

FE/TW

**Federico Office Park Association**

2 Federico Drive  
Pittsfield, Massachusetts 01201  
Tel: 413-443-3537 Fax: 413-445-5376

Board of Directors  
Marilyn Patti  
Mark L. Scoco  
James M. Scalise, II

March 12, 2020

TO: Federico Realty Corporation  
SK Holdings, LLC  
Quality Printing Co., Inc. - see new address 6-5-20  
Berkshire Springwater - Bldg sold June 2020 - # enclosing  
Mr. Thomas Patti  
Phoenix Masonry-Cantarella R.E. (see address) PO Box 413, Dalton MA 01927  
James Meadow Condo Association  
LTI Smart Glass

RE: **Federico Office Park Association  
Sewer Pump Station Management**

Dear Members;

Enclosed is the 2020 Operation Budget for the Sewer Pump Station that services the Federico Office Park and James Meadow Condominiums. This budget was prepared based on 2019 actual expenses. Payment of your assessed portion is due to Federico Office Park Association within thirty (30) days, after which there will be an interest charge of 1% per month for overdue amounts.

<u>2019 Actual Operating Budget</u>	
Management/Maintenance/Emergency Response	\$ 2,675.00
Lee Audio/Alarm Monitoring	\$ 371.88
Building Insurance	\$ 270.00
Miscellaneous (tank pumping/battery, etc.)	\$ 318.77
Utilities (gas, electric)	\$ 527.98
Capital Fund Increase	\$ 2,000.00
Total Expenses	\$ 6,163.63

Checkbook balance	\$ 7,895.57
Capital Fund (savings)	\$11,044.25

<u>2020 Estimated Operating Expenses</u>	
Management/Maintenance/Emergency Response	\$ 2,675.00
Alarm Monitoring (Lee Audio/Berk Communicators)	\$ 350.00
Building Insurance	\$ 280.00
Miscellaneous (Tank Pumping/Battery, etc.)	\$ 500.00
Utilities (electric, gas)	\$ 550.00
Add to Capital Fund	\$ 2,000.00
Total Estimated Budget	\$ 6,355.00

There were no major expenditures on the equipment or building in 2019. The pump was cleaned and had a tune up (oil change/antifreeze). We have budgeted \$500.00 for miscellaneous services that may be required in the coming year such as tank pumping or battery replacement and include adding another \$2,000.00 to the Capital Fund. We have built the fund back up and with this year's assessment will be in good shape in the case of any catastrophic or major repairs that may be required in the next few years.

Enclosed is the 2020 Operating Budget with your percentage of the cost hi-lighted. The percentage is based on actual water meter readings provided by the City of Pittsfield.

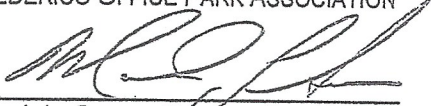
Also enclosed is a copy of the 2020 SK Design Group, Inc. Cost Proposal to perform the monthly management (inspections, emergency calls, routine maintenance & repairs, and bookkeeping) of the pump station. Unless there are any objections, SK Design Group, Inc. will continue to manage and maintain the pump station.

Thank you for your prompt response and support. If you have any questions, please feel free to contact our office.

Sincerely,

FEDERICO OFFICE PARK ASSOCIATION

By:

  
Mark L. Scoco, Member Board of  
Directors

Enclosures

Cc: File

G:\SK DESIGN GROUP\2000\000253 Fed Office Park Association\Documents\Word\2020 Expenses Invoice.doc



**2020 COST PROPOSAL  
Federico Drive  
Pump Station Management**

<b>I.</b>	<b>Monthly Inspections &amp; Alarm Monitoring, to include:</b> <i>On-site generator &amp; alarm test Visual facility inspection Monthly status reports sent annually to MDEP</i>	<b>\$ 900.00</b>
<b>II.</b>	<b>Bookkeeping &amp; Administrative, to include:</b> <i>Billing Services, Typing Services, Mailings, Postage, Coordination (estimate 25 hours)</i>	<b>\$ 650.00</b>
<b>III.</b>	<b>Emergency Response &amp; Maintenance, to include:</b> <i>(Based on estimate of 20 hours) 24-hour emergency response (2 hour minimum for response) Manual restart of station Minor mechanical repairs Notification and coordination of subcontractors when required</i>	<b>\$1,125.00</b>
<b>TOTAL BUDGET</b> .....		<b><u>\$2,675.00</u></b>

**NOTES:**

- 1) Items I, II and III will be billed at the following hourly rates:  
     II = \$26.00/Hour  
     I & III = \$75.00/Hour
- 2) Subcontractors will be utilized on an "as needed" basis, such as:  
     Comalli Electric/Smith Electric  
     Sanitary Septic  
     Behilo Consulting  
     Kingsley Power Equipment  
     Subcontractor invoices will be billed in addition to SKDG time. No subcontractor amounts are included within this Proposal.
- 3) The above budget will not be exceeded by SKDG without prior written notification to the Board of Directors.

S-K DESIGN GROUP, INC.

James M. Scalise, II, President

**SEWER PUMP STATION  
2020 OPERATING BUDGET**

*payed  
10/5/20 on billing  
June 2020*

<u>TENANT</u>	<u>*PERCENTAGE</u>	<u>PER YEAR</u>
SK Holdings (2 Federico)	4%	254.20
Federico Realty Corp. (1 & 4 Federico)	4%	254.20
Quality Printing Co., Inc. (3 Federico)	14%	889.70
Berkshire Springwater (12 Federico)	1%	63.55
Thomas Patti (10 Federico)	10%	635.50
Phoenix Masonry (8 Federico)	2%	254.20
LTI Smart Glass (14 Federico)	40%	2542.00
James Meadow Condo Assoc. (Hubbard/Pondview/Woodstream)	<u>25%</u>	<u>1588.75</u>
<b>TOTALS</b>	<b>100%</b>	<b>\$6,355.00</b>

Percentages are based on actual water meter readings provided by the City of Pittsfield for 2019.

Payment of your amount is due to Federico Office Park Association within thirty (30) days, after which there will be an interest charge of 1% per month.

**Water Usage for 2019**  
**Federico Drive Sewer Pump Station Cost Worksheet**

A	B	C	D	E	F
Building Name	Address	Annual CF Water Usage	Gallons Per Day	% of total	Cost
SK Holdings	#2 Federico Drive	9,200	189	4%	\$ 254.20
Time Warner Building	#4 Federico Drive	5,700	117	2%	\$ 127.10
Federal Express	#1 Federico Drive	3,370	69	2%	\$ 127.10
Canterella Building	#8 Federico Drive	4,200	86	2.0%	\$ 127.10
Quality Printing	#3 Federico Drive	33,800	698	14%	\$ 889.70
Tom Patti	#10 Federico Drive	29,400	603	10%	\$ 635.50
Berkshire Spring water	#12 Federico Drive	900	18	1%	\$ 63.55
Lti	#14 Federico Drive	107,100	2194	40%	\$ 2,542.00
James Meadow	Hubbard Avenue	75,100	1539	25%	\$ 1,588.75
<b>Total</b>		<b>268,770</b>	<b>5513</b>	<b>100%</b>	<b>\$ 6,355.00</b>

Based on actual water usage provided by City of Pittsfield records for 2019.