



TREADWELL DEVELOPERS, INC.

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September 25, 2020

John Alspaugh
Principal for Commercial Facilities
Alspaugh, Joradan, and Vineski Associates
201 Greenwood
Westwood, CA 90000

Dear John Alspaugh:

I just wanted to follow up on our phone conversation that occurred earlier today. As you know, the integrity and timeliness of the Conference Center may be delayed or cancelled if we do not immediately alter our performance. I'm glad we were able to develop a strategy to prevent any further issues. Here are the issues we identified as well as what we decided to do in order to maintain the integrity of our companies and your amazing vision for the Conference Center.

1. Agreed Upon Solutions for Issues

1.1. Timeliness will improve immediately. All drafts and documents will be submitted before their previously decided deadlines.

1.1.1. Reasoning:

1.1.1.1. The initial drawings of the Conference Center were difficult to acquire on time.

1.1.1.2. Randy McNamara, my boss and the project manager for development, received copies of the preliminary drawings thirty minutes before he was scheduled to meet for the first time with the City Planning Commission.


1.1.1.2.1. AJV is supposed to send copies of all drawings simultaneously to both the City Planning Commission and to Treadwell.

1.2. You will send a new set of drawings to us by early afternoon, delivered by courier. After I review it, you will send a duplicate set to Liz Beauchamp by late this afternoon.

1.2.1. Reasoning

1.2.1.1. The original copies were sent by COD.

1.2.1.2. The City Planning Commission can't find the "tenant use" functions that should be clearly marked on the drawings.



1.2.1.3. The outlining that you used to point out a change in tenant use function, from "retail shop" to "restaurant" in the northeast wing, blocks out the lettering indicating the function.

1.2.1.4. City Planning Commission can't find the change in a fire corridor location that we agreed to make when the Commission objected.

1.2.1.5. Every change was not outlined as they should have been since the last Commission review.

1.2.1.6. The prints were low-quality.

1.2.1.7. There were not match lines on the draft.

1.2.1.8. The set of prints most recently submitted were from the 10th. This means that the changes stipulated during the meeting on the 14th were not included.

1.3. Requirements for remaining drafts and documents.

1.3.1. Must be submitted on time. You will send a new set of drawings to us by early afternoon, delivered by courier. After I review it, you will send a duplicate set to Liz Beauchamp by late this afternoon.

1.3.2. All drawings must be submitted simultaneously to both the City Planning Commission and to Treadwell.

1.3.3. Draft copies will no longer be sent by COD.

1.3.4. In the new draft, the "tenant use" functions will be clearly marked on the drawings and the issue with the "retail shop" and "restaurant" in the northeast wing, which blocks out the lettering indicating the function of "tenant use," will be resolved.

1.3.5. The new draft will show the updated change in the fire corridor location, which we agreed to make when the Commission objected.


1.3.6. The new draft will show the outside fire stairwell for the theater.

1.3.7. You will outline every change made since the last Commission review.

1.3.8. Instead of sepias, you will make photocopies from the original tracings.

1.3.9. Each draft will include match lines.

1.3.10. The latest set of prints will always be submitted with the most current changes and stipulations easily recognizable.



I am incredibly grateful to be working with you, Mr. Alspaugh. AJV is a first-rate design firm. You are a talented architect. I greatly admire your ability to design commercial spaces that are both beautiful and functional. As the *Westwood News* coverage showed, the Conference center will be amazing because you designed it. I am grateful that we will both work hard to ensure that your vision comes to life.

I will call as soon as I receive the revised prints. I look forward to speaking with you.

Sincerely,

Treadwell Developers