



**DONOHUE AND PARKHURST, INC.**  
LAND SURVEYING AND MAPPING

363 Boston Street  
Topsfield, MA 01983

www.donohoesurvey.com

Telephone: (978) 887-6161  
FAX: (978) 887-8369

January 26, 2010

The Feoffees of the Grammar School  
of the Town of Ipswich  
C/O William H. Sheehan III, Esq.  
MacLean Holloway Doherty  
Ardiff and Morse P.C.  
8 Essex Center Drive  
Peabody, Massachusetts 01960

**CONFIDENTIAL**

RE: Condominium at Little Neck Project

Dear Feoffees:

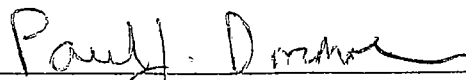
Thank you for the opportunity to furnish our proposal for the Condominium at Little Neck project.

Donohue and Parkhurst, Inc. has provided land surveying and mapping services to residential, commercial and municipal clients for over twenty four years. We are licensed to practice in Massachusetts, New Hampshire and Maine. Our primary territory is the North Shore and, in particular, we have completed many projects in the Town of Ipswich. We have provided our services directly to the Town of Ipswich and for many private entities. We are currently working on the 275 acre Maplecroft Farm re-division and conservation restriction project in Ipswich. Other large scale Ipswich projects we have completed include ALTA land title surveys for the Ipswich Country Club, and various surveys and plans for the Turner Hill Development.

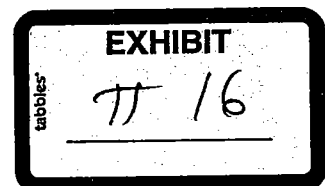
We have expert staff and state-of-the-art technology. We provide exceptional service in a responsive manner. All of the staff at Donohue and Parkhurst, inc. would take pride in being part of the Little Neck solution.

Thank you for considering the enclosed proposal.

Sincerely,

  
\_\_\_\_\_  
Paul J. Donohue

PJD/nls  
Enclosure



**DONOHUE AND PARKHURST, INC.**  
LAND SURVEYING AND MAPPING

363 Boston Street  
Topsfield, MA 01983

www.donohoesurvey.com

Telephone: (978) 887-6161  
FAX: (978) 887-8369

**Proposal for Land Surveying and Preparation of Plans  
Condominium at Little Neck  
Ipswich, Massachusetts**

**SCOPE**

Preparation of condominium floor plans for approximately 167 cottage units, and a condominium site plan of the Little Neck project.

**APPROACH**

- Upon authorization to proceed, we will meet with the Feoffees to obtain any title information that they may have, unit occupant contact information, and to discuss the logistics of accessing each cottage for field measurements. I suggest that some form of web-based contact and scheduling system would maximize efficiency.
- **Floor Plans:** We would measure the interior of each unit and prepare floor plans suitable for recording and in accordance with Chapter 183A of the Massachusetts General Laws. Since each cottage is a separate unit with no immediate adjacent units, we will show the minimal amount of detail to comply with the condominium law. The floor plans will be ink on mylar with the proper condominium and registry certifications. We would present the first few sets of floor plans for you to review and, upon your approval, proceed with the same prototype.
- **Site Plan:** Our goal will be to prepare the site plan in a manner that definitively locates the critical lines of the condominium, including the unit footprints and respective limited common areas, easements, future phases, and any other critical condominium lines as directed by the Feoffees. The plan will show significant features such as roads, driveways, beaches buildings, and major yard features such as retaining walls. Utilities research and survey are not included. We propose to show elevations of the front door threshold and roof peak of each cottage. We would produce progress working drawings for review and discussion prior to defining the lines of the condominium.

Although setting markers on all of the exclusive use lines is beyond the scope of the project, our intent is to place a sufficient amount of iron rod markers and provide the definitive data on our plans so that, in the future, qualified land surveyors will be able to retrace the lines of the condominium, and the footprint and elevation of each cottage unit.

The site plan will be ink on mylar in accordance with the Registry of Deeds requirements and will have the 81-X and condominium certifications. Other certifications such as those relating to flood hazards or title insurance, and typical mortgage inspection certifications are not included.

**Proposal for Land Surveying and Preparation of Plans  
Condominium at Little Neck  
Ipswich, Massachusetts  
(Page 2 of 2)**

**DELIVERABLES**

**Floor Plans**

For each unit, the following will be delivered: one recordable mylar, two full size paper copies, one 11"x17" reduced copy, and a .pdf file.

**Site Plan (multiple sheets)**

One set of recordable mylars, six sets of full size paper copies, and a .pdf file.

(AutoCAD files will remain the property of Donohoe and Parkhurst, Inc. and will not be distributed.)

**TIME FRAME**

We will be able to complete this by Labor Day 2010 if given authorization to proceed by the end of April 2010, and with full cooperation of the unit occupants with regard to access.

**FEES**

Floor Plans: Six hundred seventy five dollars (\$675.00) per unit

Site Plan: Forty five thousand dollars (\$45,000.00)

Meetings with the Feoffees as needed and with others only as specifically directed by the Feoffees: \$135.00 per hour

Reimbursable Expenses:

- Additional full size plan copies (\$3.00 per sheet)
- Mailing costs