

Mill Pond Professional Center, LLC

1567 Oceanside Court , P.O. Box 1242, Dunedin, Florida 34698

Phone 813-830-1034

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CUSTOMER SELECTION MEMO AND WORKSHEET

The following memo has been designed to break down the construction process of a Mill Pond Professional Center custom commercial building. Also, we have listed the information on the finishing selections included in the Builder's Package, as well as, the ever so popular upgraded options.

Each client will be required to meet with Roberto Saez, leading architect, to complete the interior layout of the office building (Clients may contact Roberto and the architectural department at 813-792-7445). At that time the floor plan along with the, lighting, plumbing, electrical and mechanical plans will be designed. Once the architectural design has been laid out the plans will be reviewed by Roberto, as well as, the client for final approval. Upon written approval by the building owner the plans are then finalized and will be submitted to the building department for permit approval. Please note that if the occupant of the building is requiring specific design properties or customization such as; electrical, lighting, etc. this must be addressed at that time prior to the submittal of the construction documents to the county. Once the construction permits are acquired from the building department, the building process will quickly proceed on the given structure.

Once a contract has been signed the individual selections must be made within 30 days, unless otherwise noted by the interior designer. The following documents will list in detail the standard items included in the Builder's Package, along with optional upgrades and pricing. **Any and all upgrades selected, outside of the Builder's Package, are at the client's cost and the client is solely responsible.** Given the event that the owner of said building chooses to implement upgraded items produced by Mill Pond Professional Center providers, the ordering, delivery and installation will be scheduled by our interior designer; although the cost is the responsibility of the client.

Included in this package you shall find a Customer Selection Checklist. This document will be completed by you with the help of Casi Jenkins, our interior design specialist.

Interior Paint Colors

Mill Pond Professional Center uses only high quality Sherwin Williams paints. The interior paint which will be used on your building is a commercial grade, washable, easy to maintain, flat, latex based paint. All clients are able to choose two custom colors to be used within their building; any additional colors will be considered an upgrade at additional cost with every additional color. Our clients are also given the opportunity to upgrade to a semi-gloss or high sheen which will also reflect an upgrade in price. Please see page 15 for pricing information. Exterior paint colors will be chosen by the Professionals of Mill Pond Professional Center, all exterior doors and trim will be Sherwin Williams Extra White, along with all interior doors, trim and ceiling. Please visit the

Sherwin Williams website at www.sherwin-williams.com for paint selections or if you have any special needs. Otherwise, our professional representative will be in contact to schedule a color session to assist you with your selections.

Interior Doors

Included in the Builder's Package are the interior six panels, hollow core, Masonite door provided by Cox Lumber. All interior doors will be ordered according to the specifications on the building plan, at a height of 6' 8". These doors arrive primed and ready to install, upon completion the doors will be painted with Sherwin Williams high gloss extra white commercial paint. Please see the photograph below for a finish view of the standard interior door. On occasion we will be required to implement fire rated solid core doors, if this is necessary for the occupant of a given building, the additional cost will be the client's responsibility. If the client so wishes they are permitted to upgrade these doors to any style, as long as, the provider remains Cox Lumber. The representative from Cox to contact is Jessi, the phone number is 813-949-7471, also view their website for ideas at www.coxlumber.com. Standard door hardware includes hinges, open/close levers and locks at the restrooms; all standard hardware comes in the bright brass finish. Doors hardware can also be upgrades to another finish or to add additional locking mechanisms if need be, at the customers cost. Price see page 15 for pricing details.



Exterior Doors

Included in the Builder's Package are the exterior 15 light, French style, Thermotru steel doors also provided by Cox Lumber. All exterior doors will be ordered according to the specifications on the building plan and at a height of 6' 8". Generally, these doors will be finished in a weather proof Sherwin Williams commercial grade exterior paint. Customers are permitted to upgrade these doors if so desired, in which case contact Casi Jenkins with the details of the upgraded doors ASAP. Below you will find a photograph of the finished exteriors, along with two

options for egress doors. The side or rear entry doors are available in two different styles solid steel six panel or steel 15 light French. Standard door hardware includes hinges, open/close levers and deadbolt locking mechanism; all standard hardware comes in a bright brass finish. Doors hardware can be upgraded to another finish, at the customers cost. See www.coxlumber.com for additional exterior door and hardware models.



Interior Molding

Included in the Builder's Package is the standard 3-1/4" colony style baseboard molding. The baseboard is constructed of pine and primed for paint; the finish of the final product will also be Sherwin Williams Extra White high gloss. Should the client desire any specialized moldings such as crown, chair rail, upgraded baseboard, etc. the cost of the material, installation, prep and paint will then become the clients responsibility. Please see page 15 for pricing details, also note that some areas may not be structurally eligible for the installation of crown molding; please contact Casi for assistance.

Cabinetry

Mill Pond Professional Center Construction's Builder's package includes standard kitchen cabinets with Formica counter top and wall hung cabinets. These cabinets are available in three different finishes of which the client will choose from; oak, maple and white. The standard Formica

counter tops also are available in 5 different styles; labrador granite, mesa verte, travertine, tumbled roca, and greystone. Mill Pond Professional Center will also provide a stainless steel 17"x19" kitchen sink with stainless single handle faucet. The interior designer has all of these samples of which she will present to the client during the scheduled color session. The client may also elect to have custom cabinetry constructed by an outside company; in that event we will provide a \$1,000.00 allowance toward the clients purchase. We also have a preferred vendor for customer cabinetry by the name of Renaldo's Cabinetry, they are located at 3784 Skyridge Circle Dade City, FL and their phone number is 813-788-2715. Please note that we will coordinate installation with the cabinet company but we are not responsible for any delays in the completion of the building caused by the cabinet shop delays. All cabinetry charges above the allowance must be paid by you directly to the cabinet shop on their terms.

Plumbing Fixtures

The Builder's Package included standard white plumbing fixtures in all restrooms, which are ADA compliant. Below you will find photos of the standard bath fixtures which will be provided for you. In the case that you would like to upgrade these fixtures please notify Casi right away, you will be responsible for the purchase of these fixtures and Mill Pond Professional Center will arrange to have them installed. Please note that all applications within a commercial restroom facility much be ADA compliant, we will not install anything less.



Lighting Fixtures

Mill Pond Professional Center building include standard white surface mounted fluorescent lighting fixtures, as well as, recessed can lighting in specified areas. Please locate your reflected ceiling plan located on sheet A-2 or A-2.1 within your construction documents, this sheet clearly marks the layout for lighting fixtures within your building. Below you shall find photographs of the standard lighting fixtures.



Flooring

Currently Mill Pond Professional Center is working with Trico flooring as our main flooring supplier. We will coordinate contact and communication between the customer and Trico. Please refer to your contract for specifications on your flooring allowance; generally a \$1.33 per square foot is given to the owner of the building to be put toward the initial flooring purchase. Mill Pond Professional Center will pay the given allowance to Trico Flooring, while the remaining balance will be the responsibility of the client (the balance must be paid in full prior to ordering the merchandise). All clients will deal directly with Trico flooring our interior designer is available to assist all clients with their selections, she will also have standard options available for your viewing. **Our client's also have the opportunity to use any outside company of their choice, if and only if, they will complete the installation of said flooring in full and after the building has been certified by the government for occupancy. We will intern forward your flooring allowance at final closing to the flooring contractor. Any outside contractor hired by the client will be responsible for completion of their contracted service and any damages to the building by that company will be the responsibility of that company.**

Low Voltage Wiring

Security System Pre-wire: Many clients wish to have a security system although it is certainly not required. If the client does wish or has a tenant whom would like to install a security system, the building will need to be pre-wired for such system. The installment of said wiring is an additional cost to the owner of the building. Mill Pond Professional Center uses and recommends Homelink Technologies for installation of all low voltage wiring systems. The arrangement for this installation will be made by the customer directly with the provider. Jeff Roberts is the representative for Homelink Technologies and he can be reached at 813-426-3680, by his cell 813-235-8335 or by email see www.homelinktechnologies.com. We at Mill Pond Professional Center will work with the client's choice of companies in scheduling installation of the low voltage service.

Telephone / Computer Data / Cable: All professional office buildings will need pre-wiring for telephone, computer system and many for cable. Please be aware that the pre-wiring for these items is not the responsibility of Mill Pond Professional Center, but they are the clients. Once again we use and recommends Homelink Technologies for installation of all low voltage wiring systems. The arrangement for this installation will be made by the customer directly with the provider. Jeff Roberts is the representative for Homelink Technologies and he can be reached at 813-426-3680, by his cell 813-235-8335 or by email see www.homelinktechnologies.com. We at Mill Pond Professional Center will work with the client's choice of companies in scheduling installation of the low voltage service.

Please note that these arrangements must be made with the company who will be installing within 25 days from the start of construction. All pre-wiring is to be installed during the framing stage of construction and prior to the installation of drywall.

Gutter Systems

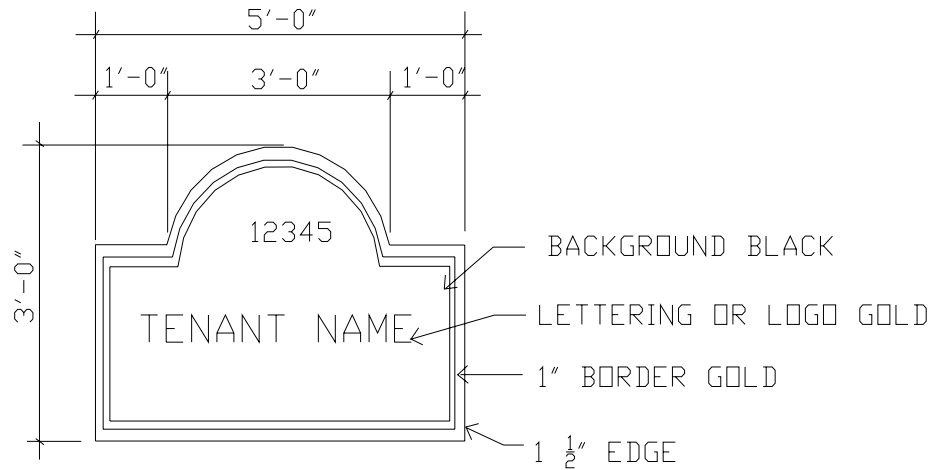
Mill Pond Professional Center Construction does recommend but does not force our building owner to install a gutter system to their building. There are many benefits to having the gutter systems installed on a professional building, as we do live in Florida with the summer rains gutters do help to elevate the chances of having standing water around the structure, as well as, the destruction of landscape. Mill Pond Professional Center has used American Custom Guttering, Inc. in the past with great results. The contact person is Mike and he can be reached at 813-926-6366 for estimates and installation.

Individual Building Sign

The size, shape and color of the building sign has been set forth in the diagram below. This design will not be subject to change as it has been pre-approved by the county along with Mill Pond Professional Center Construction. In order to assure a uniform professional center each customer must use Polski Signs for the construction of their building sign. The contact is Tom Polski at 727-785-1234. Please contact Mr. Polski with your design layout, any graphic's, proper address and information which you would like displayed.

Polski Signs is able and ready to design the layout of your sign to your exact specifications. The current pricing is \$875.00 per sign; however to the extent you need specialized logos there may be upgrade fees. All costs are the responsibility of the owner.

Finally, once you have solidified your design it must be faxed over to our office for final approval.



BUILDING SIGN

SCALE $\frac{1}{2}$ " = 1'-0"

Marquis Sign

The design and location of the Marquis Sign is subject to county approval. Of course we will do our best to ensure that the design and location of the sign is in keeping with the design of the professional center, as well as, allowing for the most visibility.

Each owner shall be given the same amount of space on the marquis and they will be arranged by order of building numbers, as set forth on the approved site plan. We will contact each owner when the sign is approved and have them contact our vendor to design their individual area on the marquis.

To the extent there are multiple tenancies in one building the area allotted for that building will be split amongst the various tenants. Please assure that we will do everything within means to be sure that every tenant has space on the sign and that their individual needs are met.

In order for us to ensure that all of your selections are implemented we will require that you meet with our personal Interior Design Specialist to complete the following selection checklist within the time frame stated.

We look forward to working with you on the completion of your building. We are confident that you will be very pleased with the finished product. Please feel free to contact Ms. Casi Jenkins at (239) 503-5309; casi23@verizon.net or Mr. Roberto Saez at (813) 792-7445; rsaez6@verizon.net, if you have questions in regard to the selection process.

Casi Jenkins

Office: 813-792-7445 Fax: 813-792-5295 Cell: 239-503-5309 Radio: 159*5001*413

CLARK CONTRACTING, INC.

CLIENT NAME	
BUILDING #	
LOCATION	
ADDRESS	
BLDG. SQ FT	
PHONE #	
E-MAIL	
SIGNED APPROVAL	DATE:

INTERIOR PAINT SELECTIONS

Mill Pond Professional Center Construction

SUITE A:	
INTERIOR CEILING	
INTERIOR TRIM	
INTERIOR WALLS	
EXTERIOR BODY	
EXTERIOR TRIM	
EXTERIOR DOORS	
SUITE B:	
INTERIOR CEILING	
INTERIOR TRIM	
INTERIOR WALLS	

EXTERIOR SAME PAINT COLOR SAME AS SUITE A

ATTACH SAMPLES BELOW:

http://sherlink.sherwin.com/swapp/color_visualizer/index.jsp



ORDER FORM FOR MILL POND PROFESSIONAL

ATTENTION: JESSI
 REQUEST BY: *Casi Jenkins*

FAX: 949-4636
 DATE:

LOCATION	
BUILDING #	
CLIENT NAME	
ADDRESS	
DATE ORDERED	
DELIVERY DATE	
CUSTOMER APPROVAL	

INTERIOR DOORS

- _____ **Standard** Masonite hollow core Molded front six panel doors textured and primed
- _____ **Upgraded** Masonite Safe 'N Sound Solid Core Six Panel doors textured and primed
- _____ **Upgraded** 15 light French doors
- _____ **Upgraded** 1 light French door
- _____ Customer elects to upgrade to another model interior door and will contact Jessi with Cox Lumber to make selections

Comments:

EXTERIOR DOORS

- _____ **Standard** Therma-tru 15 light steel French door
- _____ **Upgraded** Therma-tru 15 light fiberglass French door
- _____ Egress door - **Standard** Therma-tru 15 light steel French door
- _____ Egress door - **Standard** Solid steel Therma-tru door
- _____ **Upgraded** 1 light steel French door
- _____ **Upgraded** 1 light fiberglass French doors

_____ Customer elects to upgrade to another model interior door and will contact Jessi with Cox Lumber to make selections

Comments:

LOCKS

_____ **Standard** Bright Brass door hardware and locks (all doors including hinges)

_____ **Upgraded** Satin Nickel door hardware and locks (all doors including hinges)

_____ **Standard** - All office doors passage

_____ **Standard** - All Restroom one-way lock

_____ **Upgrade** with key entry lock

_____ **Upgrade** with a deadbolt lock

Comments:

MOLDING

_____ Standard Colonial Baseboard

_____ Upgrade Baseboard

_____ Upgrade to 5' Crown Molding

Rooms: _____

_____ Upgrade to Chair Rail Molding

Rooms: _____

_____ Add on additional casing for Reception Area pass through window

_____ Flex molding for curved walls, please see plans: _____ Base, _____ Crown, _____ Chair

ATTIC DOOR:

_____ Standard attic access stairs

Please note any upgraded item will be the responsibility of the client.



<i>Low Voltage Wiring</i>	
CLIENT NAME	
BUILDING #	
LOCATION	
ADDRESS	
BLDG. SQ FT	
PHONE #	
E-MAIL	
SIGNED APPROVAL	DATE:

Security Alarm Service / telephone and Computer systems

- I choose not to pre-wire for security within my building
- I would like to pre-wire for security, using Homelink Technologies
- I choose to pre-wire for security, using my own companies
- I have previously paid for these services pursuant to the terms of my contract, therefore Mill Pond Professional Center will provide service through Homelink Technologies, not to exceed \$1534.00, anything above and beyond this amount will be my responsibility

Please note that the client will be required to meet with a Homelink representative to allocate them specific needs within their building.

<i>Gutter System</i>	
CLIENT NAME	
BUILDING #	
LOCATION	
ADDRESS	
BLDG. SQ FT	
PHONE #	
E-MAIL	
SIGNED APPROVAL	DATE:



<input type="checkbox"/> I approve the installation of gutters on my building; According to price approval <input type="checkbox"/> I choose not to install a gutter system on my building At this time <input type="checkbox"/> I will have my own company install gutters to my Building post CO and except all responsibility at that Point and time

Please note: at time of CO if the client has chosen not to install gutters the responsibility will then become that of the owner of said professional building.

Sonlight Carpets

<i>Flooring</i>	
CLIENT NAME	
BUILDING #	
LOCATION	
ADDRESS	
BLDG. SQ FT	
PHONE #	
FAX #	
SIGNED APPROVAL	DATE:

Flooring Allowance: \$ _____

Selections:

Carpet: _____

Tile: _____

Wood or Laminent: _____

Vinyl or VCT: _____

MILL POND PROFESSIONAL CENTER LLC

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Upgrade Pricing List

Interior Paint Upgrades:

_____ Upgrade Interior paint to Low sheen/satin	\$0.35 per SF	Total: _____
_____ Additional custom color	\$250.00 per color	Total: _____
_____ Crown Molding	\$5.20 per Linear ft	Total: _____
_____ Chair Rail	\$4.50 per Linear ft	Total: _____
_____ 51/4" Baseboard	\$3.50 per Linear ft	Total: _____
_____ Solid Core Interior Doors	\$60.00 per door	Total: _____
_____ French 15 LT Doors	\$130.00 per door	Total: _____
_____ Single light glass door	\$100.00 per door	Total: _____
_____ Door hardware to Satin Nickel	\$20.00 per door	Total: _____
_____ Key entry Interior lock	\$30.00 per door	Total: _____
_____ Interior Deadbolt lock	\$45.00 per door	Total: _____
_____ Flex molding for curved walls	\$9.59 per linear ft	Total: _____
_____ Fiberglass Exterior Door	\$150.00 per door	Total: _____
_____ Fiberglass Exterior Door single light	\$175.00 per door	Total: _____
_____ Steel Exterior Single light door	\$20.00 per door	Total: _____
_____ Granite Counter top	Price per Order	Total: _____
_____ Corian Counter top	Price per Order	Total: _____
_____ Corian Top plus built-in sink	Price per Order	Total: _____
_____ Cabinet Hardware	Price per Order	Total: _____
_____ Exam room cabinets with Counter top	\$425.00 per Room	Total: _____
_____ Gutter System	Price per Order	Total: _____
_____ Low Voltage Wiring	\$60.00 per drop	Total: _____
_____ Pre wire for Security	\$395.00 per unit	Total: _____
<i>Any addition upgrades will be the client's responsibility to purchase and install post CO.</i>		
	Total Upgrades	\$
Client Approval: _____	Date: _____	
Designer Approval: _____	Date: _____	