

Holiday Park Park and Recreation District  
Work Shop and Trustee Meeting Request Form



Date: 4/6/18

To: Holiday Park Manager

Fm: Bob Moore ~~Holiday Park Trustee~~ Resident

Address: 6861 Ocean Ct.

Ph Number \_\_\_\_\_

Subj: Work Shop and/or Trustee Meeting Agenda

I would like to have the following placed on the next Work Shop Meeting Agenda for discussion.

- 1 Request for ACC Variance - 3/4" Rear (R)
- 2 Corner
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

I would like to have the following placed on the next Trustee Meeting Agenda for approval.  
(Note: Must have gone thru a Work Shop prior to being placed on Trustee Meeting Agenda).

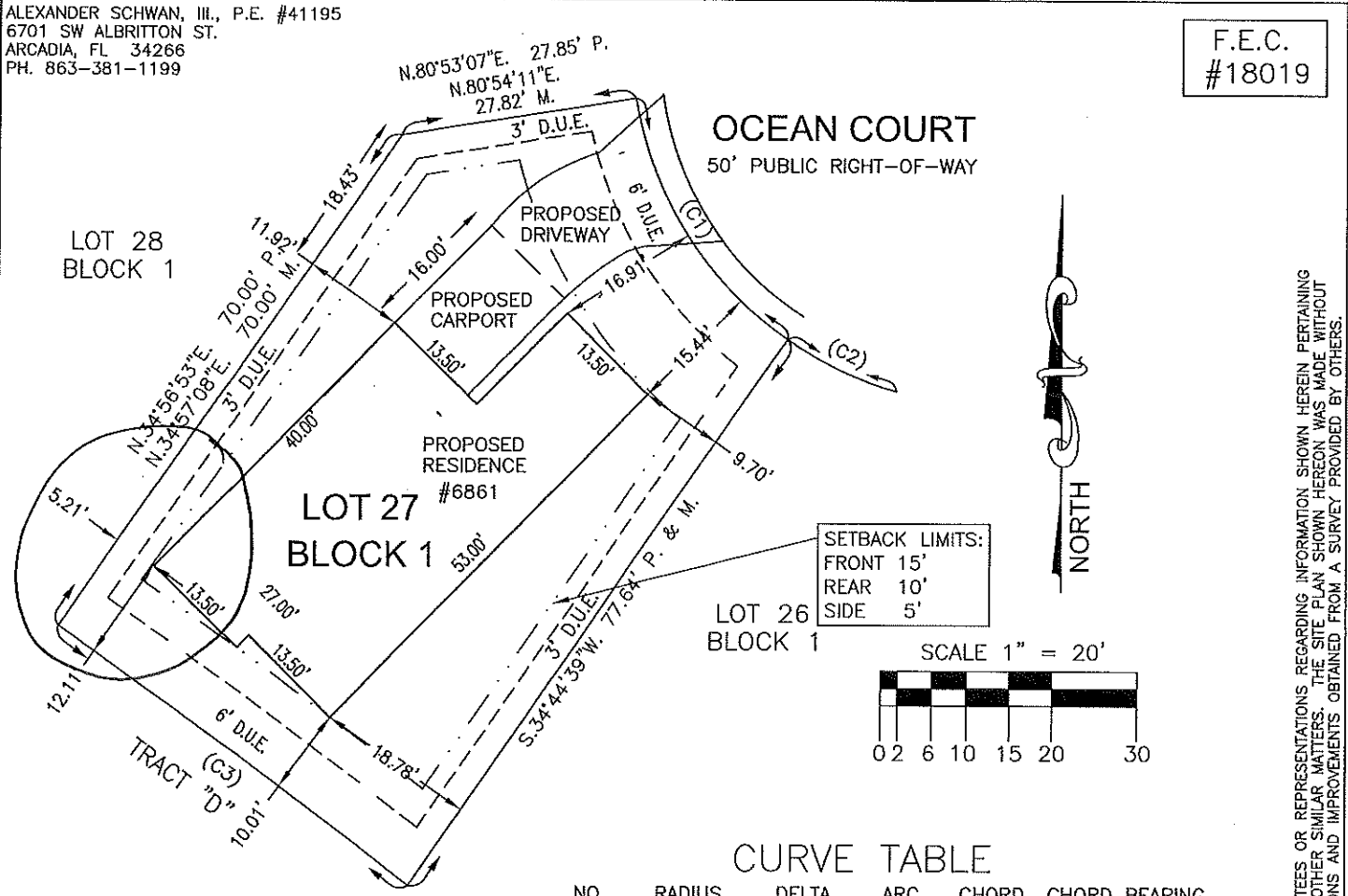
- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

X R. L. [Signature]

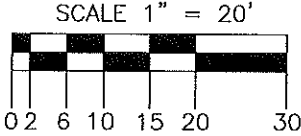
MAX SHED 7'8" X 12'1"

ALEXANDER SCHWAN, III., P.E. #41195  
 6701 SW ALBRITTON ST.  
 ARCADIA, FL 34266  
 PH. 863-381-1199

F.E.C.  
 #18019



SETBACK LIMITS:  
 FRONT 15'  
 REAR 10'  
 SIDE 5'



CURVE TABLE

NO.	RADIUS	DELTA	ARC	CHORD	CHORD BEARING
1 M.	42.50'	46°06'09"	34.20'	33.28'	N.32°20'28"W.
2 M.	42.50'	19°12'39"	14.25'	14.18'	N.64°52'41"W.
3 M.	1070.00'	02°43'51"	51.00'	50.99'	S.53°45'47"E.
1 P.	42.50'	46°08'28"	34.23'	33.31'	N.32°11'07"W.
2 P.	42.50'	19°13'39"	14.26'	14.20'	N.64°52'11"W.
3 P.	1070.00'	02°43'51"	51.00'	50.99'	S.53°41'14"E.

ABBREVIATIONS OF SURVEYING TERMS

- (M) = MEASURED DISTANCE OR ANGLE
- (P) = PLAT DISTANCE OR BEARING/ANGLE
- (C) = CALCULATED DISTANCE OR BEARING/ANGLE
- CONC. = CONCRETE
- RCP = REINFORCED CONCRETE PIPE
- F.B. = FIELD BOOK
- FND. = FOUND
- I.R. = IRON ROD OR RE-BAR
- L.B. = LICENSED BUSINESS
- OHPL = OVERHEAD POWER LINE
- P.C. = POINT OF CURVATURE
- PG. = PAGE
- P.I. = POINT OF INTERSECTION
- P.K. = PARKER KALON (NAME BRAND)
- P.S.M. = PROFESSIONAL SURVEYOR AND MAPPER
- P.T. = POINT OF TANGENCY
- PP = WOOD POWER POLE
- EM = ELECTRIC METER
- TELE = TELEPHONE RISER
- D.U.E. = DRAINAGE & UTILITY EASEMENT
- EMP = ELECTRIC METER POST
- LPG = LIQUID PROPANE GAS METER

FLOOD ZONE DATA:

\*\* THIS IS NOT A CERTIFIED FLOOD ZONE DETERMINATION \*\*  
 IT IS THE RESPONSIBILITY OF THE OWNER AND/OR CONTRACTOR TO VERIFY FLOOD ZONE INFORMATION AND ANY BUILDING RESTRICTIONS PRIOR TO CONSTRUCTION.  
 FLOOD ZONE DETERMINATION IS FOR INFORMATIONAL PURPOSES ONLY.  
 PROPERTY SHOWN HEREON APPEARS TO LIE WITHIN FLOOD ZONE "X"  
 NO BASE FLOOD ELEVATION AS PER F.I.R.M. COMMUNITY #120279  
 PANEL #0386-F DATED 11/4/16  
 \*\* TO BE VERIFIED BY THE LOCAL F.E.M.A. OFFICIAL \*\*

LEGAL DESCRIPTION: TAX PARCEL: #1000-03-0027, LOT 27, BLOCK 1, HOLIDAY PARK, UNIT 1, A SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 19, PAGES 27, 27A-27G, OF THE PUBLIC RECORDS OF SARASOTA COUNTY, FLORIDA.

Subject to Platted Lot Line easements of: 6' Front & Rear & 3' Sides.

BASED UPON SURVEY BY:  
**Shremshock Surveying, Inc.**  
 Land Surveyors  
 5265 Alamosos Terr.  
 North Port, Florida 34288  
 ph. (941) 423-8875 fax. 423-4365  
 e-mail: shremshocksurveying@comcast.net

SCALE: GRAPHIC

LOT: 27 BLOCK: 1 SUBDIVISION: HOLIDAY PARK, UNIT 1  
 (NON SUBDIVISION) SEC. RANGE E TWP. S.

NOTE: THE UNDERSIGNED AND FUSION ENGINEERING & CONSULTING MAKE NO GUARANTEES OR REPRESENTATIONS REGARDING INFORMATION SHOWN HEREIN PERTAINING TO EASEMENTS, RIGHTS-OF-WAYS, SETBACK LINES, AGREEMENTS, RESERVATIONS AND OTHER SIMILAR MATTERS. THE SITE PLAN SHOWN HEREON WAS MADE WITHOUT BENEFIT OF ABSTRACT OF TITLE AND THE LOT LAYOUT DISTANCES, BEARINGS, ELEVATIONS AND IMPROVEMENTS OBTAINED FROM A SURVEY PROVIDED BY OTHERS.

ENGINEER'S SIGNATURE \_\_\_\_\_ NO. 41195 DATE: 3-27-2018  
 REVIEWER'S SIGNATURE \_\_\_\_\_

AS



March 26, 2018

Wayne Schofield  
District Manager- Holiday Park  
5401 Holiday Park Blvd  
North Port. FL 34287

**Re: Proposal for Concept Renovation of Existing Clubhouse**

Dear Wayne,

It is my understanding from your email that the Holiday Park Board wishes to renovate the existing clubhouse facility. The scope of work is for a conceptual design and shall include field measurements of the existing facility, review of any drawings of the existing building, a floor plan, building elevations, and conceptual renderings of the proposed design.

The fees associated with the scope of work will be based on a fixed fee of \$7,500.00

Additional Services if required, shall be invoiced on an hourly basis at a rate of \$120.00/HR. Invoices are due upon receipt. A retainer of \$1,500.00 will be required upon your approval to begin work. This will be credited to the final invoice for the project. Reimbursables such as prints, postage, etc., when required- will be invoiced monthly at 1.1%. If I've missed anything in the scope or if you have any questions, don't hesitate to call. If this proposal meets with your approval, please sign in the area below and return with the retainer, and I'll be ready to proceed. I look forward to working with you on this project and appreciate the opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dale".

Accepted:

---

Wayne Schofield/Holiday Park

Date:



wayne schofield <wayne.schofield13@gmail.com>

**One more thing**

2 messages

**dale dparksarchitect.com** <dale@dparksarchitect.com>

Tue, Apr 17, 2018 at 2:37 PM

To: "wayne.schofield13@gmail.com" <wayne.schofield13@gmail.com>

Hi Wayne,

I didn't indicate in the back up photos, but the G Wiz project renovation of the old Selby Library won a State of Florida AIA (American Institute of Architects) a Design Award or the project.

FYI- thanks,

Dale



[934 Yale Ave, Sarasota FL 34236](#)

P 941.544.7914

E [dale@dparksarchitect.com](mailto:dale@dparksarchitect.com)

[www.dparksarchitect.com](http://www.dparksarchitect.com)

Lic. AR00013970

**wayne schofield** <wayne.schofield13@gmail.com>

Tue, Apr 17, 2018 at 2:52 PM

To: "dale dparksarchitect.com" <dale@dparksarchitect.com>

Awesome. I'll note it. Thank you

[Quoted text hidden]













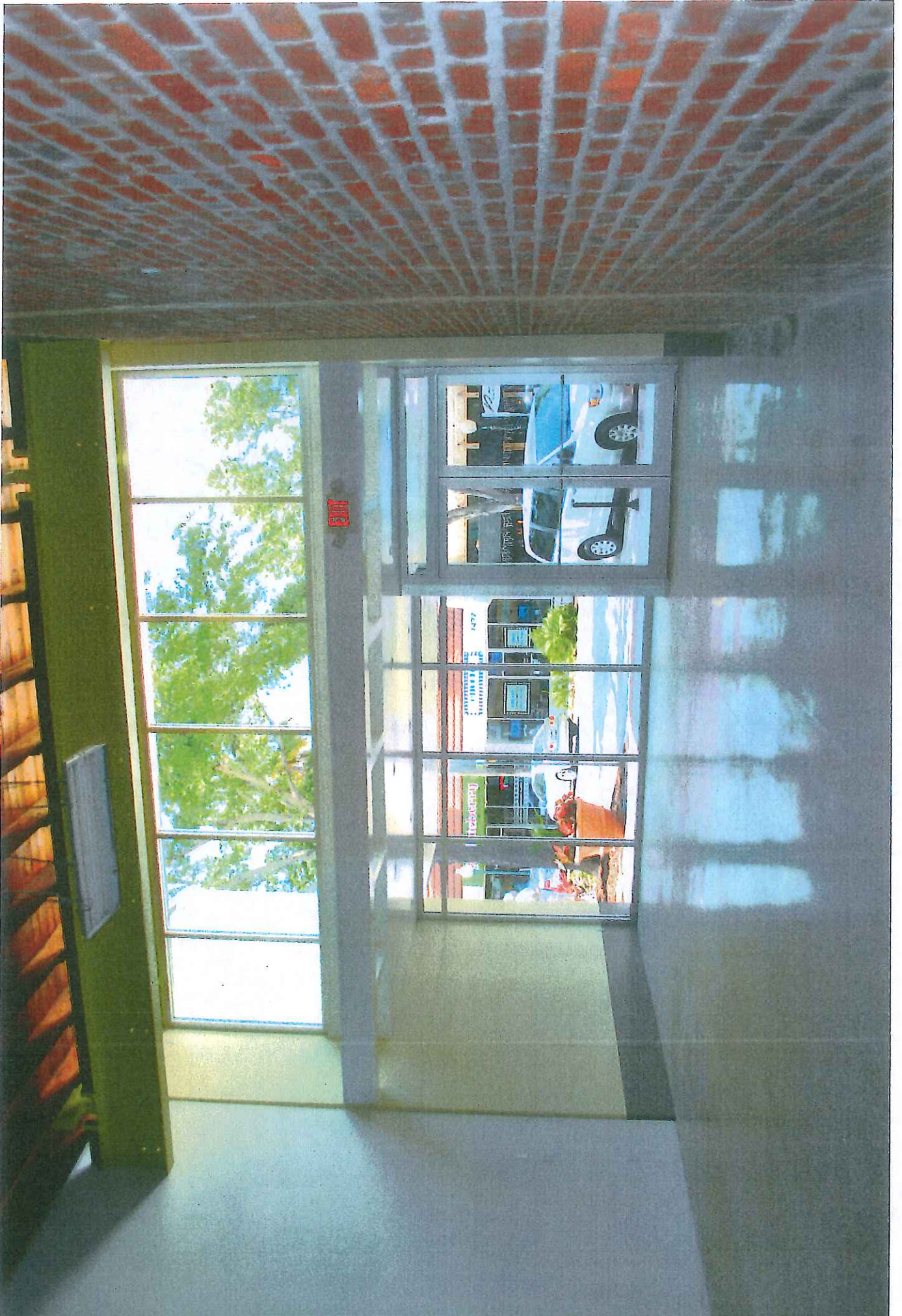


PLEASE  
KEEP CLEAR  
2

HBO

MBT 572A







Northern Trust Bank

SCIENCE ROOM

FOR LEASE

FOR LEASE



DSDG, LLC

Architecture  
Planning  
Interior Design  
Construction Management

AA0003661

February 20, 2017

Wayne Schofield  
Holiday Park District Manager  
North Port, Florida  
Wayne: 941.426.1585 wayne.schofield@aol.com

Re: Holiday Park – Preliminary analysis of Community Building/ Concept Renderings

Wayne,

Thank you for considering us as your Architects for your new project. Per your request, we have prepared a proposal for your review. The following is a list work necessary to complete concept images and narrative for your project.

#### SCOPE OF WORK:

The scope of work is to include an early analysis of "The Club House Project" in North Port, Florida. The analysis of the project will proceed any renditions. The renderings will be based on our conversation and updates of our analysis, as well as coastal contemporary in style.

#### Services will include:

which will include the following:

- 3 -d drawings of existing clubhouse with new look from the street
- Written document describing the pros and cons of renovation vs. new club house
- Cost estimate of each concept.

#### Project Fees

Architectural fees are based on a flat fee of \$6,000.00: = \$ 6,000.00  
Fees are due half upon signing of contract and half upon completion of renderings.

#### Client Agrees:

1. All communication for services shall be solely between owner's representative and DSDG.
2. To allow DSDG to display a tasteful job sign during the course of construction.
3. To furnish DSDG with a current survey and soil report of property.
4. That should any invoice from DSDG not be paid by the Client within thirty days from the reminder notice, DSDG reserves the right to withdraw from any and all matters being handled by DSDG for the Client forthwith. DSDG will be compensated by the Client for any monies owed at the time of withdrawal and for reasonable attorney's fees necessary to collect any monies due and unpaid after said invoicing. **Amounts unpaid 30 days after reminder notice shall bear interest from invoice date at 1.5% per month.** It is further understood that the Client may terminate this Contract Agreement by written notice to DSDG along with the payment of all monies due to the date and time said notification is received by DSDG.
5. Liability is limited to the total design Fee.
6. PURSUANT TO FS 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit (other than personal injury or property that is not the subject of this agreement) shall be directed and/or asserted only against DSDG, a Florida corporation, and not against any of the DSDG employees, officers or directors.

7. The design of this building is a copyright of DSDG and is joint owned by owner and DSDG and cannot be copied or used by either party without written permission from both parties.

**Reimbursables, Additional Services and Costs not included in aforementioned fee are as follows and are to be paid by Client upon receipt of invoice:**

1. All printing and plan reproductions invoiced at DSDG's cost.
2. Long distance phone and facsimiles, postage, out of town travel expense pre-approved by Client.
3. For additional services not listed above or specifically stated in The Scope of Work, Client will pay DSDG on an hourly basis for additional services requested at a rate of \$170.00 per principal.
4. It is agreed that no additional services will be rendered without having been pre-approved by Client.

This Agreement contains the entire understanding of the parties hereto and no modification is binding unless it is in writing and attached hereto signed by both parties. This Agreement shall be governed by the laws of the State of Florida, County of Sarasota. This agreement is binding to both parties, their heirs, administrators and assigns.

In Witness whereof, the parties set their signatures below on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

CLIENT: Authorized Signature  
Wayne Schofield

\_\_\_\_\_

DSDG: Thomas C Denslow, AIA, NCARB

If the foregoing conforms to your understanding of the Fee and Services, please sign this Agreement at the place provided and return the original copy along with your retainer check to DSDG, LLC.

February 24, 2017

Wayne Schofield  
District Manager, CDM, CMCA, AMS  
Holiday Park  
5401 Holiday Park Blvd.  
North Port, Florida 34287

Re: Holiday Park – Existing Clubhouse Study / Renovations

Dear Wayne,

It was a pleasure speaking with you this week to discuss your plans for the renovation to the Holiday Park Clubhouse in North Port, Florida. I am pleased to provide this proposal for architectural services for the Conceptual Design for the renovation to the existing Club House and adjacent Pool House building.

The renovation program is based on our discussions and observations at the site visit and tour on 02.22.17. Additional program requirements and details:

- Upgrade exterior of existing building to a more contemporary look.
- Replace all exterior windows and doors to be impact rated. Add windows in areas as required through program development.
- The overall interior program is acceptable but requires finish upgrades though out. The exercise room was recently renovated and does not require renovation.
- Expand and renovate the existing kitchen area.
- The existing HVAC system and electrical service appear to satisfactory.
- The existing roof is a new TPO. This may require modifications per the exterior renovation.
- The existing building is approximately 6,000 square feet under roof.

The anticipated approximate renovation cost of the project is to be determined by pricing of this Conceptual Design package. The Design Development and Construction Document phases will commence with approval of a forthcoming proposal for those phases.

### **Scope of Work**

**Phase I – Conceptual Design** - Architectural services include field measurement and documentation the existing conditions, conceptual design including plans, elevations, three-dimensional images of the renovation area and specific details required to define the project scope. These documents will be provided as a complete package for presentation to your committee members, your financial institution if required, and for preliminary pricing from selected construction managers. Design review and progress meetings are also included. Consulting engineering will not be required for this phase.

Upon completion of the Conceptual Design phase, a selected Construction Manager will be able to provide comparative pricing between renovation of the existing Club House and demolition and construction of a new Club House. The cost of the new Club House will be an estimate based on current construction market value. The anticipated square footage and complexity of finishes will influence the projected construction cost.

### Architectural Fees

The fee for the above Scope of Work will be:

<b>Phase I – Conceptual Design</b> - Architectural Services for as detailed under Scope of Work, above.	<b>\$11,740</b>
<b>This fee is based on the following rates:</b> <ul style="list-style-type: none"><li>• Registered Architect – 60 hours at \$100/hour</li><li>• CAD Technician – 82 hours at \$70/hour</li></ul>	

### Exclusions

The following services are not included:

- Reimbursable expenses
- Architectural renderings other than general 3D images created in the primary CAD program

Costs for the following reimbursable expenses will be billed at their actual cost. (I will *not* charge the usual multiplier of 15% to cover administrative costs):

- Consultant services other than those listed as included
- Plotting, printing, and application fees

### Terms and Conditions of Contract

#### Due Care

Services provided by James Dickason Architecture, LLC under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to James Dickason Architecture, LLC and by agreement between parties, James Dickason Architecture, LLC will correct those services not meeting such a standard without compensation.

#### Billing/Payments

Invoices for James Dickason Architecture, LLC's services will be submitted, at James Dickason Architecture, LLC's option, upon completion of services, and monthly. Invoices will be billed on the first day of every month or upon completion of a phase of service, and are payable 30 days from invoice date. If the invoice is not paid within 30 days, James Dickason Architecture, LLC



may, without waving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the services.

### **Late Payment**

Accounts unpaid after the invoice due date will be subject to a monthly service charge of 1.5% per month on the then unpaid balance. In the event, any portion or all of an account remains unpaid 30 days after billing, the Client will pay all costs of collection.

### **Indemnification**

The Client will, to the fullest extent permitted by law, indemnify and hold harmless James Dickason Architecture, LLC, from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of James Dickason Architecture, LLC.

### **Certifications**

James Dickason Architecture, LLC will not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions James Dickason Architecture, LLC cannot ascertain.

### **Limitation of Liability**

In recognition of the relative risks, rewards and benefits of the project to both the Client and James Dickason Architecture, LLC, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, James Dickason Architecture, LLC's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes, shall not exceed the fee. Such causes include, but are limited to, James Dickason Architecture, LLC's negligence, errors, omissions, strict liability, and breach of contract.

### **Termination of Services**

This agreement may be terminated by the Client or James Dickason Architecture, LLC should one or the other fail to perform its obligations hereunder. In the event of termination, the Client will pay James Dickason Architecture, LLC for all services rendered to the date of termination, all reimbursable expenses, and termination expenses.

### **Dispute Resolution**

Any claims or disputes made during design, construction or post-construction, between the Client and James Dickason Architecture, LLC will be submitted to non-binding mediation. Client and James Dickason Architecture, LLC agree to include a similar mediation agreement with the owner, contractors, subcontractors, sub consultants, supplier and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

### **Project Credit**

The parties agree that any design awards, publicity, papers, publications, reports or any other project-related information will be credited to James Dickason Architecture, LLC.

### **Ownership of Documents**

All documents produced by James Dickason Architecture, LLC under this Agreement will remain the property of James Dickason Architecture, LLC and may not be used by the Client for any other endeavor without the written consent of James Dickason Architecture, LLC and may not be assigned without the written consent of James Dickason Architecture, LLC.

### **Non-Assignment of Agreement**

This Agreement may not be assigned without the written consent of James Dickason Architecture, LLC.

### **Additional Services**

Additional services will be provided if authorized in writing by the Client. Compensation will be in accordance with the attached rate schedule.

### **Changes to Agreement**

Any changes made to this Agreement must be initialed by James Dickason Architecture, LLC and Client.

### **Inclusion of Agreement**

If the Client chooses to utilize another form of agreement, this Agreement shall be included as an exhibit and in the event of any conflict, this Agreement will take precedence.

### **Financing/Contingency**

The Owner also agrees to be able to provide adequate financing for the stipulated contract with James Dickason Architecture, LLC.

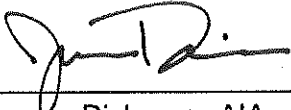
The Owner and the Design Professional acknowledges that changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications and, therefore, that the costs of the project may exceed the construction contract sum. The Owner agrees to set aside a reserve in the amount of five percent (5%) of the actual project construction costs as a contingency.

**Terms of Proposal**

This proposal becomes null and void if not executed within 30 days of proposal date.

Should you find this fee proposal acceptable, please sign below and email this document back to me. I look forward to helping you realize the full potential your project. If you have any questions you may call at any time.

Accepted:



\_\_\_\_\_  
James Dickason, AIA  
James Dickason Architecture, LLC

\_\_\_\_\_  
Authorized Signatory

March 2, 2017



Holiday Park | Park & Recreation District  
c/o Wayne Schofield, District Manager  
5401 Holiday Park Boulevard  
North Port, Florida 34287

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Dear Wayne and the Board of Directors,

We are grateful for your time and consideration reviewing our proposal.

ECHT-ARCHITECTS is a design studio with a flexible process that helps clients realize their vision. Our process involves getting to know your needs, what you love, and your overall goals for the future.

We see each project as a unique statement. Combining the energy of two architects who promote integrity, we aspire to put our clients at ease to maximize the joy of bringing the project into reality.

We are inspired by the potential of this renovation to create an enduring Clubhouse for the residents of Holiday Park that is stronger, energy-efficient, and beautiful. We look forward to working with the Board of Directors to develop a design for a stunning Clubhouse that residents will be proud of for years to come.

Attached please find our proposal and a copy of our architectural license for reference. Thank you for the opportunity.

Sincerely for the firm,

A handwritten signature in black ink, appearing to be 'Andrew Etter', written over a light blue horizontal line.

Andrew Etter

A handwritten signature in black ink, appearing to be 'Kortnee Hill', written over a light blue horizontal line.

Kortnee Hill



March 2, 2017



Holiday Park | Park & Recreation District  
c/o Wayne Schofield, District Manager  
5401 Holiday Park Boulevard  
North Port, Florida 34287

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Re: Renovations and additions to an existing club house located at 5401 Holiday Park Boulevard, North Port, Florida.

It is with sincere interest that we submit this proposal for your new project. Based on our previous discussions and meetings, we have outlined a work proposal for your review. If its content is acceptable to you, it will constitute our contractual agreement (Contract).

**ARTICLE I – PARTIES:**

This Contract is made between Echt-Architects LLC, hereafter referred to as “Architect”, and Holiday Park, hereafter referred to as “Client”.

**ARTICLE II – PROJECT SCOPE:**

The Client intends to renovate and build additions to an existing single-story Clubhouse, including the following information: re-design the exterior of the building; re-design and raise the ceiling and roof at the main entrance and lobby area; expand the meeting hall; re-design and expand the kitchen and support spaces; relocate the food storage pantry; reconfigure and add a private, unisex bathroom to the offices; re-evaluate the laundry facilities; convert all bathrooms to be ADA accessible; replace all exterior windows and doors with hurricane-impact rated systems; update the mechanical system; add a fire sprinkler system; replace the flooring; and consider adding solar panels and other energy-efficient solutions.



## ARTICLE III – BASIC SERVICES:

### Phase 0 – Existing Condition Documentation

Measure and photograph the existing building and prepare plans and elevations of the existing conditions of the building. This process will form the basis for the Schematic Design (see Phase A).

### Phase A – Schematic Design

Inventory and analyze Client's needs and program, site constraints and opportunities, and other special considerations. Prepare a schematic design for floor plans, exterior aesthetic and site layout.

The deliverables for this phase will include: i) one colored site plan depicting hardscape concepts such as driveway, pathways, property walls, gates, pools, fountains, gazebos, trellis and garden areas, ii) floor plans of each level, including a furniture layout that will help the Client understand the scale of each room, and iii) four computer renderings of the proposed exterior design, including surrounding site features and proposed materials.

With the written approval of the Client, substantial changes to the scope of the project, such as a change of architectural style or change of program, may result in a decrease or increase of fees, which would be established pursuant to a separate agreement. A separate agreement will not be required for square footage changes, since this issue is addressed under Article V.

### Phase B – Design Development

Prepare plans, elevations and sections that further develop the schematic concept, including incorporation of any additional inputs and corrections realized from the schematic drawings. This design development process will form the basis for the Construction Documents (see Phase C).

This phase also includes the conceptual design of architectural interior features such as floor patterns, ceiling designs, kitchen, bathroom and closet designs, built-ins, millwork, and other architectural interior features.

The deliverables for the phase will include i) plans, elevations, and sections ii) reflected ceiling plan, iii) conceptual floor pattern plan, iv) conceptual lighting plan.

The Client or the Client's Interior Designer will be responsible for the selection of appliances, plumbing fixtures, finish hardware, decorative interior light fixtures, interior materials, colors and finishes, as well as any other "interior design" features such as furniture and window coverings.

### Phase C – Construction Documents

Prepare Construction Documents based on the approved Schematic Design and Design Development. The Construction Document package will include the following sheets:

Index, vicinity map, legal description

General notes and legends

Demolition plan

Architectural site plan



Floor plans  
Roof plan, notes and specifications  
Reflected ceiling plan  
Floor pattern plan  
Exterior elevations  
Building sections  
Door and window schedules  
Exterior details  
Interior elevations and details  
Accessory structures (if applies)  
HVAC –conceptual grille layout  
Lighting and power plan –conceptual layout  
Hardscape dimension plan, details and notes

The client will contract and remunerate a Structural Engineer for structural drawings and calculations. Site visits by Structural Engineer, as requested by governmental authorities, by Contractor or by Client will be payable to the Structural Engineer by the Client.

HVAC drawings will show the location of return and supply air grilles, the general location of heating and air conditioning equipment and the definition of “zones” within the residence. A mechanical consultant will be contracted and remunerated by the Client to perform calculations and provide equipment sizing and specifications. Actual grille sizing/location and obtaining a mechanical permit are the responsibility of the selected Contractor. A Mechanical Engineer is not required for permit but will be retained and remunerated by the Client for fully engineered mechanical drawings if required.

Lighting and power plans will show the location of light fixtures, electrical outlets, phone jacks, television outlets, smoke detectors, switches and electrical panels. Design and sizing on electrical panels and obtaining an electrical permit are the responsibility of the selected Contractor. An Electrical Engineer will be retained and remunerated by the Client for fully engineered electrical drawings if required.

The Architect will prepare a hardscape dimension plan, a conceptual finish gardening plan and details for features such as driveway, pathways, property walls, gates, pools, foundations, ponds, gazebos and trellises. Planting, irrigation and landscape lighting will be performed by a Landscape Architect retained and remunerated by the Client. The work of the Landscape Architect shall be coordinated with the Architect’s work. Grading plans, retaining walls (including engineering) and drainage plans will be prepared by a Civil Engineer retained and remunerated by the Client. The Civil Engineer’s work will be based on the Architect’s conceptual design. Pool, fountain and pond engineering, as well as obtaining landscape permits are the responsibility of the selected Contractor.



The Construction Document phase includes documents for permit, corrections as required and meeting with Building Officials for obtaining the necessary building permits.

Information received from governmental agencies, whether written or verbal, will be deemed accurate and reliable. Architect should not be held responsible for erroneous information received from these governmental agencies or for changes to the building codes and/or planning ordinance during the development of the project.

#### Phase D – Construction Administration and On-site Observation

Review of samples, mock-ups, shop drawings and on-site visits will be performed during construction to ascertain that the construction follows the intent of our design. A total of up to 75 hours, including travel time, are included in this Contract for this phase. Additional site visits, if required by the Client, will be billable at a rate of \$125.00 (one-hundred twenty-five dollars) per hour.

#### ARTICLE IV – CLIENTS RESPONSIBILITIES:

The Clients will be required to provide the following information, remunerate the following consultants and/or reimburse the Architect for expenses at direct cost for the items listed below:

- Copying, reproduction and computer plotting
- Messenger and courier services
- Appraisal
- Site survey and soil report (Client is responsible for information provided)
- Structural engineer
- Mechanical, Plumbing and Electrical engineers
- Landscape architect
- Civil engineer
- Interior designer
- Trade specialists (as required by the Clients, e.g.; renewable energy consultants, acoustical engineers, waterproof consultants)
- Zoning variance exhibits (if applies)
- Color renderings other than the computer generated renderings included in Article III
- Physical scale models
- Traveling (Business Class or equal) and lodging expenses
- Mileage costs (at the current rate permitted by the IRS)
- Building permit fees



**ARTICLE V – COMPENSATION:**

The services described in Article III will be performed for a fee of \$7.00 (seven-five dollars) per square foot. Assuming an 11,820 square foot building, the total fee would be **\$82,740.00** (eighty-two thousand seven-hundred forty dollars), with the following breakdown:

Phase 0 Existing Condition Documentation	included	
Phase A Schematic Design	\$2.00 per square foot	(\$23,640.00)
Phase B Design Development	\$2.00 per square foot	(\$23,640.00)
Phase C Construction Documents	\$2.50 per square foot	(\$29,550.00)
Phase D Construction Administration	\$0.50 per square foot	(\$5,910.00)

The square footage calculation includes garages and all enclosed areas, except balconies and covered terraces enclosed by less than three walls. Two story spaces and stairs are only calculated once. For the purpose of our fee calculation the areas are calculated to the exterior face of the exterior walls. The fee will be adjusted at the completion of the Schematic Design phase, based on the latest square footage calculation, as approved in writing by the Client. If the square footage increases following the Schematic Design approval, the fee will be increased accordingly. If the square footage decreases following the Schematic Design approval, the fee will not be decreased for portions of the work already completed, however, the fee will be decreased proportionally for portions of the work not completed, as computed by the Architect.

Billing will be done monthly according to the percentage of work completed in each phase and based on the fee breakdown noted below, with payments due within ten (10) days. After acceptance of a design (such as plans, elevations, or any details), changes requested by the Client will be billed at an hourly rate of \$125.00 (one-hundred twenty-five dollars) per hour. Absent earlier approval, payment of a monthly invoice will constitute your written approval of the work performed to date. The retainer will be applied to the last billing of the Construction Document phase. If payments are not received within thirty (30) days, the Architect reserves the rights to suspend all work, extending the proposed schedule and add a monthly finance charge of 1½% (18% annual percentage rate) until such payments are received in full.

## ARTICLE VI – SCHEDULE

Architect and Client intend to work in accordance with the following schedule. The number of weeks required to reach design approval depends greatly on the Client's specific requirement, ability to make timely decisions and overall availability, therefore schedule may vary accordingly. Delays also may be created by Client changes to approved plans, increase in square footage, Client's failure to retain the services of consultants as required or failure to provide the Architect with needed information, or by various Building Department/Homeowner Association requirements and review processes.

Phase 0 Existing Condition Documentation	1 week
Phase A Schematic Design	6 weeks (from obtaining program and survey)
Phase B Design Development	6 weeks (from Schematic Design sign off)
Phase C Construction Documents	7 weeks

## ARTICLE VII – TERMINATION OR SUSPENSION OF WORK:

This Contract may be terminated with or without cause by the Client or by the Architect upon five days of written notice. In the event of an early termination of this Contract, the Architect shall be paid for services performed to date of termination, calculated as the amount that is the contract fees equal to the percentage of the work completed, plus reimbursable to the date of termination. The retainer will be credited against the amount due.

## ARTICLE VIII – COPYRIGHT AND OWNERSHIP OF PLANS

The Architect shall be deemed the author of all design and documents prepared by the Architect for the Project and the Architect shall retain all common law, statutory and other reserved rights, including the copyright. Architect's original plans, drawings and specifications relating to the Project constitute the architectural works within the meaning of the Copyright Act. Notwithstanding anything herein to the contrary, Architect represent that the Client shall have the right to re-use the plans only with respect to the property on which the project is to be located. Accordingly, Client, or a subsequent purchaser or assignee, shall be free to utilize all such material and the contents thereof in any other development or project to be located on the subject property, provided that any such reuse shall not identify the Architect as the source of any documents. In the event that the Client shall (a) reuse the plans on a different project wherein Architect is not the design professional of record, or (b) revise or alter the plans and specifications prepared by the Architect without the Architect's consent, then the Client shall indemnify and hold the Architect harmless from and against any and all claims, suits, demands, losses and expenses, including reasonable attorney's fees, accruing or resulting to the Architect on account of any damage or loss of property or persons, including death, to the extent the same are caused by such unauthorized reuse of the plans or by the specific unauthorized alterations made to said plans and specifications by the Clients.

## ARTICLE IX – LIMITATION OF LIABILITY

The Client and the Architect have discussed the risks, rewards, and benefits of the project and the Architect's total fees for services. Risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of the agreement from any cause or causes shall not exceed the amount of Professional Liability Insurance (PLI) applicable and available to the Architect at the time a claim is settled. Such causes include but are not limited to the Architect's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty. Architect currently carries a PLU policy with an initial limit of \$1,000,000.00 and shall keep said policy, or a policy of equal coverage, active for a minimum period of five years following the signing of this contract, unless said policy becomes unavailable to the Architect.

The Client shall make no claims for professional negligence, either directly, or by way of cross complaint against the Architect unless the Client has first provided the Architect with a written certification executed by an independent Architect currently practicing in the same discipline as the Architect and licensed in the State in which the project is located. This Certification of Merit shall: i) Contain the name and license number of the certifier; ii) Specify the act of omissions that the certifier contends are not in conformance with the standard of care for an Architect performing professional services under similar circumstances, and iii) State in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This Certificate shall be proved to the Architect not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. This Certificate of Merit clause will take precedence over any existing State law in force at the time of the claim.

Client shall ensure that the General Contractor and sub-subcontractors comply with the Contract Documents, including the requirements of the AIA A201 General Conditions. The Client shall require the Contractor to name the Architect as additional insured on the Contractor's general liability insurance policy.

## ARTICLE X – SEVERABILITY

Each provision of this agreement is intended to be severable from the others so that if any provision or term hereof is illegal or invalid for any reason whatsoever, such as illegality or invalidity shall not affect the validity of the remaining provisions and terms hereof.

The proposed fee schedule is valid for a one-month period and will be subject to adjustments if a contractor cannot be signed within such period. If the Client places the project on hold for a period exceeding an aggregate of six months, the contract will be deemed terminated by the Client and subject to the provisions of Article VII. In such case, reinstatement of the contact may be subject to a fee adjustment.

**ARTICLE XI – ACCEPTANCE**

If this proposal is acceptable to you, please indicate by signing and returning one copy along with your non-refundable 10% retainer in the amount of \$8,274.00 (eight-thousand two-hundred and seventy-four dollars) payable to ECHT-ARCHITECTS LLC, mailed to PO Box 1416, Sarasota, Florida 34230-1416, and deductible from your last payment of the Construction Documents phase.

We appreciate the time you have spent with us, and thank you for the opportunity to present this proposal. If you have any questions, please do not hesitate to contact us. We are looking forward to this interesting and challenging project.

Sincerely for the firm,

Echt-Architects LLC

---

Andrew Etter  
Founding Member

Date

---

Kortnee Hill, NCARB  
Founding Member

Date

Acknowledged and approved by Client:

---

Sign

Date

---

Print Name



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER

AA26003301

The ARCHITECT BUSINESS  
Named below IS CERTIFIED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019



ECHT-ARCHITECTS, LLC  
PO BOX 1416  
SARASOTA FL 34230-1416



ISSUED: 01/12/2017

DISPLAY AS REQUIRED BY LAW

SEQ # L1701120000999



Echt-Architects LLC | License # AA-26003301 | [www.echt-architects.com](http://www.echt-architects.com)

Phone: 941-302-3490 • Email: [echt@echt-architects.com](mailto:echt@echt-architects.com) • PO Box 1416, Sarasota, FL 34230-1416

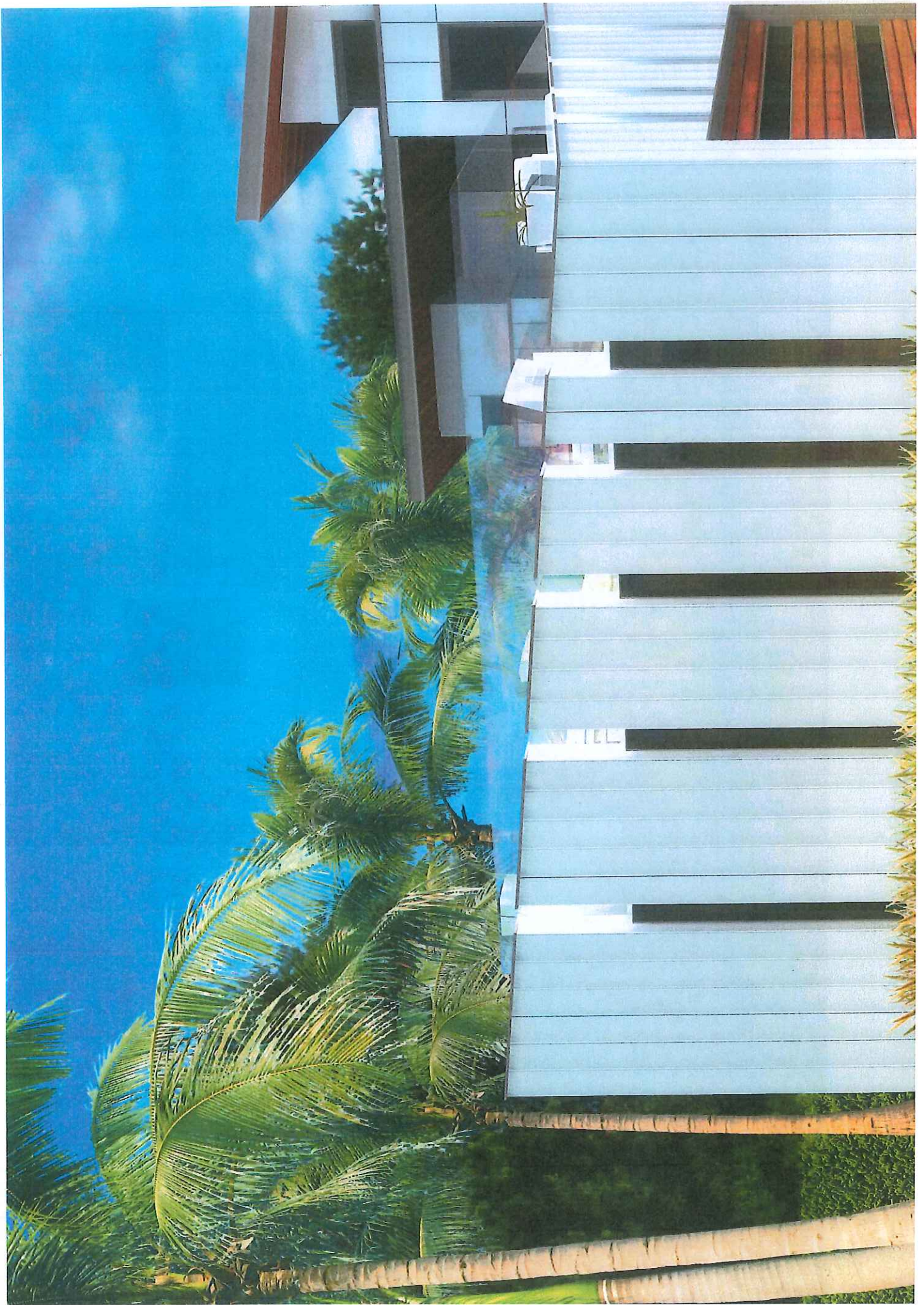
Echt Architects Add'l info.

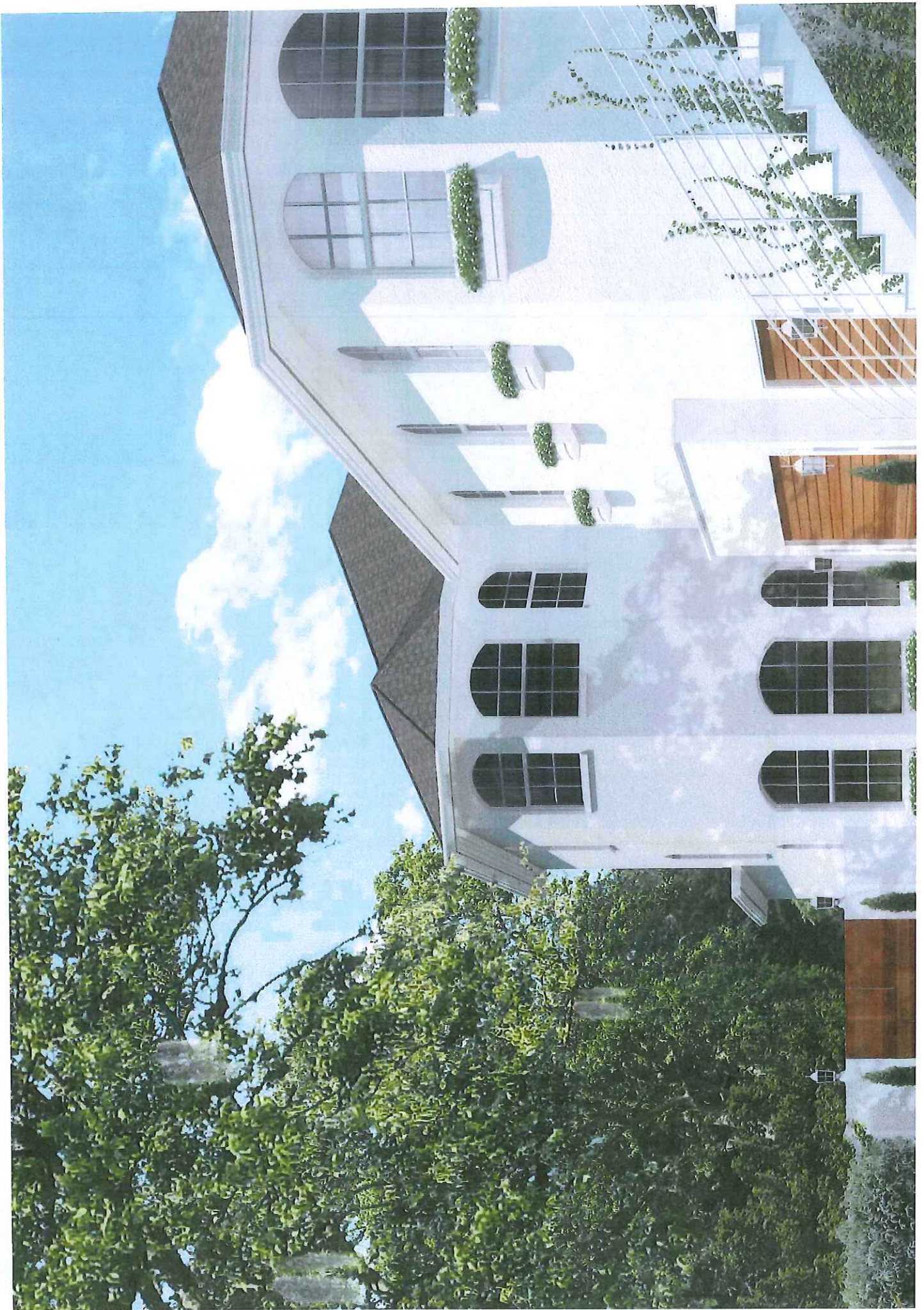
















Bob Bachman  
6345 Fantasy Ct  
North Port, Fl 34287

To: Holiday Park Board of Trustees and Park Manager, Wayne Schofield

I am requesting a variance to Architectural Application #OA185. I wish to be granted a variance on a 9' X 11' shed extension under my carport. The 9' goes to the first main carport post and will totally cover bath window but not interfere with any electric outlets.

As a permanent resident, I have acquired a shortage of storage space for outdoor items including two 3 wheel bikes and an outdoor table and chairs. When Irma hit, I was not able to get all things in my present storage area. I live in Phase I of this park and as everyone knows the lots are tight. I really am not in favor of a shed behind my house due to utilities. The side is also not an option.

If I am allowed to add the additional square footage, I will still have 25' 2" of carport space.

Thank you in advance for your consideration of this matter.

*Bob Bachman*

HOLIDAY PARK, PARK & RECREATION DISTRICT  
ARCHITECTURAL PERMIT APPLICATION

No. 04185

This application must be submitted at least 48 hrs. before the Architectural Control Committee meeting.

Property Owner: BOB & KATHY BACHMAN

Date 3-28-18

Address 6345 FANTASY CT.

Phone 352-267-9743

Description of Work to Be Done including detailed information, drawings, & paint color if applicable

Extend Shed under carport 9' SAME MATERIALS to be used as present shed (2x2 STUDS, ALUMINUM 4x8-10 siding). Extension will still allow 25' 2" of carport

Name of Contractor Bob the Builder AKA ME

(By signing I agree to abide by the Architectural Control Committee Rules & Regulations and the Deed Restrictions and will comply before proceeding with the project. I also agree to apply for all city permits as required.)

Signed Robert L Bachman  
Owner

The Committee has reviewed the application and recommends the following:

Shed Size

Additional Exception to Approval:

- A. That the proposed improvements be in accord with all codes and ordinance of Governmental Agencies.
- B. Any utility easement or other Rights-of-Way.
- C. Applications must include dimensions.

Approved \_\_\_\_\_

Disapproved

Date

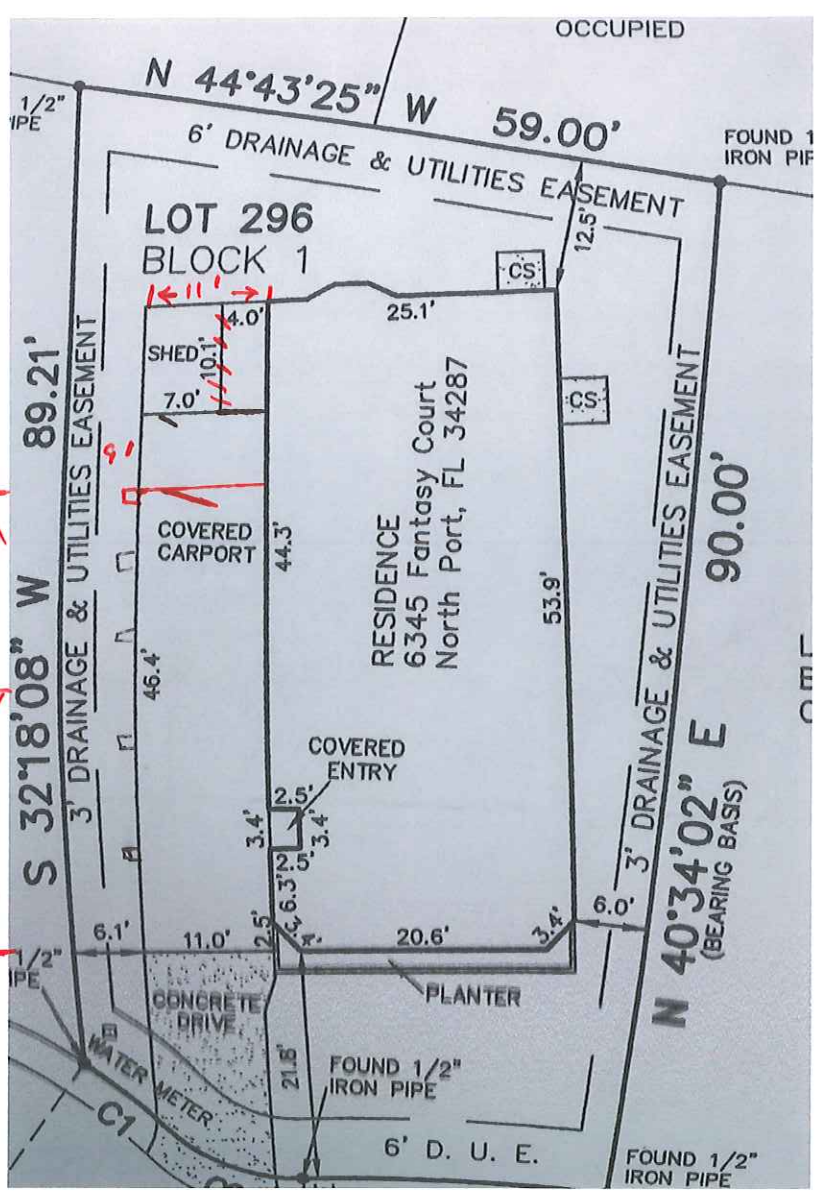
4-6-18

Signed

Robert L Bach

Architectural Control Committee

This application approval does not grant permission to violate any Holiday Park Deed Restrictions, Holiday Park Rules & Regulations or Architectural Committee Rules! (Any deviation from approval shall be subject to cancellation of permit.)



Handwritten red annotations on the west boundary:
   
 25 FT (with an upward-pointing red arrow)
   
 2.2 (with a downward-pointing red arrow)

~~Handwritten scribble~~

~~Handwritten scribble~~







**Holiday Park Park Recreation District  
Proposed Budget 2018-2019**

	<b>End of Year Budget 2016-2017</b>	<b>Budget 2017-2018</b>	<b>Proposed Budget 2018-2019</b>
Assessments	1,065,084.26	1,100,280.00	1,163,546.90
Interest and s/c on Restricted Funds	1,597.22	1,500.00	1,500.00
Sarasota Cty Interest	381.32	500.00	400.00
Other Interest -Banks oper	1,375.79	1,500.00	1,500.00
Other Income- coffee /badges/ hoa	47,231.77	40,600.00	50,000.00
Application Income /Estoppel	5,557.00	5,000.00	6,000.00
Barcode/Proximity cards Income	2,862.50	3,000.00	2,800.00
Comm/Fees Disc taken assets 2.5% (25,000.00) and Sarasota cty Int 1.5%(15,000.00)	(10,680.12)	(44,011.20)	-45,000.00
Income to Reimb expenses	18,515.00		
<b>Total Income</b>	<b>1,131,924.74</b>	<b>1,108,368.80</b>	<b>1,180,746.90</b>
<b>Payroll Salaries</b>			
Administration Salaries	160,943.92	167,570.56	175,632.00
Maintenance Salaries	154,016.91	154,144.00	174,340.00
Security Salaries	37,970.01	38,000.00	39,440.00
Casual Labor Extra Help	2,682.91	3,000.00	0.00
<b>Total Payroll</b>	<b>355,613.75</b>	<b>362,714.56</b>	<b>389,412.00</b>
<b>Insurance</b>			
Group Health	51,747.75	62,137.80	72,753.12
Gasb 74/75	0.00	8,591.00	10,600.00
Workers Comp	15,444.00	19,867.79	18,000.00
Flood Insurance	3,361.00	8,500.00	8,173.00
Package Property Policy	13,541.00	13,541.00	13,415.80
General Liability	13,206.00	13,206.00	14,265.00
Truck Insurance	520.00	520.00	700.00
<b>Total Insurance</b>	<b>97,819.75</b>	<b>126,363.59</b>	<b>137,906.92</b>
<b>Administrative Expenses</b>			
Stationary Supplies/Newspaper/Dues&S	4,119.38	4,000.00	4,100.00
Office Equipment	1,199.98	1,200.00	1,200.00
Postage/Printing	2,515.57	2,500.00	2,500.00
Travel	42.90	500.00	500.00
Office Expenses/MiscExp/Web/comp ec	3,489.87	3,500.00	3,500.00
Meals and Bottled Water	440.28	1,000.00	1,000.00
Barcode/prox/gate exp/security	5,714.00	2,500.00	2,100.00
Education	417.81	2,500.00	2,500.00
<b>Administrative Expenses</b>	<b>17,939.79</b>	<b>17,700.00</b>	<b>17,400.00</b>
<b>Utilities</b>			
Telephone -TV-Internet	12,522.93	12,400.00	12,500.00
Gas	4,025.58	4,000.00	4,200.00
Electric	34,619.54	32,000.00	34,000.00
Sewer	10,894.62	11,000.00	11,000.00
Water	9,115.70	11,000.00	10,000.00
<b>Total Utilities</b>	<b>71,178.37</b>	<b>70,400.00</b>	<b>71,700.00</b>

**Holiday Park Park Recreation District  
Proposed Budget 2018-2019**

	End of Year Budget 2016-2017	Budget 2017-2018	Proposed Budget 2018-2019
<b>Legal and Audit Fees</b>			
Professional fees(Appraisals/Gasb Calc	0.00	2,500.00	1,000.00
Legal	7,799.11	10,000.00	10,000.00
Audit	9,202.99	11,000.00	10,000.00
Electoral Process	0.00	2,500.00	2,500.00
Quarterly Fees Misc Tax PR Tax	1,084.50	4,000.00	3,000.00
<b>Total Legal and Audit</b>	<b>18,086.60</b>	<b>30,000.00</b>	<b>26,500.00</b>
<b>Landscaping Expenses</b>			
Lawn Contracts	225,859.20	234,840.00	188,400.00
Trees	7,502.78	8,000.00	8,000.00
<b>Total Landscaping</b>	<b>233,361.98</b>	<b>242,840.00</b>	<b>196,400.00</b>
<b>Repairs and Maintenance</b>			
Grounds Maintenance /cart fuel	10,185.91	10,000.00	10,000.00
Janitorial Cleaning	8,196.80	8,000.00	8,000.00
Pool Maintenance	11,220.66	12,000.00	12,000.00
Pond	3,487.18	3,000.00	2,000.00
Pool Patio Furniture	2,000.00	2,000.00	1,000.00
General Maint compounds maint & supp	27,947.44	27,000.00	27,000.00
Equipment and Tools rental	1,654.04	1,700.00	1,700.00
Vehicle Fuel/Repairs	6,357.73	8,000.00	7,000.00
Contract Labor - weeding	(237.50)	1,000.00	1,000.00
HOA EXP ( mens, first aid, sports, jugs, c	36,189.84	28,000.00	38,000.00
Reimbursed Expenses	18,515.00		
<b>Total Repairs/Maintenance</b>	<b>125,517.10</b>	<b>100,700.00</b>	<b>107,700.00</b>
<b>Capital Improvements</b>			
Furniture/Equipment (8901)	1,500.00	1,500.00	1,500.00
Contingency (8910)	5,665.36	8,000.00	8,000.00
<b>Total Capital Improvements</b>	<b>7,165.36</b>	<b>9,500.00</b>	<b>9,500.00</b>
<b>Total Expenses</b>	<b>926,682.70</b>	<b>960,218.15</b>	<b>956,518.92</b>
<b>Other Expenses (Reserves)</b>			
Replacement Reserves	78,913.76	85,428.78	173,806.11
Reserve Contingency	12,000.00	12,000.00	0.00
Roads Repair	50,119.62	50,421.87	50,421.87
<b>Total Reserves</b>	<b>141,033.38</b>	<b>147,850.65</b>	<b>224,227.98</b>
<b>Total All Expenses</b>	<b>1,067,716.08</b>	<b>1,108,068.80</b>	<b>1,180,746.90</b>
<b>Total All Expenses</b>	1,180,746.90		
Discount taken and Sarasota Cty Inte	45,000.00		
<b>Total Other Revenue</b>	(62,200.00)		
<b>Total Assessments</b>	1,163,546.90		
<b>Per Unit Monthly</b>	<b>112.10</b>		