

Fowlerville Recreation Program

DRAFT Operating Norms and Procedures

Meetings

Process for adding items to the Recreation Advisory Board Meeting Agenda:

- o The Recreation Director and Recreation Oversight Director develop the agenda.
- o Individual Board Members may include items on the agenda by contacting the Recreation Director (or Recreation Oversight if Director is out).
- o Two Board members are required to add an item to the agenda once the meeting starts.

Recreation Advisory Board meeting outline:

- I. Call to Order
- II. ~~Consent Agenda~~
 - a. Collection of Sign-in Sheet
 - b. Approval of Minutes
- III. Call to the Public
- IV. Reports/Recognition
 - a. Program Status Report
 - b. Financial Status Report
- V. New Business
- VI. Old Business
- VII. Introduction of Other Matters by Members of the Board
- VIII. Introduction of Other Matters by the Recreation Director
- IX. Information
 - a. Next Recreation Advisory Board Meeting
- X. Call to Print Unapproved minutes
- XI. Adjournment

Distribution of Minutes:

- Approved minutes will be posted to the Recreation Department website and emailed to Board of Education, Recreation Advisory Board members and Village/Townships. (For example, September minutes distributed after approval at the October meeting.)

Annual Recreation Advisory Board Calendar:

- The Recreation Advisory Board meeting calendar is set each June. Meeting calendar can be added for discussion and revision throughout the year.

Public Comment and Participation:

- Public comments and participation at Recreation Advisory Board meetings will adhere to the Fowlerville Community Schools Board Policy 0167.3 – Public Participation at Board Meetings.

Board Member Response to Public Comments:

- If a member of the public gives incorrect information during the Call to the Public, the Recreation Director or Recreation Advisory Board may provide the public with factual information.
- Whenever a Recreation Advisory Board member expresses themselves publicly at a Recreation Advisory Board meeting, they will note that this is their personal opinion and not the opinion of the Board.

Recreation Advisory Board Meeting Protocols:

- The Recreation Advisory Board will use Robert's Rules of Order as a guideline in the conduct of meetings.
- Participation on agenda items:
 - The order of business may be changed at the Board meeting by a majority vote of the members present.
- All actions requiring a vote may be conducted by voice, show of hands, or roll call, provided that the vote of each member be recorded. Proxy voting shall not be permitted.
- Debate, discussion and motions:
 - A motion must be before the Recreation Advisory Board in order to discuss or debate an agenda item that has been presented for consideration.

Closed Session:

The Recreation Advisory Board may by means of a roll call vote meet in a closed session, one closed to the public, for the following purposes:

- to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a volunteer, coach, parent, or participant.
- to review the specific contents of a staff or volunteer application for a position
- Confidentiality
 - Recreation Advisory Board members will not disclose the content of discussions that occur during closed sessions.
 - It is expected that Recreation Advisory Board members shall not record nor communicate by any means, electronic or otherwise, with a party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

Communication

Recreation Advisory Board member communication with each other includes:

- Be respectful.
- Communications with the Media
 - Superintendent.
- Expectations for Approved Board Decisions
 - Each Recreation Advisory Board member is expected to support the full Board's decision.

Fowlerville Community Schools Recreation Program Mission Statement

Fowlerville Recreation is an organization designed to help promote and develop programs for boys and girls in the Pre-kindergarten~~first~~ through eighth grades.

We will focus on providing children the **fundamental skills, understanding, and enjoyment** of each sport.

Participation and sportsmanship will be stressed at all levels, with a primary concern for developing basic individual skills and general team concepts.

"We are committed to preparing students for the competitive nature of high school athletics by offering additional training opportunities, fostering a culture of excellence, and creating a supportive environment where every young athlete can strive to reach their full potential."

Notes from Oct Rec A.B. meeting to discuss/consider:

Do we feel that this encompasses all that Recreation is offering including competition/competitive nature.

What do we want to accomplish?

What do other communities have as mission statements?

J.F. not stressing wins/losses necessarily.

But build toward skills and competitive nature of a High School level.

Brainstorming session with a few options.

Note:

The following language will be included in the parent code of conduct and coaches handbook and will no longer be published on the Recreation website.

RECREATION PROGRAM APPEAL PROCESS

Most situations will be resolved through involved parties working together toward a resolution. If resolution cannot be achieved, the individual will wait the 24 hour period (unless the health and safety of a student is at risk) and contact representatives in the order outlined below:

1. Coach
2. Director of Recreation
3. Director of Recreation will direct issue to ONE of the following:
 - a. Athletic Director if the issue is sports related, coach conduct, or playtime.
 - b. Financial Director if the issue is of a business or administrative nature.
 - c. Recreation Advisory Board if the issue is about adding a sport/program or participation fees.
4. Superintendent
5. Board of Education

COMMUNITY RECREATION AGREEMENT

This Community Recreation Agreement (the "Agreement") is made this ____ day of _____ 2018~~23~~ by and among the **FOWLerville COMMUNITY SCHOOLS**, a Michigan general powers school district, whose address is 7677 W. Sharpe Road, Suite A, Fowlerville, Michigan 48836; the **VILLAGE OF FOWLerville**, a Michigan municipal corporation, whose address is 213 S. Grand Avenue, Fowlerville, Michigan 48836; the **TOWNSHIP OF IOSCO**, a Michigan municipal corporation, whose address is 2050 Bradley Road, Webberville, Michigan 48892; the **TOWNSHIP OF COHOCTAH**, a Michigan municipal corporation, whose address is 10518 Antcliff Road, Fowlerville, Michigan 48836; the **TOWNSHIP OF CONWAY**, a Michigan municipal corporation, whose address is 8015 N. Fowlerville Road, Fowlerville, Michigan 48836; and the **TOWNSHIP OF HANDY**, a Michigan municipal corporation, whose address is 135 N. Grand Avenue, Fowlerville, Michigan 48836 (individually, a "Party" and collectively, the "Parties").

WHEREAS, Section 11a of the Revised School Code, MCL 380.11a, permits Fowlerville Community Schools (the "School District") to enter into agreements, contracts, or other cooperative arrangements with public entities as part of the functions of a school district, which expressly include the operation of recreation programs; and

WHEREAS, the Parties desire to jointly operate a Community Recreation Program to service the greater areas of the School District, the Village of Fowlerville, and Iosco, Cohoctah, Conway and Handy Townships.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose.** A Community Recreation Advisory Board ("Advisory Board") shall serve in an advisory capacity to the School District's Board of Education ("Board of Education") as provided in this Agreement. Each Party shall appoint one representative to the Board, who shall continue to serve at the discretion of the respective appointing Party. The Advisory Board shall provide recommendations and advice to the Board of Education with respect to the administration of the Community Recreation Program, and the Board of Education shall afford such advice and recommendations considerable weight, but all administrative decision-making shall belong ultimately to the Board of Education.
2. **Duties and Responsibilities.** The Advisory Board shall be responsible for performing the following functions unless otherwise ascribed to the Board of Education:
 - ~~a. Assist in the recruiting and screening of volunteers for the Community Recreation Program pursuant to this Agreement. Volunteers shall serve subject to the approval of the Board of Education or its authorized representative.~~
 - b. Advise the Board of Education concerning employees assigned through the Community Recreation Program. The Board of Education may hire a full-time Recreation Director and an Assistant Director up to 30 hours per week for the administration of the Community Recreation Program. The Advisory Board may

Add Second Assistant at 20 hours
Per week

make a recommendation regarding applicants for these positions and salary/wages, and the final hiring decisions shall rest with the Board of Education. The Board of Education may hire, or contract for, temporary or part-time employees such as referees, umpires, field workers, custodians and program aides on a seasonal basis when necessary. The Board of Education may retain additional paid employees for the purposes of this Agreement only upon request or recommendation by the Advisory Board. All costs associated with the employment of persons hired to administer or perform under this Agreement shall be included in the cost of the Community Recreation Program.

- c. Approve all activities to be offered in the Community Recreation Program under this Agreement, with the exception of the programs listed below, the administration of which shall depend on sufficient participation, as determined by the Board of Education. The offering of new or additional activities under this Agreement shall be subject to approval by the Advisory Board, the Board of Education or its authorized representatives, and each governmental unit participating in this Agreement. New programs or activities will require an approval of the majority of the governmental units participating in this Agreement. A participating governmental unit in the minority, electing not to participate in new activities not listed below, may choose to have their residents pay the non-resident fee and will not be charged for the number of residents enrolled in the activity. A majority vote of the Advisory Board is required for the discontinuation of any activity listed below:

Basketball--Youth Boys	Hunter Safety Class
Basketball--Youth Girls	Track & Field
Basketball--18 and Over	Wrestling
Basketball--Tournaments	Cheerleading
Gymnastics	Clinics
Soccer--Youth	Softball--Youth
Volleyball--Youth	Tennis
Football--Junior	Travel Baseball--Junior
Baseball--Junior	Travel Soccer
Roller Skating	Travel Softball--Junior
Swimming	

- d. Review and monitor the policies, rules, and regulations of all activities and programs to secure the safety and wellbeing of program participants, and make recommendations to the Board of Education and/or the Parties with respect to suggested changes.
- e. Establish a means to resolve grievances, complaints, and other concerns within the Community Recreation Program, subject to the provision that the Board of Education shall be the final arbiter in any such matter. The Advisory Board shall promptly provide the Board of Education with reports of such matters if requested by the Board of Education.

- f. Prepare, in conjunction with the Board of Education or its authorized representative, a budget for each fiscal year based upon projected expenses and revenues. For the purpose of this Agreement, the fiscal year will run from July 1 through June 30. A proposed budget reflecting the projected expenditures and revenues of the Community Recreation Program for the next fiscal year beginning July 1 will be sent to each participating governmental unit participating in this Agreement by January 15. After approval of the budget by a majority of the governmental units, the budget will be sent to the Board of Education. The budget will be amended by the Advisory Board and each participating governmental unit if revenues or expenses do not meet projections in order to ensure that the Board of Education does not incur any direct operating costs for the Community Recreation Program during the fiscal year.
3. **Fiscal Agent Responsibilities.** The Board of Education shall serve as fiscal agent under this Agreement.
 - a. The Board of Education, as fiscal agent, shall employ all paid employees hired with respect to this Agreement, and shall operate the Community Recreation Program. Any employees hired by the Board of Education for the Community Recreation Program are not intended as employees of any Party other than the Board of Education under this Agreement.
 - b. The Board of Education shall secure liability insurance coverage for members of the Community Recreation Board, paid employees hired pursuant to the Agreement, and volunteers serving in the Community Recreation Program under this Agreement. The Board of Education will issue certificates of insurance, naming each Party as an additional insured, if requested.
 - c. The Board of Education shall conduct all financial transactions necessary with respect to the Community Recreation Program under this Agreement, including purchasing, payroll, etc.
 - d. The Board of Education shall maintain separate accounts with respect to all transactions under this Agreement. The books of the Board of Education with respect to this Agreement shall be subject to review by any Party upon a reasonable basis.
 - e. The Board of Education shall submit a monthly report to the Advisory Board indicating actual year-to-date revenues and expenses and estimated revenues and expenses for the remainder of the fiscal year.
 4. **Payment and Fees.**
 - a. Registration fees shall be charged to participants for each activity in the Community Recreation Program in order to defray all or a portion of the cost involved in establishing and providing a Community Recreation Program. The Advisory Board shall recommend all fees established pursuant to this Agreement, but such fees shall

be approved by the Board of Education or its authorized representative. In establishing the fee schedule there shall be assessed an additional fee for participating persons who live outside the boundaries of the participating townships and, in addition thereto, there shall be an additional fee assessed for participating persons who live outside the boundaries of the School District as well as outside the boundaries of the other Parties.

- b. The Board of Education shall submit bills to each participating governmental unit twice each fiscal year. The first bill shall be submitted after January 1 and include up to 50% percent of each governmental unit's share of program costs incurred in excess of the revenues for the period July 1 – December 31. The second bill shall be submitted after the close of the fiscal year and include the remainder of program costs incurred in excess of the revenues for the remainder of the fiscal year, January 1 – June 30. Each governmental unit shall remit payment no later than 45 days from which the billing is made. Failure to pay all or a portion of the amounts when due shall constitute a breach of this Agreement. Such costs shall be billed to the governmental units according to the following formula:

Number of Enrollments <u>from the participating units</u>	x	Total Program cost in excess of revenues	=	Participating unit's contribution
Total enrollments from all participating units				

An administrative fee of 2% of the total Community Recreation Program costs shall be charged by the Board of Education to the participating governmental units to defray all or a portion of the indirect costs involved in administering the Community Recreation Program.

- c. A Party's obligation under this section shall survive that Party's termination of or withdrawal from this Agreement.
5. **Equipment.** All equipment purchased by, or donated to, the Community Recreation Program shall be owned by and considered to be the property of the School District. If the School District terminates its participation in the Community Recreation Program under this Agreement, the School District shall sell such property or equipment for the sum of \$1.00 to the remaining Parties. If all Parties jointly agree to dissolve the Community Recreation Program, the School District agrees to sell such property and equipment for the sum of \$1.00 to a successor organization providing community recreation in the Fowlerville area. If there is no such successor organization, and if all Parties jointly agree to dissolve the Community Recreation Program pursuant to this Agreement, then the School District shall be entitled to retain such property and equipment.
 6. **Term.** This Agreement shall commence as of the date set forth above, and shall expire on ~~December 31, 2018~~. This Agreement shall automatically renew for successive one year periods (i.e., January 1 – December 31). A Party may withdraw from this Agreement by furnishing all other Parties, on or before November 1 of each year, with written notice of

its intent to terminate participation in the Agreement effective December 31 of that year. If more than one Party provides such timely notice of an intent to terminate in the same year, the remaining Parties shall have an additional 30-day period (i.e., until December 1 of that year) to furnish written notice to the remaining participants of the intent to terminate participation.

8. **Additional Parties.** Additional parties may hereafter be added to this Community Recreation Program through this Agreement upon the approval of all Parties, provided that the additional party shall be subject to the same terms and conditions as all Parties.
9. **Entire Agreement.** This Agreement reflects the Parties' entire agreement and shall supersede any previously made Community Recreation Agreements made by the Parties. This Agreement may be amended only in a writing signed by all the Parties.
10. **Governing Law.** This Agreement shall be construed and interpreted in accordance with Michigan law.
11. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Community Recreation Agreement to be executed on the date and year first above written.

FOWLERVILLE COMMUNITY SCHOOLS

By _____
Board of Education President

By _____
Board of Education Secretary

Authorized by resolution of _____

VILLAGE OF FOWLERVILLE

By _____
 Village President

By _____
 Village Clerk

Authorized by resolution of _____

TOWNSHIP OF IOSCO

By _____
Supervisor

By _____
Clerk

Authorized by resolution of _____

TOWNSHIP OF COHOCTAH

By _____
Supervisor

By _____
Clerk

Authorized by resolution of _____

TOWNSHIP OF CONWAY

By _____
Supervisor

By _____
Clerk

Authorized by resolution of _____

TOWNSHIP OF HANDY

By _____
Supervisor

By _____
Clerk

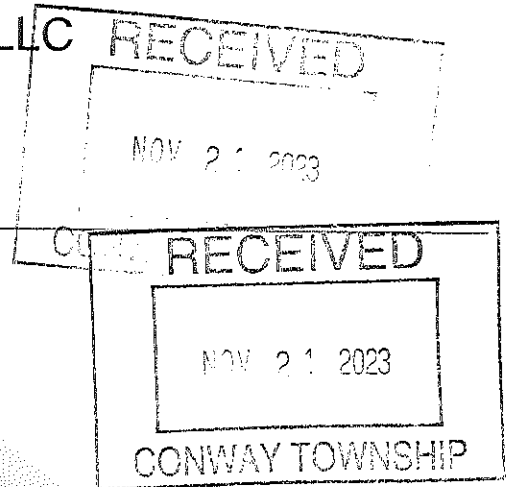
Authorized by resolution of _____

Premium Roofing, LLC

Proposal

Customer

Conway Township Hall
Attn: Bill Grubb, Conway Township Supervisor
8015 N Fowlerville Rd, Fowlerville, MI 48836



Work to be completed (*price includes labor, materials and dumpster*):

- Tear off and remove old roof: 1 layer, 64 square.
- Install new CertainTeed Landmark PRO Max Def architectural shingles, 64 square.
- Install CertainTeed Swiftstart starter strips at all eaves and rakes.
- Install new CertainTeed Shadow Ridge cap shingles.
- Secure all shingles with 1¼" nails according to manufacturer's specifications.
- Install 6 feet new ice & water barrier on all eaves above living space; 3 feet on all other areas as needed.
- Install new ice and water barrier on all valleys.
- Install new synthetic underlayment on all bare wood of roof.
- Install new 1 ½ inch drip edge at all eaves and rakes.
- Install new ridge vents.
- Install new pipe flashings.
- Install new step flashing at all walls and chimneys where needed.
- Tear up and replace all bad OSB or plywood roof decking, \$65.00 per sheet.
- Remove existing gable vents. Install new frame, plywood and Tyvak as needed. Install new vinyl siding.
- Clean gutters from all debris.
- Cover all decks and landscape with tarps.
- Large debris to be cleaned up by the end of each day.
- Detailed clean up to be done at job completion; use magnet rake to rake up nails.
- Price includes all debris removal.
- Five year warranty on all labor.
- The price below is good for 30 days from date below.
- Down payment of half required upon delivery of materials; full amount due upon job completion.
(Note: credit card payment is accepted at an additional 3.5% rate.)

Estimate price: \$33,500.00

Permit fee included.

Chris VanAssche, Owner

Date: 11/15/23

THANK YOU FOR THIS OPPORTUNITY!

Premium Roofing, LLC | P.O. Box 2123 | Howell, Michigan 48844
Phone (office) - 517-468-1139 | WWW.PremiumRoofingLLC.com

Conway Township Roof Quotes

Structure Tec Restoration L.L.C.
11685 Stow
Perry, MI 48872
(810) 459-2591
Randy@structureTec.org

8015 North Fowlerville Road - Fowlerville, MI 48836
Bill Grubb
supervisor@conwaymi.gov

Option 1 Roof Over

#	Item	Activity	Quantity	Total
1	Asphalt starter - peel and stick	Supply and Install	449.16 LF	1,407.30
2	Hip / Ridge cap - cut from 3 tab - composition shingles	Remove and Replace	150.6 LF	1,704.73
3	Flashing - pipe jack	Remove and Replace	7 EA	590.85
4	3 tab - 25 yr. - composition shingle roofing - incl. felt	Supply and Install	65.55 SQ	25,253.43
5	Dumpster load - Approx. 20 yards, 4 tons of debris	Remove	1 EA	882.00
6	Taxes, insurance, permits & fees (Bid Item)	Supply and Install	1 EA	2,400.00
7	Commercial Supervision / Project Management - per hour	Supply and Install	16 HR	1,662.73
			Group total	\$33,901.05

Option 2 Asphalt Shingles Roof

#	Item	Activity	Quantity	Total
8	Ice & water barrier	Supply and Install	1276.8 SF	3,277.22
9	Drip edge	Supply and Install	449.16 LF	1,780.99
10	Asphalt starter - peel and stick	Supply and Install	449.16 LF	1,407.30
11	Hip / Ridge cap - cut from 3 tab - composition shingles	Supply and Install	150.6 LF	1,019.71
12	Flashing - pipe jack	Supply and Install	7 EA	513.32
13	3 tab - 25 yr. - composition shingle roofing - incl. felt	Remove and Replace	65.55 SQ	30,896.00
14	Dumpster load - Approx. 20 yards, 4 tons of debris	Remove	2 EA	1,764.00
15	Taxes, insurance, permits & fees (Bid Item)	Supply and Install	1 EA	2,400.00

Conway Township Roof Quotes

8015 North Fowlerville Road - Fowlerville, MI 48836

Option 2 Asphalt Shingles Roof (cont.)

#	Item	Activity	Quantity	Total
16	Commercial Supervision / Project Management - per hour	Supply and Install	16 HR	1,662.73
			Group total	\$44,721.27

Option 3 Metal over

#	Item	Activity	Quantity	Total
17	Neoprene pipe jack flashing for metal roofing	Supply and Install	7 EA	629.01
18	Metal roofing	Supply and Install	5692 SF	56,982.13
19	Ridge end cap for metal roofing	Supply and Install	15 EA	576.24
20	Gable trim for metal roofing - 26 gauge	Supply and Install	214.02 LF	1,969.79
21	Eave trim for metal roofing - 26 gauge	Supply and Install	143.62 LF	1,191.22
22	Ridge vent - Metal roofing - floating ventilator	Supply and Install	147.81 LF	5,270.93
23	Valley metal	Supply and Install	100 LF	894.48
24	Dumpster load - Approx. 20 yards, 4 tons of debris	Remove	1 EA	882.00
25	Commercial Supervision / Project Management - per hour	Supply and Install	24 HR	2,494.10
26	Roofing felt - synthetic underlayment	Supply and Install	57 SQ	3,846.29
27	Taxes, insurance, permits & fees (Bid Item)	Supply and Install	1 EA	2,400.00
28	Hip / Ridge cap - cut from 3 tab - composition shingles	Remove	147 LF	668.64
29	Flashing - pipe jack - split boot	Remove	7 EA	87.13
			Group total	\$77,891.96

Conway Township Roof Quotes

8015 North Fowlerville Road - Fowlerville, MI 48836

Option 4 Metal Roof

#	Item	Activity	Quantity	Total
30	Neoprene pipe jack flashing for metal roofing	Supply and Install	7 EA	629.01
31	Metal roofing	Supply and Install	5692 SF	56,982.13
32	Ridge end cap for metal roofing	Supply and Install	15 EA	576.24
33	Gable trim for metal roofing - 26 gauge	Supply and Install	214.02 LF	1,969.79
34	Eave trim for metal roofing - 26 gauge	Supply and Install	143.62 LF	1,191.22
35	Ridge vent - Metal roofing - floating ventilator	Supply and Install	147.81 LF	5,270.93
36	Valley metal	Supply and Install	100 LF	894.48
37	Dumpster load - Approx. 20 yards, 4 tons of debris	Remove	2 EA	1,764.00
38	Commercial Supervision / Project Management - per hour	Supply and Install	24 HR	2,494.10
39	Laminated - comp. shingle rfg. - w/ felt	Remove	57 SQ	5,063.76
40	Roofing felt - synthetic underlayment	Supply and Install	57 SQ	3,846.29
41	Taxes, insurance, permits & fees (Bid Item)	Supply and Install	1 EA	2,400.00
			Group total	\$83,081.95

Conway Township Roof Quotes

8015 North Fowlerville Road - Fowlerville, MI 48836

Summary

Group Name	Total
Option 1 Roof Over	33,901.05
Option 2 Asphalt Shingles Roof	44,721.27
Option 3 Metal over	77,891.96
Option 4 Metal Roof	83,081.95

Project Total	\$239,596.23
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Conway Township Roof Quotes

8015 North Fowlerville Road - Fowlerville, MI 48836

Total Price does not apply as only one Option will be selected. It is a Summary of all four Options requested. Please do not use as total for bid comparison.



**ADVANCED
CONSTRUCTION
GROUP INC.**
LISTEN BETTER. PLAN BETTER. BUILD BETTER.



Bid Proposal

Bid To: Conway Township
8015 N. Fowlerville Rd.
Fowlerville, MI 48836

Project: Conway Township Roof Replacement
8015 N. Fowlerville Rd.
Fowlerville, MI 48836

Due Date: 11/20/2023
Estimate #: 4089
Email: CortneyC@acongrp.com

Time: 3:00 PM
Estimator: Cortney Chick
Cell Number: (419) 376-9852

RE: Supply labor, materials and equipment to install shingle roof and close gable vents.

Option No. 1

- Remove and dispose of existing ridge vents, pipe vents and box vents.
- Supply and install new asphalt roof shingles per manufactures recommended installation specifications.
- New asphalt roof system will lay directly over existing lay over shingles.
- Newly installed roof system will include box vents to accommodate the loss of gable vents.
- Remove and dispose of existing gable vents on the east and west side of the building.
- Supply and install new framing, blocking and sheathing where gable vents where removed.
- Supply and install new siding on the newly installed framing per manufactures recommended installation specifications.
- Removal of all debris created by ACG.

\$27,845.00

Option No. 2

- Remove and dispose of existing shingles, underlayment and drip edge exposing the roof deck for inspection.
- Wood deck replacement at unit pricing. See below.
- Supply and install new asphalt roof shingles per manufactures recommended installation specifications.
- New roof system to include ice and water shield, underlayment, aluminum drip edge, box vents with hip and ridge cap.

- Remove and dispose of existing gable vents on the east and west side of the building.
- Supply and install new framing, blocking, and sheathing where gable vents were removed.
- Supply and install new siding on the newly installed framing per manufacturer's recommended installation specifications.
- Removal of all debris created by ACG.

\$39,540.00

Option No. 3

- Remove and dispose of existing ridge vents, pipe vents and box vents.
- Remove and dispose of any shingles over hanging the fascia on the rake edges.
- Supply and install new 24-gauge exposed fastener metal roof system per manufacturer's recommended installation specifications.
- New metal roof system will lay directly over existing lay over shingles.
- Newly installed metal roof system to include ice and water and a slip sheet per manufacturer's recommended installation specifications.
- Fabricate and install all ridge cap, eaves and rake trim.
- Newly installed roof system will include box vents to accommodate the loss of gable vents.
- Remove and dispose of existing gable vents on the east and west side of the building.
- Supply and install new framing, blocking, and sheathing where gable vents were removed.
- Supply and install new siding on the newly installed framing per manufacturer's recommended installation specifications.
- Removal of all debris created by ACG.

\$89,739.00

Option No. 4

- Remove and dispose of existing shingles, underlayment and drip edge exposing the roof deck for inspection.
- Wood deck replacement at unit pricing. See below.
- Supply and install high temperature underlayment per manufacturer's recommended installation requirement.
- Fabricate and install all ridge cap, eaves, and rake trim.
- Newly installed roof system will include box vents to accommodate the loss of gable vents.
- Remove and dispose of existing gable vents on the east and west side of the building.
- Supply and install new framing, blocking, and sheathing where gable vents were removed.
- Supply and install new siding on the newly installed framing per manufacturer's recommended installation specifications.
- Removal of all debris created by ACG

\$99,992.00

Exclusions:

- Snow and ice removal
- Structural work
- Bid bond (Can be added for an additional fee)
- Prevailing wages

Estimated Start date: Shingles 2-3 weeks from signed contract.

Unit Pricing (if needed)
(prior authorization needed)

Wood Deck Replacement:	\$8.00 per sq. ft.
2x6 planks	\$16.50 per ln. ft.
Hourly Rate	\$125.00 per hr.

Bid Option No. 1: \$27,845.00
Bid Option No. 2: \$37,540.00
Bid Option No. 3: \$89,739.00
Bid Option No. 4: \$99,992.00



**ADVANCED
CONSTRUCTION
GROUP INC.**
LISTEN BETTER. PLAN BETTER. BUILD BETTER.

7193 Sulier Dr.
Temperance, MI 48182

OH (419) 891-1505
MI (734) 224-7420

www.acongrp.com



We are pleased to introduce Advanced Construction Group, Inc. We are one of the largest construction companies in the Great Lakes region that specializes in commercial and industrial roofing, sheet metal and building services. The Advanced Construction Group has three different divisions, listed below, for all of your building envelope needs.



OH: 419-891-1505 **MI:** 734-224-7420

Advanced Roofing Services provides an array of commercial and industrial roofing services. We own an 8,000 sq. ft. office/warehouse, and have sixteen service vehicles. We own and operate a large variety of heavy machinery that includes; man lifts, gradalls, ATVs, forklifts and an extensive inventory of application/installation equipment. Some of our core services are; roof replacement, roof restoration, preventative maintenance, inspections, emergency repairs, planning and budgeting. We have over 50 years of combined technical, project management and strategic project experience.



METAL INSTALLATION SPECIALISTS

Advanced Metal Fabrication, provides commercial gutter fabrication and installation services, along with metal roofing, metal wall panels and custom fabrication services. We own a 2,400 sq. ft. sheet metal shop. Some of our assets include all new state of the art sheet metal fabrication equipment such as; box and pan brake, magnetic box and pan brake, fording machine, hydraulic shear, auxiliary machine, metal bead roller and a gutter machine. Steel and welding services are also available.



SERVICES FROM THE GROUND UP

Advanced Building Services, provides a wide array of building services. Some of our services include, but are not limited to; painting, drywall, steel structural framing, conventional framing, remodels, additions, and anything from the ground up. We offer the highest levels of quality workmanship and materials, excellent customer service and creative solutions.

Please visit our new website: www.acongrp.com

We are a Drug Free Workplace. Fully licensed, bonded and insured. All of our employees are OSHA 10 certified and all foremen/superintendents are OSHA 30 certified.

We appreciate this opportunity to introduce all of our companies and services to you and look forward to working with you on your next project!

Advanced Construction Group's Key Management Personnel include:



Sam Scamardo - President/CEO

Sam has been in the industry for over 30 years and excels in providing a superior level of service. Sam is a member of the National Roofing Contractors Association (NRCA), The Ohio Roofing Contractors Association, National Federation of Independent Business and a Torch Member of the Better Business Bureau.

Sams@acongrp.com



Brian Ostrowski – Senior Vice President and Managing Director

Brian has been in the industry for over 30 years. Brian started as a Roofing Technician was promoted to Foreman, Service Manager, Field Manager, Operations Manager, Director of Operations, Vice President of Operations and now he oversees all three companies as the Senior Vice President & Managing Director.

Briano@acongrp.com



Jeff Ostrowski – Operations Manager

Jeff has been in the construction industry for over 26 years. He has served as Production Foreman, Production Supervisor and Operations Manager. Over the years he has had experience in design builds, structural framing, estimating, quality control, scheduling and managing multiple crews.

Jeffo@acongrp.com



Danielle Wheeler – Office Manager

Danielle started with the Advanced Construction Group in 2012 as the Administrative Assistant. In 2014, she was promoted to Executive Coordinator and in 2018 she became the Office Manager. A few duties include; responsible for all clerical and administrative staff along with performing all company billings.

Daniellew@acongrp.com



Bill Alff – Sales Consultant

Bill has been in the construction industry for about 24 years. He started as a General Laborer, Foreman, Production Foreman, Production Coordinator and Service/Safety Manager. He has had extensive experience in roofing, sheet metal, quality control and managing crews. After having all these roles, he is now a Sales Consultant for ACG.

Billa@acongrp.com

From: "President" <secludedacrespresident@gmail.com>
 Subject: Re: Secluded Acres SAD Petition and Information
 Date: Tue, October 3, 2023 11:29 am
 To: josmith@cse.msu.edu

Hello!

Attached are the PDF and a picture of the work to be completed.

If you have any questions, please let me know! Thanks!

Kayla Poissant
 Secluded Acres HOA President
 517-294-2345

On Tue, Oct 3, 2023, 10:04 AM <josmith@cse.msu.edu> wrote:
 Kayla,

Is it possible to see the details of the work to be performed per this bid?

Jo and Don

> Hello Residents of Secluded Acres!

>

> We are drafting this letter to you about the future road repairs that need
 > to be done in our subdivision. The second layer of asphalt and crack
 > sealing need to be completed next year. We have secured several bids, and
 > the Board has chosen to go with Copeland Paving out of Novi. The bids were
 > all priced competitively, and we chose Copeland Paving because the quality
 > of asphalt is higher than what the other companies use. It is a grade
 > comparable to county road quality, and is overall better rated than
 > others.

> Also, they are going to spend extra time fixing the storm drain basins so
 > that the rain runoff can make it to retention ponds.

>

> The bid for all this work is \$182,355.00. We will be using some funds from
 > the general fund that is collected from the HOA dues. The remainder of the
 > funds will come from the Township through a Special Assessment District
 > (SAD) loan. This amount will be roughly \$175,000, and it will be divided
 > amongst the 52 lots in the subdivision.

>

> We are sending this letter to inform you as much as possible on what is
 > happening, and we ask for your support in this matter. If you have any
 > questions, please let us know. We are trying to get signatures for the
 > petition from everyone to secure the funds by the end of this year. This
 > will lock in the asphalt prices to try and avoid a price increase next
 > year, which would greatly benefit all of us. The asphalt price increase is
 > already included in the bid stated above. Hopefully, we can reduce our
 > cost

→ 182,355.00

- > and save us all some money on this project.
- >
- > If you would like to ask questions or sign the petition to move ahead with
- > this project, please contact a Board member directly. We are happy to talk
- > with you on the phone, via email or text, or in person.
- >
- > Thank you in advance for your cooperation in this matter, and we are
- > looking forward to working together on this important matter!
- >
- >
- > Secluded Acres HOA Board
- >

Attachments:

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Size: 2.4 k

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61957.jpeg

Size: 846 k

Type: image/jpeg

SECLUDED ACRES 23-S-146.pdf

Size: 129 k

Type: application/pdf

From: "President" <secludedacrespresident@gmail.com>
Subject: Informal SAD Meeting this Sunday Oct 8th 3pm
Date: Tue, October 3, 2023 5:50 pm
To: undisclosed-recipients;

Hello everyone!

We will be having an informal meeting at Keith's house, his open lot, this Sunday Oct 8th at 3pm to discuss the SAD. All Homeowners are welcome to come to ask questions, and the petition will be available to sign. If you can't make it, please contact a Board member to get with them at another time.

Thanks!


Kayla Poissant
Secluded Acres HOA President
517-294-2345

Attachments:

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WEAR Course
Total Cost w/ Wear work = \$159,417.00
PAVING PROPOSAL

(248) 305-6020
FAX: (248) 305-6023

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www.copelandpavinginc.com

JULY 18, 2023

PAGE 1 OF 1
PROPOSAL: 23-C-317

NAME: SECLUDED ACRES SUBDIVISION
C/O: DAVID WRIGHT
ADDRESS: 751 HIDDEN CIRCLE DR.
CITY/STATE: GAYTON MI 48418
CUSTOMER PHONE: 989-620-4149
EMAIL: WITTDG63@GMAIL.COM
JOB NAME: ROAD RESURFACE - 3 PHASES
JOB ADDRESS: HIDDEN CIRCLE DR.

We will do the following items of work with the following specifications, quantities, and unit prices enumerated below:

1. Clear and tack existing asphalt approximately 84,144 Sq. Ft.
2. Install 2" of SE 1 wearing asphalt material over 84,144 Sq. Ft. area total.
3. Clean up all debris caused by this paving operation.
4. Please read Exhibit A - general conditions as they are part of this contract.
5. The price in this contract is valid for the next 10 days; contract price is subject to change based on unstable and fluctuating gas, oil and material prices.
6. Any and all permits, bonds, testing or inspection fees will be the responsibility of the owner.
7. Copeland Paving must be notified of any/all HUD properties, MSHDA properties or prevailing wage requirements prior to signing of proposal to allow for proper bidding procedures.
8. Upon acceptance of this proposal, it is required that the authorized party notify and supply Copeland Paving any copies of Bonds issued for this project or a Notice of Commencement where no bonds have been issued.
9. Payment to be as follows:
 - a) 50% of the total estimated contract price down.
 - b) 50% of the total estimated contract price upon completion.

The total estimated contract price is One Hundred Forty-Seven Thousand Eight Hundred Seventeen Dollars (\$147,817.00).

OPTIONS AVAILABLE AT AN ADDITIONAL COST: Please mark accept/decline for all options listed.

- Accept Decline Option to tack point 16 catch basins, 1 row of brick 1 row of block at a cost of \$9,000.00.
- Accept Decline Option to tack point 7 catch basins, 1 row of brick 1 row of block at a cost of \$3,500.00.
- Accept Decline Option to rebuild one catch basin, 1 row of brick 1 row of block and install asphalt patch 5' x 5' up to 4" deep at a cost of \$3,500.00 (This work must be completed before sealcoating work on main entrance drive).

The above quoted prices may be subject to change if not accepted within 10 days from the date of this proposal.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Duly Authorized Signature
CURTIS COPELAND

Signature of Acceptance Date

PRINT NAME AND TITLE

SIGN AND RETURN ORIGINAL WHITE COPY

Sealing
11,250

PAVING PROPOSAL

(248) 305-6020
FAX: (248) 305-6023

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www.copelandpavinginc.com

JULY 24, 2023

PAGE 1 OF 1
PROPOSAL:23-S-146

NAME: SECLUDED ACRES SUBDIVISION
 ATTENTION: DAVID WHITT
 ADDRESS: 7764 HIDDEN CIRCLE DR
 CITY/STATE/ZIP: BYRON MI 48418
 CUSTOMER PHONE: 989-620-4149
 EMAIL: WHITTDG63@GMAIL.COM
 JOB NAME: CRACKFILL ROADWAYS
 JOB LOCATION: 7764 HIDDEN CIRCLE DR SECLUDED ACRES SUBDIVISION

We will do the following items of work with the following specifications, quantities, and unit prices enumerated below:

HOT RUBBER CRACKSEALING:

1. Apply hot rubberized crack sealer on approximately 6,000 Ls. Ft. total. Major stress cracks only (does not include all cracks – only estimated linear feet).
2. We cannot seal broken areas, edge cracks, hairline cracks, raised cracks, cracks over 1.5" wide.
3. Work to be performed in 1 trip or an additional \$750.00 charge will apply.
4. Upon acceptance of this proposal it is required that the authorized party notify and supply Copeland Paving any copies of Bonds issued for this project or a Notice of Commencement where no bonds have been issued.
5. The price in this contract is valid for the next 10 days; contract price is subject to change based on unstable and fluctuating gas, material prices.
6. Any and all permits, bonds, testing or inspection fees will be the responsibility of the owner.
7. Please read Exhibit A – general conditions as they are part of this contract.
8. Copeland Paving must be notified of any/all HUD properties, MSHDA properties or prevailing wage requirements prior to signing of proposal to allow for proper bidding procedures.
9. Pay schedule to be as follows:
 - a.) 50 % of the total estimated contract price down.
 - b.) 50 % of the total estimated contract price upon completion.

The total estimated contract price is Eleven Thousand Two Hundred Fifty Dollars (\$11,250.00).

The above quoted prices may be subject to change if not accepted within 10 days from the date of the proposal.

ACCEPTED: The above prices, specifications and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Duly Authorized Signature
CURTIS COPELAND

Signature of Acceptance Date

PRINT NAME AND TITLE

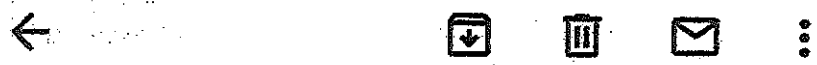
SIGN AND RETURN ORIGINAL WHITE COPY

EXHIBIT A - GENERAL CONDITIONS

- NO ORAL AGREEMENTS:** It is expressly understood that all the terms, agreements and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind.
- APPROVAL:** This proposal will not be binding upon our company until the signed acceptance has been received by us, and until it has been checked and signed by an officer or agent of this company.
- CHANGES:** No changes or alterations in the specifications shall be allowed except in writing and at prices agreed upon at the time the changes are authorized.
- OTHER CONTRACT TERMS:** The contractor makes no warranties or representations that the work to be done by contractor will comply with State regulations/laws regarding compaction. If the owner wants the contractor to meet the State regulations/laws regarding compaction, then the owner must have a qualified inspector on the job from the very beginning of contractors performance (including preparations of the base) until the work is completed. The owner would be responsible for all costs incidental to the meeting of the compaction laws/regulations, including, but not limited to the cost of all testing, repairs or adjustments made by the contractor to reach acceptable compaction levels.
- PROPERTY LINES:** The Purchaser of this paving work shall establish and designate property lines, and Purchaser shall be obligated to pay for work performed as ordered in the event the property lines established and designated by Purchaser trespass on other property, and Purchaser shall also be responsible for any damages caused thereby to the owner of such property.
- DELAYS:** The contractor shall complete the job within a reasonable time but shall not be liable for delays beyond the control of the contractor.
- PERMITS:** The owner or the Purchaser of the above work shall pay for any and all permits or assessments if they are required.
- **WET OR UNSTABLE SUB GRADE:** No materials will be placed on a wet, unstable or frozen sub grade. A suitable sub grade is a condition precedent to the requirement of performance of this contract.
- **REPRODUCTION CRACKS:** When resurfacing concrete, brick or asphalt pavements the contractor is not responsible for the reproduction of cracks or expansion joints which may occur.
- MINIMUM GRADE:** Contractor reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If the owner directs construction with less than a minimum grade of 1%, it is understood that waterproofing may occur and that no warranty attaches to the work as to satisfactory surface drainage. Depressions over ¼ inch will be filled.
- STOCK PILING MATERIALS:** Contractor shall be permitted to stockpile materials necessary to the performance of its work, on the purchaser's property adjacent to the site of the work, without cost.
- UNDERGROUND STRUCTURES:** It is purchaser's responsibility to advise contractor of the existence and location of all underground structures such as sewers, water and gas lines, etc., which might be encountered by contractor in the performance of its work hereunder. Contractor shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal, and of the location thereof as indicated in this proposal. If it develops in the performance of the work that the identity or location of the underground structures varies from those specified herein, any extra cost occasioned thereby in moving, protecting or covering the same, or otherwise shall be borne by the Purchaser.
- **SOIL CONDITION:** Should any unusual soil conditions be encountered not specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by Purchaser.
- TREE ROOTS:** Contractor shall not be responsible for damage to trees occasioned by removal of tree roots in preparing the road bed, nor shall contractor be obligated to remove damaged or destroyed trees.
- HIDDEN OBJECTS:** Contractor assumes no responsibility for removing hidden objects encountered during the performance of the work. Any costs incurred by the removal and disposal of such hidden objects shall be borne solely by the Purchaser and the Contractor shall be reimbursed accordingly.
- **ZONING REQUIREMENTS & OTHER LOCAL REGULATIONS:** Contractor assumes no responsibility for determining whether the Purchaser has the legal right or authority to pave the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, the Purchaser shall, nevertheless, be obligated to pay for work performed as ordered.
- DISPUTE RESOLUTIONS:** If it is necessary for the contractor to initiate legal proceedings or arbitration proceedings to enforce the terms of this agreement against the owner, then, and in such event, the contractor will be entitled to collect from the owner as part of contractors damages, all of its cost and attorney fees.
- **AUTHORIZED SIGNATURES:** The party signing this contract represents and warrants that he / she is authorized to execute the agreement on behalf of the owner of the real property involved.
- WARRANTY:** One year warranty from completion date on workmanship and material.

Initial

Date



On Wed, Sep 13, 2023, 11:04 AM Curtis Copeland <curtis@copelandpavinginc.com> wrote:

Hi David,

That price is for this year, In the past i would say a 5% increase could be expected but this year and last year it was closer to 12% increase Year over year. With that said i would assume that if the scope of work is not changing then then the total with options would be \$162,817. If we add a 12% just onto that it would be \$182,355. The only other thing i would warn is that we bid for catch basins to just be tuck pointed and not new collars, if we have to do new concrete collars I would estimate next years pricing on those to go to \$3,800 a piece.

5 collars + base price = 20k 355,00

I hope this helps to clarify the pricing for you and get you what you need.

for the Drains it would be about \$3,800 for the drains. For crack sealing would estimate about \$1,500-2k every 2 years for cracksealing.

Thanks,

Have a good day.

Curtis Copeland
Copeland Paving
Office-(248)-305-6020
Cell (248)-672-3390

On Tue, Sep 12, 2023 at 12:19 PM David Whitt <whitt dg63@gmail.com> wrote:

Okay, thank you.

On Tue, Sep 12, 2023, 7:12 AM Curtis Copeland



RESOLUTION TO ESTABLISH SECLUDED ACRES SPECIAL ASSESSMENT DISTRICT

**Resolution No. 231121-____
Conway Township**

WHEREAS, the Conway Township Board of Trustees (“Board”) has received a Petition for a Special Assessment District for the purpose of improvements and repairs to Secluded Ridge Drive, Hidden Circle Drive, and Hidden Knoll Court, which are all of the private roads located in the Secluded Acres Site Condominium, Livingston County Condominium Plan No. 223, by more than _____% of the owners of property abutting the roads (“Petition”);

WHEREAS, the Board has reviewed the plans describing the improvement, the location of the improvement, and an estimate of the cost of the improvement;

WHEREAS, the Board desires to tentatively declare its intention to make the proposed improvements , designate the district to be specially assessed, and set the first public hearing to hear any objections to the assessment and the proposed district;

WHEREAS, authority is provided to the Board to establish such an assessment district pursuant to Public Act 188 of 1954, MCL 41.721, *et seq.*;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board tentatively intends to proceed with the proposed private road improvements and establishment of the special assessment district within the Secluded Acres Site Condominium.
2. The Clerk is directed to set the public hearing for _____, serve notice on property owners and parties with a claim in property to be assessed whose names appear on the last tax roll, as required under applicable statute.
3. The plans describing the improvement, the location of the improvement, and an estimate of the cost of the improvement shall be available for public review at the Township Hall.

The foregoing resolution offered by Board Member _____.
Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

Grubb, B:

Whitt, E:

Grubb, D:

Pushies, G:

Crampton-Atherton:

The Supervisor declared the resolution adopted at a special meeting of the Board of Trustees held on November 21, 2023.

Elizabeth Whitt, Clerk