

Mark Henderson, Chair
Kurt Herrington, Vice-Chair
Jason Stephens, Commissioner
David Mattauer, Commissioner
Isaac Wynn, Commissioner
George Torma, Commissioner
James Giles, Commissioner

Susan Davis,
Planning Technician



NOTICE OF MEETING
BUILDING AND STANDARDS COMMISSION
March 27, 2025
4:00 p.m.
City Council Chambers
504 N. Queen Street
Palestine, Texas

Zoom Link:

<https://us02web.zoom.us/j/81862673211?pwd=jPlucvL8MRSaYZaWr2wIx4XIkR4FS.1>

Meeting ID: 818 6267 3211
Passcode: 888570

One tap mobile
+13462487799,,81862673211#,,,888570# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand."

Follow us live at: facebook.com/palestinetx/

- A. **CALL TO ORDER**
- B. **PROPOSED CHANGES OF AGENDA ITEMS**
- C. **PUBLIC COMMENTS**
Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Commissioners. Members of the public may join via Zoom or in person.
- D. **CONFLICT OF INTEREST DISCLOSURES**
- E. **DIRECTOR'S REPORT**
- F. **APPROVAL OF MINUTES**
 - 1. Consider approval of the minutes from the February 27, 2025, meeting.
- G. **PUBLIC HEARINGS/DISCUSSION AND ACTION ITEMS**
 - 1. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 312 West Oak Street.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Monday, March 24, 2025, at 1:45 p.m.**

A handwritten signature in blue ink that reads "April Jackson". The signature is written in a cursive style and is positioned above the printed name.

April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 03/27/2025
To: Building and Standards Commission
From: Susan Davis, Planning Technician
Agenda Item: Approval of Minutes for the February 27, 2025 Meeting
Date Submitted: 03/24/2025

SUMMARY:

Consider approval of the Building and Standards Commission Meeting Minutes for February 27, 2025.

RECOMMENDED ACTION:

Staff recommends approval of the minutes.

CITY MANAGER APPROVAL:

Attachments

Minutes

Minutes of the Building and Standards Commission Meeting February 27, 2025

STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Building and Standards Commission of the City of Palestine convened in a Regular Meeting on Thursday, February 27, 2025, at 4:00 p.m., in the City Conference Room at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Mark Henderson, Commissioner Jason Stephens, David Mattauer, and James Giles.

Staff present: Planning Tech Susan Davis, City Manager Teresa Herrera, and City Manager Admin Casey DeBord.

Commissioners absent: Commissioner Kurt Herrington, Isaac Wynn, and George Torma.

CALL TO ORDER

With a quorum present, Chair Mark Henderson called the meeting to order at 4:04 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

None.

PUBLIC COMMENTS

None.

CONFLICT OF INTEREST DISCLOSURES

None.

DIRECTOR'S REPORT

None.

APPROVAL OF MINUTES

Building and Standards Commission Meeting Minutes for January 23, 2025, meetings for review and approval.

Commissioner Stephens made a motion, seconded by Commissioner Giles, to approve minutes from January 23, 2025. Upon vote, motion carried unanimously 4-0.

DISCUSSION AND ACTION ITEMS

1. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 312 West Oak Street, Original, Block 51, Lot 1, 2, 3, 4 & 5.

Susan Davis, Planning Tech, presented a summary of the Commissions previous decision and an update on the structure. The owner was present and provided an update on a grant application and plans for a loan. Commissioner Stephenson made a motion, seconded by Commissioner Giles to approve a 30-day extension for the owner to submit an action plan including costs. Upon vote, the motion was unanimously approved 4-0.

2. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 909 Campbell Street, Jackson, Block S, Lot 4.

Susan Davis, Planning Tech, presented a summary of the Commissions previous decision, the relinquishment of responsibility of the agent listed under a Power of Attorney, the current condition of the property, and complaints. The owner was not in attendance. Commissioner Stephens made a

motion, seconded by Commissioner Mettauer to have the structure bid out for demolition. Upon vote, the motion was unanimously approved 4-0.

3. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 903 E. Poplar Street, Original, Block 10, Lot 2B & 11B.

Susan Davis, Planning Tech, presented a summary of the Commissions previous decision and advised that an updated plan of action was not received. The owner, Mirna Sanchez, attended the meeting and provided a Rehabilitation Plan. Commissioner Stephens made a motion, seconded by Commissioner Giles to approve a 90-day extension to allow the owner to secure all windows and doors, and to continue working on the property. Upon vote, the motion was unanimously approved 4-0.

4. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 1011 Birch Street, Wells, Samuel G, Block 859, Tract 47.

Susan Davis, Planning Tech, presented a summary of structure including staff's conversations with the owners concerning their intent to obtain a demolition permit. The owners were not in attendance at the meeting. Commissioner Giles made a motion, seconded by Commissioner Stephens to approve a 60-day extension to allow the owner to obtain bids for demolition. Upon vote, the motion was unanimously approved 4-0.

5. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 1207 East Park Avenue, Micheaux Park, Block 13, Lot 5 & 6.

Susan Davis, Planning Tech, presented a summary of structure damaged by fire, the owner's written permission to allow a representative to obtain a demolition permit. The owner's representative, Norma Bryan, attended the meeting via Zoom, and advised that she decided to demolish the structure. Commissioner Stephens made a motion, seconded by Commissioner Giles to have the structure bid out for demolition. Upon vote, the motion was unanimously approved 4-0.

ADJOURN

With no other business to come before the Board, Commissioner Giles made a motion, seconded by Commissioner Stephens, to adjourn the meeting at 4:36 p.m., meeting was adjourned.

PASSED AND APPROVED THIS 27th DAY OF MARCH 2025.

Mark Henderson, Chairman

ATTEST:

Susan Davis, Planning Tech



Agenda Date: 03/27/2025
To: Building and Standards Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: Consider Substandard Structure located at 312 West Oak Street
Date Submitted: 03/21/2025

SUMMARY:

Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at 312 West Oak Street, known as Original, Block 51, Lot 1,2,3,4 & 5. The Building and Standards Commission approved a thirty-day extension during the February 2025 meeting to allow the owner time to submit a rehabilitation plan. The owner met with staff to provide updates concerning funding and a bid for roof repairs. The owner is seeking an extension to allow him time to work with the Small Business Association.

RECOMMENDED ACTION:

For discussion and consideration.

CITY MANAGER APPROVAL:

Attachments

Photos
rehab, notices,gc
QUOTES







REHABILITATION PLAN OF ACTION

Request for Review

Instructions

If you are responding to a Substandard Building Notice letter, please complete and submit your Rehabilitation Plan of Action to the City of Palestine Development Services Department at 504 N. Queen St, Palestine, Texas, 75801 or by mail to the same address. No later than twenty five (25) days after the date you received the Notice letter.

If you are requesting review for the rehabilitation of property designated as historically significant, please contact the City of Palestine Development Services Department at 504 N. Queen St, Palestine, Texas, 75801 as you will need to complete an Application for Certificate of Appropriateness for Rehabilitation in conjunction with this Rehabilitation Plan of Action request.

Your Rehabilitation Plan will be forwarded to the City of Palestine Building Official for review.

TO: City of Palestine Building Official

FROM:

Seth Blood
Printed Name of Property Owner

ADDRESS:

312 W. Oak

PHONE:

[REDACTED]

Office Use Only:

Department Receiving: Development Services

Date Received: _____

Referenced Property: _____

Public hearing before: Building and Standards Commission

Date of public hearing: TBD

- 1) Please describe the work you, estimated costs, and time frame for each item. You should refer to the Inspection Report of the Building and address specific violations of the City of Palestine Minimum Standards. An acceptable rehabilitation plan will identify a reasonable timetable for completing work necessary to bring the building up to minimum code standards.

Licensed contractors for electrical, plumbing and mechanical are required.

WORK	COST	Estimated TIME TO COMPLETE
A) ROOF REPAIRS	<u>Approx 7000</u>	<u>By the end of year</u> <u>5th OCT</u>
B) FOUNDATION REPAIRS		
C) SIDING		
D) ELECTRICAL		



Randy J. Brown
Custom Carpentry
Cell Phone: (903) 922-0563



Proposal

PROPOSAL NO.

SHEET NO.

DATE

03/04/25

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

724-8394

NAME Seth Blood	ADDRESS
ADDRESS (310) & (312) W. DAK ST. PALESTINE TX. 75801	DATE OF PLANS
PHONE NO. [REDACTED]	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

:- To the best of my Knowledge; after inspecting the Perimeter of Building (see Above addresses), all Exterior WALLS seem to be sound and durable.

:- To the best of my Knowledge:- The roof system on Above addresses are in dire need of repair. Roofs are about to cave in, But should not affect the Perimeter walls, or structure of building.

ANY QUESTIONS OR CONCERNS PLEASE
CONTACT ME AT 903-724-8394
(Randy J. Brown)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars (\$) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
submitted

Per

Note --- this proposal may be withdrawn by us if not accepted within days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Date

Signature

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org

March 6, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT R

Seth Blood
315 W. Main Street
Palestine, Texas 75801

Property Located at 312 W. Oak, Palestine Texas
Parcel ID 33996; Original Block 51 Lot 1,2,3,4 & 5

Dear Property Owner,

This letter serves as formal notice that during the Building and Standards Commission's monthly meeting held on February 27, 2025, a unanimous decision was made to grant a thirty-day extension for the submission of your Rehabilitation Plan of Action to the Development Services Department.

Please ensure that your Rehabilitation Plan of Action, along with any other required documents, is submitted to the Development Services Department by the new deadline. Your construction plans should reflect efforts to bring the building into compliance. Additionally, the financial feasibility of the planned project must be supported by verifiable financial information demonstrating how you intend to cover the rehabilitation costs.

Your plan will be reviewed by the Building and Standards Commission at a public hearing scheduled as follows:

Date: March 27, 2025

Time: 4:00 p.m.

Location: City of Palestine, City Hall Council Chambers
504 North Queen Street, Palestine, Texas

Your presence is required at the hearing to answer any questions the Commissioners may have regarding your Rehabilitation Plan.

Should you have any questions or require further assistance, please do not hesitate to contact the Development Services Department at

If you have any questions, please contact the Development Services Department at 903-731-8402.

Sincerely,

Chasity Esparza
Development Services

9589 0710 5270 1843 7990 04

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For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total P	\$
Sent To	Michelle Adams, Carrie Pfleeger & Nancy McDonald
Street a.	317 FM 27 W
City, Sta	Fairfield Tx 75840

PALESTINE POST OFFICE
PALESTINE, TX 75801
MAR 6 2025

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org



March 5, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED: 9589 0710 5270 1843 7990 28
FNA VI, LLC

Registered Agent: Corporation Service Company d/b/a CSC Lawyers Incorporating Service
7200 N MoPac Blvd
Austin Tx 78731

Re: Case Number:32930; Notice of Substandard Building at 312 West Oak, Palestine Tx.
Parcel ID 33996; Original Block 51 Lot 1,2,3,4, &5

Dear Property Owner:

The above referenced property was inspected and tagged on February 9, 2024, and has been found to be substandard and a public nuisance as defined by the Buildings and Building Regulations, found in Chapter 22, Art. VII, Division 3, Section 22-302 and 22-303 of the City of Palestine Code of Ordinances. Records at the Anderson County Appraisal District indicate that you are the owner. If you are not the present owner, please advise this office; otherwise, we assume you are responsible for the property. The attached Inspection Report of Substandard Building identifies violations and defects at your property. Be advised that until this matter is resolved, and the substandard tag removed, the building may not be occupied.

To request rehabilitation of the substandard building, you must submit a Rehabilitation Plan of Action (Plan) within fifteen (15) days of the date that you receive this Notice. Your failure to respond or furnish requested information will result in referral of this case to the Building and Standards Commission.

Please submit your Rehabilitation Plan of Action and other required documents to the Development Services Department. Construction plans should reflect efforts to bring the building into compliance with minimum standards and financial feasibility of the planned project will be based on verifiable financial information showing how you intend to pay for planned rehabilitation costs.

Your Plan will be reviewed by the Building and Standards Commission at a public hearing at the time and place assigned below. You should be present to answer any questions the Commissioners may have about your Plan.

If the Building and Standards Commission accepts your Plan with or without modification, a Rehabilitation Order will be issued requiring you to start rehabilitation and complete the project within a specific period, usually no more than 30-90 days. You will be responsible to obtain all applicable permits and to perform the required work so that the substandard property will be brought into compliance with the minimum standards and consistent with your Rehabilitation Plan of Action and the Commission's Order.

If the Building and Standards Commission rejects your Plan and orders demolition, a Demolition Order will be signed, and the City will proceed with demolition and clearance of the substandard

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org



March 5, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED: 9589 0710 5270 1843 7990 11

Hunter-Kelsey III, LLC

Registered Agent: Corporation Service Company d/b/a CSC Lawyers Incorporating Service

211 E 7th Suite 620

Austin Tx 78701

Re: Case Number:32930; Notice of Substandard Building at 312 West Oak, Palestine Tx.
Parcel ID 33996; Original Block 51 Lot 1,2,3,4, &5

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☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$
Postage \$
Total \$
Sent Company d/b/a CSC Lawyers Incorporating
Service
7200 N MoPac Blvd
Austin Tx 78731
City, State, ZIP+4[®]

FNA VI, LLC
Registered Agent: Corporation Service
Company d/b/a CSC Lawyers Incorporating
Service
7200 N MoPac Blvd
Austin Tx 78731

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$
Postage \$
Total \$
Sent To
Hunter-Kelsey III, LLC
Registered Agent: Corporation Service
Company d/b/a CSC Lawyers Incorporating
Service
211 E 7th Suite 620
Austin Tx 78701
City, State, ZIP+4[®]

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:
FNA VI, LLC
Registered Agent: Corporation Service
Company d/b/a CSC Lawyers Incorporating
Service
7200 N MoPac Blvd
Austin Tx 78731



9590 9402 9269 4295 4777 78

1. Article Addressed to:
FNA VI, LLC
Registered Agent: Corporation Service
Company d/b/a CSC Lawyers Incorporating
Service
7200 N MoPac Blvd
Austin Tx 78731

2. Article Number (Transfer from service label)
9589 0710 5270 1843 7990 28

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature
☒ Agent
☐ Addressee
B. Received by (Printed Name)
C. Date of Delivery
D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Priority Mail Express[®]
☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail[®]
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Insured Mail[®]
☐ Registered Mail[®]
☐ Registered Mail Restricted Delivery
☐ Signature Confirmation[™]
☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:
Hunter-Kelsey III, LLC
Registered Agent: Corporation Service
Company d/b/a CSC Lawyers Incorporating
Service
211 E 7th Suite 620
Austin Tx 78701



9590 9402 9269 4295 4777 54

2. Article Number (Transfer from service label)
9589 0710 5270 1843 7990 11

COMPLETE THIS SECTION ON DELIVERY

A. Signature
☒ Agent
☐ Addressee
B. Received by (Printed Name)
C. Date of Delivery
D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Priority Mail Express[®]
☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail[®]
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Insured Mail[®]
☐ Registered Mail[®]
☐ Registered Mail Restricted Delivery
☐ Signature Confirmation[™]
☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt



Randy J. Brown
Custom Carpentry
Cell Phone: (903) 922-0563



Proposal

PROPOSAL NO.

SHEET NO.

DATE

1, 06 / 25

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME

Seth 101

ADDRESS

ADDRESS

58314 W. OAK S

DATE OF PLANS

Alextine tx 75801

PHONE NO.

ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

(Total Roof Rebuild)
Remove All Existing Roofing, Rafters, Decking
Install 2x12 Rafters 24' O.C.
Install 26 gauge R Panel metal Roof g.
Install new beams and Ribblow Boards.
Install Joist Hanger on all rafters
Concrete fasteners shall be used on Ribblow boards
Install New Ashing and Perimeter
Remove A/C units.

Total Removal of All Trash Decks

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

thirty six thousand two hundred
Fifty Dollars (\$36,250) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
submitted

Per

Note — this proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____

Signature _____

From: [Christophe Trahan](#)
To: [Lisa Bowman](#)
Subject: Fw: Notification regarding 315 W Main St bid
Date: Wednesday, December 4, 2024 2:01:28 PM
Attachments: Outlook-Logo PEDC

Seth's bid declination.

Christophe Trahan
Palestine Economic Development Corporation
Executive Director
Office: 903-729-4100
Cell: 430-342-5262
Fax: 903-729-4500



From: Seth Blood [REDACTED]
Sent: Tuesday, December 3, 2024 11:53 AM
To: Christophe Trahan <edcdirector@palestine-tx.org>
Subject: Fwd: Notification regarding 315 W Main St bid

Sent from my iPhone

Begin forwarded message:

From: Isaiah Adams <[REDACTED]>
Date: December 3, 2024 at 6:54:55 AM CST
To: sethblood13@gmail.com
Subject: Re: Notification regarding 315 W Main St bid

On Mon, Dec 2, 2024 at 3:24 PM Isaiah Adams
<[REDACTED]> wrote:
Dear Seth Blood

We are writing to inform you that, after reviewing the scope of work for the roofing project at 315 W Main St Palestine, Tx 75801, Adams Home Renovations, LLC will unfortunately be unable to submit a competitive bid for this project.

We appreciate the opportunity allowing us to be considered as a potential partner in this project, but with the project scope and our current workload wait time we cannot expect you to wait for availability.

We take great value in every client and opportunity granted to serve our community. We hope you will consider our business in the future for any construction needs as our availability arises.

Feel free to contact us if you have any questions or concerns.

Best regards,

Ronald Adams
Adams Home Renovations, LLC
(903)203-7458
708 Crockett Rd
Palestine, Tx 75801