



## Project Summary / End Result:

The approach was to minimize additional expenses but do enough to maximize the sales price and reduce the overall loss for the lender. Refresh Homes provided a needs analysis, the scope of work below, put it out for three bids, and helped choose the winning bidder at the cost of \$40,000, and it was finished in 60 days. This approach helped us sell the property for \$295,000, \$5,000 below our target price of \$300,000 and minimized the lender's loss.

## Scope Of Work:

To complete the renovation of H1GÙ Sample Street and bring the property to a marketable condition, addressing both interior and exterior deficiencies while ensuring compliance with Baltimore City codes and regulations. After walking the property with us, please provide pricing.

## Key Tasks:

| # | Category                       | Description   | Bidder Pricing |
|---|--------------------------------|---|----------------|
| 1 | <b>Permits and Inspections</b> | Collaborate with Baltimore City to resolve missed rough-in inspections and bring permits back on track. |                |
| 2 | <b>Masonry</b>                 | Seal the rear patio and fill large cracks to prevent water intrusion.                                   |                |
|   |                                | Fill in the front basement entrance with cement.  |                |
|   |                                | Repair the side brick and stucco on the side and rear walls to make it a finished product.              |                |
| 3 | <b>Gutters and Downspouts</b>  | Complete proper installation of gutters and downspouts on the front and back of the house.              |                |

|    |                       |  |  |
|----|-----------------------|--|--|
| 4  | <b>Roof</b>           | Flash neighbor's side of the roof where gaps and cracks are visible.   |  |
|    |                       | Burn rubber along the right side of the house to seal voids. Provide a 1 year roof certification.                |  |
| 5  | <b>Garage</b>         | Furnish and install one new garage door and opener.  |  |
| 6  | <b>Siding</b>         | N/A  |  |
| 7  | <b>Windows</b>        | Furnish and install one new double-hung window at the front, second level, and right side that matches existing. |  |
|    |                       | Replace damaged skylight.  |  |
| 8  | <b>Shutters</b>       | N/A  |  |
| 9  | <b>Decks</b>          | Complete & repair decks and rails to meet city code.   |  |
| 10 | <b>Walks</b>          | N/A  |  |
| 11 | <b>Pavers</b>         | N/A  |  |
| 12 | <b>Exterior Doors</b> | Furnish and install one front steel exterior door with standard brushed nickel hardware. Paint black.            |  |

|    |                          |  |  |
|----|--------------------------|--|--|
| 13 | <b>Exterior Painting</b> | N/A  |  |
| 14 | <b>Fencing</b>           | N/A  |  |
| 15 | <b>Grading</b>           | N/A  |  |
| 16 | <b>Drywall</b>           | Patch and repair damaged drywall in the kitchen, all bedrooms, around the skylight, and the basement.        |  |
|    |                          | Remove moldy drywall, address water issues, and treat areas of mold as needed. Identify any moisture issues. |  |
| 17 | <b>Paint</b>             | Paint approximately 75% of the house.  |  |
| 18 | <b>Wood Trim</b>         | Complete matching baseboards throughout the property.  |  |
| 19 | <b>Stairs</b>            | Refinish and seal steps to match the existing stain.   |  |
| 20 | <b>Closets</b>           | Furnish and install seven wire shelves (1 per closet).   |  |
| 21 | <b>Flooring</b>          | Replace or repair wood floors to match existing flooring.  |  |
|    |                          | Furnish and install mid-grade Berber carpet in the basement.   |  |

|    |                                 |  |  |
|----|---------------------------------|--|--|
| 22 | <b>Fixtures</b>                 | Replace or add bathroom fixtures as needed. Match existing.  |  |
| 23 | <b>Plumbing</b>                 | Check all plumbing lines for leaks and ensure functionality.   |  |
| 24 | <b>Electrical</b>               | Complete the electrical trim-out for the house.  |  |
| 25 | <b>HVAC</b>                     | Service the existing heating system and identify repairs or replacements needed.                                       |  |
| 26 | <b>Insulation</b>               | N/A  |  |
| 27 | <b>Cabinets and Countertops</b> | Replace damaged vanities in the hall bath and bathroom on the main entrance level. Use affordable shaker cabinet style |  |
| 28 | <b>Appliances</b>               | Supply 1 step above entry-level stainless steel stove, refrigerator with ice/water on door, microwave, and dishwasher. |  |
| 29 | <b>Ceramic Tile</b>             | N/A  |  |
| 30 | <b>Basement</b>                 | Perform any necessary waterproofing. Recommend least expensive that solves issues                                      |  |
| 31 | <b>Clean-Up</b>                 | Remove all trash and debris from the job site.   |  |
| 32 | <b>Misc</b>                     | Things that come up on site inspection   |  |

This scope of work is provided as a guide and does not guarantee or warrant the property's condition upon project completion. Ron Howard and Refresh Homes assume no responsibility for unforeseen issues, additional repairs, or costs discovered during the execution of this scope of work, including but not limited to structural deficiencies, permit-related delays, or contractor errors.

Ron Howard and Refresh Homes are not liable for direct, indirect, or incidental damages from completing the outlined tasks. All contractors and bidders are responsible for their work's quality, safety, and compliance with applicable city, state, and federal regulations.

The selected contractor will be hired directly by the client, and the contractual relationship will be solely between the client and the contractor. Ron Howard and Refresh Homes only facilitate the bidding process and assist in collecting bids. If the client elects, we may remain in a project management role and serve as the contractor's primary point of contact. Selected bidders will be notified if this arrangement is chosen.

Any disputes arising from this process or project will be handled in the courts of the State of Maryland.

### **Bid Submission Requirements:**

- Provide a detailed breakdown of costs for labor and materials for each section of the scope of work.
- Include a timeline for completion.
- Specify any exclusions or additional recommendations not covered in the provided scope.

**Submission Deadline:** 10/11/2010

**Contact Information:** Ron Howard / 443-414-3338

By completing this work, the property will be positioned for a successful sale and marketability while minimizing further financial risk.

Sincerely,

A handwritten signature in blue ink that reads "Ron Howard". The signature is written in a cursive, flowing style.

Refresh Homes, llc. MHIC #147779

Ron Howard, Associate Broker, REMAX Advantage #524502