HVAC unit to the electrical system and thermostat, and test the system for proper operation.

10. Replace All Outlets, Receptacles, and Switches:

- Shut off power to the electrical circuit at the breaker panel.
- Remove the existing outlets, receptacles, and switches and replace them with new ones, ensuring proper wiring connections and grounding.
- Test each device to ensure proper function and secure mounting to the wall.

11. Install Security Dusk-to-Dawn Lighting Around the Home:

- Select appropriate locations for the light fixtures around the perimeter of the home to maximize coverage and visibility.
- Mount the light fixtures securely to exterior walls, posts, or other structures.
- Run electrical wiring from the light fixtures to a power source, such as an existing electrical circuit or dedicated security lighting circuit.
- Install motion sensors or photocells to control the operation of the lights, ensuring they turn on automatically at dusk and off at dawn.
- Test the lighting system to ensure proper operation and adjust sensor settings as needed.

12. Removing Old Lighting Fixtures and Install New Lighting in the Kitchen:

- Carefully remove existing lighting fixtures, overhead lights, from the ceiling.
- Securely mount the new lighting fixture to the ceiling in the kitchen, ensuring proper wiring connections and alignment.
- Test the new lighting fixture to ensure proper function and adjust as needed.

Total Cost for Material and Labor: \$19,965.00

Sinclair



