CAPITAL NEEDS ASSESSMENT

for

DPW SALT/SAND SHED

783 DOG RIVER ROAD
MONTPELIER, VT 05602

Prepared for:

THE CITY OF MONTPELIER
39 Main Street
Montpelier, VT 05602
(802) 223-9504

Property Managed by:

THE CITY OF MONTPELIER
39 Main Street
Montpelier, VT 05602
(802) 223-9504

Prepared by:

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Inspection Date: 30 May 2011
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DPW SALTSAND SHED
CAPITAL NEEDS ASSESSMENT

LOCATION: Montpelier, VT 05602
DRAFT DATE: 10 October 2011
INSPECTION DATE: 30 May 2011
REPORT DATE: 2 February 2012

SECTION I – EXECUTIVE SUMMARY

PREFACE:

On 30 May 2011 a property inspection was conducted for the DPW Salt/Sand Shed in Montpelier, VT. The property inspection was limited to the single structure and nearby site systems. The inspection was conducted to help evaluate the overall condition of the structures and site and to identify possible deficiencies involving life safety, replacement, and maintenance issues. The information obtained was used to help forecast the long-term capital needs of the property.

Montpelier is a city in Washington County. Montpelier, along with Barre and neighboring Berlin, form a small metropolitan area. Montpelier is the smallest State capital, and it is also the county seat. The community was named for city in France. The nearest city with a population of 50,000 is Manchester, NH (104.5 miles, with a population of 107,006). The nearest city with a population of 200,000+ is Boston, MA (153.6 miles, with a population of 589,141). The nearest city with a population of 1,000,000+ is Montreal, PQ, Canada (132 miles, with a population of 1,620,600). According to the United States Census Bureau, the city has a total area of 10.2 square miles with a population density of 752 people per square mile.

As of the census of July 2009 the population was 7,705, a 4.1% decline from 2000. Ancestries include English (22.4%), Irish (20.7%), German (10.4%), Italian (8.8%), French (8.0%), and French Canadian (6.8%). Industries providing employment include Accommodation and food services (15%), Professional, scientific, and technical services (13%), Public administration (13%), Retail trade (8%), Health care and social assistance (7%), Construction (7%), and Manufacturing (6%) for males. Industries for females include Health care and social assistance (22%), Educational services (19%), Public administration (15%), Retail trade (10%), Professional, scientific, and technical services (10%), Information (6%), and Other services, except public administration (5%).

The following review presents work items as they relate to the current status and condition of the property. Each of the building systems is discussed with recommendations and cost estimates for system upgrade or to maintain the housing units over the 20-year period of this report. The systems include Site, Architectural, Mechanical & Electrical, and Dwelling Units.
**PROJECT DESCRIPTION:**

The following table provides a breakdown for the property involved in this report.

<table>
<thead>
<tr>
<th>NAME &amp; LOCATION</th>
<th>ADDRESS</th>
<th># BUILDINGS</th>
<th>SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW Salt/Sand Shed</td>
<td>783 Dog River Road</td>
<td>1</td>
<td>5,320 sf</td>
</tr>
<tr>
<td>(Town Garage #2)</td>
<td>Montpelier, VT 05602</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The DPW Salt/Sand Shed was constructed in 1976 and is used to store salt and sand for winter road maintenance. Capital costs relating to fencing and paved areas are included in the DPW Garage and Office CNA.

Location Map
SITE AND LANDSCAPING

Earthwork and Landscaping
The site is nearly level with an embankment at the back that is parallel to Route 89. During the inspection, rainwater was noted to run off the embankment and along the swale at the back of the building and side of the paved area. Please refer to the DPW office building for drainage. The landscaping is minimal. Lawns are located on most sides of the building. Maintain the lawns as needed through routine operations.

Built Improvements and Fencing
Six-foot high chain link fencing is located at the sides and back of the building. The fencing is topped with barbed wire. Several of the fence top rails are bent. Please refer to the DPW Garage and Office Building CNA for fencing replacement.

Parking and Roadway Pavement
Access to the building is provided by an asphalt-paved road at the back of the DPW offices building. The road surface is generally in good condition, however, some surface cracks were noted. Please refer to the DPW Garage and Office Building CNA for resurfacing and crack-filling.

Storm Drain Lines and Catch Basins
A catch basin is located in the parking area. The drain has sunken and displays local paved asphalt damage. Resetting of the catch basin is included with the DPW office facility. All storm drain lines are concealed. No problems were observed or reported with regard to the drainage system.

Electrical Main and Distribution
Electrical service is provided by underground wire.
ARCHITECTURAL EXTERIOR

Foundations and Waterproofing
The building has a concrete slab foundation with concrete frost walls. There are also internal 6-foot high poured-in-place concrete walls. The concrete is in good condition.

Exterior Walls
The building is constructed of 2x6-inch wood studs with rough-sawn board and batten siding. The building has two bays and a smaller third bay at the side. The structure has diagonal wood wind braces installed and sheet plywood on the interior walls (at the front of the building) to prevent salt from getting between the open wood studs. The stud bases at the middle to the back of the building are exposed to salt and exhibit some deterioration. The exterior siding of the building appears to have been stained at some point, however, the staining has faded and the boards are beginning to lift at the bottom. An area at the front of the building needs structural work. Wood louvers are located at the back of the building. The building has a painted wood fascia. The fascia boards exhibit worn paint and some wood damage. The soffits are open.

Observations and Recommendations:
• Budget costs in year 1 to screw down the board siding and stain.
• Additional costs are shown in year 1 to install sheet plywood to the interior studs and to repair the damaged wall above the opening.
• Budget costs in year 1 to repair and stain the exterior siding.
• Budget costs in year 1 to replace the fascia boards, as needed, concurrent with exterior repairs.
Roof Structure and Covering
The roof structure is comprised of prefabricated wood trusses and a plywood deck. The decking was replaced during the roof replacement. A broken cross brace was noted. The roof has an enameled, galvanized steel metal standing-seam covering. The metal and roof deck was recently replaced. Rainwater drainage is provided at the side of the building.

Lighting: Building Mounted Exterior
There is a single wall-mounted light fixture at the front of the building. The light fixture has recently been replaced. Replace the fixture as needed through the operating budget.

MECHANICAL AND ELECTRICAL

Electrical Wiring
All electrical wiring is housed in rigid steel conduit. There is an electrical junction box on the inner face of the exterior wall. The box has rusted due to high salt exposure.

Observations and Recommendations:

• Replace the box with plastic components if codes permit.
ACCESSIBILITY

As used in this document, access does not necessarily mean code compliance. Although in some cases, buildings are completely code compliant, accessibility terms are used as follows:

Accessible: No barriers to entrance to the building, to all floors of the building and to toilets.
Partially Accessible: Some barriers exist; usually, this term means that at least the main floor of the building is accessible. It may or may not include access to toilets or to secondary floors.
Not Accessible: No access to the building or its functions

The DPW Salt/Sand Shed does not sponsor any public programs, nor is the building visited by members of the public. The function of this facility is to store salt and sand for winter road maintenance.

Spaces and elements within employee work areas shall only be required to comply with the regulations shall be designed and constructed so that individuals with disabilities can approach, enter, and exit the employee work area. Employee work areas, or portions of employee work areas, other than raised courtroom stations, that are less than 300 square feet (28 m²) and elevated 7 inches (180 mm) or more above the finish floor or ground where the elevation is essential to the function of the space shall not be required to comply with these requirements or to be on an accessible route.

Although areas used exclusively by employees for work are not required to be fully accessible, consider designing such areas to include non-required turning spaces, and provide accessible elements whenever possible. Under the ADA, employees with disabilities are entitled to reasonable accommodations in the workplace; accommodations can include alterations to spaces within the facility. Designing employee work areas to be more accessible at the outset will avoid more costly retrofits when current employees become temporarily or permanently disabled, or when new employees with disabilities are hired. Contact the Equal Employment Opportunity Commission (EEOC) at www.eeoc.gov for information about title I of the ADA prohibiting discrimination against people with disabilities in the workplace.
SECTION II – SUMMARY OF BUDGET ITEMS

ARCHITECTURAL EXTERIOR

- Budget costs in year 1 to screw down the board siding and stain.
- Additional costs are shown in year 1 to install sheet plywood to the interior studs and to repair the damaged wall above the opening.
- Budget costs in year 1 to repair and stain the exterior siding.
- Budget costs in year 1 to replace the fascia boards concurrent with exterior repairs.

TRANSITION PLAN
No transition plan was made available.

DEFERRED MAINTENANCE SUMMARY
Deferred Maintenance is defined as “any instance where current management practice is clearly inadequate and the owner's attention should be called to the item, even if no major expenditure or significant labor may be required.” Management has demonstrated an above-average level of commitment to the upkeep of this facility.

IMMEDIATE NEEDS HEALTH AND SAFETY BUDGET SUMMARY
None were identified.

ENERGY EFFICIENCY UPGRADES
The building is unheated and has minimal lighting.

RECOMMENDATIONS
None were identified.

NEEDS FUNDED BY THIRD PARTY
None were identified.

ACKNOWLEDGEMENTS
Right Trak Design would like to thank site staff for their assistance.
SECTION III – FINANCIAL NEEDS AND RESOURCES

CURRENT FINANCIAL NEEDS AND RESOURCES

A complete reserve analysis that includes all capital costs for all facilities is included in the executive summary for this portfolio. The reserve analysis shows what is needed for a starting reserve balance and what the level of annual contributions should be to keep positive reserve balances throughout the duration of the plan.

SCHEDULE OF FORECASTED EXPENSES

Attached as Exhibit I is a schedule of forecasted expenses entitled “List of Work Items.” Exhibit I lists, by project component, under the headings: Site, Architectural, and Mechanical & Electrical, the anticipated year of replacement or year maintenance is to be performed.
ASSESSMENT METHOD
The assessment covers the 20-year period commencing January 1, 2012 and includes major maintenance expenses as well as capital expenses for replacement and improvements. The year-end amount of the Replacement Reserve is forecast for each year based upon the recommended funding structure and expenditures. The total anticipated expenditures for each year are calculated in constant-year 2012 dollars and the total is escalated at the current DOL rate of 3.00% per year. The anticipated annual contributions are shown in Exhibit II.

Expenditures are scheduled based upon current needs and anticipated remaining lives of facilities and equipment, which may or may not exceed typical EUL projections. In determining the priority for current needs and improvements, first priority was given to those expenditures that benefit the health and safety of tenants. Second priority was given to expenditures for previously deferred maintenance or replacement. Third priority was given to those expenditures that would reduce operating expenses.

Right-Trak Design, Inc. developed the list of building components, systems, and equipment during its inspection of the property. The City of Montpelier provided information regarding development and construction. Right-Trak Design, Inc. based upon industry norms and historical data for similar properties developed estimates of cost for the various work items. The assessment assumes continuation of a thorough program of preventative and ordinary maintenance in addition to the forecast of major expenditures.

LIMITATION OF REPORT
This report has been prepared exercising reasonable care and judgment conforming to generally accepted practices employed in performing engineering due-diligence for real estate transactions of this type. It is expressly understood that no detailed engineering studies have been conducted and that the conclusions and recommendations contained in this report are based on visual observations, information provided to us by others, and knowledge gained from completing other assignments of this type. No destructive testing, disassembly of building components, testing and/or operation of equipment was performed in conjunction with the performance of this assignment unless specifically noted in the report.

This report is not intended to serve as a structural evaluation, maintenance survey, or code compliance inspection, all of which are beyond the scope and purpose of this report. Although this report addresses ADA-related issues and may also identify correction of other certain items including those of a code-enforcement nature, it should not be construed that code-related items on which this report remains silent have been satisfied. Typically, only code items that are perceived as presenting undue risk and/or liability are identified for correction.

A reasonable attempt has been made to estimate the cost of performing repairs/maintenance and for the replacement of capital items shown in this report. Estimates are based upon the best information available within the time available for the completion of this assignment. Because costs are based only upon visual observations, unforeseen conditions may affect both the actual scope and cost of the work. Geographic variances in the cost of material and the availability of local labor may also affect the cost. It is recommended that the property management organization obtain a proposal from several contractors for each major item of work. Although our best attempt to project the anticipated capital needs of the subject property over a 20-year period has been made, it is recommended that a new Capital Needs Assessment be performed at the end of the initial 10 years of the term.

Replacement reserve needs have been projected using the expected useful lives (EUL) contained in Fannie Mae Physical Needs Assessment Guidance. Adjustments in the EUL have generally not been made unless our observations present us with justification for such action. Typically, items of relatively low cost that can be efficiently repaired/replaced by qualified maintenance technicians without compromising their other duties and that can be funded from the property's operating budget are not included in the replacement reserve analysis. Examples of such items include, but are not limited to, window screens and routine electrical and plumbing repairs.

Reference material for pricing estimates was derived from the following resources: RS Means Cost Data, Craftsman National Construction Estimator, Sweet's Unit Cost Guide, W.W. Grainger, and Bluebook International. The information provided within this report should be evaluated only within the scope and purpose of this analysis. No other warranties, expressed or implied, are made.

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Name: **DPW Salt/Sand Shed**
Address: **783 Dog River Road**
Units: **1**
Occupancy Type:
Inflation Rate: **3.00%**

Start Date: **2012**
Plan Length: **20 Years**

**Total Expenditure in Plan**

Current $$: **$14,981.14**
Inflated $$: **$18,341.11**
<table>
<thead>
<tr>
<th>List ID</th>
<th>Section</th>
<th>Replacement Item</th>
<th>Item Notes</th>
<th>Condition</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Effective Replacement Cost</th>
<th>Base Year or Installed Yr.</th>
<th>Life</th>
<th>RL</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Site Items</td>
<td>Fencing, chain link</td>
<td>Six-foot high chain link fencing is located at the sides and back of the building. The fencing is topped with barbed wire. Several of the fence top rails are bent. Please refer to the DPW garage and office building CNA for fencing replacement.</td>
<td>Good</td>
<td>1 LS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1989</td>
<td>40</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Site Items</td>
<td>Parking and Roadway Pavement, asphalt</td>
<td>Access to the building is provided by an asphalt-paved road. The road surface is generally in good condition, however, some surface cracks were noted. Please refer to the DPW garage and office building CNA for resurfacing and crack-filling.</td>
<td>Fair</td>
<td>1 LS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1989</td>
<td>25</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Site Items</td>
<td>Storm Drain Catch Basins</td>
<td>A catch basin is located in the parking area. The drain has sunk and displays local paved asphalt damage. Resetting of the catch basin is included with the DPW garage and office building CNA.</td>
<td>Fair</td>
<td>1 EA</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1989</td>
<td>40</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Site Items</td>
<td>Storm Drain Lines</td>
<td>All storm drain lines are concealed. No problems were observed or reported with regard to the drainage system.</td>
<td>Good</td>
<td>382 LF</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1976</td>
<td>60</td>
<td>37</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Site Items</td>
<td>Site Drainage and Grading</td>
<td>The site is nearly level with an embankment at the rear parallel to Route 89. During the inspection, rainwater was noted to run off the embankment and along the swale at the back of the building and side of the paved area. Please refer to the DPW garage and office building for drainage.</td>
<td>Good</td>
<td>1 LS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1976</td>
<td>50</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Architectural Exterior Items</td>
<td>Foundations</td>
<td>The building has a concrete slab foundation with concrete frost walls. There are also internal 6-foot high poured in place concrete walls. The concrete is in good condition.</td>
<td>Good</td>
<td>336 LF</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1976</td>
<td>60</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Architectural Exterior Items</td>
<td>Lighting, building-mounted exterior</td>
<td>There is a single wall-mounted light fixture at the front of the building. The light fixture has recently been replaced. Replace the fixture as needed through the operating budget.</td>
<td>Good</td>
<td>1 EA</td>
<td>$0.00</td>
<td>$0.00</td>
<td>2007</td>
<td>15</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Architectural Exterior Items</td>
<td>Roof Covering, metal (perforated)</td>
<td>The roof has an enameled, galvanized steel standing-seam covering. The metal and roof deck was recently replaced.</td>
<td>Good</td>
<td>5305 SF</td>
<td>$0.00</td>
<td>$0.00</td>
<td>2006</td>
<td>40</td>
<td>34</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Architectural Exterior Items</td>
<td>Roof Drainage Exterior (gutter and fascia)</td>
<td>Rainwater drainage is provided at the side of the building.</td>
<td>Good</td>
<td>1 LS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>2006</td>
<td>25</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Architectural Exterior Items</td>
<td>Soffits, wood/stucco/concrete</td>
<td>The building has a painted wood fascia. The fascia boards exhibit worn paint and some wood damage. The soffits are open. Budget costs in year 1 to replace the fascia boards concurrent with exterior repairs.</td>
<td>Fair</td>
<td>336 LF</td>
<td>$7.00</td>
<td>$2352.00</td>
<td>1976</td>
<td>30</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Architectural Exterior Items</td>
<td>Walls, exterior, wood shingle/clapboard</td>
<td>The building is constructed of 2x6-inch wood studs with rough-sawn board and batten siding. The building has two bays and a smaller third bay at the side. The structure has diagonal wood wind braces installed and sheet plywood on the interior walls (at the front of the building) to prevent salt from getting between the opening wood studs. The stud bases at the middle to the back of the building are exposed to salt and exhibit some deterioration. The exterior siding of the building appears to have been stained at some point, however, the staining has faded and the boards are beginning to lift at the bottom. An area at the front of the building needs structural work. Wood lounges are located at the back of the building. Budget costs to screw down the board siding and stain. Additional costs are shown to install sheet plywood to the interior studs and to repair the damaged wall above the opening. Budget costs in year 1 to repair and stain the exterior siding.</td>
<td>Fair</td>
<td>4032 SF</td>
<td>$1.45</td>
<td>$5846.40</td>
<td>1989</td>
<td>15</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Site Items</td>
<td>Electrical Main and Distribution</td>
<td>Electrical service is provided by underground wire.</td>
<td>Fair-Good</td>
<td>1 LS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1976</td>
<td>60</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Mechanical &amp; Electrical Items</td>
<td>Electrical Wiring</td>
<td>All electrical wiring is housed in rigid steel conduit. There is an electrical junction box on the inner face of the exterior wall. The box has rusted due to high salt exposure. Replace the box with plastic components if codes permit.</td>
<td>Fair</td>
<td>1 LS</td>
<td>$500.00</td>
<td>$500.00</td>
<td>1976</td>
<td>55</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Architectural Exterior Items</td>
<td>Roof Structure</td>
<td>The roof structure is comprised of prefabricated wood trusses and a plywood deck. The decking was replaced during the roof replacement. A broken cross brace was noted.</td>
<td>Good</td>
<td>5305 SF</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1976</td>
<td>70</td>
<td>34</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Site Items</td>
<td>Landscaping</td>
<td>The landscaping is minimal. Lawns are located on most sides of the building.</td>
<td>Good</td>
<td>1 LS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>1976</td>
<td>50</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>---------------</td>
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<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>Fencing, chain link</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>Parking and Roadway Pavement, asphalt</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>Storm Drain Catch Basins</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>Storm Drain Lines</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>Site Drainage and Grading</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>6</td>
<td>Foundations</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7</td>
<td>Lighting, building-mounted exterior</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8</td>
<td>Roof Covering, metal (performed)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9</td>
<td>Roof Drainage Exterior (gutter and fascia)</td>
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<td>Year 15 (2026)</td>
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<td>Year 18 (2029)</td>
<td>Year 19 (2030)</td>
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