



February 10, 2017

James R. Fastle, Owner  
Cypress Development Company  
1120 Forest Avenue, #176  
Pacific Grove, CA 93950

Re: Notice to Proceed for the Rehabilitation of 300 Glenwood Circle, Unit 153 Project

Dear Mr. Fastle:

This is your "Notice-to-Proceed" to perform all of the work and furnish all labor, materials, equipment and transportation necessary for the Rehabilitation of 300 Glenwood Circle, Unit 153 Project in an amount not to exceed Eighteen Thousand Four Dollars (\$18,004.00).

The effective date of this Notice to Proceed is February 13, 2017. As stated in the Public Works Contract (Ag-6071), the work shall commence within fourteen (14) calendar days from the effective date of this Notice to Proceed, and shall be completed on or before the expiration of forty-five (45) working days.

The City Purchase Order will be sent to you once we receive it from our Accounting staff. Please include the Purchase Order number on all invoices to the City for this project. Please coordinate all work with Thane Wilson, HCD Coordinator for the City of Monterey, at (831) 646-3728.

Sincerely,

A handwritten signature in blue ink that reads "Richard S. Marvin". The signature is fluid and cursive.

Richard S. Marvin  
Housing and Property Manager

SM/mb

Enclosures: Ag-6071

Cc Elizabeth Caraker, Principal Planner  
Thane Wilson, HCD Coordinator  
Clementine Bonner Klein, CMC, Senior Assistant City Clerk  
Scott Connolly, Accounting Specialist  
File