

To: Board of Directors, Clearwood Community Association

From: Mitch Waterman, CMCA

Joint Partners, LLC

Date: June 19, 2021

RE: Owners Representative Monthly Board Report – June 20, 2021 to date of report

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### 1. **Well 5**

- a. Building Permit: An action previously reported as “not required” was an error; a building permit issued by the County is required for this action. Original NWS provided budget included funds specifically assigned for the activity. Project Manager (NWS) has initiated the Permitting effort. A Storm Water Plan will also be required and is being written by the Project Manager.
- b. In-person meeting held June 28<sup>th</sup> between GM, Owners Rep and NWS Project Manager reviewing project status, actual costs, and clarification of actions required to complete the permit. At this time, no additional funds for design are being considered.
- c. A final review of the package was completed and released for bid solicitation for construction for Well 5. The bid package incorporated requirements from both Insurance and Legal.
  - i. Post releasing the original bid package, it has been updated incorporating PSE input and actions identified during the Site tour. I have reviewed and have no issue with the updated specification.
- d. Bid Status: Site tour inviting contractors interested in submitting bids was conducted as planned: only one contractor attended site tour.
  - i. One contractor stated a desire to submit a bid and requested permission to withhold submission pending several clarifications on scope which includes pump controls, PSE power routing, and county requirements.
  - ii. Contractor given the extension until afternoon of August 16<sup>th</sup>. After the 16<sup>th</sup>, if not received, we will re-solicit bids from a pool of General Contractors.
- e. PSE has not completed their design on schedule per their original estimated date of mid-June. They have provided a preliminary plan minus their cost estimate. The information provided has been incorporated into our specifications.
- f. NWS was directed to pay for the building Permit with CCA to reimburse them for the actual costs.
- g. As reported in prior months, the total estimated project costs for this project are expected to be higher than originally projected.

### 2. **Pool Reconstruction –**

- a. A Contract was issued to MC2 to write a set of specifications detailing the requirements for removal and replacement of the pool deck, retaining wall and fence.
  - i. Specifications are due by the end of July.
  - ii. One contractor has stated interest in bidding: seeking others.
- b. Septic work is in progress to bring the system into full functionality.

### 3. **Tennis Court**

- a. Contract for full design and construction support was issued to Robert Droll and

Associates.

- b. The Architect provided a preliminary court concept and was jointly reviewed by the CCA Board Vice President and the Owners Rep with no issues.
- c. Architect is proceeding with design based on that concept.
  - i. The concept drawing is attached
- d. Meeting with Architect and construction contractor at the tennis court is scheduled for Tuesday July 20<sup>th</sup>.

#### 4. **Roads Design Project –**

- a. KPFF provided a final 100% design.
- b. Project scope does include complete replacement of roads, 3 culverts, water valves, service lines, meters/ setters, and replacing failed hydrants.
- c. Cost breakdown of the 100% estimate:
  - i. Water and roads replacement spread-out over 12 years.
  - ii. All costs shown in this report are in year 2021-dollar values. Actual costs will increase each year due to inflation and market costs.
  - iii. The Total Estimated Project Costs for the 100% estimate is \$11,292,333 down from the \$17,740,800 estimate that included full main replacement and new hydrants which reflects a 36.4% decrease.
  - iv. Years 2, 5 and 7 each have optional bridge construction plans that, if implemented, could increase costs by an additional amount of \$737,264.
  - v. The 100% estimate (\$11,292,333) **includes:**
    1. A 10% construction contingency
    2. A 20% cost estimate for Engineering, Design, Permitting and Construction Management.
- d. KPFF contractor has provided high quality work on schedule and on budget.
- e. If the Board accepts the 100% Design, this project is complete.

#### 5. **2022 Roads Design Planning.**

- a. A contract was created, approved by legal and insurance, and signed by KPFF to initiate the design efforts for the 1<sup>st</sup> year of road work scheduled to replace the Blue Hills Drive Road and members water lines in FY2022.
- b. I plan on meeting with the Weyerhaeuser agent shortly to coordinate our joint contractor road work efforts.

#### 6. **Strategic Plan –**

- a. A working meeting with executives, and other Directors as the Board chooses, is scheduled Tuesday July 20<sup>th</sup> to finalize the strategic priorities so these can be voted upon at a Board meeting, and placed into the AGM pamphlet.

#### 7. **Support to CCA General Manager –**

- a. The Owners Rep and the General Manager have frequent conversations each week on topics ranging from management and governance to strategic planning and leadership.