



May 30, 2025

Admirals Quarters Owners:

Admirals Quarters engaged BECI, an engineering firm, to conduct an External Conditions Survey of our building. Results of this survey were presented by two BECI engineers during our April 19th, 2025 Owners' meeting.

The item that was identified as needing immediate attention was the roof. It is at the end of its useful life and needs to be replaced.

BECI will assist the AQ Board in this replacement process. They will develop specifications, identify qualified contractors, conduct a pre-bid meeting and assist with the awarding of the contract. BECI will also perform quality assurance work throughout the process.

This project is planned to occur during the 11/1/2025 - 2/28/2026 timeframe.

While we do not yet have the final cost of the project, the Board anticipates the cost to be in the \$1,500,000 range. We will utilize part of the AQ reserve fund for this project. The total assessment after using \$500,000 from the reserve fund is anticipated to be approximately \$1,000,000. The approximate individual assessments are anticipated to be:

Unit Type	Assessment
2 BR	\$7500
3 BR	\$8500
4 BR	\$10,500

Assessments will be made in the July-August timeframe when the contract is awarded and will be due within 60 days.

More details will follow as the project is finalized.

Sincerely,

Admirals Quarters Board