

FACILITY RESERVE STUDY

ASSESSMENT

CITY OF GOLETA

130 Cremona Drive, Suite B
Goleta, California 93117
Robert Morgenstern



FACILITY RESERVE STUDY

of

STOW GROVE PARK

580 La Patera Lane
Goleta, California 93117

PREPARED BY:

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EMG Project #: 92184.10R-005.052
Date of Report: September 7, 2010
On-Site Date: August 9, 2010

Immediate Repairs Report
Stowe Grove Park
9/7/2010


Report Section	ID	Cost Description	Quantity	Unit	Unit Cost	Subtotal	Deficiency Repair Estimate *
3.2	51637	ADA, paint van-accessible space with signage	1	EA	\$220.00	\$220	\$220
3.2	51638	ADA, Wrap drain pipes below accessible lavatory	2	EA	\$65.00	\$130	\$130
5.3	51639	Drainage correction allowance	1	Each	\$3,000.00	\$3,000	\$3,000
6.2	51845	Insulation in crawl space, replace	400	SF	\$3.15	\$1,260	\$1,260
6.4	51647	Replace and finish wood clapboards, first floor	1	CSF	\$1,200.00	\$1,200	\$1,200
Immediate Repairs Total							\$5,810

* Location Factor (1.0) included in totals.

Replacement Reserves Report
Stowe Grove Park
9/7/2010



Report Section	ID	Cost Description	Lifespan (EUL)	Observed Age (EAge)	Remaining Life (RUL)	Quantity	Unit	Unit Cost	Subtotal	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Deficiency Repair Estimate			
3.2	51637	ADA, paint van-accessible space with signage	5	5	0	1	EA	\$220.00	\$220	\$220					\$220				\$220						\$220					\$880			
3.2	51638	ADA, Wrap drain pipes below accessible lavatory	0	0	0	2	EA	\$65.00	\$130	\$130																				\$130			
5.2	51908	Repair and Seal Coat asphalt	5	3	2	3.5	10000 SF	\$4,642.00	\$16,247			\$16,247				\$16,247						\$16,247					\$16,247			\$64,988			
5.3	51639	Drainage correction allowance	0	0	0	1	Each	\$3,000.00	\$3,000	\$3,000																				\$3,000			
5.5	51641	Replace wood fence, 6' cedar	20	15	5	100	LF	\$32.88	\$3,288						\$3,288															\$3,288			
5.5	51640	Bar-Be-Que Grille	15	14	1	1	Each	\$2,000.00	\$2,000		\$2,000															\$2,000			\$4,000				
6.2	51845	Insulation in crawl space, replace	30	30	0	400	SF	\$3.15	\$1,260	\$1,260																				\$1,260			
6.3	51645	Asphalt shingles, removal and replacement of shingles	25	10	15	400	SF	\$4.37	\$1,748																\$1,748				\$1,748				
6.3	51644	Asphalt shingles, removal and replacement of shingles	25	24	1	600	SF	\$4.37	\$2,622		\$2,622																			\$2,622			
6.4	51646	General painting cost per SF, minor prep work, single story bldg. (up to 15 feet)	10	5	5	3000	SF	\$2.14	\$6,420						\$6,420										\$6,420				\$12,840				
6.4	51647	Replace and finish wood clapboards, first floor	0	0	0	1	CSF	\$1,200.00	\$1,200	\$1,200																				\$1,200			
7.1	51846	Gas wall heater 17.5 MBH	35	20	15	1	EA	\$1,438.02	\$1,438																\$1,438				\$1,438				
7.2	51977	Restroom Fixtures, replace	25	22	3	2	EA	\$1,460.00	\$2,920				\$2,920																	\$2,920			
8.1	51976	Replace toilet partitions painted metal overhead braced	20	15	5	2	EA	\$880.50	\$1,761						\$1,761															\$1,761			
8.1	51974	Residential kitchen cabinets wall and base	25	20	5	11	LF Front	\$371.98	\$4,092						\$4,092															\$4,092			
8.1	51975	Residential kitchen countertop 10.5 ' w/new sink and faucet	25	20	5	1	Each	\$1,542.00	\$1,542						\$1,542															\$1,542			
Totals, Unescalated										\$5,810	\$4,622	\$16,247	\$2,920	\$0	\$17,323	\$0	\$16,247	\$0	\$0	\$220	\$0	\$16,247	\$0	\$0	\$9,826	\$2,000	\$16,247	\$0	\$0	\$107,709			
Location Factor (1.00)										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals, Escalated (3.0%, compounded annually)										\$5,810	\$4,761	\$17,236	\$3,191	\$0	\$20,082	\$0	\$19,982	\$0	\$0	\$296	\$0	\$23,164	\$0	\$0	\$15,309	\$3,209	\$26,854	\$0	\$0	\$139,893			

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CERTIFICATION

The City of Goleta retained EMG to perform this Facility Reserve Study (FRS) in connection with developing a Capital Expenditures Budget for the Stow Grove Park, 580 La Patera Lane, Goleta, California, the "Property". It is our understanding that the primary interest of Goleta is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

It is our understanding that EMG will evaluate the Property's building systems and components noting obvious visual defects and evaluating the life cycle of building materials. EMG will develop cost estimates to complete discussed repairs and/or replacements during the evaluation term.

The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

No testing, exploratory probing, dismantling or operating of equipment or in depth studies were performed unless specifically required under Section 2 of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas were observed (See Section 4.1 for areas observed). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared on behalf of and exclusively for the use of the City of Goleta for the purpose stated within Section 2.2 of this report. The report, or any excerpt thereof, shall not be used by any party other than the City of Goleta or for any other purpose than that specifically stated in our agreement or within Section 2 of this report without the express written consent of EMG.

Any reuse or distribution of this report without such consent shall be at the City of Goleta and the recipient's sole risk, without liability to EMG.

Prepared by: Arthur Balourdas, Project Manager

Reviewed by: 

Matthew Anderson
Program Manager

1. EXECUTIVE SUMMARY

1.1. PROPERTY INFORMATION AND GENERAL PHYSICAL CONDITION

The property information is summarized in the table below. More detailed descriptions may be found in the various sections of the report and in the Appendices.

Property Information	
Address:	580 La Patera Lane, Goleta, California 93117
Year constructed:	Caretaker's Residence and Garage: circa 1930, Restroom Building: circa 1960, Storage Shed: circa 1930, moved to current location 1960.
City Department:	Public Works
Site area:	11.1
Gross floor area:	Caretaker's Residence and Garage: 1,200 SF, Restroom Building: 200 SF, Storage Shed: 600 SF
Number of buildings:	3
Number of stories:	1
Parking type and number of spaces:	100 spaces in open lots.
Building construction:	Wood frame.
Roof construction:	Caretaker's Residence and Garage and Restroom Building: gabled, wood joists and sheathing with composition shingle roofing, Storage Shed: gabled, gang-nailed wood truss and plywood sheathing with mineral-surfaced rolled roofing.
Exterior Finishes:	Caretaker's Residence and Garage: wood siding, Storage Shed: wood siding and corrugated metal, Restroom Building: wood siding and brick veneer.
Heating and/or Air-conditioning:	Caretaker's Residence and Garage: gas-fired gravity wall heater, Restroom Building and Storage Shed: none.
Fire and Life/Safety:	Fire extinguishers. Smoke detector at Caretaker's Residence and Garage. No systems in other buildings
Date of visit:	August 9, 2010
Point of Contact (POC):	Robert Morgenstern
Assessment and Report Prepared by:	Arthur Balourdas
Reviewed by:	Matthew Anderson Program Manager

Generally, the property appears to have been constructed within industry standards in force at the time of construction. The property appears to have not been well maintained since it was first occupied and is in good to fair overall condition.

The property has had no major capital improvements.

1.2. SPECIAL ISSUES AND FOLLOW-UP RECOMMENDATIONS

As part of the FRS, a limited assessment of accessible areas of the buildings was performed to determine the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. Property personnel were interviewed concerning any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Sampling is not a part of this assessment.

Although there was no visible suspected mold growth, it was reported that mold has been observed in corner of the northeast bedroom of the Caretaker's Residence and Garage. The suspected area of mold growth was reported to be approximately 20 square feet of wall area.

The reported mold growth appears to be the result of water intrusion due to wood to earth contact at the exterior of the building. The presence of mold in exterior and interior environments is normal and unavoidable. Exposure to mold or mold producing materials can be hazardous and should be avoided. The presence of mold does not necessarily constitute an exposure. This assessment does not constitute a comprehensive mold survey of the Project, and any conclusions are based solely on conditions readily observable in accessed areas.

Based on the apparent limited extent of mold (less than 30 square feet), the reported mold can be abated by the on-site maintenance staff as part of the property's routine maintenance program. Such persons should receive training in accordance with OSHA on proper clean up methods, personal protection, and potential health/safety hazards. The cost of this work is not included in the cost tables. Correction of the earth to wood contact observed is discussed in Section 5.3.

It was reported that the underfloor crawl space of the Caretaker's Residence is infested with rodents nesting in the fiberglass batt insulation. A pest control contractor should be retained to assess the situation and recommend a treatment program. Ongoing pest control is considered routine maintenance and is not included in the cost tables. Damaged and soiled insulation must be replaced. Removal and clean-up should be performed by a pest control contractor due to the potentially hazardous conditions. See Section 6.2 for further discussion.

1.3. OPINIONS OF PROBABLE COST

Cost estimates are attached at the front of this report (following the cover page).

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift*, EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

1.3.1. Methodology

Based upon-site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age. Projections of Remaining Useful Life (RUL) are based on continued use of the Property similar to the reported past use. Significant changes in tenants and/or usage may affect the service life of some systems or components.

Where quantities could not be derived from an actual take-off, lump sum costs or allowances are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

1.3.2. Immediate Repairs

Immediate repairs are opinions of probable costs that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

1.3.3. Replacement Reserves

Replacement Reserves are for recurring probable expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, EMG's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

EMG's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined in the Immediate Repair and Short Term Cost Estimate.

2. PURPOSE AND SCOPE

2.1. PURPOSE

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record at municipal offices that affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

The physical condition of building components is typically defined as being in one of three categories: Good, Fair, and Poor. For the purposes of this report, the following definitions are used:

- Good = Satisfactory as-is. Requires only routine maintenance during the assessment period. Repair or replacement may be required due to a system's estimated useful life.
- Fair = Satisfactory as-is. Repair or replacement is required due to current physical condition and/or estimated remaining useful life.
- Poor = Immediate repair, replacement, or significant maintenance is required.

2.2. SCOPE

The standard scope of the Facility Reserve Study includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a general statement of the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. EMG will also interview Project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.

- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior tenant spaces/units, including vacant spaces/units, in order to gain a clear understanding of the property’s overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and mechanical, electrical and elevator equipment rooms.
- Appropriate inquiries of municipal officials regarding the existence of pending unresolved building, zoning or fire code violations on file, and a determination of the current zoning category, flood plain zone, and seismic zone for the Property.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Tenant responsibility for maintenance, repair or replacement of finishes, fixtures, or equipment is not addressed by this scope of services.
- Provide an Executive Summary at the beginning of this report with a Project-At-A-Glance cost estimate as a quick, user-friendly summary of the Property’s condition and the assigned costs by category. These costs are tied to the report sections where reference to the issues are clearly defined and expanded.

2.3. PERSONNEL INTERVIEWED

The following personnel from the facility and government agencies were interviewed in the process of conducting the FRS:

Name and Title	Organization	Phone Number
Bob Morgenstern Public Works Manager	City of Goleta	805.968.6769
John Shields Public Works Staff	City of Goleta	805.331.3363
Greg Nordyke Code Enforcement Officer	City of Goleta	805.961.7556
Dave Zanaboni Fire Captain	County of Santa Barbara Fire Department Station #14	805.681.5514

The FRS was performed with the assistance of the city staff members noted above who were cooperative and provided information that appeared to be accurate based upon subsequent site observations. The on-site contacts are completely knowledgeable about the subject property and answered most questions posed during the interview process.

2.4. DOCUMENTATION REVIEWED

Prior to the FRS, relevant documentation was requested that could aid in the knowledge of the subject property’s physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol.

Appendix E provides a summary of the documents requested, although no documents were provided for review.

2.5. PRE-SURVEY QUESTIONNAIRE

A Pre-Survey Questionnaire was sent to the POC prior to the site visit. The questionnaire is included in Appendix E. Information obtained from the questionnaire has been used in preparation of this report.

2.6. WEATHER CONDITIONS

Clear, with temperatures in the 70s (°F) and light winds.

3. CODE INFORMATION AND ACCESSIBILITY

3.1. CODE INFORMATION, FLOOD ZONE AND SEISMIC ZONE

According to Greg Nordyke of the City of Goleta Code Enforcement Office, there are no outstanding building code violations on file. The Building Department does not have an annual inspection program. They only inspect new construction, work that requires a building permit, and citizen complaints. A copy of the original Certificate of Occupancy was requested but was not available.

According to Captain Dave Zanaboni of the Santa Barbara County Fire Department, there are no outstanding fire code violations on file.

According to the Flood Insurance Rate Map, published by the Federal Emergency Management Agency (FEMA) and dated September 30, 2005, the property is located in Zone X, defined as areas outside the 500-year flood plain with less than 0.2% annual probability of flooding. Annual Probability of Flooding of Less than one percent.

According to the 1997 Uniform Building Code Seismic Zone Map of the United States, the property is located in Seismic Zone 4, defined as an area of high probability of damaging ground motion.

3.2. ADA ACCESSIBILITY

Generally, Title III of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of “areas of public accommodations” and “commercial facilities” on the basis of disability. Regardless of its age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Buildings completed and occupied after January 26, 1992 are required to comply fully with the ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of compliance to the extent allowed by structural feasibility and the financial resources available. As an alternative, a reasonable accommodation pertaining to the deficiency must be made.

During the FRS, a limited visual observation for ADA accessibility compliance was conducted. The scope of the visual observation was limited to those areas set forth in *EMG’s Abbreviated Accessibility Checklist* provided in Appendix D of this report. It is understood by the Client that the limited observations described herein does not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG’s undertaking. Only a representative sample of areas was observed and, other than as shown on the Abbreviated Accessibility Checklist, actual measurements were not taken to verify compliance. The scope of the visual observation did not include any areas within tenant spaces.

At a city owned building, the entire building is considered as a public accommodation including the site and all interior areas.

The facility does not appear to be accessible with Title III of the Americans with Disabilities Act. Elements as defined by the ADAAG that are not accessible as stated within the priorities of Title III, are as follows:

Parking

- Adequate number of designated parking stalls and signage for vans are not provided.

Estimated Cost: 1 @ \$220 each = \$220

Restrooms

- Wrap drain pipes below lavatory in the Restroom Building with insulation; protect against contact with hot, sharp, or abrasive surfaces.

Estimated Cost: 2 @ \$65 each = \$130

- It appears that the accessible toilets in the restrooms are located to far from the sidewall. The centerline of the toilet must be 18-inches away from the face of the side wall. The clearance from the sidewall should be measured to verify compliance.

A full ADA Compliance Survey may reveal additional aspects of the property that are not in compliance.

4. EXISTING BUILDING ASSESSMENT

4.1. OCCUPANT TYPES

All 1,200 square feet of the Caretaker's Residence and Garage and Garage are occupied by the caretaker and his family. All other buildings are occupied by the City of Goleta Public Works Department.

4.2. AREAS NOT OBSERVED

Most of the interior areas were observed in order to gain a clear understanding of the property's overall condition.

All areas of the property were available for observation during the site visit.

5. SITE IMPROVEMENTS

5.1. UTILITIES

The following table identifies the utility suppliers and the condition and adequacy of the services.

Site Utilities		
Utility	Supplier	Condition & Adequacy
Sanitary sewer	Goleta Sanitary District	Good
Storm sewer	Goleta Department of Public Works	Good
Domestic water	Goleta Water District	Good
Electric service	Southern California Edison	Good
Natural gas service	The Gas Company	Good

Observations/Comments:

- The utilities appear to be adequate for the property. There are no unique, on-site utility systems such as, septic systems, water or waste water treatment plants, or propane gas tanks.

5.2. PARKING, PAVING, AND SIDEWALKS

The main entrance drive is located along La Patera Lane on the west side of the property. The parking areas, drive aisles, and service drives are paved with asphaltic concrete. The entrance driveway aprons are paved with asphaltic concrete.

Based on a physical count, parking is provided for 100 cars. All of the parking stalls are located in an open lot. There are two handicapped-accessible parking stalls, neither of which is van accessible.

The pavement edges do not have curbing except at the south end of the parking lot where the curb is constructed of concrete and at the east side of the parking lot where the curb is asphalt. Surface runoff is directed to the landscaped areas, which border the paved areas.



The sidewalks throughout the property are constructed of cast-in-place concrete.

Observations/Comments:

- The asphalt pavement is in good condition. In order to maximize the pavement life, pothole patching, crack sealing, seal coating, and re-striping of the asphalt paving will be required during the assessment period. The cost of this work is included in the **Replacement Reserves**.
- The concrete pavement is in good condition. There are no significant signs of cracks or surface deterioration. Routine maintenance will be required during the assessment period.

5.3. DRAINAGE SYSTEMS AND EROSION CONTROL

Storm water from the roofs, landscaped areas, and paved areas flows over the surface and into the municipal storm water system.

Observations/Comments:

- Drainage at the rear of the storage shed is directed toward the building and water infiltration into the building was reported. Damage to the exterior wall finish is evident and appears to be the result of moisture from the poor drainage. A concrete headwall has been constructed at the base of the rear wall of the building. The wall was reportedly constructed to divert drainage flow and prevent water from entering the building. The grade around the building should be adjusted to keep water from reaching the building in order to prevent future water infiltration into the building and damage to the wall structure and finishes. The cost of adjusting the grade around the building is included in the **Immediate Repairs**.
- Otherwise, the storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.

5.4. TOPOGRAPHY AND LANDSCAPING

All areas of the property are relatively flat but generally the property slopes slightly toward the south.

The landscaping consists of turf, trees and shrubs.

Surrounding properties are residential developments and agricultural uses.

Observations/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property.
- The landscape materials are in good condition and will require routine maintenance during the assessment period.

5.5. GENERAL SITE IMPROVEMENTS

Property identification is provided by a wood monument sign and a wood overhead sign adjacent to La Patera Lane.

Exterior building illumination is provided by light fixtures mounted under the eaves of the Caretaker's Residence and the Restroom Building.

Picnic areas with picnic tables, concrete bar-b-ques and shade structures are located to the east of the parking lot.

Children's play equipment is located on the property to the south of the Caretaker's residence.

Various fences are located on the property including, chain link, wood post and rail, and cut wood.



Observations/Comments:

- The property identification signs are in good condition. Routine maintenance will be required over the assessment period.
- The barbeques vary from good to poor condition. The barbeques at Picnic Area 3 shows evidence of cracking and spalling concrete. Replacement is required during the assessment period. The cost of replacement is included in the **Replacement Reserves**.
- The fencing and gates are in fair to good condition. Replacement of portions of the fences is anticipated during the assessment period. The cost of replacement is included in the **Replacement Reserves**.

6. BUILDING ARCHITECTURAL AND STRUCTURAL SYSTEMS

6.1. FOUNDATIONS

Based on our observations and typical structures of similar size, configuration, and geographic location, it is assumed that the following foundation types exist at the property.

Foundation Types	
Building	Foundation Type
Caretaker's Residence	Cast-in-place concrete perimeter wall footings with concrete foundation walls. The foundation systems include reinforced concrete column pads.
Caretaker's Residence Garage, Storage Shed, Restroom Building	Slab on grade with integral perimeter footings.

Observations/Comments:

- The foundations and footings could not be directly observed during the site visit. There is no evidence of movement that would indicate excessive settlement.

6.2. SUPERSTRUCTURE

Each building is a conventional wood-framed structure and has wood stud-framed exterior and interior bearing walls, which support the roof diaphragms. The roof diaphragm of the Storage Shed is constructed of gang-nailed wood trusses and is sheathed with plywood. The roof diaphragms at the other buildings are constructed of wood rafters and are sheathed with wood.

Observations/Comments:

- The superstructure is exposed in some areas, which allows for limited observation. Walls and floors appear to be plumb, level, and stable. There are no significant signs of deflection or movement.
- As discussed in Section 1.2, the underfloor crawl space under the Caretaker's Residence is infested with rodents nesting in the fiberglass batt insulation. Damaged and soiled insulation should be replaced. Removal and clean-up should be performed by a pest control contractor due to the potentially hazardous conditions. A cost allowance for this work is included in the Replacement Reserves.

6.3. ROOFING

The roofs are classified as gabled roofs. The roof of the Storage Shed is finished with rolled roofing. The roofs of the other buildings are finished with composition shingles. The roof of the Caretaker's Cottage is insulated with fiberglass batts.

The roofs of the Caretaker's Residence and Garage drain over the eaves to sheet metal gutters and downspouts, which discharge to paved and landscaped areas. The roofs at the Storage Shed and Restroom Building drain over the eaves to paved and landscape areas.

There is no attic in the Storage Shed, Caretaker's Residence Garage and Restroom Building. The roof structure is exposed in the Storage Shed and Caretaker's Residence Garage. The attic in the Caretaker's residence is accessible by a scuttle in the ceiling. The attic is ventilated by gable-end wall vents and eave vents. The attic does not have draft stops.



Observations/Comments:

- The property does not have a dedicated roof repair and maintenance contractor. On-site personnel maintain the roofs or a contractor is retained when required.
- The roof finishes vary in age. The roof finishes at the Caretaker's Residence and Garage appear to be approximately 5 years old, the Storage Shed, approximately 25 years old and at the Restroom Building, approximately 10 years old. Information regarding roof warranties or bonds were requested but are not available.
- The roof membranes at the Caretaker Residence and Restroom Building appear to be in good condition. Based on their estimated Remaining Useful Life (RUL) the roof membranes will require replacement during the assessment period. The cost of this work is included in the **Replacement Reserves**.
- The roof membrane at the Storage Garage is in poor condition. Based on its condition and estimated Remaining Useful Life (RUL), the roof membrane of the Storage Garage will require replacement during the next few years. The cost of this work is included in the **Replacement Reserves**.
- There is no evidence of fire retardant treated plywood (FRT).
- Roof drainage appears to be adequate.

6.4. EXTERIOR WALLS

The Caretakers Residence and Garage are clad with wood siding. The Storage Shed is clad with wood siding and corrugated metal. The restroom building is clad with wood siding and brick veneer.

Building sealants (caulking) are located between dissimilar materials, at joints, and around window and door openings.



Observations/Comments:

- The exterior finishes are in fair to good condition. Painting will be required during the evaluation period. The cost of painting is included in the **Replacement Reserves**.
- The exterior finishes at the Storage Shed are in fair to poor condition. Damage to finishes at the rear elevation due to moisture as discussed in Section 5.3 was observed. Damaged wall finishes must be replaced. The cost of replacement is included in the **Replacement Reserves**.
- The sealant is flexible, smooth, and in good condition and will require routine maintenance during the assessment period.

6.5. EXTERIOR AND INTERIOR STAIRS

Not applicable. There are no exterior or interior stairs.

6.6. EXTERIOR WINDOWS AND DOORS

Caretaker’s Residence and Garage

The windows of the Caretaker’s Residence are aluminum-framed, double-glazed, sliding units.

The exterior doors are wood panel type doors and have cylindrical locksets with knob handle hardware. The overhead garage door is wood.

Storage Shed

The windows of the Storage Shed are wood-framed, single-glazed, sliding and fixed units. Two suspended rolling doors are located along the front elevation of the building.

Restroom Building

The exterior entrance doors are painted solid-core doors with push pull hardware and deadbolts. The mechanical room door is a painted solid-core door with cylindrical lockset and knob handle hardware.

Observations/Comments:

- There is no evidence of window leaks or window condensation. The windows are in good condition and will require routine maintenance during the assessment period.
- The exterior doors and door hardware are in good condition and will require routine maintenance during the assessment period.
- The overhead and rolling doors are in good condition and will require routine maintenance during the assessment period.

6.7. PATIO, TERRACE, AND BALCONY

Not applicable. There are no patios, terraces, or balconies.

7. BUILDING MECHANICAL AND PLUMBING SYSTEMS

7.1. BUILDING HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

Heating in the Caretaker's Residence is provided by a gravity flow gas-fired wall heater located in the living room and a wood burning stove also located in the living room. Air-conditioning is not provided.

The Restroom Building and Storage Shed are not provided with heating or cooling.

Observations/Comments:

- The wall heater appears to be in good condition. Based on its estimated Remaining Useful Life (RUL), the space heaters will require replacement later during the assessment period. The cost of replacement is included in the Replacement Reserves.



7.2. BUILDING PLUMBING AND DOMESTIC HOT WATER

The plumbing systems in the Caretaker's Residence and the Restroom Building include the incoming water service, the cold water piping system, and the sanitary sewer and vent system. The risers and the horizontal distribution piping are copper. The soil and vent systems are cast iron.

The water meter is located in a vault adjacent to the public streets.

Domestic hot water is supplied to the Caretaker's Residence by one 30-gallon gas water heater. The water heater is located in the garage.

Hot water is not provided in the Restroom Building.

The restrooms in the Restroom Building have commercial-grade fixtures and accessories including water closets and lavatories.

Observations/Comments:

- The plumbing systems appears to be well maintained and in good condition. The water pressure appears to be adequate. The plumbing systems will require routine maintenance during the assessment period.

- The fixtures and accessories in the Restroom Building are in fair to poor condition and will require replacement during the assessment period. Due to their condition and Remaining Useful Life (RUL) replacement will be required during the assessment period. The cost of replacing the fixtures is included in the **Replacement Reserves**.
- The water heater appears to be in good condition. Based on its estimated Remaining Useful Life (RUL), the water heater will require replacement during the assessment period. The cost to replace the water heater is relatively insignificant, and the work can be performed as part of the property management's routine maintenance program. The cost of this work is not included in the cost tables.
- There is no evidence that the property uses polybutylene piping for the domestic water distribution system.

7.3. BUILDING GAS DISTRIBUTION

Gas service to the Caretaker's Residence is supplied from the gas main on the adjacent access road. The regulator is located along the exterior walls of the building. The gas distribution piping within the building is malleable steel (black iron).

Observations/Comments:

- The pressure and quantity of gas appear to be adequate.
- The gas regulator appears to be in good condition and will require routine maintenance during the assessment period.
- Only limited observation of the gas distribution piping can be made due to hidden conditions. The gas piping appears to be in good condition.

7.4. BUILDING ELECTRICAL

The electrical supply lines run underground from the transformer and feed the property main panel from the meter located on the exterior of the Caretaker's Residence.

The main electrical service size is 200 amp 120/240 volt single-phase three wire alternating current (AC). Power is supplied from the service panel to the Restroom Building and the Storage Shed.

Circuit breaker panels are located at each building.

Observations/Comments:

- The on-site electrical systems up to the meter are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.
- The circuit breaker panels, and electrical meters appear to be in good condition and will require routine maintenance during the assessment period.

7.5. BUILDING ELEVATORS AND CONVEYING SYSTEMS

Not applicable. There are no elevators or conveying systems.

7.6. FIRE PROTECTION AND SECURITY SYSTEMS

The fire protection system consists of a smoke detector in the Caretaker's Residence. The nearest fire hydrant is located along the adjacent public street and is approximately 50-100 feet from the buildings.

Observations/Comments:

- The smoke detector appears to be in good condition. Replacement is considered routine maintenance.

8. INTERIORS

8.1. INTERIOR FINISHES

The following table generally describes the interior finishes in tenant units:

Typical Tenant Unit Finishes			
Building	Floor	Walls	Ceiling
Caretaker's Residence	Hardwood, carpet and sheet vinyl	Painted wood boards and drywall	Painted wood boards and drywall
Restrooms	Sealed concrete	Painted drywall	Painted wood planks
Storage Shed	Concrete / Asphalt	Painted drywall, plywood and areas with no finish	None

The interior doors at the Caretaker's Residence are painted wood panel type doors set in wood frames. The interior doors have residential hardware with knob handles.

The kitchen cabinets in the Caretaker's Residence are of painted wood construction with a plastic laminate finished countertop.

The toilet stall partitions in the Restroom Building are constructed of painted wood.

Observations/Comments:

- The interior finishes in the building are in fair to good condition. The walls and ceiling will require painting during the assessment period. Painting is considered routine maintenance. The cost of this work is not included in the cost tables.
- The interior doors and door hardware are in good condition and will require routine maintenance during the assessment period.
- The kitchen cabinets in the Caretaker's Residence are in fair condition. Due to their condition and Remaining Useful Life (RUL), the cabinets will require replacement during the assessment period. Replacement of the cabinets is included in the **Replacement Reserves**.
- The toilet stall partitions in the Restroom Building are in fair condition. Due to their condition and Remaining Useful Life (RUL), the partitions will require replacement during the evaluation period. Replacement of the partitions is included in the **Replacement Reserves**.

8.2. COMMERCIAL KITCHEN EQUIPMENT

Not applicable. There are no commercial kitchen facilities.

9. ACCESSORY STRUCTURES

Not applicable. There are no accessory structures.

10. APPENDICES

APPENDIX A: Photographic Record

APPENDIX B: Site Plan

APPENDIX C: Supporting Documentation

APPENDIX D: EMG Abbreviated Accessibility Checklist

APPENDIX E: Pre Survey Questionnaire

APPENDIX F: Terminology

APPENDIX G: Resumes for Report Reviewer and Field Observer

**APPENDIX A:
PHOTOGRAPHIC RECORD**



EMG PHOTOGRAPHIC RECORD

Project No.: 92184.10R-005.052

Project Name: Stowe Grove Park

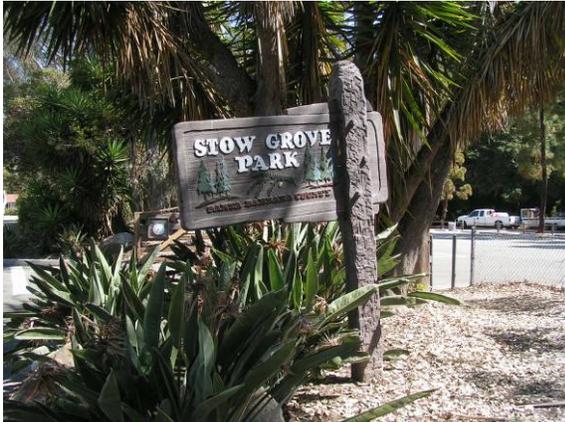


Photo #1: Signage at parking lot entrance



Photo #2: Parking lot



Photo #3: Accessible parking spaces



Photo #4: Dumpsters in parking lot



Photo #5: Caretaker's Residence – Front elevation and roof



Photo #6: Caretaker's Residence – Left side elevation



EMG PHOTOGRAPHIC RECORD

Project No.: 92184.10R-005.052

Project Name: Stowe Grove Park



Photo #7: Caretaker's Residence – Rear elevation and roof



Photo #8: Caretaker's Residence – Right side elevation



Photo #9: Caretaker's Residence – Garage



Photo #10: Caretaker's Residence – Porch eaves



Photo #11: Caretaker's Residence – Crawl space showing missing insulation



Photo #12: Caretaker's Residence – Kitchen



EMG PHOTOGRAPHIC RECORD

Project No.: 92184.10R-005.052

Project Name: Stowe Grove Park



Photo #13: Caretaker's Residence – Living room



Photo #14: Caretaker's Residence – Bathroom vanity

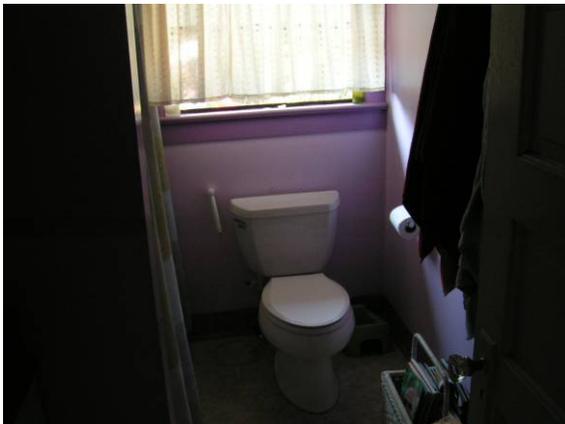


Photo #15: Caretaker's Residence – Toilet



Photo #16: Caretaker's Residence – Wood burning stove



Photo #17: Caretaker's Residence – Water heater



Photo #18: Caretaker's Residence – Wall heater



EMG PHOTOGRAPHIC RECORD

Project No.: 92184.10R-005.052

Project Name: Stowe Grove Park



Photo #19: Caretaker's Residence – Laundry room



Photo #20: Caretaker's Residence – Electric meter and panel



Photo #21: Storage Shed – Front elevation and storage yard



Photo #22: Storage Shed – Right side elevation



Photo #23: Storage Shed – Left side elevation



Photo #24: Storage Shed – rear elevation



EMG PHOTOGRAPHIC RECORD

Project No.: 92184.10R-005.052

Project Name: Stowe Grove Park



Photo #25: Storage Shed - Roof



Photo #26: Storage Shed – Damaged wall at rear due to drainage issue



Photo #27: Storage Shed - Interior



Photo #28: Storage Shed – Storage yard fence and gate



Photo #29: Service drive



Photo #30: Restroom Building – Front elevation



EMG PHOTOGRAPHIC RECORD

Project No.: 92184.10R-005.052

Project Name: Stowe Grove Park



Photo #31: Restroom Building – Left side elevation



Photo #32: Restroom Building – Right side elevation



Photo #33: Restroom Building – Rear elevation



Photo #34: Restroom Building – Toilet stall partitions



Photo #35: Restroom Building – Accessible toilet stall partitions and lavatory without pipe wrap



Photo #36: Restroom Building – Toilet in accessible toilet stall



EMG PHOTOGRAPHIC RECORD

Project No.: 92184.10R-005.052

Project Name: Stowe Grove Park



Photo #37: Restroom Building – Plumbing fixtures



Photo #38: Picnic area



Photo #39: Bar-b-que



Photo #40: Picnic shelter



Photo #41: Deteriorated concrete at bar-b-que



Photo #42: Children's play equipment

**APPENDIX B:
SITE PLAN**



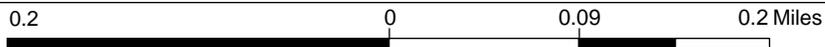
Stowe Park



Legend

- Streets
- Tax Parcels
- Aerial Imagery
- Red: Band_1
- Green: Band_2
- Blue: Band_3

1 : 5,625

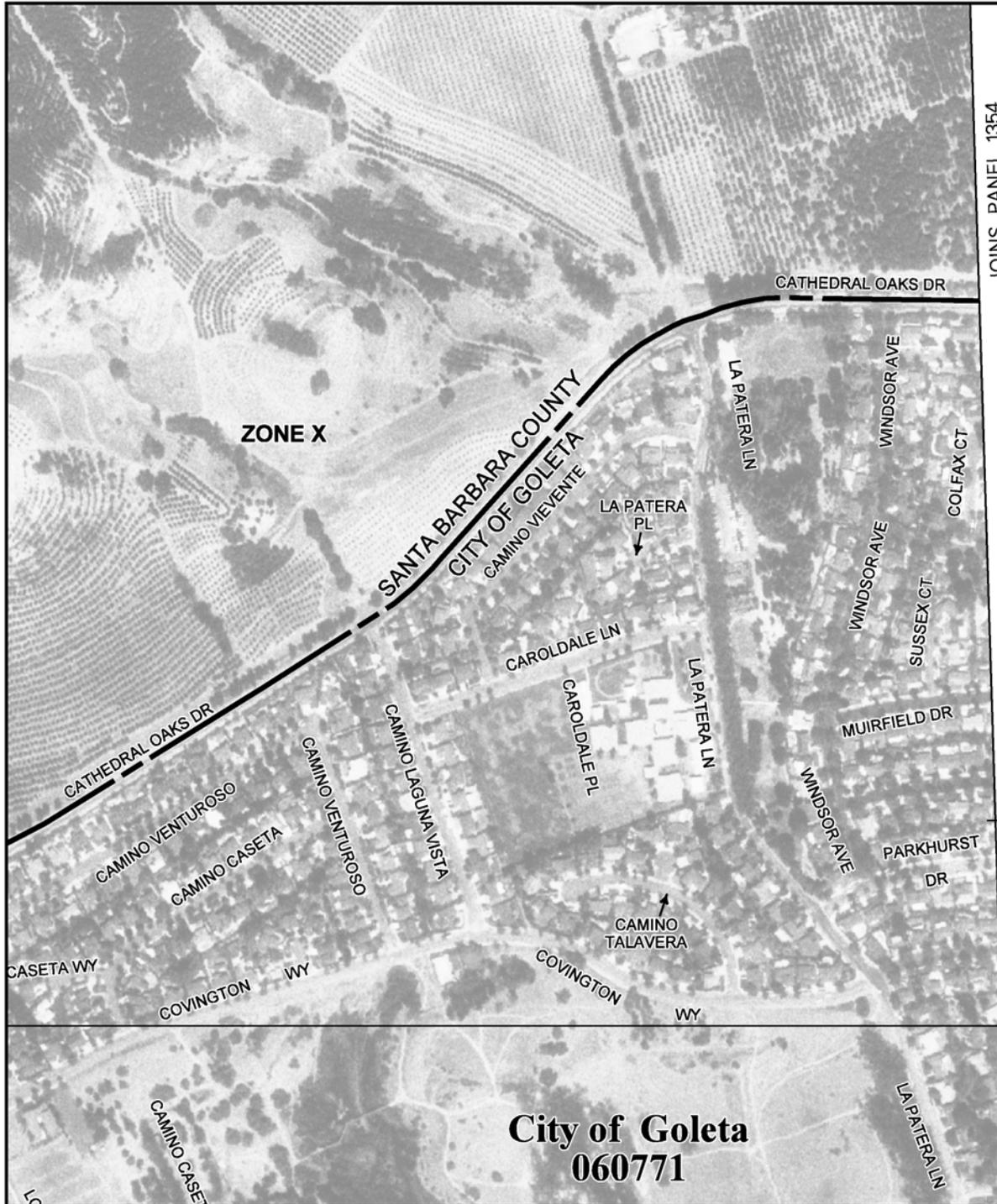


This map is for reference only. Santa Barbara County shall not be liable for any errors, omissions, or damages that result from inappropriate use of this document. No level of accuracy is claimed for the boundary lines shown hereon and lines should not be used to obtain coordinate values, bearings or distances.

Notes

APPENDIX C: SUPPORTING DOCUMENTATION

Flood Map
County GIS Map
Assessor's Plat

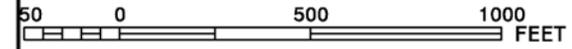


JOINS PANEL 1354

onal Flood Insurance Program at 1-800-638-6620.



MAP SCALE 1" = 500'



NATIONAL FLOOD INSURANCE PROGRAM

PANEL 1353F

FIRM
FLOOD INSURANCE RATE MAP
 SANTA BARBARA COUNTY,
 CALIFORNIA
 AND INCORPORATED AREAS

PANEL 1353 OF 1835

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
GOLETA, CITY OF	060771	1353	F
SANTA BARBARA COUNTY	060331	1353	F

Notice to User: The **Map Number** shown below should be used when placing map orders; the **Community Number** shown above should be used on insurance applications for the subject community.

MAP NUMBER
06083C1353F

EFFECTIVE DATE
SEPTEMBER 30, 2005



Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov



Stowe Park



- Legend**
- Streets
 - Tax Parcels
 - Aerial Imagery**
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

1 : 5,625



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Notes

**APPENDIX D:
EMG ABBREVIATED ACCESSIBILITY CHECKLIST**

Property Name: Stow Grove Park

Date: August 9, 2010

Project Number: 92184.10R-005.017

EMG Abbreviated Accessibility Checklist					
	Building History	Yes	No	N/A	Comments
1.	Has the management previously completed an ADA review?		✓		
2.	Have any ADA improvements been made to the property?		✓		
3.	Does a Barrier Removal Plan exist for the property?		✓		
4.	Has the Barrier Removal Plan been reviewed/approved by an arms-length third party such as an engineering firm, architectural firm, building department, other agencies, etc.?			✓	
5.	Has building ownership or management received any ADA related complaints that have not been resolved?		✓		
6.	Is any litigation pending related to ADA issues?		✓		
	Parking	Yes	No	N/A	Comments
1.	Are there sufficient parking spaces with respect to the total number of reported spaces?	✓			
2.	Are there sufficient van-accessible parking spaces available (96" wide/ 96" aisle for van)?		✓		
3.	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?		✓		
4.	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?	✓			
5.	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths, and drop-offs?	✓			
6.	Does signage exist directing you to accessible parking and an accessible building entrance?			✓	

	Ramps	Yes	No	N/A	Comments
1.	If there is a ramp from parking to an accessible building entrance, does it meet slope requirements? (1:12)			✓	
2.	Are ramps longer than 6 ft complete with railings on both sides?			✓	
3.	Is the width between railings at least 36 inches?			✓	
4.	Is there a level landing for every 30 ft horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?			✓	
	Entrances/Exits	Yes	No	N/A	Comments
1.	Is the main accessible entrance doorway at least 32 inches wide?	✓			At public restrooms.
2.	If the main entrance is inaccessible, are there alternate accessible entrances?			✓	
3.	Can the alternate accessible entrance be used independently?			✓	
4.	Is the door hardware easy to operate (lever/push type hardware, no twisting required, and not higher than 48 inches above the floor)?	✓			At public restrooms.
5.	Are main entry doors other than revolving door available?	✓			At public restrooms.
6.	If there are two main doors in series, is the minimum space between the doors 48 inches plus the width of any door swinging into the space?			✓	
	Paths of Travel	Yes	No	N/A	Comments
1.	Is the main path of travel free of obstruction and wide enough for a wheelchair (at least 36 inches wide)?	✓			
2.	Does a visual scan of the main path reveal any obstacles (phones, fountains, etc.) that protrude more than 4 inches into walkways or corridors?		✓		
3.	Are floor surfaces firm, stable, and slip resistant (carpets wheelchair friendly)?	✓			
4.	Is at least one wheelchair-accessible public telephone available?			✓	
5.	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?	✓			
6.	Is there a path of travel that does not require the use of stairs?	✓			

7.	If audible fire alarms are present, are visual alarms (strobe light alarms) also installed in all common areas?			✓	
Elevators		Yes	No	N/A	Comments
1.	Do the call buttons have visual signals to indicate when a call is registered and answered?			✓	
2.	Are there visual and audible signals inside cars indicating floor change?			✓	
3.	Are there standard raised and Braille marking on both jambs of each host way entrance?			✓	
4.	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?			✓	
5.	Do elevator lobbies have visual and audible indicators of car arrival?			✓	
6.	Does the elevator interior provide sufficient wheelchair turning area (51" x 68")?			✓	
7.	Are elevator controls low enough to be reached from a wheelchair (48 inches front approach/54 inches side approach)?			✓	
8.	Are elevator control buttons designated by Braille and by raised standard alphabet characters (mounted to the left of the button)?			✓	
9.	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?			✓	
Restrooms		Yes	No	N/A	Comments
1.	Are common area public restrooms located on an accessible route?	✓			
2.	Are pull handles push/pull or lever type?	✓			
3.	Are there audible and visual fire alarm devices in the toilet rooms?			✓	
4.	Are corridor access doors wheelchair-accessible (at least 32 inches wide)?			✓	
5.	Are public restrooms large enough to accommodate a wheelchair turnaround (60" turning diameter)?	✓			
6.	In unisex toilet rooms, are there safety alarms with pull cords?			✓	
7.	Are stall doors wheelchair accessible (at least 32" wide)?	✓			
8.	Are grab bars provided in toilet stalls?	✓			

9.	Are sinks provided with clearance for a wheelchair to roll under (29" clearance)?	✓			
10.	Are sink handles operable with one hand without grasping, pinching or twisting?	✓			
11.	Are exposed pipes under sink sufficiently insulated against contact?		✓		
12.	Are soap dispensers, towel, etc. reachable (48" from floor for frontal approach, 54" for side approach)?	✓			
13.	Is the base of the mirror no more than 40" from the floor?			✓	

**APPENDIX E:
PRE SURVEY QUESTIONNAIRE**

PROPERTY CONDITION ASSESSMENT : PRE-SURVEY QUESTIONNAIRE

This questionnaire must be completed by the property owner, the owner's designated representative, or someone knowledgeable about the subject property. **The completed form must be presented to EMG's Field Observer on the day of the site visit.** If the form is not completed, EMG's Project Manager will require **additional time** during the on-site visit with such a knowledgeable person in order to complete the questionnaire. During the site visit, EMG's Field Observer may ask for details associated with selected questions. This questionnaire will be utilized as an exhibit in EMG's final Property Condition Report.

Name of person completing questionnaire: Bob Morgenstern

Association with property: Public Works Manager, City of Goleta

Length of association with property: 1 year

Date Completed: August 9, 2010

Phone Number: 805-968-6769

Property Name: Stow Grove Park

EMG Project Number: 92184.10R-005.017

Directions: Please answer all questions to the best of your knowledge and in good faith. Please provide additional details in the Comments column, or backup documentation for any Yes responses.

INSPECTIONS		DATE LAST INSPECTED	LIST ANY OUTSTANDING REPAIRS REQUIRED
1	Elevators	NA	
2	HVAC, Mechanical, Electric, Plumbing	NA	
3	Life-Safety/Fire	NA	
4	Roofs	NA	
QUESTION		RESPONSE	
5	List any major capital improvement within the last three years.	None	
6	List any major capital expenditures planned for the next year.	None	
7	What is the age of the roof(s)?	Varies	

8	What building systems (HVAC, roof, interior/exterior finishes, paving, etc.) are the responsibilities of the tenant to maintain and replace?	NA
---	--	----

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any Yes responses. (NA indicates "Not Applicable", Unk indicates "Unknown")

QUESTION		RESPONSE				COMMENTS
		Y	N	Unk	NA	
9	Are there any unresolved building, fire, or zoning code issues?		X			
10	Are there any "down" or unusable units?		X			
11	Are there any problems with erosion, storm water drainage or areas of paving that do not drain?		X			
12	Is the property served by a private water well?		X			
13	Is the property served by a private septic system or other waste treatment systems?		X			
14	Are there any problems with foundations or structures?		X			
15	Is there any water infiltration in basements or crawl spaces?		X			
16	Are there any wall, or window leaks?		X			
17	Are there any roof leaks?		X			
18	Is the roofing covered by a warranty or bond?			X		
19	Are there any poorly insulated areas?	X				Insulation at Caretaker's house crawl space damaged by rodents.
20	Is Fire Retardant Treated (FRT) plywood used?				X	
21	Is exterior insulation and finish system (EIFS) or a synthetic stucco finish used?		X			
22	Are there any problems with the utilities, such as inadequate capacities?		X			

23	Are there any problems with the landscape irrigation systems?		X			
24	Has a termite/wood boring insect inspection been performed within the last year?				X	
25	Do any of the HVAC systems use R-11, 12, or 22 refrigerants?				X	
26	Has any part of the property ever contained visible suspect mold growth?	X				Caretaker's house bedroom. Mold not present now.
27	Is there a mold Operations and Maintenance Plan?		X			
28	Have there been indoor air quality or mold related complaints from tenants?		X			
29	Is polybutylene piping used?		X			
30	Are there any plumbing leaks or water pressure problems?		X			
31	Are there any leaks or pressure problems with natural gas service?		X			
32	Does any part of the electrical system use aluminum wiring?			X		
33	Do Residential units have a less than 60-Amp service?			X		
34	Do Commercial units have less than 200-Amp service?			X		
35	Are there any recalled fire sprinkler heads (Star, GEM, Central, Omega)?				X	
36	Is there any pending litigation concerning the property?		X			
37	Has the management previously completed an ADA review?		X			
38	Have any ADA improvements been made to the property?		X			
39	Does a Barrier Removal Plan exist for the property?		X			
40	Has the Barrier Removal Plan been approved by an arms-length third party?				X	

41	Has building ownership or management received any ADA related complaints?		X			
42	Does elevator equipment require upgrades to meet ADA standards?				X	
43	Are there any problems with exterior lighting?		X			
44	Are there any other significant issues/hazards with the property?		X			
45	Are there any unresolved construction defects at the property?		X			

PROPERTY CONDITION ASSESSMENT: DOCUMENT REQUEST

On the day of the site visit, provide EMG's Field Observer access to all of the available documents listed below. Provide copies if possible.

Your timely compliance with this request is greatly appreciated.

- All available construction documents (blueprints) for the original construction of the building or for any tenant improvement work or other recent construction work.
- A site plan, preferably 8 1/2" X 11", which depicts the arrangement of buildings, roads, parking stalls, and other site features.
- For commercial properties, provide a tenant list which identifies the names of each tenant, vacant tenant units, the floor area of each tenant space, and the gross and net leasable area of the building(s).
- For apartment properties, provide a summary of the apartment unit types and apartment unit type quantities, including the floor area of each apartment unit as measured in square feet.
- For hotel or nursing home properties, provide a summary of the room types and room type quantities.
- Copies of Certificates of Occupancy, building permits, fire or health department inspection reports, elevator inspection certificates, roof or HVAC warranties, or any other similar, relevant documents.
- The names of the local utility companies which serve the property, including the water, sewer, electric, gas, and phone companies.
- The company name, phone number, and contact person of all outside vendors who serve the property, such as mechanical contractors, roof contractors, fire sprinkler or fire extinguisher testing contractors, and elevator contractors.
- A summary of recent (over the last 5 years) capital improvement work which describes the scope of the work and the estimated cost of the improvements. Executed contracts or proposals for improvements. Historical costs for repairs, improvements, and replacements.
- Records of system & material ages (roof, MEP, paving, finishes, and furnishings).
- Any brochures or marketing information.
- Appraisal, either current or previously prepared.
- Current occupancy percentage and typical turnover rate records (for commercial and apartment properties).
- Previous reports pertaining to the physical condition of property.
- ADA survey and status of improvements implemented.
- Current / pending litigation related to property condition.

**APPENDIX F:
TERMINOLOGY**

The following are definitions of terms utilized in this report.

TERMINOLOGY	
Actual Knowledge	Information or observations known first hand by EMG.
ADA	The Americans with Disabilities Act
Ancillary Structures	Structures that are not the primary improvements of the Property but which may have been constructed to provide support uses.
Appropriate Inquiry	A requests for information from appropriate entity conducted by a Freedom of Information Letter (FOIL), verbal request, or by written request made either by fax, electronic mail, or mail. A good-faith one time effort conducted to obtain the information in light of the time constraints to deliver the FRS.
ASTM	American Society for Testing and Materials
Base Building	That portion of the building (common area) and its systems that are not typically subject to improvements to suit tenant requirements.
Baseline	A minimum scope level of observation, inquiry, research, documentation review, and cost estimating for conducting a Facility Reserve Study as normally conducted by EMG.
BOMA	Building Owners & Managers Association
Building	Referring to the primary building or buildings on the Property, which are within the scope of the FRS as defined under Section 2.
Building Codes	A compilation of rules adopted by the municipal, county and/or state governments having jurisdiction over the Property that govern the property's design &/or construction of buildings.
Building Department Records	Information concerning the Property's compliance with applicable Building, Fire and Zoning Codes that is readily available for use by EMG within the time frame required for production of the Property Condition Assessment.
Building Systems	Interacting or interdependent components that comprise a building such as structural, roofing, side wall, plumbing, HVAC, water, sanitary sewer and electrical systems.
BUR	Built Up Roof
Client	The entity identified on the cover of this document as the Client.
Commercial Real Estate	Real property used for industrial, retail, office, agricultural, other commercial, medical, or educational purposes, and property used for residential purposes that has more than four (4) residential dwelling units.
Commercial Real Estate Transaction	The transfer of either a mortgage, lease, or deed; the re-financing of a commercial property by an existing mortgagee; or the transferring of an equity interest in commercial property.
Component	A piece of equipment or element in its entirety that is part of a system.
Consultant	The entity or individual that prepares the Facility Reserve Study and that is responsible for the observance of, and reporting on the physical condition of Commercial Property.
Dangerous or Adverse Conditions	Situations which may pose a threat or possible injury to the Project Manager, or those situations which may require the use of special protective clothing, safety equipment, access equipment, or any precautionary measures.
Deferred Maintenance	Deficiencies that result from postponed maintenance, or repairs that have been put off until a later time and that require repair or replacement to an acceptable condition relative to the age of the system or property.
Dismantle	To take apart; disassemble; tear down any component, device or piece of equipment that is bolted, screwed, secured, or fastened by other means.
DWV	Drainage Waste Ventilation

TERMINOLOGY	
EIFS	Exterior Insulation and Finish System
EMS	Energy Management System
Engineering	Analysis or design work requiring extensive formal education, preparation and experience in the use of mathematics, chemistry, physics, and the engineering sciences as provided by a Professional Engineer licensed to practice engineering by any state of the 50 states.
Expected Useful Life (EUL)	The average amount of time in years that a system or component is estimated to function when installed new.
FEMA	Federal Emergency Management Agency
FFHA	Federal Fair Housing Act
Fire Department Records	Information generated or acquired by the Fire Department having jurisdiction over the Property, and that is readily available to EMG within the time frame required for production of the FRS.
FIRM	Flood Insurance Rate Maps
FM	Factory Mutual
FOIA	U.S. Freedom of Information Act (5 USC 552 et seq.)
FOIL	Freedom of Information Letter
FRT	Fire Retardant Treated
FRS	Facility Reserve Study that includes a Property Condition Assessment, the Purpose and Scope of which is defined in Section 2 of this report.
Guide	A series of options or instructions that do not recommend a specific course of action.
His	Referring to either a male or female Project Manager, or individuals interviewed by the Project Manager.
HVAC	Heating, Ventilating & Air-conditioning
IAQ	Indoor Air Quality
Immediate Repairs	Physical deficiencies that require immediate action as a result of: (i) existing or potentially material unsafe conditions, (ii) significant negative conditions impacting tenancy/marketability, (iii) material building code violations, or (iv) poor or deteriorated condition of critical element or system, or (v) a condition that if left "as is", with an extensive delay in addressing same, has the potential to result in or contribute to critical element or system failure within one (1) year.
Interviews	Interrogatory with those knowledgeable about the Property.
Material	Having significant importance or great consequence to the asset's intended use or physical condition.
MEP	Mechanical, Electrical, and Plumbing
NFPA	National Fire Protection Association
Observations	The results of the Project Manager's Walk-through Survey.
Observe	The act of conducting a visual, unaided survey of items, systems or conditions that are readily accessible and easily visible on a given day as a result of the Project Manager's walk-through.
Obvious	That which is plain or evident; a condition that is readily accessible and can be easily seen by the Project Manager as a result of his Walk-through without the removal of materials, moving of chattel, or the aid of any instrument, device, or equipment.
Owner	The entity holding the deed to the Property that is the subject of the FRS.

TERMINOLOGY	
Physical Deficiency	<p>Patent, conspicuous defects, or significant deferred maintenance of the Property's material systems, components, or equipment as observed during the Project Manager's Walk-through Survey.</p> <p>Material systems, components, or equipment that are approaching, have realized, or have exceeded their typical Expected Useful Life (EUL); or, that have exceeded their useful life result of abuse, excessive wear and tear, exposure to the elements, or lack of proper or adequate maintenance.</p> <p>This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous repairs, normal operating maintenance, and conditions that do not present a material deficiency to the Property.</p>
PML	Probable Maximum Loss
Practically Reviewable	Information that is practically reviewable means that the information is provided by the source in a manner and form that, upon examination, yields information relevant to the property without the need for extraordinary analysis of irrelevant data.
Practice	A definitive procedure for performing one or more specific operations or functions that does not produce a test result.
Primary Improvements	The site and building improvements that are of fundamental importance with respect to the Property.
Project Manager	The individual Professional Engineer or Registered Architect having a general, well rounded knowledge of all pertinent site and building systems and components that conducts the on-site visit and walk-through observation.
Property	The site and building improvements, which are specifically within the scope of the FRS to be prepared in accordance with the agreement between the Client and EMG.
Readily Accessible	Those areas of the Property that are promptly made available for observation by the Project Manager without the removal of materials or chattel, or the aid of any instrument, device, or equipment at the time of the Walk-through Survey.
Reasonably Ascertainable	Information that is publicly available, provided to EMG's offices from either its source or an information research/retrieval concern, practically reviewable, and available at a nominal cost for either retrieval, reproduction or forwarding.
Recreational Facilities	Spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities.
Remaining Useful Life (RUL)	<p>The consultant's professional opinion of the number of years before a system or component will require replacement or reconditioning. The estimate is based upon observation, available maintenance records, and accepted EUL's for similar items or systems.</p> <p>Incliment weather, exposure to the elements, demand on the system, quality of installation, extent of use, and the degree and quality of preventive maintenance exercised are all factors that could impact the RUL of a system or component. As a result, a system or component may have an effective age greater or less than its actual age. The RUL may be greater or less than its Expected Useful Life (EUL) less actual age.</p>
Replacement Costs	Costs to replace the system or component "in kind" based on Invoices or Bid Documents provided by the current owner or the client, construction costs developed by construction resources such as <i>Means</i> and <i>Dodge</i> , EMG's experience with past costs for similar properties, or the current owner's historical incurred costs.
Replacement Reserves	Major recurring probable expenditures, which are neither commonly classified as an operation or maintenance expense. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, they may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within the reserve term.

TERMINOLOGY	
RTU	Rooftop Unit
RUL	Remaining Useful Life (See definition)
Shut-Down	Equipment or systems that are not operating at the time of the Project Manager's Walk-through Survey. Equipment or systems may be considered shutdown if it is not in operation as a result of seasonal temperatures.
Significant	Important, material, and/or serious.
Site Visit	The visit to the property by EMG's Project Manager including walk-through visual observations of the Property, interviews of available project personnel and tenants (if appropriate), review of available documents and interviews of available municipal personnel at municipal offices, all in accordance with the agreement for the Property Condition Assessment.
Specialty Consultants	Practitioners in the fields of engineering, architecture; or, building system mechanics, specialized service personnel or other specialized individuals that have experience in the maintenance and repair of a particular building component, equipment, or system that have acquired detailed, specialized knowledge in the design, assessment, operation, repair, or installation of the particular component, equipment, or system.
Structural Component	A component of the building, which supports non-variable forces or weights (dead loads) and variable forces or weights (live loads).
Suggested Remedy	A preliminary opinion as to a course of action to remedy or repair a physical deficiency. There may be alternate methods that may be more commensurate with the Client's requirements. Further investigation might make other schemes more appropriate or the suggested remedy unworkable. The suggested remedy may be to conduct further research or testing, or to employ Specialty Consultants to gain a better understanding of the cause, extent of a deficiency (whether observed or highly probable), and the appropriate remedy.
Survey	Observations as the result of a walk-through scan or reconnaissance to obtain information by EMG of the Property's readily accessible and easily visible components or systems.
System	A combination of interacting or interdependent components assembled to carry out one or more functions.
Technically Exhaustive	The use of measurements, instruments, testing, calculations, exploratory probing or discover, and/or other means to discover and/or troubleshoot Physical Deficiencies, develop scientific or Engineering findings, conclusions, and recommendations. Such efforts are not part of this report unless specifically called for under Section 2.2.
Term	Reserve Term: The number of years that Replacement Reserves are projected for as specified in the Replacement Reserves Cost Estimate.
Timely Access	Entry provided to the Project Manager at the time of his site visit.
UST	Underground Storage Tank
Walk-through Survey	The Project Manager's site visit of the Property consisting of his visual reconnaissance and scan of readily accessible and easily visible components and systems. This definition connotes that such a survey should not be considered in depth, and is to be conducted without the aid of special protective clothing, exploratory probing, removal of materials, testing, or the use of special equipment such as ladders, scaffolding, binoculars, moisture meters, air flow meters, or metering/testing equipment or devices of any kind. It is literally the Project Manager's walk of the Property and observations.

**APPENDIX G:
RESUMES FOR REPORT REVIEWER AND FIELD
OBSERVER**

EMG RESUME

MATTHEW F. ANDERSON, RA

Program Manager

Education

- Denmark's International Studies Program, Copenhagen Denmark, 1981
- Bachelor of Architecture from California Polytechnic State University, 1982

Project Experience

- ***Marin County Housing Authority*** -- Mr. Anderson led the engineering team during the review of all their owned properties for Section 504 compliance. After compliance upgrades were finalized the required renovation work was monitored. Deferred maintenance repairs to facilities beyond the Section 504 compliance were added to the scope of the renovation work during the reviews.
- ***San Francisco Housing Authority – Site Accessibility*** Mr. Anderson led the team during the review of 57 sites to determine which sites could accommodate wheelchair access. Sample accessible unit plans were developed along with standard construction details for the Housing Authority to use during apartment conversions.
- ***HUD Geneva Towers Implosion*** - Mr. Anderson was the primary HUD Contact during the construction monitoring of the implosion of two 21 story residential towers in San Francisco. The review work included 2 full time engineers at the site and attendance at various public agency meetings.
- ***Acorn II Housing Demolition*** – Mr. Anderson lead the demolition monitoring team for this troubled housing site. The demolition contract was a unit price contract and HUD paid the Contractor based on tabulations of unit amounts by the monitoring staff.
- ***Midway Village Soil Remediation*** - Mr. Anderson led the architectural team during the review and renovation of a toxic soil clean-up at an occupied apartment complex owned by the San Mateo County Housing Authority. The work included the review of the existing structures and site, preparation of renovation contract drawings, and full time site monitoring during removal of the contaminated soil and the apartment building renovations.

Industry Tenure

- A/E: 1982
- EMG: July, 1998 -2006
2008 - present

Related Experience

- Multifamily Housing Portfolios
- Instructor at ADA training seminars
- Project Manager Trainer

Industry Experience

- Healthcare
- Hospitality
- Retail
- Multi-Family

Special Skills & Training

- EPA Asbestos Assessor Training, 1999
- Trained in HUD MAP Program process

Active Licenses/Registration

- California Registered Architect since 1985

- ***Center Place Condominiums*** - Mr. Anderson acted as Owner's Agent to the condominium association during planning and renovation of the complex. Duties included attending ownership meetings to develop a priority list of proposed renovations and upgrades, working with the design architect to prepare contract documents, and attending construction meetings with the contractor.
- ***Apartment Portfolio Purchase*** – Mr. Anderson led the EMG team to review over 900 apartments in three complexes that were purchased and renovated using State low income housing funds. The property condition assessments included a review of all the apartments, preparation of renovation scopes of work, and construction monitoring during the renovation.

Corporate Profile

MATTHEW F. ANDERSON, RA

Program Manager

Mr. Matthew F. Anderson is a licensed professional architect with experience in the design of commercial, office, and residential projects in addition to construction management processes and procedures. He joined EMG in 1998 and supervises a team of architects and engineers conducting Building Inspections, Property Condition Assessments, cost estimating, Government programs, and an array of other services. Mr. Anderson has attended MAP specific training conducted by HUD.

Mr. Anderson is well versed in the design and construction industry and general architectural practice. He brings to EMG a proven record of project management and the ability to provide company clients with a wide array of services. His expertise includes the design of new facilities and adaptive reuse projects as well as facility evaluations and assessments for Property Condition Surveys and construction monitoring of new properties. Mr. Anderson has supervised an on-site construction monitoring staff during the Implosion of large buildings, consisting of two 20-story buildings.

During his eight years with EMG, Mr. Anderson has fulfilled the role of Senior Engineering Consultant and Project Manager many times. He has been involved in all manner of projects including healthcare, affordable housing, state and local government, industrial, retail, office, and warehouse properties for a vast array of clients.