

FRANKLIN PHONETIC SCHOOL

6116 EAST HIGHWAY 69
PRESCOTT VALLEY, ARIZONA 86314

PHONE (928) 775-6747
FAX (928) 775-6740
E-MAIL nilknarf@cableone.net

Franklin Phonetic School –
Board Meeting Agenda
Wednesday, June 12th, 2019 @ 11:15

Call to Order

Approval of prior meeting minutes from May 15, 2019

New Business:

- Approval of Sunnyslope Budget for FY 2020 (Alison is emailing this when completed)
- Approval of Prescott Valley Budget for FY 2020 (Alison is emailing this when completed)
- Approval of Architect Bids

Old Business:

- Sunnyslope Campus Update
- Prescott Valley Campus Update

Adjourn meeting

Next Meeting:

Franklin Phonetic School-Board Meeting Minutes

May 15, 2019

Meeting at: Franklin Phonetic Primary School, 6116 E. Hwy 69, Prescott Valley, AZ 86314

Call to order: 3:31

Present: Becky Fitch, Christina Gabaldon, Cindy Franklin, Tom Franklin, Kelly Hawley

Phone Participation: Alison Alva, Audrey Wright, Melanie Franklin

Not Present: Neil Wright, Traci Lira,

Approval of the prior minutes:

Motion to accept the prior board meeting minutes from April 25, 2019 with change from February to March under Prior minutes, putting Kelly Hawley on phone participation, correct the word Grants under bus quotes, made by Christina Gabaldon, seconded by Kelly Hawley and passed unanimously.

New Business

The CHAR report showed a difference between what we had budgeted and what was actual for the 100th day for both Sunnyslope and Prescott Valley

Approval of Revised Sunnyslope Budget for FY 2019

Motion to approve the revised Sunnyslope Budget for FY 2019 was made by Audrey Wright, seconded by Christina Gabaldon, and passed unanimously.

Approval of Revised Prescott Valley Budget for FY 2019

Motion to approve the revised Prescott Valley Budget after making the change in the county from Maricopa to Yavapai made by Kelly Hawley, seconded by Becky Fitch, and passed unanimously.

Student Handbook changes for FY 2020

Additions:

- Franklin Staff will respond within 24-48 hours to any parent communication whether it be text or phone call. Although staff has shared personal phone numbers with parents, please be respectful to our staff and allow them to have private family time by refraining from any school related texts or calls to their private number after 5 pm.
- Pants and jeans can have holes as long as the holes are below midhigh.
- Students who fail 2 or more quarters, or have an overall failing grade, in core classes, may be required to attend summer school, if summer school is available. The student may be required to repeat that class the following year. A student may contest this rule by passing a comprehensive exam.
- Students in advanced classes must maintain a minimum grade of 80% or their placement may be changed.

NEW PICKUP POLICY: To avoid unnecessary interruptions and due to dismissal being our busiest time and all staff being utilized, we will not call students to the office from dismissal or class beginning at 2:45 pm Monday - Thursday and beginning at 11:30 on Fridays. If you need to pick up your child during that time, you will need to wait until your child is dismissed, sign in at the Jr. High office, and walk over to dismissal to pick up your child. We understand there are exceptions to this rule such as doctor appointments and emergencies.

Old Business:

Update on future building construction:

Our preliminary plot plan is good, but we need a different fee permit. We will need to pay about \$23,000 in permit fees. We are looking for an architect as well.

Cable One Webmail**nilknarf@cableone.net**

Bid for the new building

From : Jeffrey Zucker <zucker.jeffrey@gmail.com>

Tue, May 28, 2019 10:19 AM

Subject : Bid for the new building**To :** nilknarf@cableone.net

Dr. Franklin,

Hello. Jeff Zucker, here. You may recall that I am the architect who knows Karla Burkett. I have enjoyed being in plays with her and her husband and sons for many years.

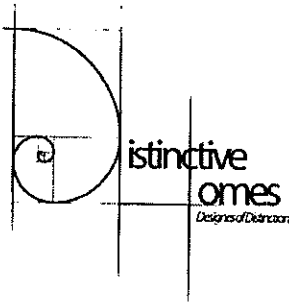
Regrettably, I will have to pass on submitting a proposal for your new building. I am going to be out of town for the next three days, and there is just not enough time for me to put it together.

If I were to guess at a fee for the project, it would be about \$36,000. That would include all engineering and architectural work.

If you have a later date which might work for you, I may still be interested.

Good luck with your new project!

Looking forward,
Jeffrey Zucker AIA, LEED



Distinctive Homes & Architecture
P.O. BOX 3988
PRESCOTT, AZ 86302
WWW.DISTINCTIVEHOMESAZ.COM

Client Information:
Dr. Cindy Franklin
Franklin Phonetic School
6116 E. Hwy 69
Prescott Valley, AZ 86314

Project:
Franklin Phonetic Primary
School

Contractor:
JEBCO

Overview:

Architectural design inside prefab Pre-Engineered Steel frame. Tenant improvements for pre-engineered metal building.

Pricing:

Architect's fees:

12,000 Co.Sq/Ft (Covered Square Footage) X \$0.50 Co.Sq./ft (Covered Square Footage) = \$6,000

Architectural Fee= \$6,000.00 (Approximately)

*Payment will be due in two Payments of \$3,000. (See attached Schedule for Details)

Structural Engineering:

Calculations= \$2,400.00

Redlines= \$1,200.00

Drafting= \$1,200.00

Total Structural Engineering = \$4,800.00 *Will require half down upfront

Mechanical & Plumbing Engineering: \$4,700.00 *with \$3,000 down up front

Electrical Engineering: \$6,800.00 *with 30% (\$2,040.00) down up front

TOTAL PROJECT: \$22,300

Total Amount due at start of project:

Architect's Fee's: \$3,000.00

Structural Engineering: \$2,400.00

Electrical Engineering: \$2,040.00

Mechanical & Plumbing: \$3,000

TOTAL: \$10,440.00

*Please note prices are subject to change as the project progresses due to changes from owner or from Building Departments.

Thomas C. Terry  Head Architect

P.O. BOX 3988 PRESCOTT, ARIZONA 86302 PH: 928.771.0948

TOM.TERRY@DISTINCTIVEHOMESAZ.COM

WWW.DISTINCTIVEHOMESAZ.COM

FROST Structural Engineering1678 Oaklawn Drive
Prescott, AZ 86305Phone: 928.776.4757
Fax: 928.776.4931
www.frost-structural.com**PROJECT PROPOSAL AND AGREEMENT****Client Name: Distinctive Architecture**Attn : Tom Terry, Architect
Address: P. O. Box 3988
Prescott, AZPhone: 928.771.0948
Fax: 928.771.0948
E-mail: dhomes@commspeed.net**Project Name: Franklin Phonetic School Expansion**6021 East Highway 69
Jurisdiction: Prescott Valley, AZ

FSE Project: 2019-0000

Description: Provide Structural Foundation Drawings/Details/Notes and corresponding Calculations for a Pre-engineered Metal Building. Footprint 12,000 SF. Also misc as needed lightpole foundations and trash enclosure details. Possible interior demising walls by FSE.**Schedule:** TBD**Scope of Work:** Engineer - Structural Engineering; Design; Analysis; Calculations.
Engineer - In-House Preparation of Construction Documents.
CAD - Computer Aided Drafting. Structural Plans, Details or GSN.

Calculations:	\$2,400	
Redlines:	\$1,200	Engineer directing CAD
Drafting:	\$1,200	
Total:	\$4,800	

Notes:

- Except as noted above, All Structure Above Foundation by Pre-Engineered Building Manufacturer.
- Plans and/or calculations from Pre-Engineered Building Manufacturer will be provided to FSE before foundation design begins

If Fee, Scope and Terms are acceptable; sign and return this Proposal to FSE for work to commence. Any proposal which is not accepted within one year is considered void. Unless noted otherwise herein, this Fee DOES NOT include our time AFTER a Permit is issued. Also, Alternates, Options, Additions, or Extra's not described herein; or not described in the original documents provided to FSE to produce this Estimate - will be considered additional services or a modification to this estimate. Additional Services are based on our standard hourly rates or the rates used to estimate the original fees.

Signature_____
Title_____
Date**FSE**

ELECTRICAL DESIGN & CADD SERVICES INC.

1600 LAMB LANE
PRESCOTT, ARIZONA 86305
PHONE: (928) 776-4900
FAX: (928) 776-7800
Cell: (928) 420-1200
E-MAIL: EES@CABLEONE.NET

May 24, 2019

Mr. Thomas Terry
Distinctive Architecture
P.O. Box 3988 Prescott, AZ 86302
Tom's Phone/Fax # 771-0948

**RE: FRANKLIN PHONETIC SCHOOL PRESCOTT VALLEY
CLASSROOMS, RESTROOMS & MULTI-PURPOSE ROOM
FEE INCLUDES SITE VISIT IF REQUIRED (APPROX. 12,000 SQ. FT.)**

ELECTRICAL DESIGN & CADD SERVICES IS PLEASED TO PRESENT THIS PROPOSAL FOR THE ELECTRICAL DESIGN FOR PROJECT.

Dear Tom

ELECTRICAL DESIGN & CADD SERVICES WILL PROVIDE THE FOLLOWING ENGINEERING SERVICES:

I. LIGHTING

1. LIGHTING DESIGN AND CIRCUITING OF SPACE REQUESTED
2. SITE AND EXTERIOR LIGHTING DESIGN (ON REQUEST)
3. SPECIFY LIGHTING FIXTURE AND LAMP TYPES

II. POWER

1. SHOW LOCATIONS AND CIRCUITING OF RECEPTACLES AND SPECIAL OUTLETS
2. DEVELOP PANELBOARD SCHEDULES
3. DEVELOP LIGHTING AND POWER LOAD CALCULATIONS
4. DEVELOP ONE-LINE DIAGRAM SCHEMATIC

III. SPECIAL SYSTEMS DESIGN (FIRE ALARM DESIGN IS PERFORMANCE SPEC ONLY)

1. LOCATIONS OF TELEPHONE AND DATA OUTLETS
2. LOCATIONS AND REQUIREMENTS OF TELEPHONE BOARD

3. SPECIFIC CONDUIT ROUTING AND REQUIREMENTS IF REQUIRED BY OWNER

IV. GENERAL

- 1. DRAWINGS REVIEWED, STAMPED AND SIGNED BY A REGISTERED PROFESSIONAL ENGINEER.
- 2. CHECK SUBMITTAL DRAWINGS IF REQUIRED.
- 3. PROVIDE TECHNICAL INFORMATION DURING THE CONSTRUCTION PHASE.
- 4. ELECTRICAL DESIGN & CADD SERVICES WILL CARRY PROFESSIONAL LIABILITY INSURANCE
- 5. PROVIDE DRAWINGS ON AUTO CADD RELEASE 2014 OR 2018
- 6. DEVELOP WRITTEN SPECIFICATIONS

PROJECT: FRANKLIN PHONETIC SCHOOL - P.V.

TOTAL FEE FOR THIS WORK IS:..... \$ 6,800.00

THIS FEE ASSUMES THAT THERE WILL NOT BE A SCHEMATIC PHASE, AND/OR DESIGN DEVELOPMENT PHASE, BUT ONLY THE CONSTRUCTION DOCUMENT PHASE.

PAYMENT AGREEMENT

30% OF THE FEE MUST BE PAID AT THE TIME THE PROPOSAL IS SIGNED OR THE DAY WE ARE SCHEDULED TO BEGAN PRODUCTION THE REMAINDER OF THE FEE IS DUE ON OR BEFORE THE DAY THE SEALED DOCUMENTS ARE DELIVERED TO YOU. IF MORE TIME IS NEEDED ON FINAL PAYMENT PLEASE CONTACT ME FOR OTHER ARRANGEMENTS.

IF YOU HAVE ANY QUESTIIONS ABOUT THIS PROPOSAL, PLEASE CONTACT ME AT YOUR CONVENIENCE.

THANK YOU.
SINCERELY YOURS,

**RALPH L. ARCHIBEQUE
OWNER**

PROPOSAL ACCEPTANCE

TOM TERRY



DESIGN ENGINEERING OPERATIONS

2929 E. MAIN ST. #426 MESA, AZ 85213 928-713-4953 whrbe@msn.com

Warren Rushton-- Design Manager

Steven Rambo P.E.--Sr. Engineer

Franklin School

May 23, 2019

Mr. Tom Terry

Distinctive Homes

Tom:

Design Engineering Operations is pleased to present to you the following engineering proposal for the Franklin School: It will require 3 design drawings.

I. HVAC:

1. Develop Computer HVAC Loads
2. Layout two line HVAC , CADD
3. Check Submittals if required

II. PLUMBING DESIGN:

1. Layout plan CADD.
2. Develop Isometric CADD drawings.
3. Check submittals if required

III. GENERAL REQUIREMENTS

1. Answer all questions asked by the building department.

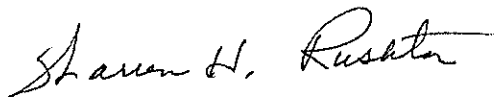
IV. FEE:

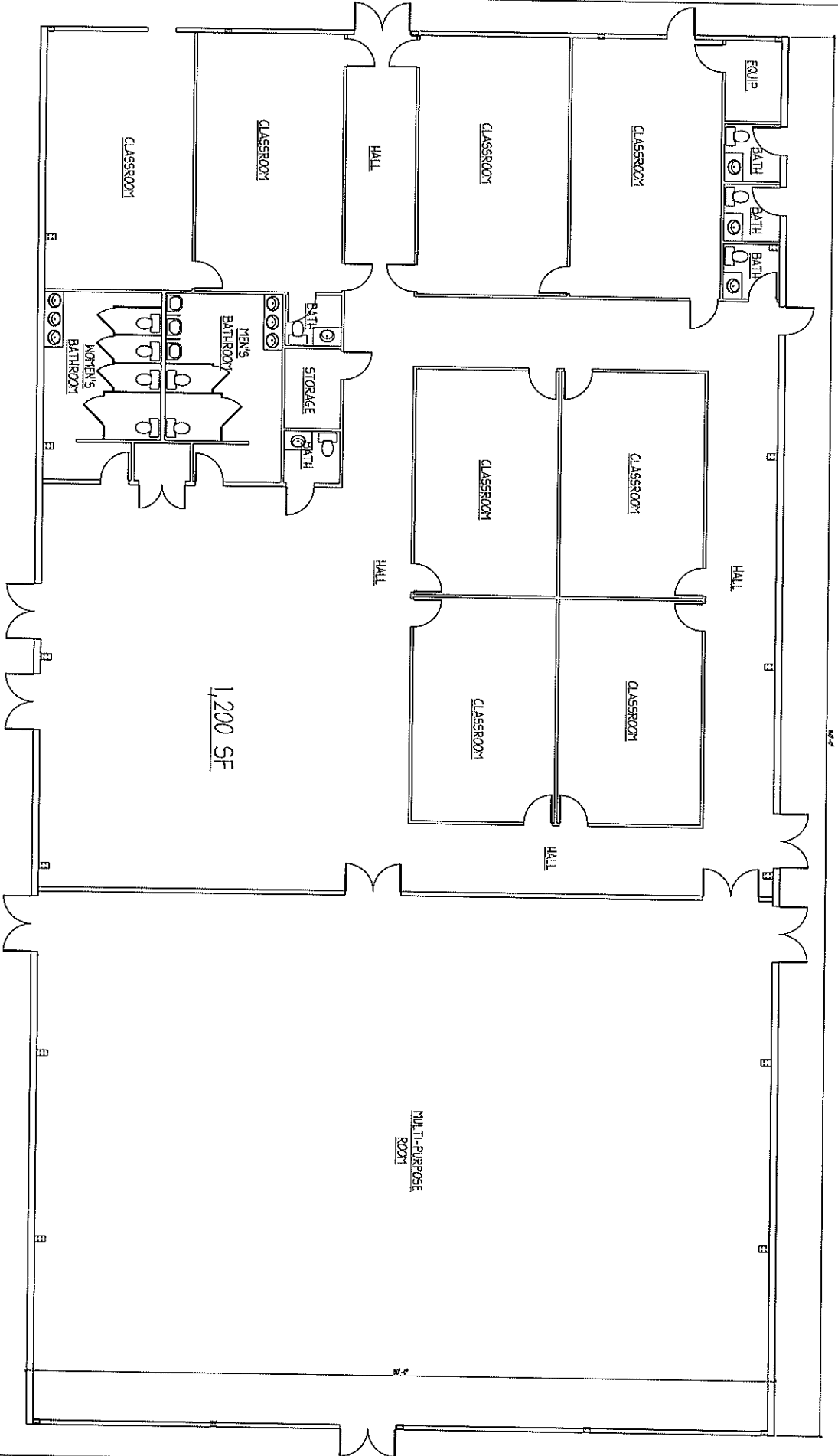
The design, CADD drawings and checking fee for this work is \$4,700. \$3,000 is due upon starting project and \$1,700 is due when the P.E. Signed documents are delivered to you.

If you have any questions concerning this proposal, please contact us at your convenience.

Respectfully submitted,

Warren Rushton

A handwritten signature in cursive script that reads "Sharon H. Rushton". The signature is written in black ink and is positioned below the typed name "Warren Rushton".



MAIN LEVEL FLOOR PLAN

1,200 SQ. FT. MAIN LEVEL

1,200 SF

MULTI-PURPOSE ROOM

SCALE 1/4" = 1'-0"

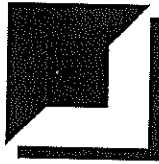


FRANKLIN PHONETIC SCHOOL EXPANSION

MAIN LEVEL FLOOR PLAN

DATE	SCALE	PROJECT	NO.
10/1/14	1/4" = 1'-0"	FRANKLIN PHONETIC SCHOOL EXPANSION	21
DESIGNED BY	DRAWN BY	CHECKED BY	APPROVED BY

21



STROH ARCHITECTURE INC.

May 17, 2019

Dr. Cindy & Tom Franklin
6116 E. Hwy 69
Prescott, Valley, AZ 86314

Re: New Classrooms / Multi-purpose Building

PROPOSAL

The preliminary scope of services as we know it is as follows:

Produce preliminary design and construction documents to build a new 12,000 S.F. metal building to contain classrooms, restrooms and multi-purpose room.

▣ Basic Services ▣

The Architect's Basic Services consist of: architecture; structural, mechanical, plumbing and electrical engineering, and landscape design with computer renderings.

Programming

The Architect shall provide, through investigation and addressing the Owner's needs, a program of space, approximate size, functional relationship and character of each space required for the Project.

Schematic Design Phase

The Architect shall review the program with the Owner as developed by the Architect to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

The Architect shall review with the Owner alternative approaches to design and construction of the Project.

The Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings, colored renderings and other documents illustrating the scale and relationship of the Project's components.

Design Development Phase

Based on the approved Schematic Design documents and any other adjustments authorized by the Owner in the program, the Architect shall prepare, for approval by the Owner, Design Development documents consisting of drawings and other documents to affix and describe the size and character of the Project as to architectural, materials and such other elements as may be appropriate.

Construction Document Phase

Based on the approved Design Development documents and any further adjustments in scope or quality of the project authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of drawings setting forth in detail the requirements for the construction of the Project.

The Architect shall submit the drawings to the Town's Planning & Zoning and Building Departments for a building permit and the Architect shall follow through with any revision required to obtain said permit. The Owner shall pay all building permit fees.

Construction Documents

One set of electronic PDF drawings will be delivered to the Owner.

Bidding and Negotiation

A pre-bid conference with the prospective subcontractors and submittal review is included in this phase.

Construction Services Phase

The Architect will review all shop drawings and product submittals from the Contractor. The Architect will review the progress of the construction and the Contractor's pay requests monthly and provide any clarifications requested by the Contractor.

▣ Additional Services ▣

The Additional Services described, but not necessarily limited to the following, are not included in the Basic Services and shall be considered extras to this Agreement and shall be paid for by the Owner. The Additional Services shall only be provided if confirmed in writing by the Owner.

- Making revisions in the Drawings or other documents when such revisions are inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget.
- Providing special surveys, environmental studies and submissions required for approvals of the governmental authorities or others having jurisdiction over the Project.
- Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

Hourly Rates for Additional Services:

Principal Architect	\$ 150 / hour
Principal Engineer	\$ 150 / hour
Project Manager	\$ 120 / hour
Architectural Production	\$ 100 / hour
Engineering Production	\$ 100 / hour
Clerical Production	\$ 55 / hour

▣ Owner's Responsibilities ▣

The Owner shall provide full information regarding requirements for the Project, which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements, special equipment, systems and site requirements.

The Owner shall furnish a written legal description of the site.

The Owner shall furnish the services of a Surveyor and Civil Engineer.

The Owner shall furnish the services of a Geotechnical Engineer.

▣ Opinions of Probable Construction Cost ▣

In providing opinions of probable construction cost, the Client understands that the Architect has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Architect's opinions of probable construction costs are made on the basis of the Architect's professional judgment and experience. The Architect makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Architect's opinion of probable construction cost.

▣ Summary of Services Included ▣

Basic Services Included:

- Architecture
- Structural Engineering
- Mechanical Engineering
- Plumbing Engineering
- Computer-Generated Renderings
- Landscape Design
- Electrical Engineering
- Errors & Omissions Insurance

Compensation for the Basic Services listed above shall be as follows:

Project to be billed monthly based on percentage of completion.

Retainer	\$ 7,200.00
Design Development Phase Complete	\$ 18,000.00
Construction Documents Complete	\$ 43,800.00
Bidding Services	\$ 1,000.00
Construction Services	\$ 2,000.00
Total Compensation	\$ 72,000.00

Professional fees are due and payable 10 days from the date billed.

In the event of termination, suspension or abandonment of the project, which is not the fault of the Architect, the Architect shall be compensated for services performed prior to the termination, suspension or abandonment, together with any reimbursable expenses.

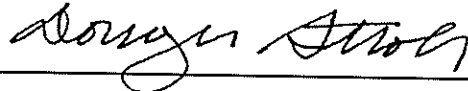
Reimbursable Expenses shall be as follows:

- Printing Expenses: At cost
- Mailing and Shipping Expenses: At cost
- Additional Services of Consultants At cost plus 10%

This Agreement entered into on the 17th day of May in the year 2019.

Owner

Architect



Douglas Stroh
STROH ARCHITECTURE, INC.

Cable One Webmail**tfrank@cableone.net**

Re: Franklin Phonic School Revised Proposal 05 29 2019

From : tfrank@cableone.net

Wed, May 29, 2019 06:05 PM

Subject : Re: Franklin Phonic School Revised Proposal 05
29 2019**To :** Ken Mohn <mohnarch@cableone.net>

Thank you for resubmitting

Sent from my iPhone

On May 29, 2019, at 4:06 PM, Ken Mohn <mohnarch@cableone.net> wrote:**Revised Estimated proposal**

Architectural \$7,000

Mech/Plumb: \$9,700

Electrical: \$6,250

Estimate: \$\$22,950

I was wondering why my estimate was lower and I was planning on a gymnasium without class rooms.

Ken Mohn
Kenneth Mohn Architect
3915 West Roadrunner Drive
Chino Valley, Arizona 86323-4691
Office: 928-710-5530
mohnarch@cableone.net

From : Ken Mohn <mohnarch@cableone.net>

Wed, May 29, 2019 04:06 PM

Subject : Franklin Phonic School Revised Proposal 05 29
2019**To :** tfrank@cableone.net

Revised Estimated proposal

Architectural	\$7,000
Mech/Plumb:	\$9,700
Electrical:	\$6,250
Estimate:	\$\$22,950

I was wondering why my estimate was lower and I was planning on a gymnasium without class rooms.

Ken Mohn
Kenneth Mohn Architect
3915 West Roadrunner Drive
Chino Valley, Arizona 86323-4691
Office: 928-710-5530
mohnarch@cableone.net



HEADWATERS
ARCHITECTURE P.C.

Building Great Relationships, Builds Great Projects

220 W Goodwin St., Prescott, AZ 86303, 928.776.7180
info@headwatersarch.com

Franklin Phonetic Primary School
Dr. Cindy Franklin
6116 E Hwy 69
Prescott Valley, AZ. 86314
nilknarf@cableone.net
928.775.6747
928.713.4571

Contract

June 3, 2019

Headwaters Architecture shall provide services for the project as described in this agreement in a manner consistent with locally accepted standards for professional skill and care. Headwaters Architecture shall assist the owner in determining consulting services required for the following project and landscape.

A new 1 story 12,000 sf classroom building with interior architecture. As time is of the essence we are prepared to start within 2 weeks of signature of contract and paid retainer. Headwaters agrees to coordinate with your civil and structural engineers.

During the design phase, Headwaters Architecture shall review the owner's scope of work, budget and schedule and reach an understanding with the owner of the project requirements. Based on the approved project requirements, Headwaters Architecture shall develop a design. Upon the owners approval of the design Headwaters Architecture shall prepare construction documents indicating requirements for construction of the project and shall coordinate its services with any consulting services the owner provides. Headwaters Architecture shall assist the owner in filing documents required for the approval of governmental authorities, in obtaining proposals and in awarding contracts for construction.

During the construction phase, Headwaters Architecture shall act as the owner's representative and provide administration of the contract between the owner and contractor. The extent of Headwaters Architecture authority and responsibility during construction is described between the owner and the contractor. Generally, Headwaters Architecture services during construction include interpreting the contract documents, reviewing the contractor's submittals, visiting the site, reviewing and certifying payments, and rejecting nonconforming work.

The owner shall provide full information about the objective, schedule, constraints and existing conditions of the project, and shall establish a budget that includes reasonable contingencies and meets the project requirements. The owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the project. Headwaters Architecture shall be entitled to rely on the

accuracy and completeness of the owner's information. The owner shall furnish consulting services not provided by Headwaters Architecture, but required for the project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The owner shall employ a contractor, experienced in the type of project to be constructed, to perform the construction work and to provide price information.

Drawings, specification and other documents prepared by Headwaters Architecture are instruments of Headwaters Architecture and are for the owners use solely with respect to this project. Headwaters Architecture shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the project or termination of this agreement, the owner's rights to use the instruments of services shall cease. When transmitting copyright-protected information for use on the project, the transmitting party represents that it is either the copyright owner of the information or has permission from the copyright owner to transmit the information for its use on the project.

In the event of termination, suspension or abandonment of the project by the owner, Headwaters Architecture shall be compensated for services performed. The owner's failure to make payments in accordance with this agreement shall be considered substantial nonperformance and sufficient cause for Headwaters Architecture to suspend or terminate services. Either Headwaters Architecture or the owner may terminate this agreement after giving no less than seven days written notice if the project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this agreement.

This agreement shall be governed by the law of the place where the project is located. Terms in this agreement shall have the same meaning as those in AIA Documents. Neither party to this agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this agreement shall create a contractual relationship with, or a cause of action in favor of, a third party either the owner or Headwaters Architecture.

Headwaters Architecture and Headwaters Architecture consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site.

Headwaters Architecture Compensation shall be: \$67,883.00

Fee Includes: Architectural services, drafting & bidding, permit coordination, consultant coordination, HVAC, Electrical and landscaping plans

Fee Excludes: Truss fees, Printing, Permit fees, civil and structural engineering, foundations and metal building calculations

The owner shall pay Headwaters Architecture an initial payment of: \$5,000.00 with signed contract.

Final payment will be due prior to submitting for permit or releasing any plans.

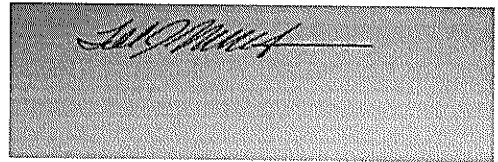
Payments are due and payable upon receipt of Headwaters Architecture invoices. Amounts unpaid 30 days after the invoice date shall bear interest from the date payment is due at the rate of 50% or in the absence thereof, at the legal rate prevailing at the principal place of business of Headwaters Architecture.

At the request of the owner, Headwaters Architecture shall provide services not included for additional compensation. Such services may include providing or coordinating services of consultants not identified; revisions due to changes in the scope, quality or budget; evaluating changes in the work and contractors request for substitutions of materials or systems; and services not completed within 12 months of the date of this agreement through not fault of Headwaters Architecture

Balance Due:	\$5,000.00
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- Payment in full required prior to submitting for any permit or releasing completed plans.
- The Owner shall pay Headwaters Architecture the payment in full for above project. Headwaters Architecture accepts check, cash, Visa and Mastercard
- The Owner shall secure an account with A & E Reprographics for all printing associated with above project, to avoid reimbursement fees.
- Please provide account name as listed @ A&E Reprographics _____
- If account is not secured the owner shall reimburse Headwaters Architecture for all expenses incurred in the interest of the project plus 50%.
- All fees are subject to change after 30 days of this dated document.

This agreement entered into as of the day and year first written above.



Owner (signature)

Architect (signature)

Printed name & title

Todd J. Marolf, Owner Architect
Printed name & title