



July 6, 2024

CPJK Management, LLC
207 E. Virginia St.
Suite 205
McKinney, TX 75069
214-882-7167

RE: Letter of Intent – Historical District Commercial Building 2nd Floor Window Replacement

207 E. Virginia St. is located in the Historic Downtown McKinney Cultural District. Eight locally owned small business currently reside at this address, including the award-winning wedding venue – Gather in Downtown McKinney.

Historic Building Window Replacement – CPJK Management, LLC purchased 207 E. Virginia St. in April 2016. It is unknown when all windows on the 2nd floor had previously been installed by the previous owner. The windows are no longer functional and, during a spring storm in March 2022, two of the windows fell out of their building frames. Those two windows have since been replaced. TIRZ No. 1 Funds are being requested to replace the remaining 24 second floor windows which, after inspection, are also in need of replacement. These 24 windows are visible from rights of way – Virginia Street, Johnson St, and Herdon Alley. The current windows are Vinyl with no energy performance rating and have started to deteriorate. I plan to replace them with Vinyl framed windows equipped with low E366 argon gas. The new windows have a manufacturer's lifetime warranty that includes the frame, all working parts and components as well as seal failure. They also have a lifetime glass breakage warranty.

Included in this application are the following items:

- TIRZ No.1 Funds Signed Application
- Letter of Intent
- Building Location Survey
- Building 2nd Floor Floorplan
- Photos of existing windows
- Brennan Enterprises Estimate
- Window Manufacturer's Energy Performance Rating and Warranty

Brennan Enterprises requires a deposit equal to half the total estimate before their Project Workflow can begin. The Project Workflow is as follows. It should be noted there is currently an 8 week lead time from ordering materials to receiving materials. Brennan project workflow is as follows:

- Signed Agreement
- Measure Project
- Order Materials
- Receive Materials
- Schedule Installation
- Perform Work
- Sign Completion Certificate

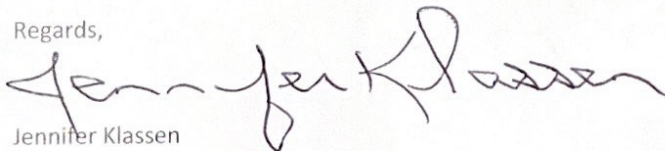
All occupants of the second-floor offices are locally owned, small businesses. They are long-term tenants and consistently provide an awareness of downtown McKinney to clients that may not otherwise have a need to venture into our Historic Cultural District. Most are multiple year recipients of McKinney Best Of awards and Living Magazine Reader's Choice awards. The small business are as follows:

- Jilly Bean Photography
- Teena's Touch Massage
- Gather in Downtown McKinney
- Roofing on Top
- Boomerang Strategies
- Mortgage Mike Group
- Marshall Gage
- Bell Tower Technologies

As the building owner/landlord I am not privy to their annual sales/sales tax; having stated that I can certainly ask them to voluntarily provide that information to this application if required.

Maintaining the structure and historical integrity is a priority of our family. We were very fortunate to be able to buy this building back in 2016 and will continue to ensure the upkeep and tenants are supportive of the Historic Cultural District.

Regards,



Jennifer Klassen
CPJK Management, LLC
214-882-7167