

CONSTRUCTION STATUS REPORT (CSR)

PRELIMINARY	October 14, 2013
FINAL	October 17, 2013

Project Name & Address

Client Name:
Investment Name:
Investment Number:

Site Observations Date:
Requisition Period to Date:
Report Date:

(Insert Project Site Plan)

Sample: Construction Status Report (CSR) is intended as a baseline format for discussion. We invite customer suggestions on how to customize the CSR format so it completely addresses the requirements of each customer and investor.

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Silver Spring, MD 20910
240-338-2051
tbj@tbjohnsonassociates.com

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

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PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

APPLICATION AND CERTIFICATION FOR PAYMENT			AIA DOCUMENT G702	PAGE 1 OF 6
TO OWNER:	<u>SAMPLE</u>	PROJECT: <u>SAMPLE PROJECT</u>	APPLICATION NO 11	DISTRIBUTION TO:
	123 Main Street Any town, USA			<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Construction Manager <input checked="" type="checkbox"/> Architect <input type="checkbox"/> Contractor
			PERIOD TO: September 30, 2012	
FROM CONTRACTOR: <u>SAMPLE</u> VIA ARCHITECT: <u>SAMPLE</u>			CONTRACT NO: 123 DELIVERY ORDER 456 CONTRACT DATE: July 15, 2011	
CONTRACT FOR: <u>SAMPLE PROJECT</u>				
CONTRACTOR'S APPLICATION FOR PAYMENT				
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet(s), AIA Document G703, are attached.			The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.	
1. ORIGINAL CONTRACT SUM		\$16,495,632.00	CONTRACTOR <u>SAMPLE</u> By: <u>CONTRACTOR PROJECT MANAGER</u> Date: <u>September 30, 2012</u>	
2. Net change by Change Orders		\$206,351.00		
3. CONTRACT SUM TO DATE (Line 1 ± 2)		\$16,701,983.00		
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		\$14,972,844.00		
5. RETAINAGE:			State of: _____ County of: _____ Subscribed and sworn to before me this _____ day of _____ Notary Public: _____ My Commission expires: _____	
a. 5 % of Completed Work (Column D + E on G703)	\$707,642.00			
b. 5 % of Stored Material (Column F on G703)	\$41,000.00			
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		\$748,642.00		
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		\$14,224,202.00		
			ARCHITECT'S CERTIFICATE FOR PAYMENT	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		\$13,138,822.00	In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.	
8. CURRENT PAYMENT DUE		\$1,085,380.00		
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		\$2,477,781.00		
			AMOUNT CERTIFIED \$1,085,380.00	
CHANGE ORDER SUMMARY			<i>(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)</i>	
Total changes approved in previous months by Owner	\$536,387.00	\$330,036.00	ARCHITECT: <u>SAMPLE ARCHITECT</u>	
Total approved this Month	\$0.00	\$0.00	By: <u>ARCHITECT PROJECT MANAGER</u> Date: <u>October 4, 2012</u>	
TOTALS	\$536,387.00	\$330,036.00	This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.	
NET CHANGES by Change Order		\$206,351.00		
AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292 Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.				

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

G 702 - G 703 FUNDING ANALYSIS: APPLICATION & CERTIFICATION FOR PAYMENT NO: 11			
CONTRACT DATE: July 15, 2011		CURRENT PERIOD TO: September 30, 2012	
SUMMARY: G 702			
1	Original Contract Sum (includes \$305,606 General Conditions)	\$16,495,632	
2	Net change by Change Orders (CHANGE ORDERS SUMMARY below)	\$206,351	% of Contract Sum to Date: 1.2%
3	Contract Sum to Date	\$16,701,983	
	a) Work Completed (G 703 - cols. D + E - See below)	\$14,152,844	
	b) Materials Stored Off-Site (G 703 col. F - See below)	\$820,000	Stored Off-Site w/Insurance Certificates.
4	Total Completed & Stored to Date (total earned including retainage)	\$14,972,844	% of Contract Sum to Date: 90%
5	Total Retainage from G703	\$748,642	5% work in place + 5% stored materials
6	Total earned less retainage	\$14,224,202	
7	Less Previous Payments from G703 (Line 6 prior Certificate)	\$13,138,822	
8	Current Payment Due	\$1,085,380	% of Contract Sum to Date: 6%
9	Balance to finish, Plus Retainage	\$2,477,781	\$2,477,781 cross check G 702 and G 703
GENERAL CONDITIONS \$305,606			
10	Requested in CURRENT Period	\$32,944	% of Total General Conditions: 11%
11	Released through PRIOR Period	\$253,653	
12	Requested through CURRENT Period	\$286,597	% of Total General Conditions: 94%
SOFT COSTS & HARD COSTS			
13	Total SOFT COSTS (Contractors Fee from G 703)	\$455,988	% of Contract Sum to Date: 3%
14	Project completion pertaining to HARD COSTS	\$14,516,856	% of Contract Sum to Date: 87%
15	Project completion pertaining to HARD COSTS less Total Retainage	\$13,768,214	% of Contract Sum to Date: 82%
SUMMARY: SHEETS G 703			
16	Total Col. D (work completed from previous Application)	\$13,138,822	
17	Total Col. E (work completed - This Period In Place)	\$1,014,022	
18	Total Col. F (Materials Stored Off-Site w/ Insurance Certificates)	\$820,000	
19	Grand Total Col. G (Total Completed & Stored To Date)	\$14,972,844	
ITEM NOS.		AMOUNTS	ON-SITE STORED MATERIALS (Included in Cols. D & E)
20	12	\$44,000	Superior Sprinkler materials
21	16	\$2,500	Orindorf Roofing materials
22		\$46,500	TOTAL ON-SITE STORED MATERIALS THIS APPLICATION
			OFF-SITE STORED MATERIALS (Column F)
23	31	\$820,000	Canam Structural Steel
24		\$820,000	TOTAL OFF-SITE STORED MATERIALS THIS APPLICATION
25		\$866,500	GRAND TOTAL STORED MATERIALS
CROSS CHECKS: G 703, G 702 and CHANGE ORDERS			
Balance To-Finish	Column H	Notes	
26	Original Contract: \$1,727,118	High-lighted cells represent Balance To-Finish of Change Order amounts & Original Contract amount after current Draw. See high-lighted Original Amounts of Change Orders in CHANGE ORDER REQUESTS & CHANGE ORDERS. Input balances for each CO and the Original Contract balance from G 703 - G 703.	
27	CO1 \$0		
28	CO2 -\$29,090		
29	CO3 \$0		
30	CO4 \$23,447		
31	CO5 \$7,664		
32	CO6 \$0		
33	CO7 \$0		
34	CO8 \$0		
35	CO9 \$0		
36	\$1,729,139	Balance To Finish excluding Retainage	
37	\$748,642	Retainage (G 703 -Grand Total Column I)	
38	\$2,477,781	Balance To Finish including Retainage	
CHANGE ORDER REQUESTS (COR) & CHANGE ORDERS (CO)			
	COR #	AMOUNTS	CO # AMOUNTS
	1	\$16,217	1
	2	NA	NA
	3	\$13,596	1
	4	\$300,971	1 \$330,784
	5	-\$35,659	2
	6	\$0	2
	7	\$6,569	2
	8	NA	NA
	9	-\$300,971	2 -\$330,061
	10	\$5,478	3
	11	VOID	NA
	12	\$2,060	3
	14	\$0	3 \$7,538
	13	\$23,447	4 \$23,447
	15	\$6,552	5
	16	\$1,112	5 \$7,664
	17	\$0	6
	18	\$27,600	6
	19	\$3,189	6 \$30,789
	20	VOID	
	21R2	\$28,076	7
	22	rejected	
	23	\$2,575	7
	24	rejected	
	25R1	in-review	
	26	\$7,899	7
	27	-\$1,648	7 \$36,902
	28	\$53,982	8
	29	\$28,485	8 \$82,467
	30	\$16,821	9
	31	\$0	9 \$16,821
TOTALS		\$206,351	\$206,351
PENDING CO's			\$0
TOTAL APPROVED & PENDING CO's			\$206,351

Figures highlighted yellow are input from current period G 702-G 703. Figures highlighted blue are calculated from Summary tables below; remaining figures are calculated.

APPLICATION FOR PAYMENT G702 Application and Certification for Payment No. 11,

TAB 1 – FUNDING APPLICATION page 2

100313_SAMPLE CONSTRUCTION STATUS REPORT.docx

SITE OBSERVATION DATE:
PERIOD TO DATE:
FINAL REPORT DATE:

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

REQUEST FOR PAYMENT:

Period to 9/30/2012; refer to page 1 of TAB -1.

G 702 - G 703 FUNDING ANALYSIS: APPLICATION AND CERTIFICATION FOR
PAYMENT NO: 11; refer to page 2 of TAB-1.

The amount requested, deducting for retainage, is **\$1,085,380.00**.

\$1,085,380.00 represents approximately **6%** of the
\$16,701,983.00 Contract Sum to Date.

RETAINAGE:

Current Retainage:

The Owner-Contractor agreement states that when **project completion pertaining to hard costs** is more than 50% then retainage will be reduced from **10% to 5%** of work completed, including materials stored on-site and off-site.

Project completion pertaining to hard costs is approximately 87%; therefore, retainage in the amount of **5%** of work completed, including materials stored on-site and off-site, is withheld in the current Application and Certification for Payment Request. Materials stored off-site that are included in an Application and Certification for Payment Request must also meet the requirements of the Investor/ Developer Agreement.

Request for Release of Retainage this period:

There is no request for release of retainage this period.

CERTIFICATIONS:

*The Project Architect has certified Application No. 11 in the full amount,
\$1,085,380.00.*

PERCENTAGE COMPLETION:

At the time of the site visit on October 25, 2012 Total Work Completed & Stored to Date, **\$14,972,844.00**, represents approximately **90%** of the **\$16,701,983.00 Contract Sum to Date**.

CONSULTANTS RECOMMENDATION FOR PAYMENT:

\$820,000.00 is requested in **Application & Certification for Payment No.11 for materials stored off-site** which represents **approximately 76%** of the **\$1,085,380.00** amount requested. The consultant visited the Steel Fabrication Plant and observed quantities of structural steel and plant documents that approximate the amount requested for off-site stored structural steel. The Contractor provided an Insurance Certificate naming the Investor as a co-insured in the amount of \$820,000.00. The Insurance Certificate is in **Appendix D**. Photos of the off-site stored materials are included in TAB 5 – Site Plan & Photographs. See also Consultants Assessment Adequacy of Funds Remaining on page 5 of TAB-1.

Thomas B. Johnson, RA recommends funding for Application & Certification for Payment No. 11, period to September 30, 2012, as requested in the amount of \$1,085,380.00

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:

INVESTMENT NO:

CHANGE ORDERS

APPROVED

CHANGE ORDERS:

Change Order Request Log dated 10/24/12 is the most recent Change Order Request Log and is included in **Appendix A** of this report.

Total Net Change Orders Accepted is **\$206,351.00** as reflected on G702 Application & Certification for Payment No. 11, period to September 30, 2012; see page 1 of TAB -1

CHANGE ORDERS (CO) APPROVED THIS PERIOD

Potential Change Order (PCO) #30, for pricing adjustments for asphalt, has been incorporated into the contract as Change Order (CO) #9. CO #9 adjusts the contract price of asphalt based on the current Petroleum Index. Asphalt is normally purchased a limited time prior to delivery. The Contractor evaluated different purchase options and selected the option that provides the best pricing within the construction schedule. Comparing the Contract figure for a liquid ton of asphalt to the figure for a liquid ton of asphalt in the current Petroleum Index yields CO #9 in the amount of \$16,821.00.

PENDING CHANGE ORDERS:

No Pending Change Orders were discussed at the site observation meeting on October 25, 2012.

POTENTIAL CHANGE ORDERS (PCO):

Potential Change Orders were discussed at the site observation meeting on October 25, 2012. Based on these discussions the consultant requested the Developer submit Potential Change Order Requests for the following.

- Storm retention pond #2 is not complete. Seed with geotech fabric will need to be installed to the southeast sloped inlet of pond #2 to stabilize soils during heavy precipitation. Seed without geotech fabric is specified at the southeast sloped inlet; therefore, installing geotech fabric in this area is a PCO. This PCO should include a recommendation by the Project Civil Engineer.
- Baltimore Gas & Electric (BG&E) is scheduled to install final electrical service followed by gas service within three weeks. BG&E pricing structures are not fixed in the Contract; therefore BG&E connections represent a PCO. This PCO should include a recommendation by the Project Electrical Engineer.

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

STORED MATERIALS

ON SITE STORAGE: Materials observed stored on-site at the time of this site visit and included in Work Completed & Stored To-date (G 702 –G 703, columns D + E) are valued at **\$46,500.00** and include: Orindorf - roofing materials, roof insulation & flashing and Superior - sprinkler piping and fittings.

OFF SITE STORAGE: Structural steel materials are stored off-site and included in Work Completed & Stored To-date (G 702-G 703, Column F). An Insurance Certificate in the amount of the current requisition for structural steel, **\$820,000.00**, was provided which includes the Investor named as co-insured and is under review by the Investor. See Also Consultants Recommendations for Payment on page 1 of TAB-3.

G702 Application and Certification for Payment, Application No. 11, Period to 9/30/2012; refer to page 1 of TAB -1.

OFF SITE STORAGE SUMMARY				
Line No. Item	Location	Observed Y/N	Backup	Value
31	Canam Steel	Y – see photos	Insurance Cert.	\$ 820,000.00
			TOTAL	\$ 820,000.00

CONTINGENCY STATUS

CONTRACTORS: No **Contractor Contingency** funds are requested in Application and Certification for Payment No. 11, Period to 9/30/2012.

OWNERS: No **Owner Contingency** funds are requested in Application and Certification for Payment No. 11; Period to 9/30/2012.

COSTS TO COMPLETE

(#s) below refer to #s. in the left margin of G 702 – G 703 FUNDING ANALYSIS: APPLICATION FOR PAYMENT NO.: 11 – TAB 1-page 2. Refer also to Application & Certification for Payment No. 11; Period to 9/30/2012 – TAB 1-page1.

(37) Column H, G703 - Balance to Finish excluding Retainage **\$1,729,139.00**.

(5 & 37) Total Retainage **\$748,642.00 (5% completed work + stored materials)**.

(9 & 38) Balance to Finish plus Total Retainage **\$2,477,781.00**.

CONSULTANT ASSESSMENT OF ADEQUACY OF FUNDS REMAINING

Based on the information provided in Application and Certification for Payment No. 11; Period to 9/30/2012, and based on observations at the site, it is the opinion of the consultant that the Balance to Finish plus Total Retainage is adequate to complete SAMPLE Project as currently planned.

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

SCHEDULE

**ORIGINAL CONTRACT
COMPLETION DATE:** April 10, 2012

**CURRENT ESTIMATED
COMPLETION DATE:** November 14, 2012

**DAYS AHEAD/BEHIND
ORIGINAL SCHEDULE:** See Schedule Update below.

SCHEDULE UPDATES: The current Construction Schedule update, dated 10/15/12, 2012, was provided at the October 25 site visit and is included in **Appendix C** of this report. This schedule has **354 work days** for Building Construction with a commencement date of July 11, 2011 and final completion date of November 14, 2012.

The Owner/General Contractor Agreement, dated July 15, 2011, has a construction commencement date of July 15, 2011, with construction duration of **270 calendar days**, and final completion on April 10, 2012.

The current Construction Schedule update 10/15/12, 2012 reflects:

CO #3 finishes the project in accordance with the Contractors 12/1/2011 schedule update with NO EXTENDED GENERAL CONDITIONS and;

CO #9 adds 50 days to the Contractors 12/1/2011 schedule with NO EXTENDED GENERAL CONDITIONS.

There are no provisions for liquidated damages in the Owner/General Contractor Agreement, dated July 15, 2011.

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

2: CONSTRUCTION PROGRESS

At the time of the October 25, 2012 site visit the **overall project completion pertaining to hard costs** is approximately **87%**.

G 702 - G 703 FUNDING ANALYSIS: APPLICATION AND CERTIFICATION FOR PAYMENT NO: 11 – refer to page 2 of TAB-1

Construction progress continues during primarily dry and mild autumn weather.

BUILDING STATUS SUMMARY						
Building Number	Building Permit Issue Date	Foundation Completion Date (1)	Approximate Percentage Completion (2)	Estimate Substantial Completion Date (3)	Estimate Final Completion Date (4)	Estimate Certificate of Occupancy Date (5)
B	9/11/2011	5/31/2012	87%	11/7/2012	11/14/2012	11/14/2012

- (1) Foundation completion date pertains to frost walls and slab-on-grade, basement walls to first suspended structural level or slab on grade only.
- (2) Approximate percentage complete of Hard Costs applies against the entire building.
- (3) Substantial Completion Date is the date when the building is accepted, with the Architect's Punch List, by Owner/Leasing/Management.
- (4) Final Completion Date is the date of the Architect's Certificate of Final Completion (all Punch List work is complete).
- (5) Certificate of Occupancy Date is the date on the Certificate of Occupancy when the building is accepted by Owner/Leasing/Management. Copies of Certificate(s) of Occupancy received during the month preceding a report will be included in Appendix D of the current CSR.

WORKFORCE OBSERVED DURING SITE VISIT 10-25-2012:

- final grading west of the truck court,
- rough grading swale east of truck court,
- general landscaping,
- installing exterior lights at south parking lot,
- installing the last metal coping at roof,
- installing fire suppression piping and
- installing interior wall insulation.

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:

INVESTMENT NO:

APPROXIMATE PERCENTAGES WORK IN PLACE AS OF 10-25- 2012 SITE OBSERVATIONS:

Refer to TAB 5- SITE PLAN & PHOTOGRAPHS.

GENERAL CONDITIONS:	94%
SITE UTILITIES:	Site utility work is completed except for installation of Washington Suburban Sanitation Commission (WSSC) and Baltimore Gas & Electric (BG & E) meters, which work is in progress. {PHOTO 5}
EARTHWORK:	95%
PAVING / FLATWORK:	100% Truck courts and parking areas are installed. A portion of curbs and gutters is installed. {PHOTOS 6 & 8}. 80% of south parking lot is installed {PHOTO 7}
LANDSCAPING:	5%
FOUNDATIONS / SLAB ON GRADE:	100% of slab on grade work is complete.
SUPERSTRUCTURE:	100% of the steel frame and roof joists are installed. {PHOTO 16}
EXTERIOR WALLS:	100% of tilt concrete wall panels are installed. {PHOTOS 1 – 4}
ROOFING:	100% roofing membrane is installed; the remaining roof work includes curbs for roof top heating/ventilating units and flashing and coping work. {PHOTOS 10, 12, & 13}
THERMAL & MOISTURE PROTECTION:	80% {PHOTO 16}
WINDOWS & DOORS:	80% {PHOTO 11}
CARPENTRY & DRYWALL:	70%
FINISHES:	25%
SPECIALTIES:	NA
PLUMBING:	100% below grade storm, domestic water and sanitary sewer lines are installed.
HVAC:	100% roof top equipment is installed, except ceiling diffusers. {PHOTOS 14 & 15}
ELECTRICAL:	100% of the electrical distribution equipment is on-site and installed. The XXX County Final Inspection is scheduled for October 29, 2012. {PHOTO 5}
VERTICAL TRANSPORTATION:	NA
LIFE SAFETY / FIRE PROTECTION:	100% fire line piping and approximately 80% of sprinkler piping is installed. 100% emergency lighting and emergency exit signage is installed. 100% of sprinkler work is expected to be complete November 30, 2012. {PHOTOS 17, 18 & 19}
<u>OFF SITE WORK</u>	None

MATERIAL &

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

CONSTRUCTION QUALITY

Based on the consultant's site observations, workmanship and materials generally conform to accepted construction practices. No significant areas of unsatisfactory workmanship were observed.

**CONSTRUCTION
DOCUMENT
CONFORMANCE:**

Based on the consultant's site observations, the work completed is in general conformance with the set of plans and specifications reviewed by this consultant.

TESTING REPORTS:

XXXXX Engineering Associates have been retained by the Developer to complete third party materials testing for: concrete, steel, roofing and soils. This consultant reviewed materials testing reports for concrete, steel, soil and roofing for the month ending September 30, 2012; consultant has no concerns with the material testing reports reviewed.

**MEETING MINUTES &
FIELD REPORTS:**

XXXXX Engineering Associates have been retained by the Developer to complete third party daily field reports. This consultant reviewed daily field reports for the month ending September 30, 2012; consultant has no concerns with the daily field reports reviewed.

**MUNICIPAL
INSPECTIONS /
ISSUES:**

XXXXX County completes routine inspections, however, no XXX County inspection reports have been provided to this Consultant.

**WATER / MOLD
OBSERVATIONS:**

The consultant did not observe any conditions of water or mold.

PERMITS:

A Storm Water permit was not provided. According to the Project Manager, the Storm Water Permit for XXXXX has been grandfathered from the original phase of this project (Building-A) see notes on sheet C1. A Foundation Permit, Grading Permit and Building Permit, issued by XXX County, were provided to and reviewed by this consultant and consultant has no concerns with the permits reviewed.

PERMIT STATUS SUMMARY			
Item	Permit Number	Permit Issue Date	Permit Description
1	10-51912-001	4/13/2010	Grading Only
2	11202B0050	8/4/2011	Foundation Only
3	XXXXXXXXXX	9/11/2011	Building

SPECIAL CONDITIONS

The consultant did not observe any special conditions of concern.

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO: _____

3. CONSTRUCTION ISSUES

ISSUES DURING CONSTRUCTION None

SUMMARY - ISSUES RAISED DURING CONSTRUCTION					
Issue No.	Date Issue Raised	Description	Status (Open/Closed)	Resolution	Date Issue Resolved
1					
2					
3					
4					
5					

ISSUES FROM DOCUMENT REVIEW REPORT dated XX/XX/XXXX:

Item No.	Description	Status/Resolution	Date Resolved
1	Building Code Data on sheet CS limits height to 42'-4" to top of tilt up panel. This limitation contradicts the dimensions of wall panels shown on Wall Sections A3.01 and A3.02.	Determine if this is an error that needs correction on the CD's to obtain the Building Permit. Determine if a COR is required.	A Building Permit was issued 9/11/2011
2			
3			
4			
5			
6			
7			
8			
9			
10			

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

4: PROJECT DATA

OBSERVATION BASIS

SITE VISIT DATE & TIME: October 25, 2012, 8:00 AM to noon

WEATHER: Weather at the time of the site visit was approximately 60 degrees (F) and cloudy.

ATTENDEES: The following were in attendance during the site visit and the Funding Application meeting:

XXX, Properties
XXX, LEED AP, XXXX Commercial, Project Manager
XXX Associate and XXX Investment Analyst, XXX Investment Co.
XXX Management Company, LLC participated by phone.
Thomas Johnson, Principal TB Johnson Associates, LLP

DOCUMENTATION PROVIDED:

G702 Application and Certification for Payment, Application No. 11, Period to 9/30/2012; refer to page 1 of TAB -1.

Exhibit B to Funding Agreement - Borrowers Report 10/24/2012

Change Order Request Log, 10/24/2012; refer to **Appendix A**

Third party field reports and materials testing reports; refer to **Appendix B**

Schedule update of 10/15/2012; refer to **Appendix C**

After the funding application meeting the Developer provided to the consultant an insurance certificate in the amount of structural steel materials stored off-site and included in the current requisition for payment. This insurance certificate names the Investor as co-insured and is being reviewed now by the Investor; refer to **Appendix D**.

MISSING DOCUMENTATION:

None.

PROJECT DESCRIPTION

The project includes all work required to construct an approximately 692,000 square feet warehouse, including parking, roads and all amenities.

CONTRACT TYPE:

The project uses Document A101 – 2007 Standard Form of Agreement between Owner and Contractor where basis of payment is a Stipulated Sum, and A201- 2007 General Condition of the Contract for Construction – both revised by D401- 2003 Certification of Document's Authenticity dated July 15, 2011.

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

PROJECT DIRECTORY

OWNER: XXXXXX
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

ARCHITECT: XXXXXX
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

GENERAL CONTRACTOR: XXXXXX
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

SAMPLE

5: SITE PLAN & PHOTOGRAPHS Site plan and photographs are omitted from SAMPLE CSR

A. SITE PLAN & BUILDING PLANS

(Insert site plan and building plans with arrows representing locations of photographs)

B. PHOTOGRAPHS

1. Overview east side of Building -B from south east.
2. Overview east side of Building -B from north east.
3. Overview west side of Building -B from North West.
4. Overview west side of Building -B from south west.
5. View of electric meter and electric service connection at west side Building B.
6. View of one truck driveway into Building B on east side.
7. Exterior lighting at south parking lot.
8. View of truck court at the north east portion of the site from the roof of Building B.
9. View of Building B entrance from the west side.
10. Overview of roof membrane installation.
11. View of storefront aluminum glazing installed at entrance to Building B.
12. Metal coping installation at east side of Building B roof.
13. Roof scupper of Building B. Building A is in the background.
14. One of six Greenheck heating and ventilating units on the roof of Building B.
15. Interior view of supply stub-out at one roof mounted Greenheck heating and ventilating unit.
16. Overview of interior of Building B. Fiberglass installation approximately 80% installed at exterior walls.
17. View of one sprinkler piping Tee along west side of Building B.
18. View of Superior sprinkler materials stored on the slab of Building B.
19. Typical exit signage and emergency illumination. Photograph is installation above exit door along west side of Building B.

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

APPENDIX A: APPROVED & PENDING CHANGE ORDERS page 1 of 2 pages

Change Order Request log dated October 24, 2012 was submitted during the site visit.
The Total Net Change Orders Accepted to date for Change Orders 1 – 9 is **\$206,351.00**.

10/24/2012

Attachment B
CHANGE ORDER REQUEST LOG

COR#	Date	Scope of Work	Total	Status	Date Approved	Owner CO#
1	8/10/2011	Replace all silt fence around swim ponds per [REDACTED] County	\$ 16,217.00	Approved	9/2/2011	1
2	8/13/2011	Credit for removing 6 days of building - per tenant RFP	\$ (988,509.00)	Rejected		---
3	9/19/2011	Enlarge dock levelers to 8x7	\$ 13,595.00	Approved	9/21/2011	1
4	9/19/2011	Water and Sewer Connection Fee - [REDACTED] to Land with intended owner reimbursement	\$ 300.97	Approved	9/21/2011	1
5	9/28/2011	Delete truck court caulking per 9/23/11 - owners meeting	\$ (95,659.00)	Approved	10/20/2011	2
6	9/28/2011	Incorporate \$2,000-\$2,000 into contract	\$ -	Approved	10/20/2011	2
7	9/28/2011	install conduits at dock leveler pits for future hydraulic leveler conversation	\$ 6,509.00	Approved	10/20/2011	2
8	9/28/2011	Change all leveler's from mechanical to hydraulic	\$ 58,918.00	Rejected	10/20/2011	---
9	9/28/2011	Water and Sewer Connection Fee - [REDACTED] to Land with intended owner reimbursement - refunded to contractor	\$ (300,971.00)	Approved	10/20/2011	2
10	10/28/2011	T For future water line connection to future construction	\$ 5,478.00	Approved	11/30/2011	3
11		VOIDED				
12	11/20/2011	Relocate 3" force main in the point to behind the curb for future construction expansion	\$ 2,080.00	Approved	11/29/2011	3
13	12/8/2011	incorporate Building Permit Review revisions - Handicapped Area of Refuge at personnel doors	\$ 23,447.00	Approved	12/9/2011	4
14	12/11/2011	Extend contract schedule for winter delay	ZERO DOLLAR	Approved	1/3/2012	3
15	1/13/2012	Add low mercury fixtures to lighting plan per Phoenix Design Group - LEED-related item	\$ 6,652.00	Approved	1/17/2012	5
16	1/13/2012	Add other locks to the exterior common area rooms for facilitation of maintenance	\$ 1,112.00	Approved	1/17/2012	5
17	1/23/2012	Utilize CR-6 in lieu of RC-6 due to availability in the truck court areas (under all concrete)	ZERO DOLLAR	Approved	1/26/2012	6
18	2/16/2012	Stabilizer requested by [REDACTED] County	\$ 27,600.00	Approved	3/7/2012	6
19	3/13/2012	Additional gas sleeves required by BGE design	\$ 3,189.00	Approved	3/14/2012	6
20	4/6/2012	Route 2 Verizon	---	VOID		
21R2	5/4/2012	Verizon conduit routing as approved by Verizon	\$ 28,076.00	Approved	4/23/2012	7

APPENDICES - Page A

100313_SAMPLE CONSTRUCTION STATUS REPORT.docx

Site Observation Date:
Period To Date:
FINAL Report Date:

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

APPENDIX A: APPROVED & PENDING CHANGE ORDERS page 2 of 2 pages

Change Order Request log dated October 24, 2012 was submitted during the site visit.
The Total Net Change Orders Accepted to date for Change Orders 1 – 9 is **\$206,351.00**.

10/24/2012

CHANGE ORDER REQUEST LOG

COR#	Date	Scope of Work	Total	Status	Date Approved	Owner CO#
22	4/6/2012	As-built, force main	\$ 2,575.00	Rejected		
23	4/6/2012	Stone dikes for temporary drainages at truck courts per [redacted] County.	\$ 2,575.00	Approved	4/11/2012	7
24	4/6/2012	Reconfigure 11.00 LF of SS Fencing at particular conflict.	\$ 8,793.00	Rejected		
25R1	5/7/2012	Water Meter upgrade costs per [redacted] County Requirements	\$ 12,364.00	In Review		
25	4/15/2012	Undercutting of the pad to remove saturated / unusable soils	\$ 7,099.00	Approved	4/16/2012	7
27	4/23/2012	Credit for removing gas sleeves in the BGE Conduit Pricing - BGE states they were not needed	\$ (1,648.00)	Approved	4/23/2012	7
28	6/16/2012	Undercutting in the parking lot areas to remediate wet clay soils	\$ 53,982.00	Approved		
29	6/28/2012	Undercutting in parking lot areas	\$ 28,485.00	Approved		
30	7/23/2010	Asphalt Changes	\$ 16,821.00	Approved	8/16/2012	8
31	7/25/2012	Incorporate new schedule - SC new October-12, 2012	\$ -	Approved	9/16/2012	8
TOTAL NET CHANGE ORDERS ACCEPTED TO DATE			\$ 206,351.00			
TOTAL NET CHANGE ORDERS ACCEPTED OR UNDER CONSIDERATION			\$ 206,351.00			

Change Orders as % of Total Shell Building Costs

1.246%

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

APPENDIX B: THIRD PARTY FIELD REPORTS & TESTING REPORTS

XXX Engineering Associates is retained by the Developer to complete third party field reports and to complete third party materials testing for concrete, steel, roofing and soils.

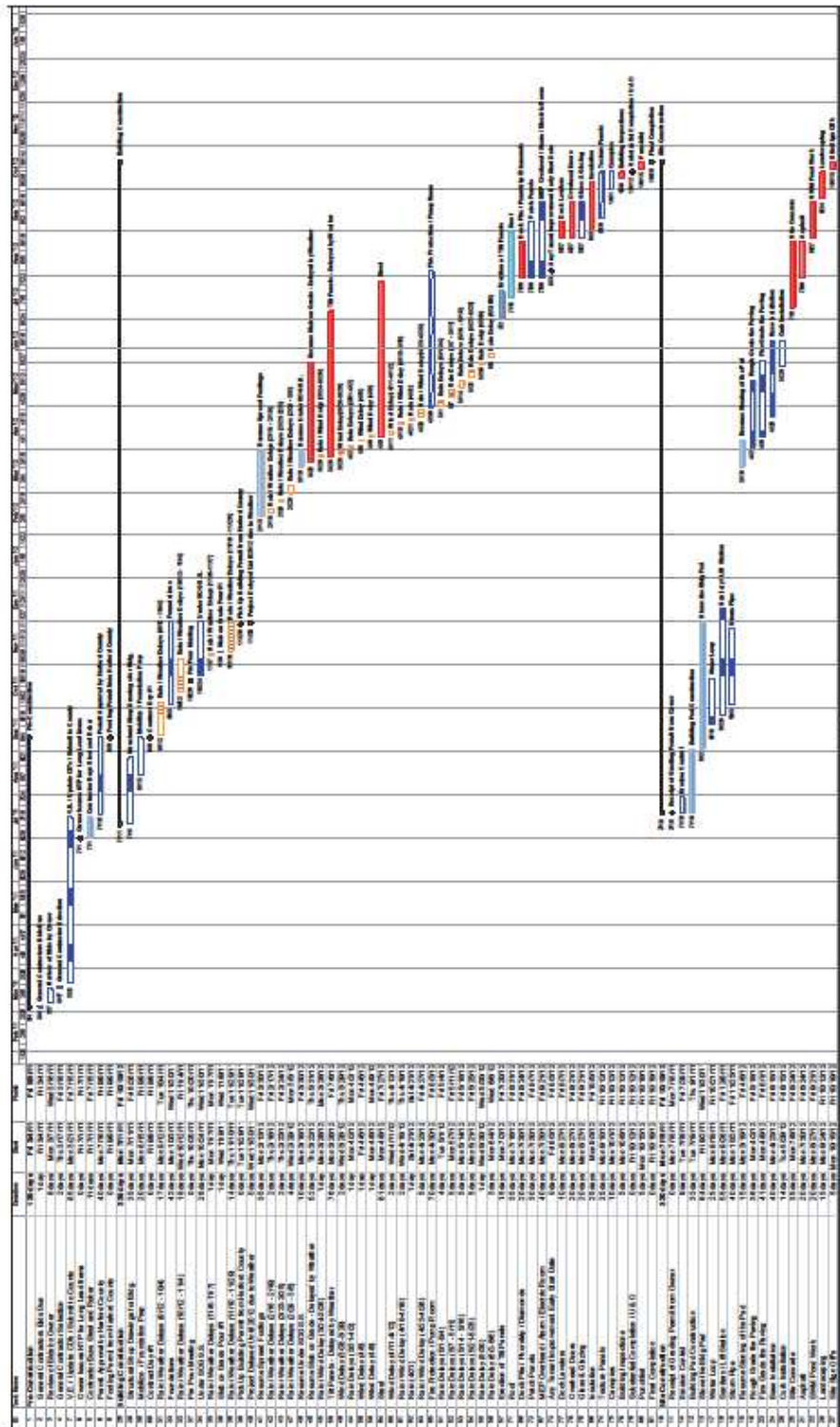
The consultant receives from XXX Engineering Associates daily field reports and regular materials testing reports for SAMPLE PROJECT. After reviewing these reports the consultant has no comments on the reports.

SAMPLE

PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

APPENDIX C: SCHEDULE UPDATE October 24th, 2012



PROJECT NAME:
PROJECT ADDRESS:

CLIENT NAME:
INVESTMENT NAME:
INVESTMENT NO:

APPENDIX D: MISCELANEOUS DOCUMENTS

INSURANCE CERTIFICATE FOR OFF-SITE STORED MATERIALS

Refer to page 2, TAB 2

Line # 3b) of G 702 - G 703 FUNDING ANALYSIS: APPLICATION
AND CERTIFICATION FOR PAYMENT NO: 11.

SAMPLE

END OF SAMPLE CONSTRUCTION STATUS REPORT

APPENDICES - Page E

100313_SAMPLE CONSTRUCTION STATUS REPORT.docx

Site Observation Date:
Period To Date:
FINAL Report Date: