# AGENDA
# CITY COUNCIL
# WORK SESSION
# CITY OF WYOMING, MINNESOTA
# SEPTEMBER 2, 2025
# 5:30 PM

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF A QUORUM:**

**NEW BUSINESS:**

**1.** To continue discussion and review the 2026 Preliminary Budget

**2.** To discuss property located at 26263 Forest Blvd., Wyoming, MN 55092

**ADJOURN**

# BUDGET MEMO

**TO:** CITY ADMINISTRATOR

**FROM:** ABDO FINANCIAL SOLUTIONS, LLC

**SUBJECT:** COUNCIL WORK SESSION

**DATE:** 9/2/2025

**Introduction**

Upon your request, we have summarized some of the key changes since the last budget workshop.

**Budget Format**

Since the budget workshop on August 19, 2025, we have added the following items to the budget:

- Increased election judge wages by $1,500.
- Increased utilities by $20,000.
- Increased cleaning by $20,000.
- Increased lawn mowing by $7,200.
- Increased refuse by $2,000.

- With those additions, the 2026 tax levy is proposed to increase $533,362 or 9.20% from 2025.
    - The general levy increased $318,881 or 7.21%.
        - Factors relating to this increase are explained in this memo under the General Fund Budget Summary section.
    - The debt levy decreased by $108,119 or -14.87%. This is due to the scheduled bond payments and the 2015A GO Bond falling off for 2026.
    - The capital levy increased $322,600 or 51.17%.
        - Capital levies are needed to fund equipment and improvements and details can be found in the City's Long-Term Plan.
        - The street replacement levy increased by $100,000 or 20.00%.
        - The capital equipment levy increased by $222,600 or 221.71%

**Tax Levy Summary**

Overall, the property tax levy includes levies for general operations, EDA, capital equipment and improvements, street replacement, and debt service. The 2025 levy and 2026 proposed property tax levies are listed below:

| | 2025 Levy | Proposed 2026 Levy | Increase (Decrease) from 2025 | Percent Change from 2025 | Fund # |
|---|---|---|---|---|---|
| **General Levy** | $ 4,422,733 | $ 4,741,614 | $ 318,881 | 7.21% | 101 |
| **EDA Levy** | 15,000 | 15,000 | - | 0% | 280 |
| **Capital Levy** | | | | | |
| Capital Equipment | 100,400 | 323,000 | 222,600 | 221.71% | 401 |
| Park Development | 30,000 | 30,000 | - | 0% | 404 |
| Street Replacement | 500,000 | 600,000 | 100,000 | 20.00% | 408 |
| Total | 630,400 | 953,000 | 322,600 | 51.17% | |
| **Debt Levy** | | | | | |
| 2015A GO Bonds | 233,777 | - | (233,777) | -100.00% | 338 |
| 2016A GO Bonds | 104,191 | 147,249 | 43,058 | 41.33% | 339 |
| 2018A GO Bonds | 101,599 | 109,264 | 7,665 | 7.54% | 340 |
| 2020A GO Bonds | 224,636 | 225,265 | 629 | 0.28% | 341 |
| 2024A GO Bond | 63,000 | 137,306 | 74,306 | 117.95% | 342 |
| Total | 727,203 | 619,084 | (108,119) | -14.87% | |
| **Total** | **$ 5,795,336** | **$ 6,328,698** | **$ 533,362** | **9.20%** | |
| **Tax Capacity** | **$ 14,068,820** | **$ 14,722,577** | **$ 653,757** | **4.65%** | |
| **City Tax Rate*** | **41.19%** | **42.99%** | **1.79%** | | |

**The City's Payable 2026 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.*

The preliminary levy will be set on September 16, 2025. Once the preliminary levy is set, it cannot go any higher. We will continue to look for areas that can be decreased until the December 2, 2025 meeting where the final levy will be adopted.

# Request for Council Action

*Date*: August 28, 2025

*Presented to*: Mayor Iverson and City Council Members
*Presented by*: City Administrator Linwood
*Department:* Administration
*Reference*: Building Inspection of 26263 Forest Blvd – Nova Group
Method: Work Session

***Background Information***

As the City continues to conduct due diligence on the Wyoming Business Center property at 26263 Forest Boulevard, Nova Group, GBC was retained to complete a Property Condition Assessment (PCA). The purpose of this report is to evaluate the building's physical condition, identify any immediate maintenance needs, and outline capital reserve requirements for the next 12 years.

Key Findings

- General Condition: The property is in good overall condition, with proactive maintenance noted. No significant structural or utility concerns were identified.
- Immediate Repairs (within 1 year): Sidewalk repairs to address trip hazards and cracking near entrances ($2,500).
- Other Short-Term Repairs: None identified.
- Capital Reserves (1–12 years): Estimated at $76,350 (uninflated) or $89,350 (inflated at 2.5% annually). Major items include:
    - Roof replacement ($51,000)
    - Exterior repainting/recaulking ($4,250)
    - HVAC condenser replacement ($4,000)
    - Parking lot resealing and restriping ($17,100)

Capital Improvement Schedule
The PCA outlines the following anticipated timing of improvements:

| Year | Improvement | Estimated Cost |
|---|---|---|
| Year 0 (2025) | Sidewalk repairs (trip hazards and cracks | $2,500 |
| Year 2–3 (2027–2028) | HVAC condenser replacements (4 units) | $4,000 |
| Year 4 (2029) | Parking lot sealcoating & restriping | $8,550 |
| Year 5 (2030) | Exterior painting and recaulking | $4,250 |
| Year 8 (2033) | Roof replacement (asphalt shingles) | $51,000 |
| Year 10 (2035) | Parking lot sealcoating & restriping | $8,550 |

Immediate Repairs
The only immediate item identified is to conduct fire and life safety inspections and provide updated documentation. Estimated cost: $1,000.

Useful Life & Compliance

- The building and site improvements are expected to remain functional for at least 35 additional years, assuming continued maintenance.
- No zoning, building code, or municipal violations were reported.
- ADA accessibility appears compliant with minimum standards.

***Summary***: The Wyoming Business Center is in sound condition with limited immediate maintenance needs. The most significant costs will occur within the reserve schedule, particularly roof replacement and parking lot maintenance. A proactive approach to budgeting for these capital items will ensure the property continues to serve the City effectively.

Nova Group

Inspired Solutions
by Nova Group

# Property Condition Assessment Report

## Property

Wyoming Business Center
26263 Forest Boulevard
Wyoming, MN 55092

## Prepared For

City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

## Prepared By

Nova Group, GBC
5320 West 23rd Street, Suite 270
St. Louis Park, MN 55416
TEL: (612) 275-1997
Web: novagroupgbc.com

Mark Perry
Corporate Vice President

| | |
|---|---|
| Nova Project: | W25-6583 |
| Report Date: | August 6, 2025 |
| Site Visit Date: | July 24, 2025 |

Nova Group Carbon Neutral Report
novagroupgbc.com/carbonneutral

August 6, 2025

City of Wyoming
Attn: Robb Linwood
26885 Forest Boulevard
Wyoming, MN 55092

**Re:** **Property Condition Assessment Report**
**Wyoming Business Center**
**26263 Forest Boulevard**
**Wyoming, MN 55092**
**Nova Project: W25-6583**

This Property Condition Assessment (PCA) Report was prepared based on observations made at the Wyoming Business Center (the "Property") on July 24, 2025, in accordance with the agreement between Nova Group, GBC (Nova) and City of Wyoming dated July 09, 2025. This PCA has been prepared in accordance with ASTM E2018-24: "Standard Guide for Property Condition Assessments*: Baseline Property Condition Assessment Process*".

The purpose of this PCA is to describe the major physical systems and opine on their condition, provide Opinions of Costs to remedy deferred maintenance and existing physical deficiencies, and to provide a Capital Reserve Schedule for recurring replacement costs anticipated within the future.

Nova Group, GBC certifies that we have no undisclosed interest in the Property, and that our employment and compensation are not contingent upon our findings or opinions. The scope of this assessment, methodology, limiting conditions, and reliance language are outlined in this Report.

Nova appreciates the opportunity to assist you. Should you have any questions, please contact Mark Perry at (612) 275-1997 or mark.perry@novagroupgbc.com. Thank you.

Respectfully submitted,
**Nova Group, GBC**

Signature for Mark Perry
Mark Perry
Corporate Vice President

# Property Summary

At the request of City of Wyoming, Nova Group, GBC ("Nova") prepared a Property Condition Assessment (PCA) Report of Wyoming Business Center at 26263 Forest Boulevard in Wyoming, MN ("the Property"). This assignment was conducted in accordance with ASTM E2018-24 and City of Wyoming Scope of Services.

The Property was observed to be in good overall condition. Maintenance appeared to be proactive.

| Construction System | Good | Fair | Poor | Action | Immediate | Short Term | Over Term Years 1-12 |
|---|---|---|---|---|---|---|---|
| 3.2.1 Property Configuration and Size | X | | | None | | | |
| 3.2.2 Utilities | X | | | None | | | |
| 3.2.3 Grading, Drainage and Property Landscaping | X | | | None | | | |
| 3.2.4 Water and Sanitary Lines | X | | | None | | | |
| 3.2.5 Ingress/Egress | X | | | None | | | |
| 3.2.6 Parking, Flatwork and Walkways | X | X | | Repair, Reseal, Restripe | $4,000 | | $17,100 |
| 3.2.7 Property Lighting | X | | | None | | | |
| 3.2.8 Property Fencing and Retaining Walls | | NA | | NA | | | |
| 3.3.1 Foundations | X | | | None | | | |
| 3.3.2 Framing | X | | | None | | | |
| 3.3.3 Building Cladding / Exteriors | X | | | Repaint and Recaulk | | | $4,250 |
| 3.3.4 Roof Systems | X | X | | Replace | | | $51,000 |
| 3.3.5 Appurtenances | | NA | | NA | | | |
| 3.3.6 Doors and Windows | X | | | None | | | |
| 3.3.7 Amenities | | NA | | NA | | | |
| 3.4.1 Water Distribution and Domestic Hot Water | X | | | None | | | |
| 3.4.2 Sanitary Waste and Vent | X | | | None | | | |
| 3.4.3 Heating/Cooling System and Controls | X | | | Replace | | | $4,000 |
| 3.4.4 Ventilation Systems | X | | | None | | | |
| 3.4.5 Electrical Service | X | | | None | | | |
| 3.4.6 Fire and Life Safety Systems | X | X | | Life Safety Inspections | $1,000 | | |
| 3.4.7 Elevators | | NA | | None | | | |
| 3.4.8 Property Security | X | | | None | | | |
| 3.5.1 Common Area Interiors and Common FF&E | X | | | None | | | |
| 3.5.2 Tenant Unit Summary and Units Observed | X | | | None | | | |
| 3.5.3 Unit Finishes | X | | | None | | | |
| 4.1 Moisture and Microbial Growth | X | | | None | | | |
| 4.2 Wood Destroying Organisms | X | | | None | | | |
| 6.2.1 Municipal Research | X | | | None | | | |
| 6.3.1 Americans with Disabilities Act (ADA) | X | | | None | | | |

| Construction System | Good | Fair | Poor | Action | Immediate | Short Term | Over Term Years 1-12 |
|---|---|---|---|---|---|---|---|
| Totals | | | | | $5,000 | $0 | $76,350 |

| Summary | Today's Dollars | $/SF |
|---|---|---|
| Immediate Repairs | $5,000 | $0.31 |

| Summary | Today's Dollars | $/SF |
|---|---|---|
| Short Term Repairs | $0 | $0.00 |

| | Today's Dollars | $/SF | $/SF/Year |
|---|---|---|---|
| Replacement Reserves, today's dollars | $76,350.00 | $4.72 | $0.39 |
| Replacement Reserves, w/12, 2.5% escalation | $89,350.62 | $5.53 | $0.46 |

# nediate and Short Term Repair Costs

| tem | Quantity | Unit | Unit Cost | Replacement Percent | Immediate Total | Short Term Total | Comments |
|---|---|---|---|---|---|---|---|
| ing, Flatwork and Walkways | | | | | | | |
| avement | 500 | SF | $3.00 | 100% | $1,500 | | Nova identified several areas of damaged asphalt pavement in the drive lanes of the parking areas consisting of large cracks and alligatoring. |
| Repair | 1 | Allow | $2,500.00 | 100% | $2,500 | | The sidewalks are in generally good condition, but there are limited locations of tripping hazards observed near parking area in front of the eye care clinic. Ar concrete crack, exhibiting excessive rust staining was observed at the northeast main building entrance. |
| and Life Safety Systems | | | | | | | |
| re and Life stems | 1 | Allow | $1,000.00 | 100% | $1,000 | | Fire system inspections have expired or were not available. The systems should be inspected, and documentary evidence provided immediately. |
| ir Cost | | | | | $5,000.00 | $0.00 | |

# ital Reserve Schedule

| Item | EUL | EFF AGE | RUL | Quantity | Unit | Unit Cost | Cycle Replace | Replace Percent | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ing, Flatwork and Walkways | | | | | | | | | | | | | | | | | | | | | |
| eal Coating and Restriping | 5 | 1 | 4 | 57,000 | SF | $0.15 | $8,550 | 200% | | | | $8,550 | | | | | | $8,550 | | | $ |
| ding Cladding / Exteriors | | | | | | | | | | | | | | | | | | | | | |
| uilding Painting and g | 8 | 3 | 5 | 5,000 | SF | $0.85 | $4,250 | 100% | | | | | $4,250 | | | | | | | | $ |
| Systems | | | | | | | | | | | | | | | | | | | | | |
| ningles Asphalt | 25 | 17 | 8 | 17,000 | SF | $3.00 | $51,000 | 100% | | | | | | | | $51,000 | | | | | $ |
| ting/Cooling System and Controls | | | | | | | | | | | | | | | | | | | | | |
| ioning Compressors | 20 | 18 | 2 | 4 | EA | $1,000.00 | $4,000 | 100% | | $2,000 | $2,000 | | | | | | | | | | $ |
| nflated) | | | | | | | | | $0.00 | $2,000.00 | $2,000.00 | $8,550.00 | $4,250.00 | $0.00 | $0.00 | $51,000.00 | $0.00 | $8,550.00 | $0.00 | $0.00 | $ |
| actor (2.5%) | | | | | | | | | 1.0 | 1.025 | 1.051 | 1.077 | 1.104 | 1.131 | 1.16 | 1.189 | 1.218 | 1.249 | 1.28 | 1.312 | |
| ated) | | | | | | | | | $0.00 | $2,050.00 | $2,101.25 | $9,207.41 | $4,691.20 | $0.00 | $0.00 | $60,622.97 | $0.00 | $10,677.78 | $0.00 | $0.00 | $ |

| | |
|---|---|
| Period: | 12 |
| | 16,160 |
| er SF per year (Uninflated) | $0.39 |
| er SF per year (Inflated) | $0.46 |

# Table of Contents

# 1.0 INTRODUCTION

## 1.1 Purpose

Nova Group, GBC ("Nova") was retained by City of Wyoming to render an opinion as to the Property's current, general physical condition as of the day of the Property visit in general accordance with the scope and terms of the agreement with City of Wyoming.

## 1.2 Scope of Services

Nova has prepared this PCA in accordance with ASTM E2018-24: "Standard Guide for Property Condition Assessments*: Baseline Property Condition Assessment Process*" and the City of Wyoming scope of Work. This PCA incorporates the information obtained during the PCA process, which is generally outlined as follows:

- A single Property visit consisting of visual, auditory and olfactory observations based upon a cursory, "walk-through" of the Property. A survey for latent defects was not conducted.
- Inquiries were made of the municipal Building, Zoning, and Fire Departments to determine whether there were any outstanding recorded code violations on file.
- A brief review of any available construction or leasing documents/records was conducted.
- The taking and annotating of photographs to document existing conditions, representative areas or systems, significant deficiencies, and/or evidence of deferred maintenance.

## 1.3 Reliance

Nova Group, GBC acknowledges and agrees that the Property Condition Assessment Report may be relied upon by City of Wyoming. This report has no other purpose and may not be relied upon by any other person or entity without the written consent of Nova Group, GBC. Either verbally or in writing, third parties may come into possession of this report or all or part of the information generated as a result of this work. In the absence of a written agreement with Nova granting such rights, no third parties shall have rights of recourse or recovery whatsoever under any course of action against Nova Group, GBC, its officers, employees, vendors, successors or assigns. Reliance is provided in accordance with Nova Group, GBC's Proposal and General Conditions executed by City of Wyoming on July 09, 2025.

# 2.0 CONSULTANT TEAM

On behalf of Nova, the undersigned hereby certifies that:

The report was prepared in a manner consistent with generally accepted industry practices and standards. Nova, or the individuals working on this assignment, are not affiliated with the property owners, its affiliates or representatives.

All information is true and correct, to the best of the undersigned’s knowledge, and reflects the consultant’s best professional opinion and judgment.

**Nova Group, GBC**

Signature for Mark Perry

James McIntyre
Project Manager

Mark Perry
Corporate Vice President

| Property Visit Information | |
|---|---|
| Date of Property Observation | July 24, 2025 |
| Weather Conditions | Partly Sunny, 77 degrees F |
| Nova Professional Associate | James McIntyre |
| Nova Reviewer | Bernard Zangeneh |
| Property Contact | Julie Nash Smith, Real Estate Agent<br>RE/MAX Synergy<br>651-270-0398 |

# 3.0 PROPERTY CHARACTERISTICS

The Property consists of a 4.43-acre, rectangular-shaped parcel developed with one single-story office buildings with a total of 16,036 square feet of net rentable area. The Property is also improved with asphalt driveways and parking areas. The Property was constructed in 1997 and expanded to its current condition in 2008.

Forest Blvd binds the Property to the west, which tracks in a north-south direction. Vehicular access to the Property is provided from an asphalt-paved entrance to the west from Forest Blvd. Asphalt-paved parking and drives are located to the south, west, and north of the Building. Landscaped areas are provided along the perimeters of the Property.

| **Property Characteristics** | |
|---|---|
| Property Name | Wyoming Business Center |
| Property Address | 26263 Forest Boulevard, Wyoming, MN 55092 |
| Property Age | The Property was constructed in 1997 and expanded to it's current condition in 2008, and is 17 years old. |
| Property Age Source | Certificate of Occupancy |
| Property Acreage and Parcels | The site consists of 4.43 acres, and has one, rectangular-shaped, singular parcel. |
| Property Acreage Source | Tax Appraisal Records |
| Number of Buildings | one |
| Number of Stories | one |
| Number of Units | two |
| Gross Building Square Footage | 16,160 square feet |
| Gross Building Square Footage Source | Tax Appraisal Records |
| Net Rentable Square Footage | 16,036 square feet |
| Net Rentable Square Footage Source | Real Estate Listing |
| Number of Parking Spaces | 162 |
| Number of Accessible Parking Spaces | Six |
| Number of Parking Spaces Source | Aerial Photographs |
| Date of Site Visit | July 24, 2025 |
| Property Contact | Julie Nash Smith, Real Estate Agent |
| Weather on the Date of the Property Visit | Partly Sunny, 77 °F |

## Property Expected Useful Life

The structural elements of the building have performed adequately for approximately the past 17 years. Assuming the recommendations in this report in reference to the Immediate and Physical Needs over the Evaluation Term are made in an appropriate time frame; a preventive/remedial maintenance program is implemented continually; and all systems and building components are replaced as necessary with an acceptable standard of care, this Property's estimated remaining useful life (ERUL) should be at least an additional 35 years barring any natural disasters. This is based on the observation that the foundation, which has an expected useful life of 50 years plus, were observed to be functioning properly with no major deficiencies. Other site and building elements are replaceable. However, as the property ages, the maintenance program cost should be expected to increase.

## 3.1 INTRODUCTION

The report includes the following indicators of recommended action:

**RM** = Routine Maintenance
**IM** = Immediate Repair
**ST** = Short Term Repair
**RR** = Replacement Reserve
**INV** = Investigation is Recommended
**NA** = Not Applicable

## 3.2 PROPERTY COMPONENTS

### 3.2.1 Property Configuration and Size

| Item | Description | Action |
|---|---|---|
| Number of Parcels | The Property consists of one parcel. The parcel is rectangular in shape. | |
| Type of Parcels | The parcel is singular. | |
| Acreage | 4.43 acres | |
| Topography | The Property is generally flat, with mild slopes to drain. | |
| Bodies of Water | No bodies of water were observed at the Property. | |
| Other Characteristics | The Property includes an undeveloped area to the northeast, that has natural grasses for additional stormwater detention. | |

### Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

### 3.2.2 Utilities

| Item | Description | Action |
|---|---|---|
| Domestic Water | Domestic water is provided by City of Wyoming. | |
| On-Property Well | There is no on-site well. | |
| Domestic Sewer | Domestic sewage service is provided by City of Wyoming. | |
| On-Property Sewage | There is no on-site sewage treatment. | |
| Storm Drainage | The Property storm water is collected by the municipal system. | |
| Electricity | Electricity is provided by Xcel Energy. | |
| Natural Gas | Natural gas service is provided by Xcel Energy. | |
| Propane | Propane service is not utilized at this Property. | |

| Item | Description | Action |
|---|---|---|
| Fuel Oil | Fuel oil is not utilized at this Property. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

No observed or reported deficiencies were noted. All necessary utilities are installed and available to the site and appear to be adequate for the needs of the Property.

## 3.2.3 Grading, Drainage and Property Landscaping

| Item | Description | Action |
|---|---|---|
| Property Storm Water Drainage | Property storm water is directed from roofs to the paved and landscaped areas. Storm water is then diverted via storm drains to the municipal underground storm water system. | |
| Catch Basins | There are no catch basins on site. | |
| Retention / Detention Ponds | A detention pond is located in the northeast corner of the property. | |
| Drywells | There are no drywells at this Property. | |
| Erosion | Erosion was not observed. | |
| Grading | Grading appears to slope away from the buildings. | |
| Landscaping | Landscaping appears to be hearty varieties that are appropriate for the climate. | |
| Irrigation | Irrigation is provided for the landscaping, and appears adequate for maintaining the plantings. | |
| Site Stairs and Rails | Site Stairs and Rails is not provided at this property. | |
| Water Features | There are no water features at this Property. | |
| Other Landscape Features | There are no other landscape features. | |
| Waste Enclosures | Waste enclosures are constructed of painted concrete masonry units with chain link panel gates. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

No deficiencies were reported or observed. Catch basins, if observed to be clogged, can be cleared as part of routine maintenance.

## 3.2.4 Water and Sanitary Lines

| Item | Description | Action |
|---|---|---|
| Property Water Lines | The site water lines were underground and could not be observed.<br>No history of frequent breaks or leakage was reported. | |
| Property Sanitary Lines | The site sanitary lines were underground and could not be observed. "As-built" plans of the Property were unavailable for review to determine the below ground components; thus, Nova was unable to physically identify all types of piping used throughout the Property. No history of frequent breaks or leakage was reported. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

No concerns were reported or observed regarding the site water supply and site sanitary lines. The components can be maintained under routine maintenance as part of the normal operating program during the term.

## 3.2.5 Ingress/Egress

| Item | Description | Action |
| --- | --- | --- |
| Property Access and Egress | Vehicles access the site from a driveway from Forest Blvd. | |
| Property to Municipal Walkways | No Municipal Walkways were identified on the property. | |
| Secured Access | There is no secured access to the site, beyond access to individual buildings. | |
| Property Signage | Property signage is located on a freestanding sign located at the west entrance to the property. | |
| Traffic Pattern Signage | There is no traffic signage on the Property. | |

## Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

## 3.2.6 Parking, Flatwork and Walkways

| Item | Description | Action |
| --- | --- | --- |
| Asphalt Pavement | Asphalt pavement is utilized for driving and parking surfaces. | IM,RR |
| Concrete Pavement | Concrete pavement is limited to waste enclosure. | |
| Other Pavement | There is no other type of pavement at this Property. | |
| Pedestrian Sidewalks | Pedestrian sidewalks are constructed of concrete. | IM |
| Curb and Gutter | Curb and gutter are constructed of concrete. | |
| Wheel stops | No wheel stops were observed. | |
| Paved Drainage Swales | There are no paved drainage swales at the Property. | |
| Pool Decks | There are no pool decks. | |
| Unit Patios | There are no unit patios. | |

## Comments and Observations

Nova identified several areas of damaged asphalt pavement in the drive lanes of the parking areas, consisting of large cracks and alligatoring. In order to prevent further deterioration and mitigate tripping hazards, these areas should be repaired immediately. Periodic seal coating and restriping is also anticipated during the reserve term.

The sidewalks are generally in good to fair condition. There are limited locations of tripping hazards observed near the parking area in front of the eye care clinic. Another concrete crack, exhibiting excessive rust staining, was observed at the northeast main building entrance. These areas should be repaired immediately.

An area of concrete curb damage from snow plowing was noted at the northeast corner of the parking lot and should be addressed as part of routine maintenance.

**Recommendation**

| Cost Recommendation | EUL | EFF AGE | RUL | Year | Cost |
|---|---|---|---|---|---|
| Asphalt Pavement Patching | - | - | - | Immediate | $1,500 |
| Asphalt Seal Coating and Restriping | 5 | 1 | 4 | 4<br>10 | $8,550<br>$8,550 |
| Sidewalk Repair | - | - | - | Immediate | $2,500 |
| Total | | | | | $21,100 |

## 3.2.7 Property Lighting

| Item | Description | Action |
|---|---|---|
| Property Lighting | Site lighting consists of pole lights in the parking areas, and building-mounted lighting. | |
| Exterior Lighting | Exterior lighting consists of lights mounted under the eaves and at main entrance. | |

### Comments and Observations

The Property lighting appears to be in good condition, and is anticipated to require routine maintenance activities during the reserve term. The light fixtures appear operational. The covers are free of excessive staining. The fixtures do not appear to be obstructed by landscaping or other materials. The Property appears to have sufficient lighting. Assessment of the "effectiveness" of the Property lighting is a result of visual observations during the Property visit, as a night visit is outside the scope of work of these instructions.

## 3.2.8 Property Fencing and Retaining Walls

### Comments and Observations

No Fencing or Retaining Walls were observed on the Property.

## 3.3 ARCHITECTURAL COMPONENTS

### 3.3.1 Foundations

| Item | Description | Action |
|---|---|---|
| Grade at the Foundation | The grade at the foundations slope away from the building. | |
| Foundation Structure | Construction documents were not available, but based on experience and location, the foundations consist of a concrete slab-on-grade, with continuous perimeter reinforced concrete spread footings and interior isolated spread footings and column pads. | |
| Basements | There are no basements at this Property. | |
| Concrete Floor Slabs | Concrete floor slabs appeared level, with an acceptable level of minor shrinkage cracking. | |
| Crawl Spaces | No crawl spaces were observed at this Property. | |
| Crawl Space Insulation | N/A | |
| Substructure Parking Garage | There is no parking structure at this Property. | |
| Moisture or Water Infiltration Observed? | Moisture or water infiltration of the substructure was not observed. | |
| Sumps | Sumps were not observed at the Property. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

### Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

### 3.3.2 Framing

| Item | Description | Action |
|---|---|---|
| Wall Framing System | The superstructure appears to be conventional wood stud framing. | |
| Upper Floor Framing System | NA - single-story structures | |
| Roof Framing System | Roof framing consists of pre-manufactured wood trusses, supporting plywood or OSB roof sheathing. | |
| Interior Stair Framing | There are no interior stairs at this Property. | |
| Separate Parking Structure | There are no parking structures at the Property. | |
| Insulation | Wall insulation was presumed to be present, but was not observed. | |
| Fire Retardant Plywood Observed? | Fire resistant plywood was not observed or reported. | |
| Other Concerns Noted? | No other concerns were noted. | |

### Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

## 3.3.3 Building Cladding / Exteriors

| Item | Description | Action |
|---|---|---|
| Facade Finishes | Facades are finished with painted wood siding and faux-stone veneer. | RR |
| Exterior Insulation and Finishing System (EIFS) | EIFS exterior finishes were not observed. | |
| Compressed Wood Panel or Masonite Panel | Compressed wood panels or masonite panels were not observed at the Property. | |
| Sealants and Caulking | Sealant and caulking at dissimilar surfaces are present and appear flexible. | RR |

## Comments and Observations

The exterior facades are in good condition. Repainting and recaulking will be required during the reserve term.

**Recommendation**

| Cost Recommendation | EUL | EFF AGE | RUL | Year | Cost |
|---|---|---|---|---|---|
| Exterior Building Painting and Recaulking | 8 | 3 | 5 | 5 | $4,250 |
| Total | | | | | $4,250 |

## 3.3.4 Roof Systems

| Item | Description | Action |
|---|---|---|
| Roof Type | The roof is pitched. | |
| Roof Access Provided | Safe access to the pitched roofs could not be provided. | |
| Roof Material - Main Roof | The roof material is three-tab asphalt shingles. | RR |
| Roof Material - Ancillary Roof | NA | |
| Roof History | The roofs are reported to be, and appear to be original to construction. | |
| Roof Age | The roofs are reported to be, and appear to be original to construction. | |
| Parapets | Parapets have painted sheet metal cap flashing. | |
| Roof Flashing | Roof flashing, where observed, is painted or galvanized sheet metal. | |
| Roof Drainage | The roof is drained by sheet metal gutters and downspouts. Water is directed away from the structure. | |
| Roof-Mounted Equipment | No roof-mounted equipment was observed. | |
| Ponding | Ponding was not observed at the Property. | |
| Debris | Debris was not observed on the roof surfaces. | |
| Active Roof Leaks | No evidence of active roof leaks was reported or observed. | |
| Historic Roof Leaks | No historic roof leaks were reported. Staining of interior ceilings was not observed. | |
| Roof Warranties | No information regarding roof warranties was available. | |
| Roof Maintenance | No information regarding roof maintenance was available. | |
| Roof Color | The roofs are black in color. | |

## Comments and Observations

The roof is in good to fair condition, but is anticipated to reach the end of its expected useful life during the reserve term, and will require replacement.

**Recommendation**

| Cost Recommendation | EUL | EFF AGE | RUL | Year | Cost |
|---|---|---|---|---|---|
| Roofing Shingles Asphalt | 25 | 17 | 8 | 8 | $51,000 |
| Total | | | | | $51,000 |

## 3.3.5 Appurtenances

## Comments and Observations

There were no appurtenances were observed.

## 3.3.6 Doors and Windows

| Item | Description | Action |
|---|---|---|
| Windows | Windows are aluminum framed. | |
| Unit Entry Doors and Hardware | Units are accessed by metal-framed glass storefront units. | |
| Unit Patio Doors | N/A | |
| Service Doors and Hardware | N/A | |
| Overhead Doors | No overhead doors were observed at the Property. | |
| Window or Door Leaks | Window and door leaks were not reported or observed. | |
| Weatherstripping and Doorsweeps | Weatherstripping was not observed. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

## 3.3.7 Amenities

## Comments and Observations

No Amenities were observed.

## 3.4 MECHANICAL/ELECTRICAL/PLUMBING COMPONENTS

### 3.4.1 Water Distribution and Domestic Hot Water

| Item | Description | Action |
|---|---|---|
| Water Source | Water is provided by the municipal utility. | |
| Domestic Water Piping | Domestic pipe was observed at the water main in the sprinkler room, to be copper. | |
| Galvanized Pipe | No galvanized pipe was observed or reported at the Property. | |
| Polybutylene Pipe | Polybutylene pipe was not observed or reported at the Property. | |
| Pipe Insulation | Pipe insulation was observed at water heater. Pipe insulation is typically neoprene sleeve material. | |
| Domestic Water Heaters | There were four water heaters observed. Three water heaters are electric, 19.9 gallon units, and one water heater is gas fired, 50 gallon capacity. | |
| Domestic Water Boilers | There are no boilers for domestic water heating at the Property. | |
| Water Softening Equipment | Water softening equipment was observed in the sprinkler room, and the eye care office space. | |
| Low-Flow Devices | It could not be determined if low-flow devices were present. | |
| Natural Gas Pipe | Natural gas pipe was observed to be black tubing. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

### Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

### 3.4.2 Sanitary Waste and Vent

| Item | Description | Action |
|---|---|---|
| Waste and Vent Pipe | Waste and vent pipe was not able to be observed. | |
| ABS Pipe | ABS pipe was not reported or observed on site. | |
| Lift Stations | Lift stations were not observed or reported at the Property. | |
| Waste Treatment | Waste is treated by the municipal system. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

### Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

### 3.4.3 Heating/Cooling System and Controls

| Item | Description | Action |
|---|---|---|
| Heating and Cooling System | Heating and cooling is provided by seven split-systems. | RR |
| Split Systems | Split systems consist of pad mounted condensers and gas-fired furnaces. | |

| Item | Description | Action |
|---|---|---|
| Package Units | Package units were not observed at the Property. | |
| Central Boiler | Central boilers are not utilized at the Property. | |
| Chiller | Chillers are not utilized at this Property. | |
| Cooling Tower | Cooling towers are not utilized at this Property. | |
| Air Handlers | Air handlers were not observed at the Property. | |
| PTAC Unit | PTAC units are not utilized at this property. | |
| Through Wall AC | Through-the-wall air conditioning units were not observed. | |
| HVAC Unit Capacities | Split system condensers have capacities between 1.5 and 3 tons. | |
| HVAC Unit Ages | Based on observation, approximately 29% of the units are 1-5 years old, 14% of the units are 5-10 years old, and 57% of the units are over 10 years old. | |
| Energy Management Systems | The Property does not utilize an energy management system. | |
| Cadet Wall Heaters | Cadet wall heaters were not reported or observed at the Property. | |
| Thermostats | Thermostats are reportedly programmable. No information about programming of individual units was available. | |
| Maintenance | Maintenance practices appear sufficient. Equipment and maintenance areas are orderly and well-maintained. | |
| Warranties | No information regarding warranties was available. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

The split systems are in good condition, relative to their individual age. Replacement of four condensers is anticipated during the reserve term.

### Recommendation

| Cost Recommendation | EUL | EFF AGE | RUL | Year | Cost |
|---|---|---|---|---|---|
| Air Conditioning Compressors | 20 | 18 | 2 | › 2<br>› 3 | › $2,000<br>› $2,000 |
| Total | | | | | $4,000 |

## 3.4.4 Ventilation Systems

| Item | Description | Action |
|---|---|---|
| Type | Mechanical ventilation is provided by the systems described above. | |
| Vents | Vent openings are clean and well-maintained. Vent chases could not be observed. | |
| Controls | HVAC units are controlled by thermostats. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

### 3.4.5 Electrical Service

| Item | Description | Action |
|---|---|---|
| Service Supply | Electrical service enters the Property underground to utility transformers. | |
| Unit Service Capacity | The building has at least 200 amps of service. The exact amperage could not be determined. | |
| Wiring | Branch wiring was assumed to be copper. | |
| Meters | Meters are located on the building exterior. | |
| Breakers | Breakered, labeled subpanels were observed. | |
| Fuses | Fused subpanels were not observed. | |
| GFCI | GFCI outlets were noted at all appropriate locations. | |
| Transformers | Transformers are pad-mounted, and are the property of the electric utility. | |
| Generator | No generators were observed or reported. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

### 3.4.6 Fire and Life Safety Systems

| Item | Description | Action |
|---|---|---|
| Fire Sprinklers | The Property is 100% served by fire sprinklers. | |
| Fire Sprinkler Inspection | The most recent fire sprinkler inspection is dated 05/15/2024 and is expired. | IM |
| Recalled Sprinkler Heads | No recalled fire sprinkler heads, by Omega, Central, CSC, or Star were observed. | |
| Fire Alarm | A central fire alarm system is employed, in concert with the sprinkler system. | |
| Fire Alarm Inspection | The date of the last fire alarm system inspection could not be determined. | |
| Emergency Exit Lighting | Emergency exit lighting was observed in the appropriate locations. | |
| Fire Extinguishers | Fire extinguishers are located in multiple locations throughout the building. | |
| Fire Extinguisher Inspection | Fire extinguisher tags are expired. | IM |
| Dry Chemical Extinguishers | No dry chemical extinguishing equipment was observed. | |
| Smoke Detectors | Smoke detectors were observed in appropriate locations. | |
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

Fire system inspections have expired or were not available. The systems should be inspected, and documentary evidence provided immediately.

**Recommendation**

| Cost Recommendation | EUL | EFF AGE | RUL | Year | Cost |
|---|---|---|---|---|---|
| Inspect Fire and Life Safety Systems | - | - | - | Immediate | $1,000 |
| Total | | | | | $1,000 |

## 3.4.7 Elevators

## Comments and Observations

There are no elevators at the Property.

## 3.4.8 Property Security

| Item | Description | Action |
|---|---|---|
| Property Security | Security cameras are employed at the Property, and are monitored by site staff. | |
| Unit Security | Unit security consists of conventional door locks. | |

## Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

# 3.5 INTERIOR COMPONENTS

## 3.5.1 Common Area Interiors and Common FF&E

| Item | Description | Action |
|---|---|---|
| Common Area Walls and Ceilings | Common area walls are painted drywall. Common area ceilings are dropped ceilings with acoustic panels in a metal frame. | |
| Common Area Flooring | Common area flooring is carpet. | |
| Common Area Interior Doors | Common area doors are wood doors in metal frames. | |
| Common Area Cabinetry | Common area cabinetry is finished with laminate. | |
| Common Area Countertops | Common area countertops are laminate over plywood substrate. | |
| Common Corridors | There are no common corridors at the Property. | |
| Common Area Furnishings | There are no common area furnishings. | |

| Item | Description | Action |
|---|---|---|
| Unusual Sounds or Odors? | No unusual sounds or odors were identified. | |

## Comments and Observations

No deficiencies were observed or reported. The components can be maintained under routine maintenance as part of the normal operating program during the term.

### 3.5.2 Tenant Unit Summary and Units Observed

## Unit Breakdown

| Type | Units Present | Units Observed | % Observed | Down Units |
|---|---|---|---|---|
| Commercial | 2 | 2 | 100 | 0 |
| Total | 2 | 2 | 100 | 0 |

## Units Observed

| Unit | Unit Type | Occupied/Vacant | Comment |
|---|---|---|---|
| Total Eye Care | Commercial | Occupied | Good condition |
| TriVerity | Commercial | Occupied | Tenant moving out/Good-fair condition |

Units observed were chosen by the Consultant.

### 3.5.3 Unit Finishes

### 3.5.3.1 Comments and Observations

According to Julie Nash Smith, Real Estate Agent with RE/MAX Synergy, interior finishes within the units are the responsibility of the tenant.

# 4.0 MICROBIAL GROWTH AND WOOD DESTROYING ORGANISMS

## 4.1 Moisture and Microbial Growth

As part of the PCA, Nova completed a limited, visual assessment for the presence of visible mold damage, conditions conducive to mold damage, or evidence of moisture in readily accessible areas of the Property. Nova interviewed Property Representatives concerning any known or suspected mold contamination, water infiltration, or mildew-like odor problems.

No areas of moisture intrusion or microbial growth beyond the scope of normal housekeeping was observed.

## 4.2 Wood Destroying Organisms

Consistent with inspecting the structures for deferred maintenance and other potential building concerns, Nova observed areas around various representative observations of the foundations, wood trim, and balconies for the conspicuous presence of pests or other vermin including termite shelter tubes, accumulation of fecal pellets, and other obvious indicators of termite or pest infestation.

As part of the on-site assessment, non-invasive and non-exhaustive observations were made for the presence or absence of wood destroying organisms. The Site Contact was queried regarding recent pest inspection reports, and if available, copies were requested.

No evidence of wood destroying organisms was observed. No recent pest control report was available. No further action is required at this time.

# 5.0 SPECIAL HAZARDS

## 5.1 PEAK GROUND ACCELERATION

The Peak Ground Acceleration (PGA) represents the shaking or ground motion from an earthquake, expressed as a percentage of g, with g being the acceleration of a falling object due to gravity. The maximum predicted Peak Ground Acceleration (PGA) for the Property, considering a design basis earthquake (DBE) having a 10% chance in of exceedance in a 50 year period (the mean return time of 475 years) was determined by referencing United States Geological Service (USGS) data.

Property specific Peak Ground Acceleration was determined using the Property's address or its latitude and longitude.

The PGA-475 for the Property is 0.0086g.

## 5.2 SEISMIC ZONE

According to the 1997 Uniform Building Code, the Property is located in Zone 0, which is an area of low probability of damaging ground motion.

## 5.3 FLOOD

A review of the Flood Insurance Rate Maps, published by the Federal Emergency Management Agency, was performed.

| Flood Map Panel | Map Panel Date | Flood Zone(s) |
|---|---|---|
| 27025C0375D | April 17, 2012 | Zone X (unshaded) and Zone C: Minimal risk areas outside the 1-percent and 0.2-percent-annual-chance floodplains. No Base Flood Elevations (BFEs) or base flood depths are shown within these zones. |

## 5.4 WIND AND HURRICANE

Source: https://www.nist.gov/image/windzonemapjpg

| Wind and Hurricane | |
|---|---|
| Wind Zone | Wind Zone IV, defined as an area with maximum wind speeds between 200 and 250 mph. |
| Special Wind Region | No |
| Hurricane Susceptible Region | No |
| Is the Property subject to a local wind code? | No |

# 6.0 REGULATORY COMPLIANCE

## 6.1 ZONING

The Property is zoned Commercial by the City of Wyoming. The Property appears to be a conforming use; however, this should be confirmed with an independent zoning assessment.

## 6.2 MUNICIPAL RESEARCH

Inquiries with the local municipal agencies were conducted to obtain and review reasonably ascertainable information such as the base building certificate of occupancy, recorded and outstanding material building code violations and recorded material fire violations. The following summarizes Nova's municipal research:

### 6.2.1 Municipal Research

| Department | Contacts | Findings |
|---|---|---|
| Building Department | Fred Weck | No violations were reported. |
| Planning/Zoning Department | Fred Weck | No violations were reported. |
| Fire Department | Jesse Milligan | No violations were reported. |
| Health Department | Chisago County | No violations were reported. |

### 6.2.2 Certificates of Occupancy

A copy of the Certificate of Occupancy was provided, and is included in the appendices.

## 6.3 ACCESSIBILITY

### 6.3.1 Americans with Disabilities Act (ADA)

The scope of this report is limited to a general overview of the subject improvement's common public areas (of improvements considered to be "Public Accommodations") and commercial facilities, based upon the requirements of Title III of the Americans with Disability Act (ADA). Per Title III, disabled persons are to be provided accommodations and access equal to, or similar to, that available to the general public and requires that architectural and communication barriers in existing "Public Accommodations" be removed if they are "readily achievable" and are not an "undue burden". Most states and local municipalities have adopted accessibility requirements that generally align with the ADA; however, in some cases, may be more stringent than the ADA. The review of the Property for compliance with state and local accessibility requirements is beyond the scope of this report.

Per Title III of the ADA, all areas of newly designed or newly constructed buildings or facilities and altered portions of existing buildings and facilities are required to be compliant with ADA requirements if constructed for first occupancy after January 26, 1992. All areas of "Public Accommodation" are required to remove physical barriers to entering and using existing facilities when "readily achievable", irrespective of age. Readily achievable is defined in Title III as "easily accomplishable and able to be carried out without much difficulty or expense."

The purpose of this section is to identify certain obvious items that do not appear to be in general conformance with the Title III requirements; without inferring that correction of the reported items will bring the property into total compliance with the ADA. While opinions of cost to correct or remove noted barriers may be provided herein, they do not constitute an opinion that elimination of the barriers is "readily achievable" and not an "undue burden" as defined by the ADA. The owner must determine this issue. The ADA is not intended to affect the contractual responsibilities existing in lease agreements between owners and tenants.

It is also important to note that the ADA was enacted as a guideline for designing new buildings and was not necessarily intended to serve as a regulation for existing buildings. According to Title III of the ADA, what is "readily achievable" will be determined on a case-by-case basis in light of the resources available. The extent of any upgrade requirements may be subject to interpretation by any number of city, state or federal agencies. Determining what is "readily achievable" or is an "undue burden" is beyond the scope of this report.

The Department of Justice recommends this be done by the development of an implementation plan stating specifically what improvements are determined to be readily achievable. ADA Section 36.3049(c) sets the following guidelines.

Priorities: A public accommodation is urged to take measures to comply with the barrier removal requirements of this Section in accordance with the following order of priorities.

First, a public accommodation should take measures to provide access to a place of public accommodation from public sidewalks, parking, or public transportation. These measures include, for example, installing an entrance ramp, widening entrances, and providing accessible parking spaces.

Second, a public accommodation should take measures to provide access to those areas of a place of public accommodation where goods and services are made available to the public.

Third, a public accommodation should take measures to provide access to restroom facilities.

Fourth, a public accommodation should take any other measures necessary to provide access to the goods, services, facilities, privileges, advantages, or accommodations of a place of public accommodation.

The ADA guidelines are civil rights issues as they pertain to the disabled.

Future renovations or alteration of the Property may require proportional compliance with ADA requirements. This determination should be made by the local governing authority when permit acquisition for renovation is made.

At an office Property, the areas required to be accessible, besides the Property itself and parking, are the exterior accessible route, the interior accessible route up to the tenant lease lines, and the interior common areas, including the common area restrooms. Internal tenant space ADA compliance is typically the responsibility of the tenant

## Comments and Observations

Our survey of the Site did not constitute an American with Disabilities Act (ADA) audit; however, the Site appears to be in accordance with minimum Americans with Disabilities Act Accessibility Guidelines (ADAAG).

## Uniform Abbreviated Screening Checklist for the 2010 Americans with Disabilities Act

| Section | Subject | YES | NO | UNK | NA | COMMENTS |
|---|---|---|---|---|---|---|
| **A. HISTORY** | | | | | | |
| 1. | Has an ADA survey previously been completed for this property? | | | ✔ | | |
| 2. | Have any ADA improvements been made to the property since original construction? | | | ✔ | | |
| 3. | Has building ownership/management reported any ADA complaints or litigation? | | ✔ | | | |
| **B. PARKING** | | | | | | |
| 1. | Does the required number of standard ADA-designated spaces appear to be provided? | ✔ | | | | |
| 2. | Does the required number of van-accessible designated spaces appear to be provided? | ✔ | | | | |
| 3. | Are accessible spaces part of the shortest accessible route to an accessible building entrance? | ✔ | | | | |
| 4. | Is a sign with the International Symbol of Accessibility at the head of each space? | ✔ | | | | |

| Section | Subject | YES | NO | UNK | NA | COMMENTS |
|---|---|---|---|---|---|---|
| 5. | Does each accessible space have an adjacent access aisle? | ✔ | | | | |
| 6. | Do parking spaces and access aisles appear to be relatively level and without obstruction? | ✔ | | | | |
| **C. EXTERIOR ACCESSIBLE ROUTE** | | | | | | |
| 1. | Is an accessible route present from public transportation stops and municipal sidewalks on the property? | | ✔ | | | |
| 2. | Are curb cut ramps present at transitions through curbs on an accessible route? | | | | ✔ | |
| 3. | Do the curb cut ramps appear to have the proper slope for all components? | | | | ✔ | |
| 4. | Do ramps on an accessible route appear to have a compliant slope? | | | | ✔ | |
| 5. | Do ramps on an accessible route appear to have a compliant length and width? | | | | ✔ | |
| 6. | Do ramps on an accessible route appear to have compliant end and intermediate landings? | | | | ✔ | |
| 7. | Do ramps on an accessible route appear to have compliant handrails? | | | | ✔ | |
| **D. BUILDING ENTRANCES** | | | | | | |
| 1. | Do a sufficient number of accessible entrances appear to be provided? | ✔ | | | | |
| 2. | If the main entrance is not accessible, is an alternate accessible entrance provided? | ✔ | | | | |
| 3. | Is signage provided indicating the location of alternate accessible entrances? | | | | | |
| 4. | Do doors at accessible entrances appear to have compliant clear floor area on each side? | ✔ | | | | |
| 5. | Do doors at accessible entrances appear to have compliant hardware? | ✔ | | | | |
| 6. | Do doors at accessible entrances appear to have a compliant clear opening width? | ✔ | | | | |
| 7. | Do pairs of accessible entrance doors in series appear to have the minimum clear space between them? | | | | ✔ | |
| 8. | Do thresholds at accessible entrances appear to have a compliant height? | ✔ | | | | |
| **E. INTERIOR ACCESSIBLE ROUTES AND AMENITIES** | | | | | | |
| 1. | Does an accessible route appear to connect with all public areas inside the building? | ✔ | | | | |
| 2. | Do accessible routes appear free of obstructions and/or protruding objects? | | ✔ | | | |
| 3. | Do ramps on accessible routes appear to have a compliant slope? | | | | ✔ | |
| 4. | Do ramps on accessible routes appear to have a compliant length and width? | | | | ✔ | |
| 5. | Do ramps on accessible routes appear to have compliant end and intermediate landings? | | | | ✔ | |
| 6. | Do ramps on accessible routes appear to have compliant handrails? | | | | ✔ | |
| 7. | Are adjoining public areas and areas of egress identified with accessible signage? | | | | ✔ | |
| 8. | Do public transaction areas have an accessible, lowered counter section? | | | | ✔ | |
| 9. | Do public telephones appear mounted with an accessible height and location? | | | | ✔ | |
| 10. | Are publicly-accessible swimming pools equipped with an entrance lift? | | | | ✔ | |
| **F. INTERIOR DOORS** | | | | | | |
| 1. | Do doors at interior accessible routes appear to have compliant clear floor area on each side? | ✔ | | | | |
| 2. | Do doors at interior accessible routes appear to have compliant hardware? | ✔ | | | | |

| Section | Subject | YES | NO | UNK | NA | COMMENTS |
|---|---|---|---|---|---|---|
| 3. | Do doors at interior accessible routes appear to have compliant opening force? | ✔ | | | | |
| 4. | Do doors at interior accessible routes appear to have a compliant clear opening width? | ✔ | | | | |
| **G. ELEVATORS** | | | | | | |
| 1. | Are hallway call buttons configured with the "UP" button above the "DOWN" button? | | | | ✔ | |
| 2. | Is accessible floor identification signage present on the hoistway sidewalls? | | | | ✔ | |
| 3. | Do the elevators have audible and visual arrival indicators at the entrances? | | | | ✔ | |
| 4. | Do the elevator hoistway and car interior appear to have a minimum compliant clear floor area? | | | | ✔ | |
| 5. | Do the elevator car doors have automatic re-opening devices to prevent closure on obstructions? | | | | ✔ | |
| 6. | Do elevator car control buttons appear to be mounted at a compliant height? | | | | ✔ | |
| 7. | Are tactile and Braille characters mounted to the left of each elevator car control button? | | | | ✔ | |
| 8. | Are audible and visual floor position indicators provided in the elevator car? | | | | ✔ | |
| 9. | Is the emergency call system at the base of the control panel and not require voice communication? | | | | ✔ | |
| **H. TOILET ROOMS** | | | | | | |
| 1. | Do publicly-accessible toilet rooms appear to have a minimum compliant floor area? | ✔ | | | | |
| 2. | Does the lavatory appear to be mounted at a compliant height and with compliant knee area? | ✔ | | | | |
| 3. | Does the lavatory faucet have compliant handles? | ✔ | | | | |
| 4. | Is the plumbing piping under lavatories configured to protect against contact? | ✔ | | | | |
| 5. | Are grab bars provided at compliant locations around the toilet? | ✔ | | | | |
| 6. | Do toilet stall doors appear to provide the minimum compliant clear width? | ✔ | | | | |
| 7. | Do toilet stalls appear to provide the minimum compliant clear floor area? | ✔ | | | | |
| 8. | Do urinals appear to be mounted at a compliant height and with compliant approach width? | ✔ | | | | |
| 9. | Do accessories and mirrors appear to be mounted at a compliant height? | ✔ | | | | |
| **I. HOSPITALITY GUESTROOMS** | | | | | | |
| 1. | Does property management report the minimum required accessible guestrooms? | | | | ✔ | |
| 2. | Does property management report the minimum required accessible guestrooms with roll-in showers? | | | | ✔ | |

# 7.0 AREAS OF ADDITIONAL ASSESSMENT

## 7.1 KNOWN PROBLEMATIC BUILDING MATERIALS

If known problematic building materials were identified, those materials are discussed in the appropriate subsection of Section 3.0 Property Characteristics above.

## 7.2 REPORTED PAST CAPITAL REPAIRS

No information regarding past capital improvements was provided for this assessment.

## 7.3 WORK IN PROGRESS OBSERVED

No work in progress was observed or reported for this Property at this time.

## 7.4 PLANNED CAPITAL IMPROVEMENTS AND REPAIRS

No information regarding planned capital expenditures was provided for this assessment.

# 8.0 DOCUMENT REVIEW AND INTERVIEWS

The objective of the Document Review and Interview process in terms of this PCA is to augment the walk-through survey and to further assist in understanding the Property's latent physical components, physical deficiencies as well as preceding or on-going efforts. The information obtained as a result of the Document Review and Interview process is assumed to be true and correct, provided that such information appears to be reasonable.

## 8.1 Pre-Survey Questionnaire

A "Pre-Survey Questionnaire" was transmitted to a representative of the Property's ownership to obtain particular documents or information which would assist with the review. Specific questions and various construction, service, maintenance and leasing documents were requested as well. The status of the Pre-Survey Questionnaire is as follows:

### Pre-Survey Questionnaire

| | |
|---|---|
| | The Pre-Survey Questionnaire was completed by a representative of the Property and was sent to Nova prior to/ after the Site visit. |
| | The Pre-Survey Questionnaire was completed by Nova by way of interviews with the Property Representative during the course of the Property visit. |
| | The Pre-Survey Questionnaire was completed in full and all the documents requested were received. |
| | As of the date of this PCA, the Pre-Survey Questionnaire was not completed, nor was any of the information requested provided. Follow-up phone calls were made on several occasions, but to no avail. |
| ✔ | The Pre-Survey Questionnaire was partially completed and several of the documents requested were provided for the review. |

## 8.2 Documents Reviewed

Nova was not provided with written documents for review.

## 8.3 Service Provider Interviews

Interviews with representatives of the Site were conducted to inquire about past repairs, pending repairs, improvements or recurring problems. Select service providers which may have been contracted to repair or maintain the Site may be contacted for similar purposes.

### Service Provider Information

| | |
|---|---|
| ✔ | Property Management did not provide Nova with service provider information as requested in the Pre-Survey Questionnaire. |

# Individuals and Organizations Contacted and/or Interviewed

| Service Provider/ Property Rep | Title/Organization/ Relationship | Service Provider Info Provided | Contact Attempted | Contact Made | No Reply/No Response |
|---|---|---|---|---|---|
| Julie Nash Smith | Property Contact | ✔ | | ✔ | |

# 9.0 OPINIONS OF COSTS TO REMEDY PHYSICAL DEFICIENCIES

Nova has prepared general-scope Opinions of Costs for the suggested remedy of the material physical deficiencies observed as well as the replacement of major systems and components that should be budgeted for future replacement. These costs are categorized into "Immediate", "Short-Term" and "Capital Reserve Schedule" categories, which are described in the beginning of Section 3.0 "Systems and Conditions". The preparation of the Capital Reserve Schedule is not a requirement of ASTM E2018-24; however, Nova agrees to provide this schedule at the client's request.

## 9.1 Description and Terms

Many of the terms used in this PCA to describe the condition of the Property and observable components and systems are listed and defined below. It should be noted that a term applied overall to a system does not preclude the possibility that a part, section, or component of the system may differ in condition.

For purposes of this report the agreed threshold is presumed to be the de minimus reporting threshold with repairs not to be more than $3,000, unless it is related to a life safety item or item that if not repaired will significantly cause further damage.

**Good –** in working condition and does not require immediate or short term repairs above the agreed threshold.

**Fair –** In working condition, but may require immediate or short term repairs above the agreed threshold.

**Poor** – Not in working condition or requires immediate or short term repairs above the agreed threshold.

**De Minimis** - Any consideration, finding or condition that, in the sole opinion of the consultant, does not represent an imminent threat of physical harm to occupants, and (1) can be remedied through routine maintenance or (2) where the cost of corrective action is expected to be below the agreed reporting threshold."

The Opinions of Estimate Costs shall be segregated into the following cost categories:

**Immediate Term (0-90 Days)** - Opinions of Costs to correct physical deficiencies that require immediate action as a result of any of the following: (1) conditions that the consultant concludes represent an imminent life-safety issue, (2) conditions that if left uncorrected would be expected to result in or contribute to building system or building component failure or result in a significant escalation of its remedial cost, or (3) recorded or reported violations of building codes or fire codes.

**Short Term (0-1 Year)** - Opinions of Costs to remedy physical deficiencies, such as deferred maintenance, that may not warrant immediate attention, but require repairs or replacements that should be undertaken on a priority basis in addition to routine preventative maintenance. Such Opinions of Costs may include costs for further testing, exploratory, and/or investigation that are beyond the scope of this Report.

**Capital Reserve Schedule (1-12 Years)** - Opinions of Costs which encompass short to long-lived recurring systems and components that do not require attention at this time, but should be annually budgeted for in advance. Reserve items include systems and components that are reasonably predictable in terms of frequency and cost. Systems and components listed would include those items that would impact use and tenancy, which are not classified as routine maintenance or operational expenses. Systems and components that are predicted to expire beyond the reserve term or would not affect the material use or system integrity of the Property may be excluded from the schedule; therefore, not all systems and components would be listed.

## 9.2 Immediate Term

The purpose of the Opinions of Costs for the Immediate Term and not for repairs and improvements that could be classified as: (1) cosmetic or decorative; (2) part or parcel of a building renovation program or tenant improvement/ finishes; (3) enhancements to reposition the Property in the marketplace; (4) for warranty transfer purposes; or (5) routine or normal preventative maintenance, or a combination thereof.

Instead, the purpose of the Opinions of Costs for the Immediate Term is to outline costs to correct physical deficiencies that require immediate action as a result of any of the following: (1) conditions that the consultant concludes represent an imminent life-safety issue, (2) conditions that if left uncorrected would be expected to result in or contribute to building system or building component failure or result in a significant escalation of its remedial cost, or (3) recorded or reported violations of building codes or fire codes.

Material physical deficiencies observed and the corresponding Opinions of Costs are to (1) be commensurate with the complexity of the Property; (2) not be minor or insignificant; and (3) serve the purpose of the use in accordance with the user's risk tolerance level. Opinions of Costs that are either individually or in the aggregate less than a threshold amount of $3,000 for like items may be omitted with the exception of life-safety code violations. If there are four (4) or more separate items that are below this threshold requirement, but collectively total over $10,000, such items should be included.

Opinions of Costs should only be construed as preliminary, order of magnitude, budgetary projections to assist the user in developing a general understanding of the physical condition of the Subject Property. The Opinions of Costs are not intended to be based upon exact quantities or identify exact locations of items or systems as the basis for its preparation. Costs are limited to construction related costs only; those types of costs that commonly are provided by contractors who perform the work. Business related, design, management fees, and other indirect costs should be excluded.

For some physical deficiencies, determining the appropriate suggested remedy or scope may warrant further study/research or design, testing, exploratory probing, and exploration of various repair schemes, or a combination thereof, all of which are outside the scope of this guide. In these instances, the Opinions of Costs for additional study will only be provided.

## 9.3 Short Term

The purpose of the Opinions of Costs for the Short Term is to outline material physical deficiencies and not for repairs and improvements that could be classified as: (1) cosmetic or decorative; (2) part or parcel of a building renovation program or tenant improvement/ finishes; (3) enhancements to reposition the Property in the marketplace; (4) for warranty transfer purposes; or (5) routine or normal preventative maintenance, or a combination thereof.

Material physical deficiencies observed and the corresponding Opinions of Costs are to (1) be commensurate with the complexity of the Property; (2) not be minor or insignificant; and (3) serve the purpose of the use in accordance with the user's risk tolerance level. Opinions of Costs that are either individually or in the aggregate less than a threshold amount of $3,000 for like items may be omitted with the exception of life-safety code violations. If there are four (4) or more separate items that are below this threshold requirement, but collectively total over $10,000, such items should be included.

Opinions of Costs should only be construed as a preliminary, order of magnitude, budgetary projection to assist the user in developing a general understanding of the physical condition of the Subject Property. The Opinions of Costs are not intended to be based upon exact quantities or identify exact locations of items or systems as the basis for its preparation. Costs are limited to construction related costs only; those types of costs that commonly are provided by contractors who perform the work. Business related, design, management fees, and other indirect costs should be excluded.

For some physical deficiencies, determining the appropriate suggested remedy or scope may warrant further study/research or design, testing, exploratory probing, and exploration of various repair schemes, or a combination thereof, all of which are outside the scope of this guide. In these instances, the Opinions of Costs for additional study will only be provided.

## 9.4 Capital Reserve Schedule

The Capital Reserve Schedule is provided to predict recurring replacement expenditures of significant systems or components that should be budgeted for future replacement. This schedule is to include components or systems that have a predictable Expected Useful Life (EUL), requires significant reserve budgeting, and/or is not classified as cosmetic, an operational expense or routine preventative maintenance. However, there also may be components or systems that have an indeterminable life but a potential to fail within the evaluation term.

The EUL of a system or component is based upon commonly accepted empirical data, research, professional judgment, and observations in the field. From this information, an opinion as to when a system or component will likely require replacement as a result of either failure or obsolescence is provided. Historical data about replacements and the costs for same will be requested from Property Management and incorporated into Nova's findings.

The Effective Age (EFF AGE) is not defined as the actual age of a system or component, although the EFF AGE and the actual age could be the same. The EFF AGE takes into consideration its current condition, exposure to elements, extent of use, and the quality and level of preventative maintenance exercised. As a result, the EFF AGE may be more or less than its actual age. The Remaining Useful Life (RUL) of a component or system is calculated as the EUL less its EFF AGE.

Budgeting for items expected to expire beyond the evaluation term or are not considered material to the building or its use is excluded from this Capital Reserve Schedule. In addition, items identified as a tenant responsibility have been excluded. Therefore, not all recurring replacements costs are itemized in the Capital Reserve Schedule.

The Capital Reserve Schedule assumes that the repairs and replacement items listed as Immediate and Short Term of this Report are completed. Cost estimates are based on approximate quantities and costs, or furnished information that is reported to be accurate. A detailed survey of quantities for cost estimating has not been performed and is beyond the scope of this PCA. These stated costs are, in Nova's opinion, probable for the marketplace. Such statements do not constitute a warranty.

# 10.0 LIMITATIONS

Authorization to perform this work was given by a directive from City of Wyoming.

This PCA has been prepared in accordance with ASTM E2018-24: "Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process". While every reasonable attempt has been made to properly evaluate the building conditions as revealed by the walk-through visual observation, it must be recognized that the conclusions reached in this PCA are based on the Property conditions during the observation period and any follow-up research. Not all typical areas such as all tenant floors, toilet rooms, closets, corridors, etc., will be surveyed; only a representative sampling of such areas.

Nova's observations and report do not warrant or guarantee the performance of any building components or systems. The scope of this assignment excludes a Phase I Environmental Assessment, consultation relating to asbestos, indoor air quality or hazardous materials and Nova Group, GBC can assume no liability for the work, opinions, or reports of any other independent consulting firms engaged for this purpose. No responsibility is assumed for legal matters regarding easements, zoning issues, compliance with municipal organizations or encroachments.

Because of the complexities of the ADA, it is understood that Nova Group, GBC will not be held liable for any complaints or actions brought against the building, nor can it be held responsible for determining whether deficiency corrections are "readily achievable" within the owner's means to support expenses or not. The ADA and recommendation sections of the Report will enumerate the costs of rectifying deficiencies in general categories but is not intended to be an all-inclusive discussion of each ADA category which can only be performed in a stand-alone, detailed report of the buildings accessibility status requiring a full ADA audit, which is not part of the scope of this PCA.

The PCA process does not include an in-depth as-built drawing compliance study, system/component analysis or code compliance studies; measurements; survey for wood-destroying insects or damaged caused by same; or the preparation of engineering calculations of the structural, mechanical or electrical systems to determine compliance with any drawings that may have been submitted or with commonly accepted design or construction practice.

This survey does not include an evaluation or tenant-installed or maintained improvements, equipment, fixtures or finishes. Inquiries regarding tenant responsibilities will be made, of which information revealed will be relied upon as true and correct. The PCA process will be continued based upon that information and the PCA disclosing those assumptions. Verification of these assumptions through the analysis of lease agreements is not included in this scope.

Nova's opinions are based solely upon those areas that were observed on the day of the Property visit and information resulting from interrogatories and research. Actual performance of individual components may vary from a reasonably expected standard and could be affected by circumstances which occur after the date of Nova's PCA.

Concealed physical conditions, special apparatus of any kind, testing, removal of materials or exploratory probing, use of protective clothing, scaffolding, metering and operation of equipment by the field observer is excluded.  This survey is not intended to be technically exhaustive.

# 11.0 OUT OF SCOPE CONSIDERATIONS

The following activities are generally excluded from or otherwise represent limitations to the scope of this PCA performed under ASTM E2018-24. These should not be construed as all-inclusive or imply that any exclusion not specifically identified is a PCA requirement.

- Removing or relocating materials, furniture, storage containers, personal effects, debris material or finishes; conducting exploratory probing or testing; dismantling or operating of equipment or appliances; or disturbing personal items or Property that obstructs access or visibility.
- Preparing engineering calculations (civil, structural, mechanical, electrical, etc.) to determine any system's, component's, or equipment's adequacy or compliance with any specific or commonly accepted design requirement or building codes, or preparing designs to specifications to remedy any physical deficiency.
- Taking measurements or quantities to establish or confirm any information or representations provided by the owner or user, such as size and dimensions of the Property or Property Building; any legal encumbrances, such as easements, dwelling unit count and mix; building Property line setbacks or elevations; number and size of parking spaces; etc.
- Reporting on the presence or absence of pests such as wood damaging organisms, rodents, or insects unless evidence of such presence is readily apparent during the course of the field observer's walk-through survey or such information is provided by the owner, client, Property Manager, etc. Nova Group, GBC is not required to provide a suggested remedy for the treatment or remediation, determine the extent of infestation, nor provided opinions of probable costs for treatment or remediation of any deterioration that may have resulted.
- Reporting on the condition of subterranean conditions such as underground utilities, separate sewage disposal systems, wells; systems that are either considered process-related or peculiar to a specific tenancy or use; waste-water treatment plants; or items or systems that are not permanently installed.
- Entering or accessing any area of the premises deemed to pose a threat of dangerous or adverse conditions with respect to the field observer or to perform any procedure that may damage or impair the physical integrity of the Property, any system, or component.
- Providing an opinion on the condition of any system or component that is shutdown or whose operation by the field observer may increase significantly the registered electrical demand-load; however, an opinion of its physical condition to the extent reasonably possible considering its age, obvious condition manufacture, etc. should be provided.
- Evaluating acoustical or insulating characteristics of system or components.
- Providing an opinion on matters regarding security of the Property and protection of its occupants or users from unauthorized access.
- Operating or witnessing the operation of lighting or other systems typically controlled by time clocks or that are normally operated by the building's operation staff or service companies.

- Providing an environmental assessment or opinion on the presence of any environmental issues such as asbestos, hazardous wastes, toxic materials, the location and presence of wetlands, indoor air quality, etc.
- By conducting a Property Condition Assessment and preparing a Property Condition Report, Nova is merely providing an opinion and does not warrant or guarantee the present or future condition of the Property, nor may the Property Condition Assessment be construed as either a warranty or guarantee of any of the following:
    - Any system's or component's physical condition or use, nor is a Property Condition Assessment to be construed as substituting for any system's or equipment's warranty transfer inspection;
    - Compliance with any federal, state or local statute, ordinance, rule or regulation including, but not limited to, building codes, safety codes, environmental regulations, health codes or zoning ordinances or compliance with trade/design standards or the standards developed by the insurance industry; however, should there be any conspicuous material present violations observed or reported based upon actual knowledge of the field observer or the reviewer of this Report, they should be identified herein.
    - Compliance of any material, equipment, or system with any certification or actuation rate program, vendor's or manufacturer's warranty provisions, or provisions established by any standards that related to insurance industry acceptance/approval, such as FM, State Board of Fire Underwriters, etc.
- There may be physical condition issues or certain physical improvements at the Property that the client may wish to have Nova assess in connection with a commercial real estate transaction that are outside the scope of ASTM E2018-24. Such issues are referred to as non-scope considerations and if included in the PCA, should be identified within the pertinent sections.

# FIGURES: Property Maps


N
W E
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**Property Vicinity Map**

Wyoming Business Center
26263 Forest Boulevard
Wyoming, MN 55092
Project #: W25-6583

Nova Group, gbc
Certified B Corporation


**Property Details Map**

Wyoming Business Center
26263 Forest Boulevard
Wyoming, MN 55092
Project#: W25-6583

# APPENDIX A: Photographic Documentation

| | |
|---|---|
|  |  |
| 1. Overhead Pic | 2. Property signage |
|  |  |
| 3. Site entrance from Forest Blvd | 4. Road ditch facing south |
|  |  |
| 5. West and south elevation | 6. South elevation from the southeast |

| | |
|---|---|
|  |  |
| 7. East elevation | 8. North elevation |
|  |  |
| 9. Southeast parking lot corner | 10. South parking lot |
|  |  |
| 11. Asphalt temp repairs | 12. Plow damage |

13. Cracking and stained concrete

14. Crumbling concrete

15. Peeling paint under eave


16. Property transformer

17. Main power connection

18. Dumpster enclosure

19. Dumpster enclosure

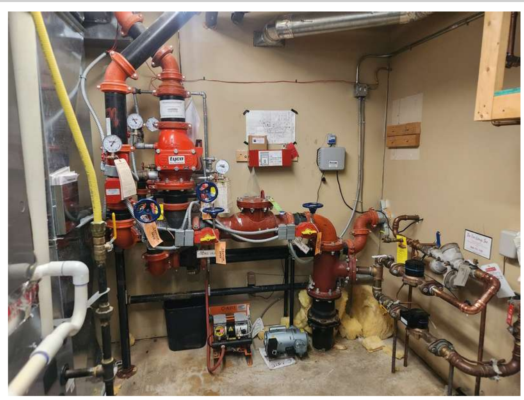
20. Air conditioning units

21. Gas main and meters

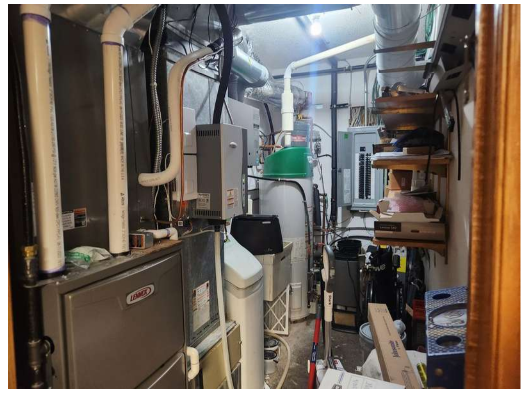
22. ADA parking spaces

23. ADA parking spaces

24. Typical roof drainage

| | |
|---|---|
|  |  |
| 25. Storm water detention area | 26. Parking lot facing west |
|  |  |
| 27. ADA restroom | 28. Fire alarm system |
|  |  |
| 29. Typical electrical panels | 30. Fire suppression system |

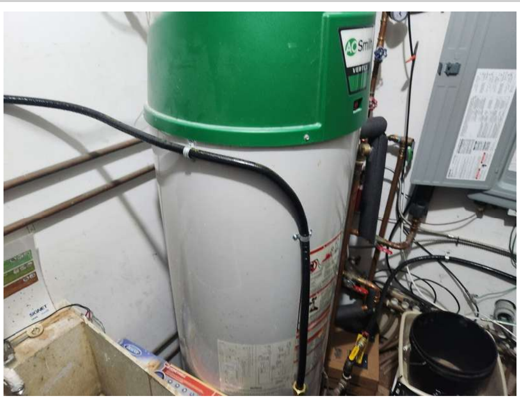
31. Water softener



32. Utility room

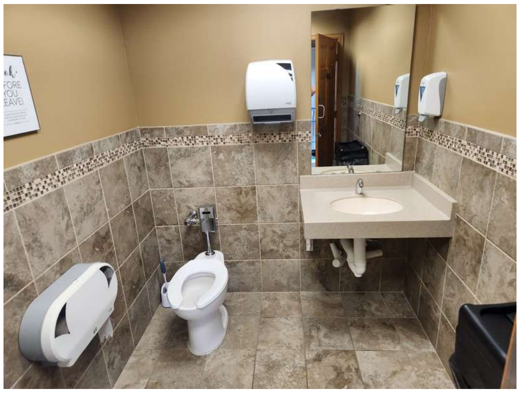
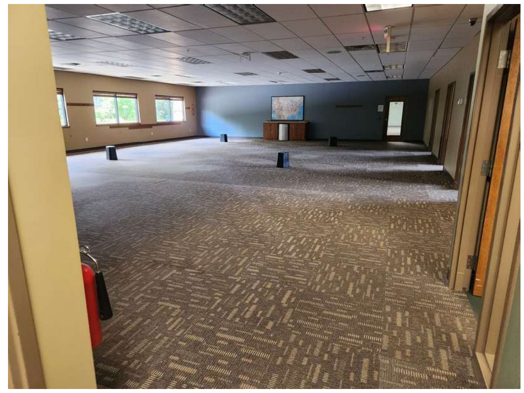
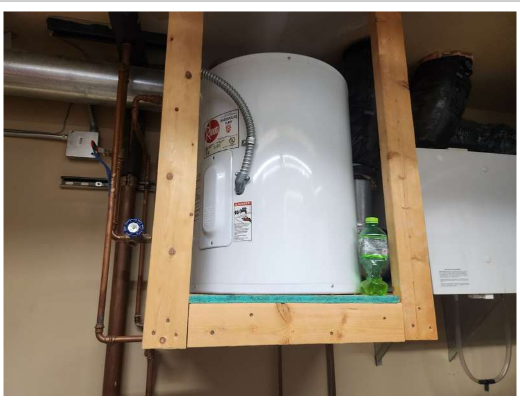
33. Fire extinguisher (expired)


34. Fire extinguisher (expired)



35. Water heater

36. Furnace

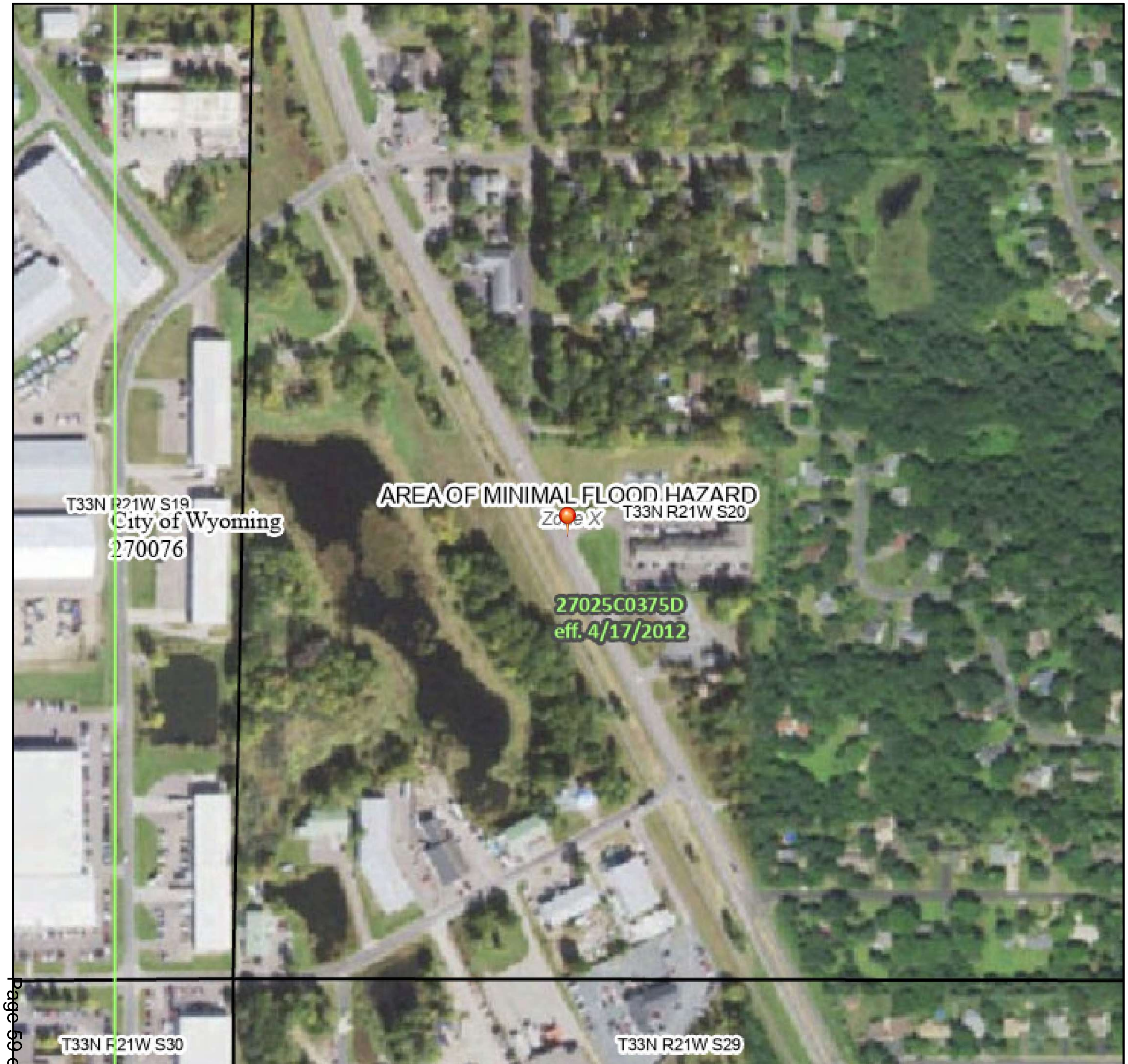
| | |
|---|---|
|  |  |
| 37. Restroom | 38. Cubicle office area |
|  |  |
| 39. Breakroom | 40. Water cooler |
|  |  |
| 41. Water heater | 42. Attic |

# APPENDIX B: Supporting Documentation

# National Flood Hazard Layer FIRMette

FEMA

93°0'3"W 45°19'56"N




92°59'26"W 45°19'30"N

Feet 0 250 500 1,000 1,500 2,000

1:6,000

*Basemap Imagery Source: USGS National Map 2023*

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

| | |
|---|---|
| SPECIAL FLOOD HAZARD AREAS | Without Base Flood Elevation (BFE) *Zone A, V, A99* |
| | With BFE or Depth *Zone AE, AO, AH, VE, AR* |
| | Regulatory Floodway |
| OTHER AREAS OF FLOOD HAZARD | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X* |
| | Future Conditions 1% Annual Chance Flood Hazard *Zone X* |
| | Area with Reduced Flood Risk due to Levee. See Notes. *Zone X* |
| | Area with Flood Risk due to Levee *Zone D* |
| OTHER AREAS | NO SCREEN Area of Minimal Flood Hazard *Zone X* |
| | Effective LOMRs |
| | Area of Undetermined Flood Hazard *Zone D* |
| GENERAL STRUCTURES | Channel, Culvert, or Storm Sewer |
| | Levee, Dike, or Floodwall |
| OTHER FEATURES | B 20.2 17.5 Cross Sections with 1% Annual Chance Water Surface Elevation |
| | 8 Coastal Transect |
| | 513 Base Flood Elevation Line (BFE) |
| | Limit of Study |
| | Jurisdiction Boundary |
| | Coastal Transect Baseline |
| | Profile Baseline |
| | Hydrographic Feature |
| MAP PANELS | Digital Data Available |
| | No Digital Data Available |
| | Unmapped |

N

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 8/5/2025 at 11:49 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

# APPENDIX C: Qualifications

# JAMES MCINTYRE
## PROJECT MANAGER

### PROFESSIONAL EDUCATION
Telecommunications Diploma, Dakota County Technical College, Rosemount, MN, May 2001

### CERTIFICATIONS/QUALIFICATIONS
- OSHA 10-Hour Construction Course
- Termites and Other Wood Destroying Pests Training

### SELECTED EXPERIENCE
Mr. McIntyre has more than 18 years of experience in the construction, utility, and real estate industry. Mr. McIntyre is developing proficient skills as a Project Manager out of the company headquarters in Chaska, Minnesota. He is conducting Construction Loan Monitoring (CLM) projects under the mentorship of Nova's qualified inspectors and assessors. The properties he has evaluated have included multifamily residential, office, commercial, industrial, and retail.

Mr. McIntyre has previously worked as a Construction Manager wherein he was accountable for the successful construction execution for subcontracted projects, as well as site safety, quality, schedule, and cost on assigned projects. He also had the authority to allocate resources and make construction decisions for the assigned area. Mr. McIntyre was responsible for assuring availability of resources with proper expertise and tools to support execution of the assigned construction projects. He also reconciled construction activities and managed scope changes during construction. Mr. McIntyre also has experience in various aspects of land acquisition.

# EMPLOYEE RESUME



## BERNARD ZANGENEH

## SENIOR PROJECT MANAGER/NATIONAL PRACTICE LEADER

### PROFESSIONAL EDUCATION

Bachelor of Science Civil Engineering, California State Polytechnic University, Pomona, 1993

### CERTIFICATIONS/QUALIFICATIONS

- Certified CA/AHERA Asbestos Building Inspector
- Certified Technical Writer
- State of California General Building Contractor – Classification B
- State of California General Engineering Contractor – Classification A
- HUD MAP Training, March 2007
- HUD PCNA Training - Addressing Accessibility in Capital Needs Assessments, 2012
- Termite and Wood Destroying Pests Training, 2009
- OSHA 40-Hour Hazardous Waste Operations and Emergency Response Certification with Annual Refresher

### SELECTED EXPERIENCE

Mr. Zangeneh is a Senior Project Manager and National Practice Leader with Nova Consulting Group. He has over twenty-five years of experience in Engineering, Construction and Design in both the private and public sector. Mr. Zangeneh has considerable project management experience in Property Condition Assessments, Due Diligence, Physical Needs Assessments, and Phase I Environmental Site Assessment for all types of Real Properties.

Mr. Zangeneh has worked on and managed a variety of Commercial, Residential, and Industrial Development Projects, including Property Condition Assessments (PCA), Physical Needs Assessments (PNA), and Due Diligence. His services have been provided to Real Estate Lenders, Investors, and Owners throughout the United States. Mr. Zangeneh has worked for private clients, as well as government agencies such as Fannie Mae, Freddie Mac, and HUD Multifamily Accelerated Processing (MAP).

Mr. Zangeneh was the General Contractor and Construction Manager for various types of development projects, including Commercial, Multifamily, Residential, and Industrial. He has performed all responsibilities for Capital Improvement projects, including site selection, design, negotiations, and presentations to local governing agencies. Mr. Zangeneh has developed and implemented Capital Improvement budgets, negotiated contracts, and been responsible for all aspects of project development and interaction with municipalities, design consultants, subcontractors, suppliers, borrowers, and their representatives. Mr. Zangeneh has performed Construction Loan Monitoring of various Commercial Real Estate properties in Southern California.

### PHASE I ESA

Mr. Zangeneh has provided hundreds of ESAs in accordance with ASTM E1527, the USEPA All Appropriate Inquiry rules, Fannie Mae Delegated Underwriting Standards (DUS), Freddie Mac guidelines, and other client-specific scopes of work. He is experienced in assessing the risks associated with hazardous and regulated materials storage, use generation and disposal, above ground and underground storage tanks, polychlorinated biphenyls (PCBs), asbestos-containing materials (ACM), lead-based paint (LBP), mold, and radon.

### PCA

Mr. Zangeneh has provided hundreds of PCAs in accordance with ASTM 2018, Fannie Mae Delegated Underwriting Standards (DUS), Freddie Mac guidelines, HUD guidelines, and other client-specific scopes of work. He is experienced in assessing site improvements, building structures and envelopes, and mechanical, electrical, and plumbing systems for evidence of deferred maintenance or problematic or deleterious materials. He has been responsible for estimating Immediate Needs Reserves as well as On-Going Reserves needed to maintain a property, based on his observations and interviews with personnel familiar with the property.

Mr. Zangeneh has provided Project Management and Quality Control for Engineering Services for a variety of clients. His responsibilities have included technical supervision, review and support to field engineers and site operations while supervising Quality Assurance and Control on property assessments.

## CONSTRUCTION MONITORING

Mr. Zangeneh has performed Construction Loan Monitoring of various Real Estate properties, including Commercial Offices, Multifamily Housing, and Industrial Buildings.

# MARK A. PERRY
## CORPORATE VICE PRESIDENT

### PROFESSIONAL EDUCATION
Bachelor of Science, Earth Science – Geology, St. Cloud State University, St. Cloud, MN, 1993
College Major Studies: Secondary Education – Earth Science, Gustavus Adolphus College, St. Peter, MN, 1988-90

### CERTIFICATIONS/QUALIFICATIONS
- Certified Asbestos Building Inspector in the State of Minnesota, License No. AI9224
- Certified Asbestos Management Planner in the State of Minnesota, License No. AM9224
- OSHA 40-Hour Hazardous Waste Operations and Emergency Response Certification with Annual Refresher

### SELECTED EXPERIENCE
Mr. Perry has more than 25 years of experience conducting and managing environmental investigations and property site assessments for private clients, commercial and industrial business clients, property management/real estate development companies, and state/local government agencies (i.e. MNDOT, Hennepin County, and the City of Minneapolis). Mr. Perry has conducted phase I environmental site assessments (ESAs), including various scope-specific studies (HUD, Freddie Mac, and Fannie Mae) and right-of-way corridor assessments; phase II subsurface and remedial investigations; soil vapor assessments; asbestos and hazardous materials building surveys; and prepared asbestos operations and maintenance (O&M) plans. Mr. Perry has also coordinated and managed the completion of ASTM property condition assessments (PCAs), HUD project capital needs assessments (PCNAs), and various scope physical needs assessments (PNAs). In addition to assessment and investigation activities, Mr. Perry has managed the implementation of various active soil and groundwater remediation technologies (including hazardous waste characterization and disposal coordination) and soil vapor mitigation systems; and coordinated geotechnical evaluations for proposed retail development projects. Mr. Perry has continually maintained expertise in environmental compliance, rules, and regulations, and has coordinated project financing through the Petrofund, Dry Cleaner Reimbursement Fund, Tax-Increment Financing (TIF), and grant programs administered by Hennepin County, the Metropolitan Council, and the Department of Employment & Economic Development (DEED).

In addition to project management, Mr. Perry has extensive field experience pertaining to subsurface contamination investigation and remediation at brownfield redevelopment properties, right-of-way expansions, petroleum retail and dry cleaning facilities, housing developments, and natural gas compressor/booster stations. Mr. Perry has coordinated the implementation of active remediation/mitigation technologies, including sub-slab depressurization, soil vapor extraction, free product recovery, and soil removal and disposal; and has maintained air sparge and vent, soil vapor extraction, and groundwater pump and treatment corrective action systems. Mr. Perry has installed soil borings, temporary monitoring wells, and vapor extraction points using a Geoprobe-hydraulic push probe and has installed, developed, and sampled groundwater monitoring wells. Mr. Perry also has experience performing groundwater aquifer parameter tests and laboratory soil tests, including Atterberg limits, proctor, sieve and hydrometer analyses, and surveying.

### EQUIPMENT
- Photoionization Detectors (HNU, Thermo Instruments, RAE Systems)
- Flame-Ionization Detectors
- Lumex Mercury Vapor Analyzer
- Geoprobe Hydraulic Sampling Units
- Combustible Gas Meters
- Submersible and Peristaltic Pumps
- Pressure Transducers
- Aquifer Parameter Meters

Nova Group

Carbon Neutral Report

novagroupgbc.com/carbonneutral