



# CITY OF CRESTVIEW CRA

## OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

Phone # (850) 1560 Fax # (850) 682-8077

**January 13, 2020**

**5:00 PM**

**Council Chambers**

### **CRA Regular Meeting**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Open Policy Making and Legislative Session**

**4. Approve Agenda**

**5. Reports and Presentations**

5.1. Presentation of Facade Grant Reimbursement to Badcock Furniture

**6. Approval of Minutes**

6.1. Approval of Minutes from the October 28, 2019 CRA Board Meeting

**7. Public Opportunity on Council propositions**

**8. Consent Agenda**

**9. Comments from the Board**

**10. Comments from the Attorney**

**11. CRA Director Report**

11.1. Update on Gateway Sign Project

11.2. Discussion of Workshop Dates

**12. Action Items**

12.1. Approval of Grant Funding for Brannon and Toney

12.2. Approval of Grant Funding for Unpholievable

**13. Comments from the Audience**

**14. City Manager / CRA Administrator Report**

**15. Adjournment**

Note: Citizen Business is business that was submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under item 6, Reports and Presentations. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. If any person decides to appeal any decision made by the City Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.



# Staff Report

CRA MEETING DATE: January 13, 2020

TYPE OF AGENDA ITEM: Presentation

---

TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Elizabeth Roy, City Clerk  
DATE: 1/6/2020  
SUBJECT: Presentation of Facade Grant Reimbursement to Badcock Furniture

---

## **BACKGROUND:**

One of the elements of the CRA plan is to provide Grants and Incentives Businesses in the CRA District

## **DISCUSSION:**

In order to receive these grants and incentives, applicants must submit quotes and plans, and must be approved by the CRA Board before beginning work.

Any work that requires permits and inspections must be completed before any Grant monies are released.

Badcock Furniture applied for and received Facade Grant funding approval.

The work has been completed and we are pleased to present them with a check for \$10,000.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities.

1. Maintain and Strengthen the Façade Grant Program.

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations

Enhance Public and Private partnerships

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping, access and parking
2. Eliminate informality of enforcement of regulations

## **FINANCIAL IMPACT**

The Grant funding is a part of the 2020 CRA budget.

**RECOMMENDED ACTION**

No Action is necessary, presentation only.

**Attachments**

None



# Staff Report

CRA MEETING DATE: January 13, 2020

TYPE OF AGENDA ITEM: Action Item

---

TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Elizabeth Roy, City Clerk  
DATE: 1/9/2020  
SUBJECT: Approval of Minutes from the October 28, 2019 CRA Board Meeting

---

## **BACKGROUND:**

Minutes are presented for approval at CRA and City Council meetings

## **DISCUSSION:**

Minutes are accomplished as soon as possible after each CRA Board Meeting

Board members are requested to send any corrections to the City Clerk prior to the approval meeting so changes may be made.

Any amendments submitted will be presented at the meeting for approval.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

Communication and Citizen updates.

## **FINANCIAL IMPACT**

none

## **RECOMMENDED ACTION**

Staff respectfully requests that the Board approve the minutes from the October 28, 2019 CRA Board Meeting.

## **Attachments**

1. 2019.10.28 CRA Special Meeting

**Crestview Redevelopment Agency Meeting**  
**October 28, 2019**  
**5:00 PM**  
**Council Chambers**

The Regular Meeting of the Crestview Redevelopment Agency was called to order at 5:00 P.M. Members present were: Chairman Nathan Boyles, Vice Chairman Dr. Margareth Pierre-Larosse, Shannon Hayes, Joe Blocker, Harry LeBoeuf, Andrew Rencich, Linda Parker. Also present were the honorable, City Manager Tim Bolduc, CRA Director Elizabeth Roy, CRA Attorney Carol Leone department heads and members of the press. Commissioner Cynthia Brown was not in attendance at this Special Meeting.

**CRA Special Meeting**

**1. Call to Order**

This meeting was called to order by Chairman Boyles at 5:00 p.m.

**2. Pledge of Allegiance**

The pledge was led by Chairman Boyles.

**3. Open Policy Making and Legislative Session**

**4. Approve Agenda**

Chairman Boyles asked for any objections or changes to the current Agenda.

There were no objections or changes to the agenda it was approved by unanimous consent.

**5. Reports and Presentations**

**6. Approval of Minutes**

**6.1 Approval of the minutes**

**6.1.1 September 9, 2019 CRA Meeting**

Chairman Boyles asked for action for approval or changes to the minutes.

A motion made by Commissioner Rencich to approve the minutes from the September 9, 2019. Seconded by Commissioner LeBoeuf and approved by unanimous consent.

## **7. Public Opportunity on Board propositions**

## **8. Consent Agenda**

## **9. Action Items**

### **9.1 Discussion/Approval of changes to the Main Street Contract**

Ms. Roy, CRA Director, informed the Board that during the budget process for the 2019-2020 year, the CRA Board approved increasing the amount of partnership with the Main Street Association from \$34,000.00 to \$50,000.00. This is the only change to that contract.

Brief discussion ensued.

A motion made by Commissioner Hayes to approve the requested changes to the Main Street Contract. Seconded by Commissioner LeBoeuf with 6 yeas from: Chairman Boyles, Vice Chairman Dr. Margareth Pierre-Larosse, Mr. Hayes, Mr. Blocker, Mr. LeBoeuf, Mr. Rencich with 1 nay from Ms. Linda Parker, motion carried.

### **9.2 Discussion/Approval of changes to the Courthouse Suites Agreement**

Ms. Roy, CRA Director, informed the Board that approved an extension of the contract due to contractor issue and possible changes to the original agreement. That included the CRA and Main Street having offices in that building. Now with the proposal for the Main Street Association to move into the Bush House and with the changes to the CRA Director position there is no need to occupy the agreed upon office space for three offices. The only use that would be needed is a conference room.

Brief discussion ensued.

Chairman Boyles asked for action from the Board.

A motion made by Commissioner Blocker to approve the revised agreement with Courthouse Suites LLC and allow the Staff to execute the same. Seconded by Commissioner Hayes with 6 yeas from: Chairman Boyles, Vice Chairman Dr. Margareth Pierre-Larosse, Mr. Hayes, Mr. Blocker, Mr. LeBoeuf, Mr. Rencich with 1 nay from Ms. Linda Parker, motion carried.

### **9.3 Discussion/Approval of changes to the CRA Grant format**

Ms. Roy, CRA Director, informed the Board that the CRA currently has a Grant Review Board which places another level of approval between commercial investors wishing to take advantage of the Grants. Staff is currently working on revisions to the Grants. The CRA plan allows for changes to the Grants program without overall changes to the Plan. Staff wished to make a path to speed up the approval process for those who wish to apply for CRA grants. Staff will be bringing all Grant changes to the CRA Board at the regular CRA Board meeting in January.

Brief discussion ensued.

A motion made by Commissioner Hayes to approve the request to stand down the Grant Review Board and allow Staff to review any grant requests for presentation to the Board. Seconded by Commissioner LeBeouf and approved by unanimous consent.

**10. Comments from Audience**

**11. Comments from the Board**

**12. Comments from the Attorney**

**13. CRA Director Report**

Ms. Roy, CRA Director informed the Board that there will be a new way in which the Agenda will be done, and a training will be happen. The change will be in place for the meeting in January.

**14. City Manager/CRA Administrator Report**

**15. Adjournment**

Chairman Boyles adjourned the meeting at 5:19 p.m.

---

**Elizabeth M. Roy**  
**CRA Director**

---

**Nathan Boyles**  
**Chairman**

**Minutes approve this \_\_\_\_ day of \_\_\_\_, 2020.**



# Staff Report

CRA MEETING DATE: January 13, 2020

TYPE OF AGENDA ITEM: Presentation

---

TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Elizabeth Roy, City Clerk  
DATE: 1/6/2020  
SUBJECT: Update on Gateway Sign Project

---

## **BACKGROUND:**

The Gateway Sign Project has been an ongoing project within the CRA District

## **DISCUSSION:**

Final contract documents were completed in December.

The work will be done in three phases, beginning with the Planter sign.

Work has begun on the Planter Sign at the south end of Main Street.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify "Historic Downtown Crestview" and direct visitors and locals to the district
4. Develop "Gateways to Crestview"
5. Develop a cohesive "family" of wayfinding signs to the district

## **FINANCIAL IMPACT**

The costs for the Gateway signs were approved in the 2019-2020 CRA Budget.

## **RECOMMENDED ACTION**

No Action is required. This is an update for Board information only.

## **Attachments**

1. Planter sign 1

2. Planter sign 2







# Staff Report

CRA MEETING DATE: January 13, 2020

TYPE OF AGENDA ITEM: Action Item

---

TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Elizabeth Roy, City Clerk  
DATE: 1/7/2020  
SUBJECT: Discussion of Workshop Dates

---

## **BACKGROUND:**

The City of Crestview CRA is working to increase intensity in the downtown area.

The Downtown Parking District exempts development from addressing the parking needs in this area. This exemption makes parking infrastructure and therefore should be addressed by the CRA Board.

## **DISCUSSION:**

Staff is requesting a workshop to discuss the current parking condition and plans to address parking as the city continues to grow.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Establish a revitalization task force to address economic and physical Revitalization

To provide infrastructure for current and future needs

1. Develop a sidewalk restoration and maintenance program
2. Review a realign downtown streets for efficiency/eliminate dangerous intersections

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Eliminate informality of enforcement of regulations

## **FINANCIAL IMPACT**

There is no Financial impact other than staff time at this point.

## **RECOMMENDED ACTION**

Staff respectfully requests that the CRA Board schedule a workshop to discuss on street parking in the downtown area.

## **Attachments**

None





# Staff Report

CRA MEETING DATE: January 13, 2020

TYPE OF AGENDA ITEM: Action Item

---

TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Elizabeth Roy, City Clerk  
DATE: 1/8/2020  
SUBJECT: Approval of Grant Funding for Brannon and Toney

---

## **BACKGROUND:**

The Crestview CRA provides Grant funding for several different types of construction and upgrades for businesses in the Downtown area.

Facade Grants, which are 50% Matching grants are one of those types.

## **DISCUSSION:**

The attorney firm of Brannon and Toney are requesting a Facade Grant for improvements to the front of their building at 502 N. Main Street.

Facade grant approval requires not less than three (3) quotes. The quotes are provide herein.

The applicant is requesting a %50 match of total cost of \$14,825.00.

The project qualifies for the program and funds are available therefore Staff is recommending approval.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Maintain and Strengthen the Façade Grant Program

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

## Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

## Economic Development in the District

1. Develop a commercial incentive program to encourage new development, economic activities and job creation

## **FINANCIAL IMPACT**

There are sufficient funds in the CRA Budget for Grants to accommodate this Grant Request.

## **RECOMMENDED ACTION**

Staff respectfully requests that the CRA Board approve the Facade Grant application from Brannon and Toney in the amount of \$7412.50 with authority to approve up to a 10% increase for a not to exceed amount of \$8154.

## **Attachments**

1. toney facade
2. Brannon-rogers (002)



## Crestview Community Redevelopment Agency

### Façade Improvement Grant Application

198 Wilson St N. Crestview, FL 32536

850-682-3722



#### I. Applicant/ Owner/ Property Information

Applicant Name: Curtis W. Brannon + Jeffery D. Toney

Primary Phone #: 850-398-5377 Alternate Phone #: 850-240-5107

Applicant Mailing Address: 502 N. MAIN St.

City: Crestview State: FL Zip Code: 32536

Business Name: Law Offices of Brannon + Toney Building Name (if applicable): \_\_\_\_\_

Building Street Address: 502 N. MAIN St., Crestview, FL

Building Owner Name (if different): \_\_\_\_\_

Tax I.D. Number of Property (if known): 8

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

#### II. Description of Façade Improvement

Please provide a brief description of the planned façade improvement: (attach sheets as necessary)

Will completely reface the building, replace the door, replace the vinyl siding that is above the brick and replace the existing awning to provide a more uniform appearance and blend in with the other businesses and the new courthouse which is directly across from our office.

- Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.
- Attach a photo of the building façade in its current condition

### III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements. If any single item cost exceeds \$7,500, then provide three (3) bid estimates and list preferred bid amount below.

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| Improvement: <u>see Attachments</u>   | Cost: \$ <u>9,860</u>                |
| Improvement: <u>see Attachment</u>    | Cost: \$ <u>14,825.<sup>00</sup></u> |
| Improvement: <u>see Attachment</u>    | Cost: \$ <u>12,275.<sup>00</sup></u> |
| Improvement: _____                    | Cost: \$ _____                       |
| Improvement: _____                    | Cost: \$ _____                       |
| <b>Total Projected Cost: \$ _____</b> |                                      |

### IV. Applicant's Acknowledgements

Please read and initial all of the following:

- CMB The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency in resolution \_\_\_\_\_
- CMB All Grant applications must receive approval by the CRA Board before any construction can commence. No grants will be awarded on an application if work has been started or completed.
- CMB All grant applications for historical buildings/properties within the CRA District must receive approval from the Historic Preservation Board (HPB) before any construction can commence. No applications will receive this approval if work has been started or completed.
- CMB All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving grant funds.
- CMB All applicants that are awarded a grant understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements—NO EXCEPTIONS.
- CMB Only properties located within the Community Redevelopment Area (CRA) are eligible for this grant.
- CMB All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

### V. Checklist

- ☒ List all of business owners including name, address and telephone number.
- ☒ Drawings or renderings of the planned improvements, as well as any additional descriptive material.
- ☒ Photographs of the façade in its current condition.
- ☒ Itemized list of costs or estimates from a licensed contractor.  
Three bids for each item exceeding \$7,500 \_\_\_\_\_ (applicable) \_\_\_\_\_ (non-applicable)

## VI. Applicant's Signature

Curtis W. Brannon

Applicant's Name (Printed)

[Signature]  
Applicant's Signature

12-16-19

Date of Signature

\* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director or CRA Administrator/City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-3722.

## VII. Approval Status

☐ Application was approved

Date of Approval: \_\_\_\_\_ Awarded Funds: \$ \_\_\_\_\_

☐ Application was not approved

Reason: \_\_\_\_\_  
\_\_\_\_\_

☐ Application incomplete

Items needed for incomplete application: \_\_\_\_\_  
\_\_\_\_\_

## VIII. Final Inspection and Funding

Date of Final Inspection: \_\_\_\_\_

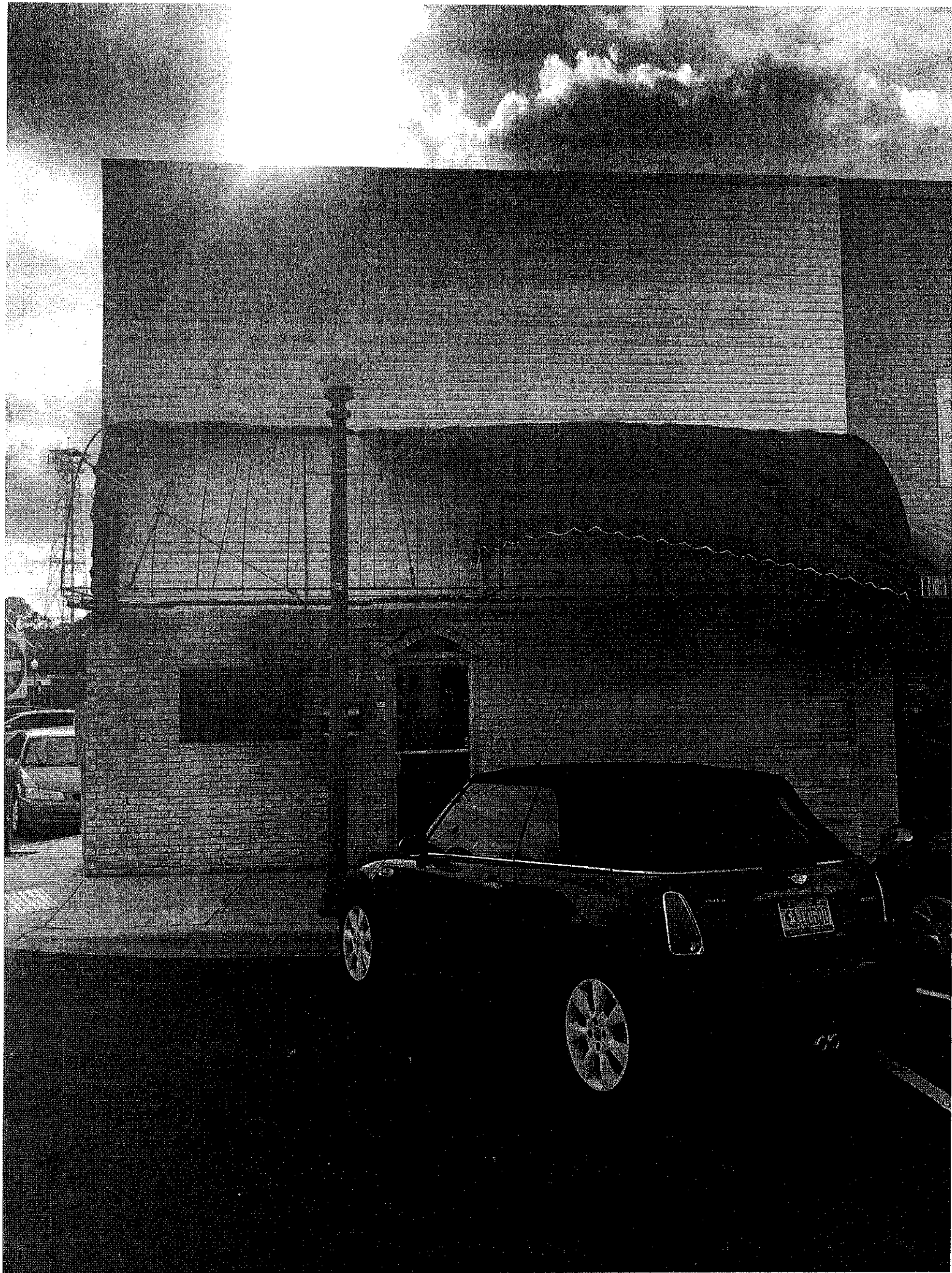
Inspected By: \_\_\_\_\_

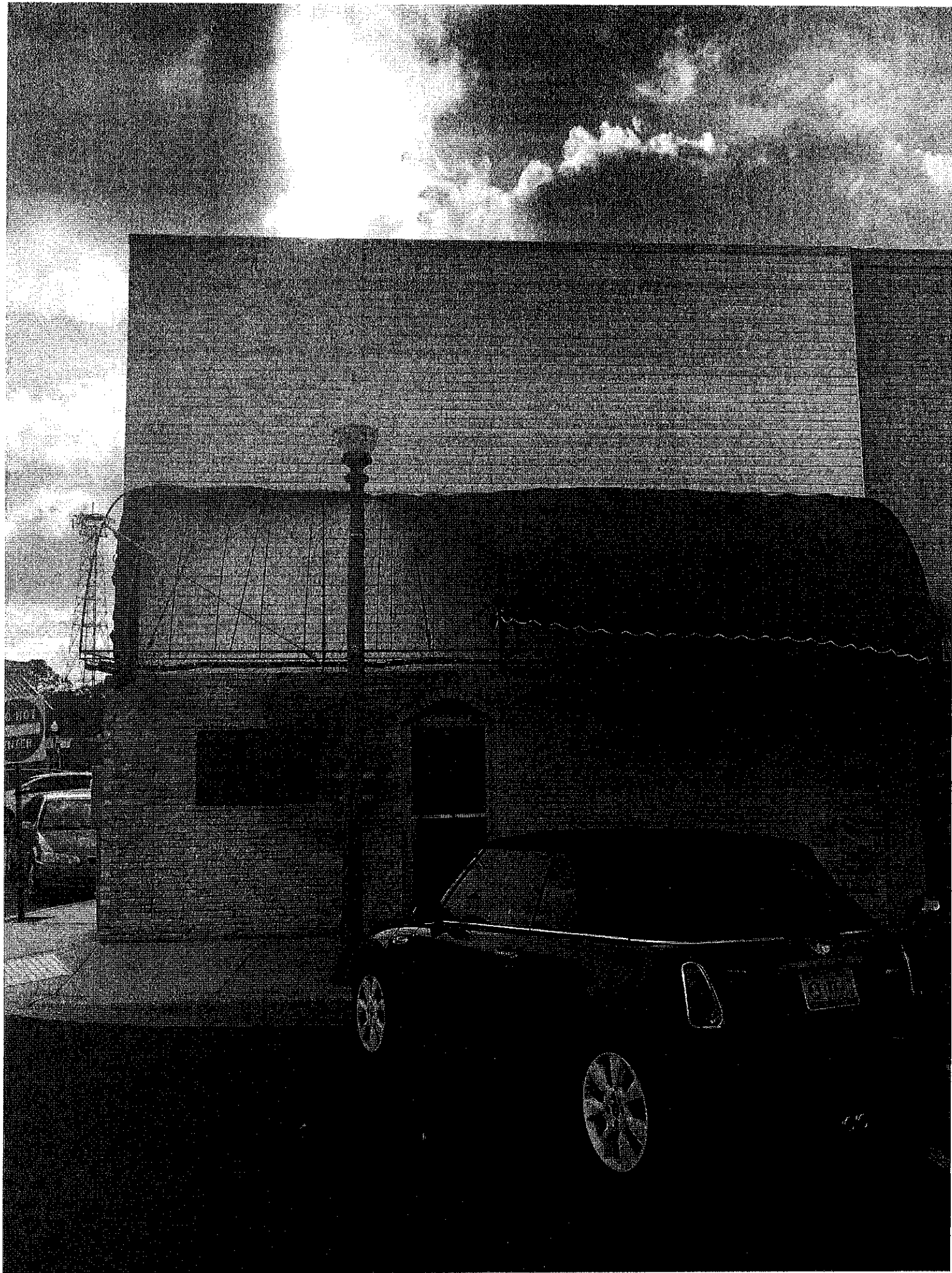
\_\_\_ Passed inspection

Date funds requested: \_\_\_\_\_ Date funds distributed: \_\_\_\_\_ Check #: \_\_\_\_\_

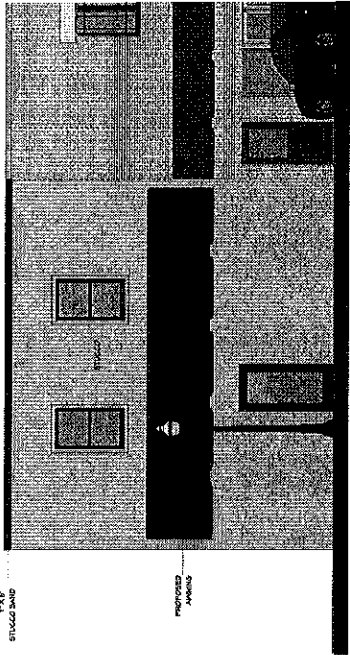
Signature of fund recipient: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Did not pass inspection Reason: \_\_\_\_\_

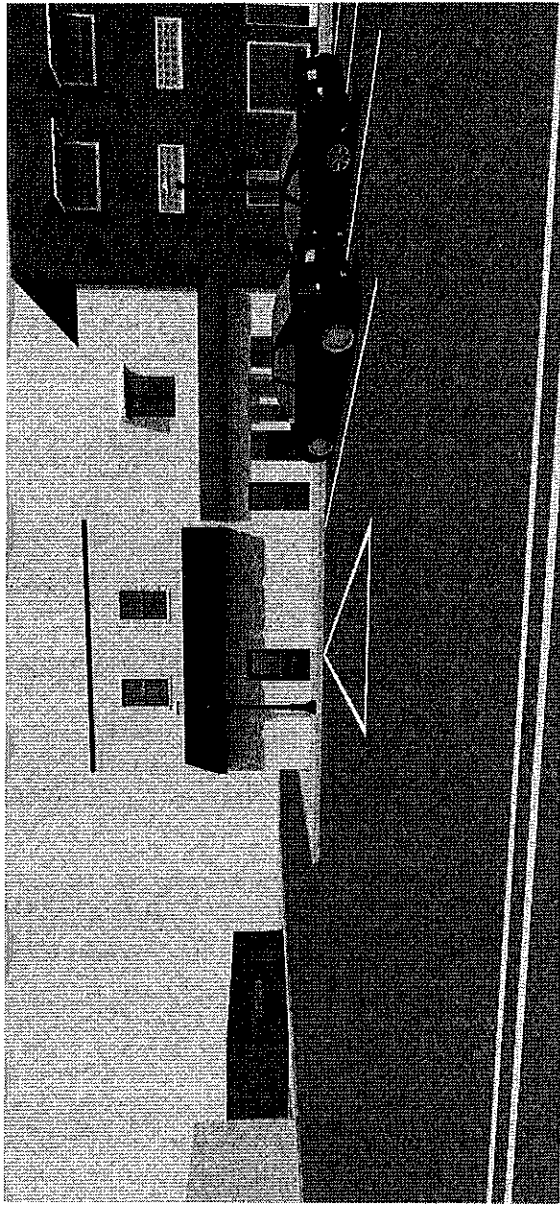




|                                                                                                                                                                                                     |                  |                   |                                                                                         |                         |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|-----------------------------------------------------------------------------------------|-------------------------|----------------------|
|  <p>Dragon House Design &amp; Drafting, Inc.<br/>550 N. Main St.<br/>Crestview, Florida 32536<br/>950-403-2222</p> | <p>ENGINEER:</p> | <p>FLOOR PLAN</p> | <p>PREPARED FOR:<br/>BRANNON OFFICE BUILDING<br/>MAIN STREET<br/>CRESTVIEW, FLORIDA</p> | <p>Plan #<br/>19210</p> | <p>Sheet #<br/>2</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|-----------------------------------------------------------------------------------------|-------------------------|----------------------|



FRONT ELEVATION  
SCALE: 1/8"=1'



RENDERING

*~JOB PROPOSAL~*  
BRYAN ROGERS CONSTRUCTION, INC.  
P.O. BOX 7076  
DESTIN, FL 32540  
Voice (850) 842-4486 Fax (850) 654-4791  
*flaseptic@hotmail.com*

December 16, 2019

Curtis Brannon  
Phone: 398-5377  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

Per your request, the following is an estimate on refacing the front of your building:

- 1) Obtain necessary permits from the City of Crestview
- 2) Set scaffolding up across the front of building and start the removal of old brick faced
- 3) Install new brick and mortar with brick allowance of up to \$375.00 per thousand for the 30' x 20' area removed
- 4) Install 2-3050 vinyl windows on the upstairs outer wall before new brick is installed
- 5) Replace the door with new store-front full glass door and closure
- 6) Remove all scaffolding and debris upon completion
- 7) Price includes all labor, and materials

**TOTAL COST.....\$9,860.00**

If more information is needed, please do not hesitate to call me. I appreciate the opportunity to bid this job for you.

***WAIVER OF RESPONSIBILITY:*** Bryan Rogers Construction, Inc. will not be responsible for any landscaping or underground utilities (electrical, gas, cable, telephone, irrigation, etc.). BRC, Inc. will take all necessary precautions to ensure as little damage as possible.

---

**Payment to be made upon completion of above stated job**

Please sign and return Acceptance of Proposal. Acceptance of Proposal to follow.

*~JOB PROPOSAL~*  
BRYAN ROGERS CONSTRUCTION, INC.  
P.O. BOX 7076  
DESTIN, FL 32540  
Voice (850) 842-4486 Fax (850) 654-4791  
*flaseptic@hotmail.com*

December 16, 2019

Curtis Brannon  
Phone: 398-5377  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

**ACCEPTANCE OF PROPOSAL**

*Bryan Rogers*

AUTHORIZED SIGNATURE: \_\_\_\_\_  
Bryan Rogers

ACCEPTANCE OF PROPOSAL: The above price is satisfactory and is hereby accepted. You are hereby authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

NOTE: We may withdraw this proposal if not accepted within 30 days.

## **~ESTIMATE~**

ROGERS CONSTRUCTION  
601 n Ferdon Blvd  
Crestview, FL 32536  
(850) 389-8925 Fax (850) 683-0586

December 16, 2019

Curtis Brannon  
Phone: 398-5377  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

Following is an estimate and scope of work to reface the front of your building as requested:

- 1) Obtain necessary permits from the City of Crestview
- 2) Set scaffolding at front of building to remove the old brick face
- 3) Install new brick & mortar (up to \$375.00 per thousand for the 30' x 20' area that was removed)
- 4) Install 2-3050 vinyl windows on the upstairs outer wall before new brick is installed
- 5) Replace the door with new store-front full glass door & closure
- 6) Remove all scaffolding & debris upon completion or repair
- 7) Price below includes all labor, and materials

**TOTAL COST.....\$14,825.00**

If more information is needed, please do not hesitate to call me. We appreciate the opportunity to bid this job for you.

**WAIVER OF RESPONSIBILITY:** Rogers Construction will take all necessary precautions to ensure little to no damage but will not be responsible for any landscaping or underground utilities (electrical, gas, cable, telephone, irrigation, etc.) that are marked.

---

**Please sign and return the following Acceptance of Proposal**

**~ESTIMATE~**

ROGERS CONSTRUCTION  
601 n Ferdon Blvd  
Crestview, FL 32536  
(850) 389-8925 Fax (850) 683-0586

December 16, 2019

Curtis Brannon  
Phone: 398-5377  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

**ACCEPTANCE of PROPOSAL**

*C.O. Rogers*

AUTHORIZED SIGNATURE: \_\_\_\_\_  
C.O. Rogers.

ACCEPTANCE OF PROPOSAL: The price and scope of work listed is satisfactory and is hereby accepted. You are authorized to do the work as specified.

SIGNATURE: \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

NOTE: We may withdraw this proposal if not accepted within 30 days.

*~ESTIMATE~*

LINC GRANT CONSTRUCTION, INC.  
1702 E James Lee Blvd  
Crestview, FL 32539  
Voice (850) 682-4021 Fax (850) 683-0586

December 16, 2019

Curtis Brannon  
Phone: 398-5377  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

The following is an estimate on refacing the front of your building as requested:

- 1) Provide permits from the City of Crestview
- 2) Set scaffolding at front of building to remove the old brick face
- 3) Install new brick & mortar (up to \$375.00 per thousand for the 30' x 20' area that was removed)
- 4) Install 2-3050 vinyl windows on the upstairs outer wall before new brick is installed
- 5) Replace the door with new store-front full glass door & closure
- 6) Remove all scaffolding & debris upon completion or repair
- 7) Price includes all labor, and materials

**TOTAL COST.....\$12,275.00**

If more information is needed, please do not hesitate to call me. We appreciate the opportunity to bid this job for you.

**WAIVER OF RESPONSIBILITY:** Linc Grant Construction, Inc. will take all necessary precautions to ensure little to no damage but will not be responsible for any landscaping or underground utilities (electrical, gas, cable, telephone, irrigation, etc.) that are marked.

---

**Please sign and return Acceptance of Proposal  
Acceptance of Proposal to follow**

*~ESTIMATE~*

LINC GRANT CONSTRUCTION, INC.  
1702 E James Lee Blvd  
Crestview, FL 32539  
Voice (850) 682-4021 Fax (850) 683-0586

December 16, 2019

Curtis Brannon  
Phone: 398-5377  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

**ACCEPTANCE OF PROPOSAL**

*Linc Grant*

AUTHORIZED SIGNATURE: \_\_\_\_\_  
Linc Grant Construction, Inc.

ACCEPTANCE OF PROPOSAL: The above price is satisfactory and is hereby accepted. You are hereby authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

NOTE: We may withdraw this proposal if not accepted within 30 days.

## **~ESTIMATE~**

ROGERS CONSTRUCTION  
601 n Ferdon Blvd  
Crestview, FL 32536  
(850) 682-0456  
Crestviewmini1@gmail.com

January 9, 2020

Curtis Brannon  
Phone: 682-0456  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

Following is an estimate and scope of work to reface the front of your building as requested:

- 1) Obtain necessary permits from the City of Crestview.....**\$1,000.00**
- 2) Set scaffolding at front of building to remove the old brick face.....**\$3,500.00**
- 3) Install new brick & mortar (up to \$375.00 per thousand for the 30' x 20' area that was removed.....**\$5,125.00**
- 4) Install 2-3050 vinyl windows on the upstairs outer wall before new brick is installed.....**\$950.00**
- 5) Replace the door with new store-front full glass door & closure.....**\$1,750.00**
- 6) Remove all scaffolding & debris upon completion or repair.....**\$2,500.00**
- 7) Price below includes all labor, and materials

**TOTAL COST.....\$14,825.00**

If more information is needed, please do not hesitate to call me. We appreciate the opportunity to bid this job for you.

**WAIVER OF RESPONSIBILITY:** Rogers Construction will take all necessary precautions to ensure little to no damage but will not be responsible for any landscaping or underground utilities (electrical, gas, cable, telephone, irrigation, etc.) that are marked.

---

**Please sign and return the following Acceptance of Proposal**

**~ESTIMATE~**

ROGERS CONSTRUCTION  
601 n Ferdon Blvd  
Crestview, FL 32536  
(850) 682-0456  
Crestviewmini1@gmail.com

January 9, 2020

Curtis Brannon  
Phone: 682-0456  
cwblaw@lawyer-firm.net

Re: 502 N. Main St. Crestview

**ACCEPTANCE of PROPOSAL**

*Bryan Rogers*

AUTHORIZED SIGNATURE: \_\_\_\_\_  
Bryan Rogers

---

ACCEPTANCE OF PROPOSAL: The price and scope of work listed is satisfactory and is hereby accepted. You are authorized to do the work as specified.

SIGNATURE: \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

NOTE: We may withdraw this proposal if not accepted within 30 days.



# Staff Report

CRA MEETING DATE: January 13, 2020

TYPE OF AGENDA ITEM: Action Item

---

TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Elizabeth Roy, City Clerk  
DATE: 1/8/2020  
SUBJECT: Approval of Grant Funding for Unpholievable

---

## **BACKGROUND:**

The Crestview CRA provides Grant funding for several different types of construction and upgrades for businesses in the Downtown area.

Facade Grants, Commercial incentive, and Building Code Compliance, which are 50% Matching grants are some of those types.

## **DISCUSSION:**

A new Restaurant to be names Unpholievable is 3 Grants for improvements to their Building at 312 N Main Street.

They are requesting a Commercial Investment Grant, a Building Code Compliance Grant and a Facade Grant.

They received three (3) quotes (attached) for each request.

They are requesting the match for the low Bids at a total of \$28,457.

The CRA cost would be approximately \$14, 229.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Maintain and Strengthen the Façade Grant Program

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

#### Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

#### Economic Development in the District

1. Develop a commercial incentive program to encourage new development, economic activities and job creation

#### **FINANCIAL IMPACT**

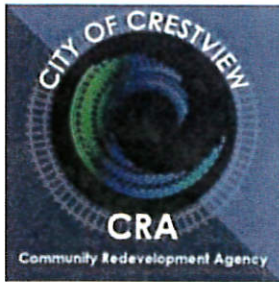
There are sufficient funds in the CRA Budget for Grants to accommodate this Grant Request.

#### **RECOMMENDED ACTION**

Staff respectfully requests that the CRA Board approve the Grant applications from Unpholievable in the amount of \$14,229 with authority to grant up to 10% increase if necessary, for a not to exceed budget of \$15,651.35.

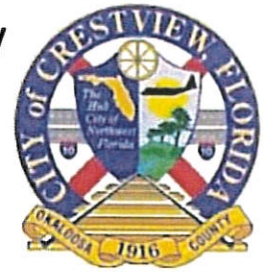
#### **Attachments**

1. UnPhoLievable quotes



## Crestview Community Redevelopment Agency Façade Improvement Grant

Max incentive: \$10,000  
Matching Grant



### Grant Incentive Program

In support of the Community Redevelopment Agency's (CRA) mission to encourage redevelopment within the CRA district the CRA Board has established various incentive grants. These incentives/grants include the master plan's catalyst projects and recommendations. Incentive/grant policy, funding levels, dollar match or non-match requirements, completion timelines, application submissions, terms and conditions are all at the discretion of the CRA Board and can be changed without a modification to the CRA Plan.

### Façade Improvement Grant

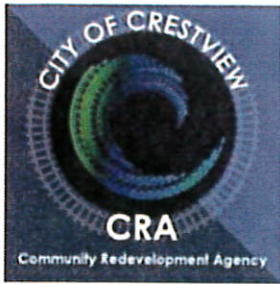
The purpose of this façade grant is to encourage businesses, organizations, and/or building owners in the furtherance of preservation and restoration by refurbishing, replacing, improving, and altering their CRA district building exteriors in a historically sensitive manner.

Maximum funds to be awarded: \$10,000  
Matching Grant

### Program Guidelines

1. All applications are to be submitted to the CRA Director and will be reviewed on a first come first serve basis by the CRA Grant Review Committee. Must submit 11 copies.
2. Only property owners or tenant with property owner approval for locations within the CRA district may apply for this grant. Government-owned properties are not eligible nor are tenants in government owned properties.
3. All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving grant funds
4. After the application has been approved by the CRA Grant Review Committee it will be presented to the CRA Board for final approval. **All grant applications must receive this approval before any construction can commence.**
5. Awarded funds will only be presented upon completion and final inspection by the city of approved project.





## Crestview Community Redevelopment Agency

### Façade Improvement Grant Application

198 Wilson St N. Crestview, FL 32536

850-682-3722



#### I. Applicant/ Owner/ Property Information

Applicant Name: Ezra Glover / Hartsady Siriphoka

Primary Phone #: 806-347-0533 Alternate Phone #: 850-885-7242

Applicant Mailing Address: 800 Spring Creek Blvd Apt 4207

City: Crestview State: FL Zip Code: 32536

Business Name: Unbelievable Building Name (if applicable): \_\_\_\_\_

Building Street Address: 321 N Main St

Building Owner Name (if different): \_\_\_\_\_

Tax I.D. Number of Property (if known): \_\_\_\_\_

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

#### II. Description of Façade Improvement

Please provide a brief description of the planned façade improvement: (attach sheets as necessary)

- Front Signage

- Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.
- Attach a photo of the building façade in its current condition

Notes

### III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements. If any single item cost exceeds \$7,500, then provide three (3) bid estimates and list preferred bid amount below.

|                                       |                         |
|---------------------------------------|-------------------------|
| Improvement: <u>Signage Em. Coast</u> | Cost: \$ <u>9382.00</u> |
| Improvement: <u>Signage galon</u>     | Cost: \$ <u>5493.00</u> |
| Improvement: <u>Southern Sign</u>     | Cost: \$ <u>3307.00</u> |
| Improvement: _____                    | Cost: \$ _____          |
| Improvement: _____                    | Cost: \$ _____          |
| <b>Total Projected Cost: \$ _____</b> |                         |

### IV. Applicant's Acknowledgements

Please read and initial all of the following:

- CS The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency in resolution \_\_\_\_\_
- CS All Grant applications must receive approval by the CRA Board before any construction can commence. No grants will be awarded on an application if work has been started or completed.
- CS All grant applications for historical buildings/properties within the CRA District must receive approval from the Historic Preservation Board (HPB) before any construction can commence. No applications will receive this approval if work has been started or completed.
- CS All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving grant funds.
- CS All applicants that are awarded a grant understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements—NO EXCEPTIONS.
- CS Only properties located within the Community Redevelopment Area (CRA) are eligible for this grant.
- CS All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

### V. Checklist

- ☒ List all of business owners including name, address and telephone number.
- ☒ Drawings or renderings of the planned improvements, as well as any additional descriptive material.
- ☒ Photographs of the façade in its current condition.
- ☒ Itemized list of costs or estimates from a licensed contractor.  
Three bids for each item exceeding \$7,500 \_\_\_\_\_ (applicable) \_\_\_\_\_ (non-applicable)

## VI. Applicant's Signature

Ezra Glover

Applicant's Name (Printed)

[Signature]

Applicant's Signature

7 Jan 2020

Date of Signature

\* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director or CRA Administrator/City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-3722.

## VII. Approval Status

☐ Application was approved

Date of Approval: \_\_\_\_\_ Awarded Funds: \$ \_\_\_\_\_

☐ Application was not approved

Reason: \_\_\_\_\_

☐ Application incomplete

Items needed for incomplete application: \_\_\_\_\_

## VIII. Final Inspection and Funding

Date of Final Inspection: \_\_\_\_\_

Inspected By: \_\_\_\_\_

☐ Passed inspection

Date funds requested: \_\_\_\_\_ Date funds distributed: \_\_\_\_\_ Check #: \_\_\_\_\_

Signature of fund recipient: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Did not pass inspection Reason: \_\_\_\_\_



## EMERALD COAST SIGNS

*Estimate*

|                                                                                                    |                                                                                                                  |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Estimate No:</b> 311<br><b>Date:</b> 08/16/2019                                                 | 4563 Rainbird Rise Rd<br>Crestview, FL, 32539<br>ecsbrads@gmail.com<br>www.EmeraldCoastSigns.com<br>850-398-1712 |
| <b>For:</b> un pho lievable<br>vinyasaflowpeace@gmail.com<br>321 N Main St<br>Crestview, FL, 32536 |                                                                                                                  |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                 | Quantity              | Rate       | Amount            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|-------------------|
| Manufacture one set of letter(s) height:( 36.5"), Channel Letters reading: ( unphollevable+logo ).<br>Faces: 3M Color, Trim Cap: 1" black<br>this includes 3/16" Plax face, 1" trim cap, translucent 3m vinyl overlay, single color (colors) for ( all ), led:<br>white / single stroke led / power supplies high, illuminated<br>returns: black 3" deep .040 aluminum returns, Raceway Color: TBD 1- Completely wired raceway 4" high x 4" | 1                     | \$8,232.00 | \$8,232.00        |
| All Materials for Job                                                                                                                                                                                                                                                                                                                                                                                                                       | 1                     | \$150.00   | \$150.00          |
| Florida Civil Engineering Stamped Drawings ( 3 Sets )                                                                                                                                                                                                                                                                                                                                                                                       | 1                     | \$250.00   | \$250.00          |
| Permit(s) from Issuing Municipality Sign(s) or Building ( At Cost ?? )                                                                                                                                                                                                                                                                                                                                                                      | 1                     | \$0.00     | \$0.00            |
| Permit Procurement Licensing and Staff Time for Permit(s)                                                                                                                                                                                                                                                                                                                                                                                   | 1                     | \$250.00   | \$250.00          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Parts Subtotal</b> |            | <b>\$8,882.00</b> |

| Description                            | Quantity              | Rate     | Amount          |
|----------------------------------------|-----------------------|----------|-----------------|
| Labor ( 1 ) Man per hr. + Bucket Truck | 4 hours               | \$125.00 | \$500.00        |
|                                        | <b>Labor Subtotal</b> |          | <b>\$500.00</b> |

## Payment Details

A 50% deposit of \$4,691.00 is required by 08/16/2019.

|          |            |
|----------|------------|
| Subtotal | \$9,382.00 |
| Total    | \$9,382.00 |

|              |                   |
|--------------|-------------------|
| <b>TOTAL</b> | <b>\$9,382.00</b> |
|--------------|-------------------|



|                        |            |
|------------------------|------------|
| Deposit due 08/16/2019 | \$4,691.00 |
|------------------------|------------|



## Terms and Conditions

**LEAD TIMES:** Standard lead time is four (4-6) weeks. All projects will be issued a target completion date upon receipt of 50% deposit and signed estimate along with all required production files and information. Price listed on estimate & invoice is for cash or check payment only. For credit cards add 3.5%. This quote is valid for 30 days.

Between us if accepted by you and hereafter approved in writing by our duly authorized representative. It is understood that this proposal sets forth our entire agreement. Other unforeseen job-site conditions or those not disclosed to emerald coast signs, causing delay and extra costs may result in additional charges. It is the responsibility of the customer to locate and mark all sprinklers and water line locations prior to installation. It is also the customer's responsibility to identify and mark property lines in order for the sign(s) to conform with mandated setbacks. Anything not defined under product & scope of work is not included and therefore is not implied. Any additions, changes or deviations to this contract & agreement must be submitted in writing by customer to ECS for review and must be agreed to by both parties.

**TERMS:** 50% Deposit with payment due upon completion. All signs orders must be paid in full to leave Emerald Coast Signs.

**PAYMENTS:** All overdue payments under this agreement shall bear \*if balance due is not paid at time of completion, interest rate of 1.5% per month will be charged on any unpaid balance. The prices quoted above exclude any applicable taxes / permits and securable fees. Buyer agrees in case it shall be necessary for seller to employ an attorney or agency in the collection of monies due seller under this contract that buyer will pay all reasonable acceptance of this estimate obligates customer to pay all costs of collection including attorney's fees and court costs with litigation brought only in Okaloosa County.. Venue is hereby agreed to and all actions are to be brought to Shalimar, Okaloosa County, Florida. This agreement shall be governed by and construed in accordance with the laws of the state of Florida (excluding its conflict of laws provisions). If any term, provision covenant, or condition of this agreement is held by a court of competent jurisdiction to be invalid, void or forcible, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated. Any and all risks associated with the sign being sold hereunder rests with the seller up to the time of receipt of the sign by the buyer at the place of delivery. Thereafter all risks transfer to the buyer upon this delivery. This proposal will become a contract. Between us if accepted by you and hereafter approved in writing by our duly authorized representative. It is understood that this proposal sets forth our entire agreement. The above prices, specifications and conditions are satisfactory and are hereby Accepted. You are authorized to proceed with the work as specified. Payment will be made as outlined.

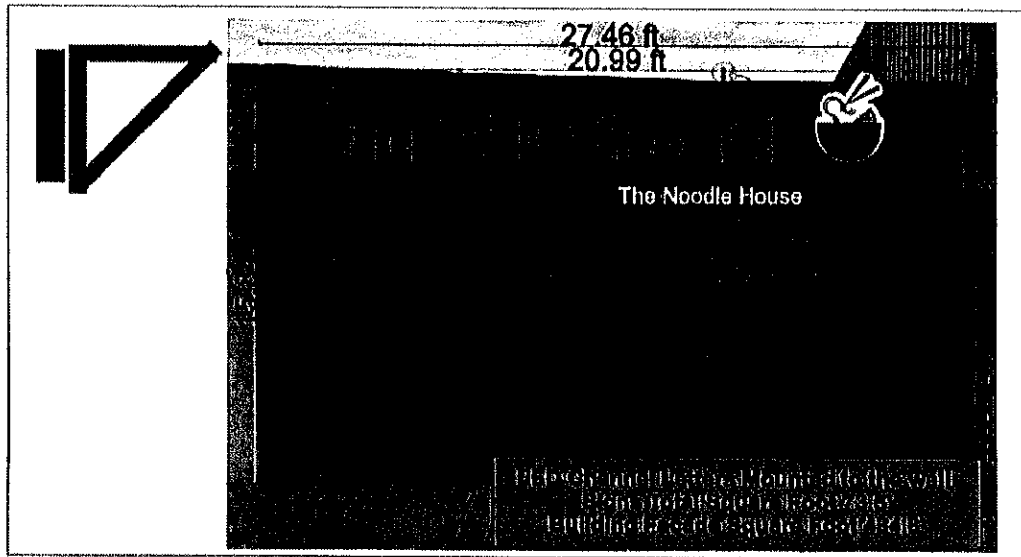
**WARRANTY:** All material is guaranteed to conform to manufacturer's warranty specifications. All work to be completed in workman like manner according to standard practices. Any alternation or deviation from the above specifications involving extra costs are to be executed only upon written orders and will become an extra charge over and above the estimate. Seller makes no warranty expressed or implied, except as is expressly set forth herein. All new work is guaranteed against poor workmanship for one year (parts and labor). Further, seller assumes no responsibility or liability other than replacing or repairing the damaged portion of the work. This warranty will not be honored until payment is received and is null and void if full payment is not received within 90 days.

Emerald Coast Signs

Client's signature

unpholievable sign 1.jpg

|                |                 |                                  |
|----------------|-----------------|----------------------------------|
| Customer Name: | Job Number:     | File Name: unpholievable sign.fs |
| Company:       | Order Taken By: | Price: 0.00                      |
| Street:        | Order Number:   | E-mail address:                  |
| City:          | Order Date:     |                                  |
| State:         | Delivery Date:  |                                  |
| Country:       | Terms:          |                                  |
| Phone:         | Shipping:       |                                  |
| Fax:           |                 |                                  |
| Description:   |                 |                                  |
| Comments:      |                 |                                  |





# Signs Galore, Inc.

111 Hammock Rd.  
Crestview, FL 32536  
Ph: (850) 683-8010  
FAX: (850) 689-0225  
Email: [billing@signsgaloreinc.com](mailto:billing@signsgaloreinc.com)  
Web: <http://www.signsgaloreinc.com>

Estimate #: 3286

Page 1 of 2

|                      |                                                                            |                      |                                                                      |
|----------------------|----------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------|
| <b>Created Date:</b> | 9/16/2019 12:33:00PM                                                       | <b>Prepared For:</b> | Unpholievable Noodle House                                           |
| <b>Salesperson:</b>  | Michael Rutledge                                                           | <b>Contact:</b>      | Hatsady Siriphokha, Owner                                            |
| <b>Email:</b>        | <a href="mailto:michael@signsgaloreinc.com">michael@signsgaloreinc.com</a> | <b>Office Phone:</b> | (615) 828-0422                                                       |
| <b>Office Phone:</b> | (850) 683-8010                                                             | <b>Email:</b>        | <a href="mailto:hsiriphokha@outlook.com">hsiriphokha@outlook.com</a> |
| <b>Office Fax:</b>   | (850) 689-0225                                                             | <b>Address:</b>      | 321 N Main Street                                                    |
| <b>Entered by:</b>   | Michael Rutledge                                                           |                      | Crestview, FL 32536                                                  |

**Description: Manufacture custom channel letters and logo and install on storefront per approved artwork.**

|          | Quantity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Product:</b> Channel Letters and Logos <b>1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|          | <b>Description:</b> Channel Letters and logos mounted to raceway installed on storefront per approved artwork.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|          | <ul style="list-style-type: none"> <li>• 1 Sets of <b>Front Lit Channel</b> reading <b>(un PHO lievable)</b> with LED lighting</li> <li>• <b>Letter Size 1: 13 in Letters: unevae</b></li> <li>• 6 Block ( Helvetica )</li> <li>• <b>4.75 in</b> return, made from channel letter coil 5.3" x .040 with Jewelite 1" trim cap</li> <li>• LEDs include: Single Stroke of Handley P-series 160 degree 2mod /ft, 3, Hanley Premium 100/240 ip68 power supply power supply, located Top</li> <li>• Acrylic face, made from Acrylic-3/16" (.177) White 48 x 96</li> <li>• Aluminum Sheet backing, made from 6mm polymetal white 4x8</li> <li>• Cut Vinyls Include: Green 3M Translucent 2410, .</li> <li>• <b>Letter Size 2: 18 in Letters: (PHOlibl)</b></li> <li>• 9 Block ( Helvetica )</li> <li>• <b>4.75 in</b> return, made from channel letter coil 5.3" x .040 with Jewelite 1" trim cap</li> <li>• LEDs include: Single Stroke of Handley P-series 160 degree 2mod /ft</li> <li>• Acrylic face, made from Acrylic-3/16" (.177) White 48 x 96</li> <li>• Aluminum Sheet backing, made from 6mm polymetal white 4x8</li> <li>• Cut Vinyls Include: Green 3M Translucent 2410, Orange 3M Translucent 2410, Perforated 3M Translucent 2410</li> <li>• <b>Logo: 43 in x 33 in Logo</b></li> <li>• <b>4.75 in</b> return, made from channel letter coil 5.3" x .040 with Jewelite 1" trim cap</li> <li>• LEDs include: Double Stroke of Handley P-series 160 degree 2mod /ft</li> <li>• Acrylic face, made from Acrylic-3/16" (.177) White 48 x 96</li> <li>• Aluminum Sheet backing, made from 6mm polymetal white 4x8</li> <li>• Cut Vinyls include: Perforated 3M Translucent 4810, Iquana Green 3M Translucent 4810, Orange 3M Translucent 2410</li> <li>• <b>Raceway 1:</b></li> <li>• 1, 7 in x 7 in x 225 in Extrusion made from Raceway Extrusion-7x7</li> </ul> |
|          | Quantity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b> | <b>Product:</b> Channel Letters and Logos <b>1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|          | <b>Description:</b> Channel Bar, The Noodle House mounted below raceway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | <ul style="list-style-type: none"> <li>• 1 Sets of <b>Front Lit Channel</b> reading <b>The Noodle House</b> with LED lighting</li> <li>• Cut Vinyls Include: Black 3M50 series Scotchcal Colors 30", .</li> <li>• <b>Logo: 10 in x 82 in Logo</b></li> <li>• <b>4.75 in</b> return, made from channel letter coil 5.3" x .040 with Jewelite 1" trim cap</li> <li>• LEDs include: Double Stroke of Handley P-series 160 degree 2mod /ft</li> <li>• Acrylic face, made from Acrylic-3/16" (.177) White 48 x 96</li> <li>• Aluminum Sheet backing, made from 6mm polymetal white 4x8</li> </ul> |

Print Date: 9/16/2019 12:33:58PM

Custom Sign Specialist



**Signs Galore, Inc.**

111 Hammock Rd.  
Crestview, FL 32536  
Ph: (850) 683-8010  
FAX: (850) 689-0225  
Email: [billing@signsgaloreinc.com](mailto:billing@signsgaloreinc.com)  
Web: <http://www.signsgaloreinc.com>

**Estimate #: 3286**

Page 2 of 2

|                          |            |
|--------------------------|------------|
| <b>Estimate Total:</b>   | \$5,158.16 |
| <b>Subtotal:</b>         | \$5,158.16 |
| <b>Taxes:</b>            | \$335.28   |
| <b>Total:</b>            | \$5,493.44 |
| <b>Deposit Required:</b> | \$2,746.72 |

**Payment Terms:** Balance due upon receipt.

**Client Reply Request**

☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Changes required, please contact me.

☐ Other: \_\_\_\_\_

SIGN: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Date: 9/16/2019 12:33:58PM

**Custom Sign Specialist**



**INDUSTRIES CORP. Since 1984**

**Where Quality & Dependability Count!**

Serving NW Florida and Southern Alabama

632 N. Beal Parkway  
Ft. Walton Beach, FL 32548  
PH: 850-863-3436  
SouthernSigns632@gmail.com

**ET: 0000423**

PROPOSAL #U9-3

DATE: September 3, 2019

**PROPOSAL/CONTRACT SUBMITTED TO:**

NAME: Unpholievable  
STREET: 321 North Main Street  
CITY: Crestview  
STATE: FL ZIP: 32536 PHONE: 499-2060  
CONTACT: Dickie  
EMAIL: vinyasaflowpeace@gmail.com

**WORK TO BE PERFORMED AT:**

NAME: Same  
STREET:  
CITY:  
STATE: ZIP: PHONE:  
CONTACT:  
EMAIL:

\*Manufacture one 2' x 8' single sided LED lighted sign as per artwork. Sign to be installed on awning with brackets as per code and engineering. \$2,632.00 + tax

\*Engineering for permit. \$350.00

\*Staff time and permit secural. \$325.00

\*Permit extra at cost.

\*Turn around time is four weeks from deposit check.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE WORK IS TO BE PERFORMED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR THE WORK AND COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER FOR THE SUM OF:

DOLLARS : \$3,307.00+tax

WITH PAYMENT TO BE MADE AS FOLLOWS:

\$2,120.00 Deposit and the balance due upon completion.

ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATION INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER MUST CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE UPON ABOVE WORK.

**ONE YEAR WARRANTY ALL PARTS AND LABOR.**

RESPECTFULLY SUBMITTED: *Terry L. Akens*

TERRY AKENS, PRESIDENT/OWNER  
PER SOUTHERN SIGN IND. CORP.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY SSI IF NOT ACCEPTED WITHIN 15 DAYS.

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED; YOU ARE AUTHORIZED TO DO THE WORK.

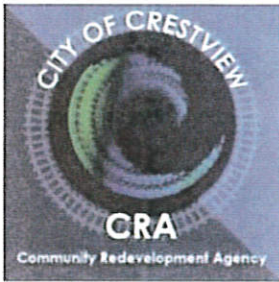
PURCHASER SIGNATURE

PURCHASER PRINTED NAME

DATE

**ACCEPTANCE OF PROPOSAL/CONTRACT**

ALL ITEMS REMAIN THE PROPERTY OF SOUTHERN SIGN INDUSTRIES, CORP. UNTIL CONTRACT IS PAID IN FULL



## Crestview Community Redevelopment Agency

### Building Code Compliance Upgrade Incentive

Maximum Funds Available: \$ 25,000  
Matching Grant



#### Introduction

In support of the Community Redevelopment Agency's mission to encourage redevelopment within the CRA district the CRA Board has established various incentive grants. These incentives/grants include the master plan's catalyst projects and recommendations. Incentive/grant policy, funding levels, dollar match or non-match requirements, completion timelines, application submissions, terms and conditions are all at the discretion of the CRA Board and can be changed without a modification to the CRA Plan.

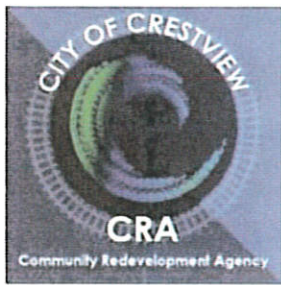
#### Building Code Compliance Upgrade Incentive

This CRA incentive is specifically designed for potential investors who find it very difficult to finance older buildings and qualify for a loan when required inspections reveal building code violations. To bring buildings up to code can drastically increase the cost of the investment, disqualifying an investor. The purpose of this incentive is to address eliminating this form of blight, increasing redevelopment and public safety.

#### Program Guidelines

1. All applications are to be submitted to the CRA Director and will be reviewed on a first come first serve basis by the CRA Grant Review Committee. Must submit 11 copies.
2. Only property owners or tenant with property owner approval for locations within the CRA District may apply for this grant. Government-owned properties are not eligible nor are tenants in government owned properties.
3. All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving funds
4. After the application has been approved by the CRA Grant Review Committee it will be presented to the CRA Board for final approval. **All applications must receive this approval before any construction can commence.**
5. Awarded funds will only be presented upon completion and final inspection by the city of approved project.





**Crestview Community Redevelopment Agency**  
**Building Code Compliance Upgrade**  
**Incentive**

198 Wilson St N. Crestview, FL 32536

850-682-3722



**I. Applicant/ Owner/ Property Information**

Applicant Name: Ezra Glover / Hatsady Sinphokha  
Primary Phone #: 850-347-0533 Alternate Phone #: 850-885-7242  
Applicant Mailing Address: 800 Spring Creek Blvd Apt 4207  
City: Crestview State: FL Zip Code: 32536  
Business Name: Unpholievable Building Name (if applicable): \_\_\_\_\_  
Building Street Address: 321 N Main St  
Building Owner Name (if different): \_\_\_\_\_  
Tax I.D. Number of Property (if known): \_\_\_\_\_

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

**II. Description of Building Code/Compliance Upgrade plan**

Please provide a brief description of the planned addition or improvement: (attach sheets as necessary)

- HVAC upgrade  
- Plumbing upgrade

- Attach a drawing or rendering of the planned improvements, as well as any additional descriptive material.
- Attach a photo of the building or location in its current condition

**VI. Applicant's Signature**

Ezra Glaver

Applicant's Name (Printed)

[Signature]

Applicant's Signature

7 Jun 2020

Date of Signature

\* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director or CRA Administrator/City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-3722.

**VII. Approval Status**

☐ Application was approved Date of Approval: \_\_\_\_\_ Awarded Funds: \$ \_\_\_\_\_

☐ Application was not approved Reason: \_\_\_\_\_

☐ Application incomplete Items needed for incomplete application: \_\_\_\_\_

**VIII. Final Inspection and Funding**

Date of Final Inspection: \_\_\_\_\_ Inspected By: \_\_\_\_\_

\_\_\_\_ Passed inspection

Date funds requested: \_\_\_\_\_ Date funds distributed: \_\_\_\_\_ Check #: \_\_\_\_\_

Signature of fund recipient: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Did not pass inspection Reason: \_\_\_\_\_

Notes

### III. Cost of the Addition and/or Improvements

Please provide cost estimates for the planned additions and/or improvements. If cost exceeds \$7,500, then provide three (3) bid estimates and list preferred bid amount below.

|                                  |                        |
|----------------------------------|------------------------|
| Improvement: <u>Grands staff</u> | Cost: \$ <u>18,800</u> |
| Improvement: <u>Faith</u>        | Cost: \$ <u>14,250</u> |
| Improvement: <u>Jack Dollar</u>  | Cost: \$ <u>12,450</u> |
| Improvement: _____               | Cost: \$ _____         |
| Improvement: _____               | Cost: \$ _____         |

Total Projected Cost: \$ \_\_\_\_\_

### IV. Applicant's Acknowledgements

Please read and initial all of the following:

- OS The undersigned applicant agrees to utilize any funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency in resolution \_\_\_\_\_
- OS All applications must receive approval by the CRA Board before any construction can commence. No application will be approved if work has been started or completed.
- OS All applications for historical buildings/properties within the CRA District must receive approval from the Historic Preservation Board (HPB) before any construction can commence. No applications will receive this approval if work has been started or completed.
- OS All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving funds.
- OS All applicants that are awarded funds understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements—NO EXCEPTIONS.
- OS Only properties located within the Community Redevelopment Area (CRA) are eligible for this incentive.
- OS All funding recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their

### V. Checklist

- ☒ List all of business owners including name, address and telephone number.
- ☒ Drawings or renderings of the planned improvements, as well as any additional descriptive material.
- ☒ Photographs of the area(s) in need of Building Code Compliance Upgrade in its current condition.
- ☒ Itemized list of costs or estimates from a licensed contractor.

Three bids for each item exceeding \$7,500 \_\_\_\_\_ (applicable) \_\_\_\_\_ (non-applicable)

**Grandstaff Plumbing & Gas, Inc.**

519 Pocahontas Dr.  
Ft Walton Bch, FL 32547  
Phone 850-682-9612/850-586-7750  
Fax 850-586-7754

**PROPOSAL**

DATE: 10/2/2019

TO: MR. GLOVER  
808-347-0533  
EZRA.GLOVER@GMAIL.COM

| DESCRIPTION                                                                                                       |  |  | AMOUNT   |
|-------------------------------------------------------------------------------------------------------------------|--|--|----------|
| Install plumbing for building renovation 321 main St                                                              |  |  |          |
| Floor Drain                                                                                                       |  |  |          |
| 2 ADA restrooms                                                                                                   |  |  |          |
| 3 compartment sink                                                                                                |  |  |          |
| Grease trap Small beside sink                                                                                     |  |  |          |
| Hand sink                                                                                                         |  |  |          |
| 2 gas drops                                                                                                       |  |  |          |
| dishwasher                                                                                                        |  |  |          |
| permit                                                                                                            |  |  |          |
| Water heater not specified so this item only priced as a small tank type water heater not a large commercial unit |  |  |          |
| Owner to do all concrete sheetrock demo                                                                           |  |  |          |
| Any roof patch needed for vent by owner                                                                           |  |  |          |
| Asphalt demo if needed by owner                                                                                   |  |  |          |
| All fixtures provided by owner                                                                                    |  |  |          |
| Estimate only / fixture layout and kitchen equipment not identified                                               |  |  |          |
|                                                                                                                   |  |  |          |
|                                                                                                                   |  |  |          |
|                                                                                                                   |  |  | 18800.00 |

THANK YOU FOR YOUR BUSINESS!

**Faith Mechanical, Inc.**

5342 Fairchild Road  
Crestview, FL 32539  
Phone: (850) 689-4770  
E-mail: lfmi@cox.net  
Phone # (850) 689-4770

lfmi@cox.net

# Estimate

| Date       | Estimate # |
|------------|------------|
| 10/17/2019 | 401426     |

**Bill to Address:**

Alpha Restoration  
119 Beal Parkway SE  
Suite 103  
Ft. Walton Beach, FL 32548

**JOB**

321 Main - Restaurant

| Item         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Total       |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Plumbing     | Quote includes the following: <ul style="list-style-type: none"><li>* Cut/Remove/Patch concrete as required for New Underground Sanitary Sewer</li><li>* Replace Existing Water Piping with PEX Water System (NO Manabloc)</li><li>* Connect to Existing Sanitary Sewer and/or Modify Existing System</li><li>* Provide and Install Plumbing Fixtures, as listed:<ul style="list-style-type: none"><li>- Two (2) ADA Tank Type Toilets with Seats</li><li>- Two (2) ADA Wall hung Lavatories with Faucets</li><li>- One (1) 50 Gallon Electric Domestic Water Heater (NOT COMMERCIAL)</li><li>- One (1) 3" Floor Sink</li><li>- One (1) Small Grease Interceptor, Free Standing Above Slab Type</li></ul></li><li>* Install Kitchen Equipment, as Provided by Others, as listed:<ul style="list-style-type: none"><li>- One (1) Three (3) Compartment Sink</li><li>- One (1) Dishwasher</li><li>- One (1) Hand Sink</li></ul></li><li>* Pipe Insulation, as Required</li><li>* GAS System for the following Four (4) Drops:<ul style="list-style-type: none"><li>- One (1) Stove</li><li>- One (1) Griddle</li><li>- One (1) Stock Pot</li><li>- One (1) Fryer</li></ul></li></ul> | 14,250.00   |
| <b>Total</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$14,250.00 |

Jack Dollar Plumbing Inc  
6342 Kilcrease Rd  
Baker, FL 32531  
850-978-3517  
JDollarPlumbing@Gmail.com  
<http://www.jackdollarplumbing.com>



## Estimate

### ADDRESS

Ezra Glover  
321 N Main St  
Crestview, FL

ESTIMATE # 10926

DATE 10/07/2019

### ACTIVITY

### AMOUNT

#### Quote

12,450.00

Price includes 14 lines and the entire drain system. Labor only\* the only material included will be a 40 gallon water heater, 2 toilets, and 2 wall hung ADA sinks, and all water line and drain lines. Permit included. Any extra trips plumber has to make not due to plumber error will be a \$135 service charge. Any change orders will require a price increase. Cash or check only.

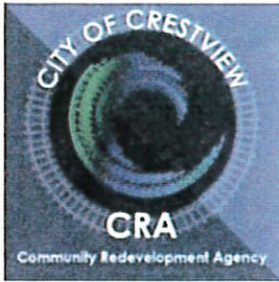
TOTAL

**\$12,450.00**

Accepted By

Accepted Date

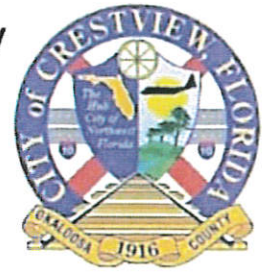
Thank you again for your business and putting your trust in us!



## Crestview Community Redevelopment Agency

### Commercial Investor Property Development Incentive

Maximum Funds Available: \$ 25,000  
Matching Grant



#### Introduction

In support of the Community Redevelopment Agency's mission to encourage redevelopment within the CRA district the CRA Board has established various incentive grants. These incentives/grants include the master plan's catalyst projects and recommendations. Incentive/grant policy, funding levels, dollar match or non-match requirements, completion timelines, application submissions, terms and conditions are all at the discretion of the CRA Board and can be changed without a modification to

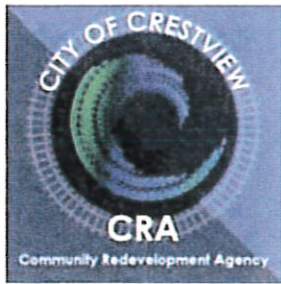
#### Commercial Investor Property Development

This CRA incentive is specifically designed for potential investors that want to invest in the downtown and engage in the livable smart growth community concept. The purpose of this incentive is to attract commercial development that may help support the 18-hour day in the downtown CRA District and other CRA objectives, such as creation of jobs, and providing a variety of choices to consumers. This incentive can be used for residential and/or commercial development, restaurant property investors, and/or grocery store property investors who plan to build or redevelop properties to offer these services.

#### Program Guidelines

1. All applications are to be submitted to the CRA Director and will be reviewed on a first come first serve basis by the CRA Grant Review Committee. Must submit 11 copies. Minimum Investment \$100,000.
2. Only property owners or tenant with property owner approval for locations within the CRA District may apply for this grant. Government-owned properties are not eligible nor are tenants in government owned properties.
3. All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving funds.
4. After the application has been approved by the CRA Grant Review Committee it will be presented to the CRA Board for final approval. **All grant applications must receive this approval before any construction can commence.**
5. Awarded funds will only be presented upon completion and final inspection by the city of approved project.





## Crestview Community Redevelopment Agency

### Commercial Investor Property Development Incentive

198 Wilson St N. Crestview, FL 32536

850-682-3722



#### I. Applicant/ Owner/ Property Information

Applicant Name: Ezra Glover / Matsady Siriphokha

Primary Phone #: 850-347-0533 Alternate Phone #: 850-685-7242

Applicant Mailing Address: 800 Spring Creek Blvd Apt 4207

City: Crestview State: FL Zip Code: 32536

Business Name: Unpholievable Building Name (if applicable): \_\_\_\_\_

Building Street Address: 321 N Main St

Building Owner Name (if different): \_\_\_\_\_

Tax I.D. Number of Property (if known): \_\_\_\_\_

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

#### II. Description of Commercial Investor Property Development

Please provide a brief description of the planned addition or improvement: (attach sheets as necessary)

HVAC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Attach a drawing or rendering of the planned improvements, as well as any additional descriptive material.
- Attach a photo of the building or location in its current condition

Quates

### III. Cost of the Addition and/or Improvements

Please provide cost estimates for the planned additions and/or improvements. If cost exceeds \$7,500, then provide three (3) bid estimates and list preferred bid amount below.

|                                  |                        |
|----------------------------------|------------------------|
| Improvement: <u>ASAP</u>         | Cost: \$ <u>16,391</u> |
| Improvement: <u>Express</u>      | Cost: \$ <u>12,290</u> |
| Improvement: <u>Four Seasons</u> | Cost: \$ <u>13,833</u> |
| Improvement: _____               | Cost: \$ _____         |
| Improvement: _____               | Cost: \$ _____         |

Total Projected Cost: \$ \_\_\_\_\_

### IV. Applicant's Acknowledgements

Please read and initial all of the following:

- ES The undersigned applicant agrees to utilize any funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency in resolution \_\_\_\_\_
- ES All applications must receive approval by the CRA Board before any construction can commence. No applications will be approved if work has been started or completed.
- ES All applications for historical buildings/properties within the CRA District must receive approval from the Historic Preservation Board (HPB) before any construction can commence. No applications will receive this approval if work has been started or completed.
- ES All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving funds.
- ES All applicants that are awarded funding understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements—NO EXCEPTIONS.
- ES Only properties located within the Community Redevelopment Area (CRA) are eligible for this incentive.
- ES All funding recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

### V. Checklist

- ☒ List all of business owners including name, address and telephone number.
- ☒ Drawings or renderings of the planned improvements, as well as any additional descriptive material.
- ☒ Photographs of the location in its current condition.
- ☒ Itemized list of costs or estimates from a licensed contractor.

Three bids for project exceeding \$7,500 \_\_\_\_\_ (applicable) \_\_\_\_\_ (non-applicable)

## VI. Applicant's Signature

Ezra Glover

Applicant's Name (Printed)

[Signature]

Applicant's Signature

7 Jun 2020

Date of Signature

\* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director or CRA Administrator/City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-3722.

## VII. Approval Status

☐ Application was approved Date of Approval: \_\_\_\_\_ Awarded Funds: \$ \_\_\_\_\_

☐ Application was not approved Reason: \_\_\_\_\_

☐ Application incomplete Items needed for incomplete application: \_\_\_\_\_

## VIII. Final Inspection and Funding

Date of Final Inspection: \_\_\_\_\_ Inspected By: \_\_\_\_\_

\_\_\_ Passed inspection

Date funds requested: \_\_\_\_\_ Date funds distributed: \_\_\_\_\_ Check #: \_\_\_\_\_

Signature of fund recipient: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Did not pass inspection Reason: \_\_\_\_\_



308 Gardner Dr NE  
Fort Walton Beach, FL 32548

850-200-8085

asaphvac@hotmail.com

#### Customer

Alpha Restoration and Construction INC  
8420 Davis RD  
Laurel Hill, FL 32567

#### Service Location

8420 Davis RD  
Laurel Hill, FL 32567

#### Item(s)

| Qty | Name                              | Description                                                                                        | Rate            | Amount      | Tax | Approved    |
|-----|-----------------------------------|----------------------------------------------------------------------------------------------------|-----------------|-------------|-----|-------------|
| 1   | 2 3 ton Gree Minisplits installed | 3 ton Gree 16 SEER Mini Splits installed<br>1 year Labor<br>5 year parts<br>7 year compressor      | \$3,942.00      | \$3,942.00  | NON | Yes         |
| 1   | 4 to 5 ton Rheem Heat pump        | nstallation of a Rheem Heatpump 14 seer 5 ton and all Ductwork to include bathroom and Dryer vents | \$12,449.00     | \$12,449.00 | NON | Yes         |
|     |                                   |                                                                                                    | <b>Subtotal</b> |             |     | \$16,391.00 |
|     |                                   |                                                                                                    | <b>Tax</b>      |             |     | \$0.00      |
|     |                                   |                                                                                                    | <b>Total</b>    |             |     | \$16,391.00 |

#### Notes

Restaurant crestview

#### Terms

Signature

Date



Quality Work, Fast And Fair!

Escambia / Santa Rosa

850.484.3542

850.626.3506

850.934.3524

Okaloosa / Walton

850.682.2700

850.243.2707

850.267.2708



6652

PO Box 10486, Pensacola, FL 32524

RA13067241

|                  |                     |       |                  |
|------------------|---------------------|-------|------------------|
| NAME             | EZRA Glover         | DATE  | 20TH August 2019 |
| ADDRESS          | 321 MAIN ST.        | PHONE | 808-349-0533     |
| CITY, STATE, ZIP | Crestview, FL 32536 |       |                  |

### EXISTING EQUIPMENT

|                                                  |                                                 |                                                |                                |
|--------------------------------------------------|-------------------------------------------------|------------------------------------------------|--------------------------------|
| <input type="checkbox"/> EVAPORATOR COIL         | <input checked="" type="checkbox"/> AIR HANDLER | <input checked="" type="checkbox"/> THERMOSTAT | <input type="checkbox"/> OTHER |
| <input checked="" type="checkbox"/> OUTDOOR UNIT | <input type="checkbox"/> GAS FURNACE            | <input checked="" type="checkbox"/> DUCTWORK   |                                |

### NEW EQUIPMENT

|                                                                          |                                                                                    |                                                                                                                                                                |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EQUIPMENT</b>                                                         | <b>MODEL#</b>                                                                      | <b>AIR DISTRIBUTION/DUCTWORK</b>                                                                                                                               |
| <input type="checkbox"/> OUTDOOR UNIT                                    |                                                                                    | <input type="checkbox"/> NEW FLEX DUCT SYSTEM                                                                                                                  |
| <input type="checkbox"/> EVAPORATOR COIL                                 |                                                                                    | <input checked="" type="checkbox"/> RETURN GRILLS <input type="checkbox"/> CEILING <input checked="" type="checkbox"/> SIDEWALL <input type="checkbox"/> FLOOR |
| <input checked="" type="checkbox"/> AIR HANDLER                          |                                                                                    | QTY <u>1</u> SIZE <u>25" x 16"</u>                                                                                                                             |
| <input checked="" type="checkbox"/> HEAT STRIP                           |                                                                                    | <input type="checkbox"/> ADD TO EXISTING SYSTEM                                                                                                                |
| <input type="checkbox"/> FURNACE AFUE _____ BTU _____                    |                                                                                    | <input type="checkbox"/> BALANCE EXISTING SYSTEM                                                                                                               |
| <input type="checkbox"/> PACKAGE UNIT                                    |                                                                                    | <input checked="" type="checkbox"/> PLATFORM <u>2 3/4" Plywood</u>                                                                                             |
| <b>PIPING RECONNECT</b>                                                  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <u>15'-20'</u> | <input checked="" type="checkbox"/> PLENUM WORK <u>All New</u>                                                                                                 |
| <input type="checkbox"/> EMERGENCY DRAIN PAN                             |                                                                                    | <input checked="" type="checkbox"/> FILTER SIZE <u>16" x 25" x 1"</u>                                                                                          |
| <input checked="" type="checkbox"/> CONDENSATE DRAIN HOOKUP              | <input checked="" type="checkbox"/> PRIMARY <input type="checkbox"/> SECONDARY     | <b>CONTROLS/ELECTRICAL</b>                                                                                                                                     |
| <input checked="" type="checkbox"/> CONDENSATE SAFETY OVERFLOW SWITCH    |                                                                                    | <input checked="" type="checkbox"/> INSTALL NEW WEATHERPROOF ELECTRICAL CONDUIT & WIRES AT DISCONNECT                                                          |
| <input checked="" type="checkbox"/> BLEACH PORT FOR CONDENSATE CLEAN OUT |                                                                                    | <input type="checkbox"/> INSTALL NEW WIRING FROM BREAKER PANEL TO EQUIPMENT                                                                                    |
| <input checked="" type="checkbox"/> LIQUID LINE <u>3/8"</u>              | <input checked="" type="checkbox"/> SUCTION LINE <u>3/4"</u>                       | <input checked="" type="checkbox"/> INSTALL NEW WEATHER PROOF DISCONNECT                                                                                       |
| <input type="checkbox"/> CONDENSATE PUMP                                 | <input type="checkbox"/> FLUE PIPE                                                 | <input checked="" type="checkbox"/> THERMOSTAT <u>WVE T721</u>                                                                                                 |
| <input type="checkbox"/> LINE SET COVER                                  |                                                                                    | <input type="checkbox"/> CIRCUIT BREAKERS                                                                                                                      |
| <input type="checkbox"/> OTHER                                           |                                                                                    | <input type="checkbox"/> UV LIGHTING                                                                                                                           |

### MISCELLANEOUS

|                                                                                         |                                                                         |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> 4" CONDENSER PAD                                    | <input type="checkbox"/> ADD AIR SUPPLY GRILLS QTY _____ LOCATION _____ |
| <input type="checkbox"/> RELOCATE EQUIPMENT: EXISTING LOCATION _____ NEW LOCATION _____ |                                                                         |
| <input type="checkbox"/> 1YR COMFORT CLUB                                               | <input type="checkbox"/> OTHER                                          |

## EXPRESS EXTREME SERVICE GUARANTEE

- |                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>On Time Guarantee</b><br>If we don't complete the work within the days we agree on, we will take \$100 off the price.                                                    | <input checked="" type="checkbox"/> <b>Energy Reduction Guarantee</b><br>If you don't save at least <u>1</u> % on your energy consumption in the first year, we will pay the difference.                                                                                        |
| <input checked="" type="checkbox"/> <b>Customer Satisfaction Guarantee</b><br>We want our Customers Happy. If for any reason you're not 100% satisfied, let us know, we will make it right, that's our Promise! | <input checked="" type="checkbox"/> <b>2 Year New System Guarantee</b><br>Instead of our competitors 1 year warranty, we offer 2. If within the first 2 years of having your new system installed you have ANY problems, it will be repaired at absolutely NO CHARGE to you. ** |
| <input checked="" type="checkbox"/> <b>Clean Home Guarantee</b><br>If we don't leave the work area as clean as it was before we started, you save another \$100.                                                | <input checked="" type="checkbox"/> <b>*No Lemon Guarantee</b><br>If the compressor, heat exchanger or condenser coil fails within the first 2 years we will replace the outdoor unit or furnace with a new one FREE. (*only on Amana systems)                                  |
| <input checked="" type="checkbox"/> <b>*10 Year Peace of Mind Guarantee</b><br>This is a extended warranty covering BOTH parts and labor for 10 full years (*only on select systems)                            |                                                                                                                                                                                                                                                                                 |

## COMFORT SYSTEM OPTIONS

|   | BRAND:   | SEER:                  | TON:             | BTU:     | SYSTEM PRICE          |
|---|----------|------------------------|------------------|----------|-----------------------|
| 1 | Amana    | 16                     | 3                | -        | \$ 7990 <sup>00</sup> |
|   | WARRANTY | - 1 - COMPREHENSIVE    | - 5 - COMPRESSOR | - \$1000 |                       |
|   |          | - 1 - FUNCTIONAL PARTS | - HEAT EXCHANGER | Debris   |                       |
| 2 | Amana    | 14                     | 2 1/2            | -        | \$ 5468 <sup>00</sup> |
|   | WARRANTY | - 1 - COMPREHENSIVE    | - 5 - COMPRESSOR |          |                       |
|   |          | - 1 - FUNCTIONAL PARTS | - HEAT EXCHANGER |          |                       |
| 3 | Lennox   | 14                     | 2 1/2            | -        | \$ 5199 <sup>00</sup> |
|   | WARRANTY | - 1 - COMPREHENSIVE    | - 5 - COMPRESSOR |          |                       |
|   |          | - 1 - FUNCTIONAL PARTS | - HEAT EXCHANGER |          |                       |

WE HEREBY PROPOSE TO FURNISH THE LABOR & ALL MATERIALS SPECIFIED IN OPTION # \_\_\_\_\_ FOR THE AMOUNT OF \$ \_\_\_\_\_ TO BE PAID IN FULL AT THE TIME OF INSTALLATION.

  
COMPANY SIGNATURE / DATE

CUSTOMER ACCEPTANCE SIGNATURE / DATE

4 All New Ductwork Add \$4390<sup>00</sup>

A 2% CONVENIENCE CHARGE WILL BE APPLIED TO ALL CREDIT CARD TRANSACTIONS  
EXPRESS AIR CONDITIONING & HEATING INC. IS FULLY LICENSED, INSURED & BONDED

**I-102 form Commercial Proposal and Contract**  
**FOUR SEASONS AIR CONDITIONING**  
**35 TUPELO AVE SE**  
**FORT WALTON BEACH, FL 32548**  
**FL. STATE CERT. LIC. CAC1817528**  
**CUSTOM SHEET METAL (850) 243-2655 FAX (850) 243-6974 CUSTOM SHEET METAL**

---

|                                  |                            |
|----------------------------------|----------------------------|
| <b>SUBMITTED To:</b> Ezra Glover | <b>Date:</b> 8/25/19       |
| <b>Address:</b> 321 Main St N,   | <b>Phone:</b> 808-347-0533 |
| <b>City:</b> Crestview, FL 32536 | <b>Location:</b> Same      |

---

We propose the installation of two systems at the above address, in accordance with the following; 12,000 BTU Ductless Mini Split for the kitchen and 3 TON Heat Pump system for the remainder of the building. Electrical circuits required for both systems are by others and are not included in this proposal. All circuits are 230V. Need the following: 60A at 3 TON Air handler, 30A at 3 TON condenser, 15A at 12,000 BTU condenser.

**Equipment:** Bryant, R-410a, Heat Pump systems

---

|                                          |                                                  |
|------------------------------------------|--------------------------------------------------|
| <b>Kitchen System:</b> 12,000 BTU        | <b>Main System:</b> 3 TON with 10 KW Heat Strips |
| <b>Air Handler:</b> 40MHHQ12---3         | <b>Air Handler:</b> FB4CNP036L00                 |
| <b>Condenser:</b> 38MHRBQ12AA3—19.8 SEER | <b>Condenser:</b> 214DNA036000—14 SEER           |

---

**Installation Includes:**

- A. Demo the existing air conditioning system and dispose of per E.P.A. guidelines.
- B. Install new air handler on new platform top and tie into duct.
- C. Seal return air chamber with duct board and mastic; install new filter grill.
- D. Run new copper refrigerant line set and relocate outdoor unit out to the end of the carport.
- E. Install new air conditioning unit on existing condenser pad and secure to it.
- F. Install float switch on auxiliary drain port.
- G. Design and install rigid fiberglass duct board trunk line and run it exposed beneath the ceiling level.
- H. Install digital thermostat in place of existing one.
- I. For Kitchen: Install ductless high wall mini split air handler on the back wall of the kitchen.
- J. Penetrate the wall with the refrigerant lines, 14-4 cable and drain and run them through back room to the outside.
- K. Install mini split condenser on hurricane pad and secure to it.
- L. Install line hide over the exterior portion of the refrigerant lines.
- M. Once power is applied by others, start systems and check for proper operation.

**Warranty:** 1 YEAR LABOR WARRANTY 1 YEAR PARTS WARRANTY 5 YEAR COMPRESSOR WARRANTY

---

**INSTALLED PRICE:** \$13,833.00

Price includes all labor, material and permits.

**Payment Terms:** C.O.D.

**NOTE:** 1. Any Changes made to the job in progress will require a written **CHANGE ORDER** and Price will be quoted and **AGREED UPON** before work is started.

---

THE ABOVE PRICES, SPECIFICATIONS & CONDITIONS ARE HEREBY ACCEPTED, IN THE EVENT OF DEFAULT I UNDERSTAND & AGREE THAT I AM LEGALLY LIABLE OF 1.5% SERVICES CHARGES PER MONTH (18% APR) & ALL COST OF COLLECTION INCLUDING COLLECTION AGENCY FEES, REASONABLE ATTORNEY FEES, COURT COST & ANY OTHER CHARGES NECESSARY TO COLLECT THIS DEBT. GODDARD & SHELTON, INC. d/b/a FOUR SEASONS AIR CONDITIONING, HEATING AND REFRIGERATION HAS RETAINED A COLLECTION ASSOCIATION TO COLLECT OUR DELINQUENT ACCOUNTS. THE COLLECTION ASSOCIATION WILL TAKE THE ACTION TO COLLECT THIS DEBT. FOUR SEASONS AIR CONDITIONING WILL NOT BE RESPONSIBLE FOR PAST, PRESENT, AND OR FUTURE MOLD AND MILDEW.

---

**Acceptance of this proposal:** Authorized Signature: \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PLEASE SIGN & RETURN BEFORE COMMENCEMENT OF WORK**

**Date:** 8/25/19 **Four Seasons A/C:** Joe Davila **Proposal Good For 15 Days**