



February 13, 2026

Mr. Jon McCraw
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

**Re: Pay Application #2
2025 Unit Price Contract – Koko Court Work Directive #1
Bottom 2 Top Construction, LLC**

Dear Mr. McCraw:

Enclosed, please find Pay Application #2 to be considered for approval by the City Council at the next meeting. This pay application is dated 2/12/2026 and is for the entirety of the work completed.

I have reviewed this pay application and find that it is an accurate request according to the amount of work that has been completed since the Work Directive began. A final inspection was completed by the City, Engineer, and Contractor February 11, 2026. With that said, I recommend that the Council approve payment to Bottom 2 Top Construction, LLC, in the amount of \$46,352.15. Please do not hesitate to contact me should you have any questions.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in cursive script that reads "Sarah McLellan".

Sarah McLellan, P.E.
Project Engineer

Enclosures: Bottom 2 Top Construction, LLC Pay Application #2, Signed

STATE OF MISSISSIPPI
COUNTY OF Harrison

INTERIM WAIVER AND RELEASE UPON PAYMENT

THE UNDERSIGNED mechanic and/or materialman has been employed by City of Diamondhead to furnish labor and services or materials for the construction improvements known as Koko Court, which is located in the Hancock County, First Judicial District, Mississippi, and is owned by City of Diamondhead, a Mississippi limited liability company, and more particularly described as follows:

SEE EXHIBIT ATTACHED

Upon the receipt of the sum of \$ 46,352.15 the mechanic and/or materialman waives and releases any and all liens or claims of liens it has upon the foregoing described property of any rights against any labor and/or material bond through the date of February 13 th, 2026 and excepting those rights and liens that the mechanic and/or materialman might have in any retained amounts, on account of labor or materials, or both, furnished by the undersigned to or on account of said contractor for said building or premises.

Sworn to and subscribed before me, this the 13 th day of February, 2026.

Bottom 2 Top Construction, LLC Contractor

By: Joseph R Raffeo Jr.

Its: Owner

NOTICE: WHEN YOU EXECUTE THIS DOCUMENT, YOU SHALL BE CONCLUSIVELY DEEMED TO HAVE BEEN PAID IN FULL THE AMOUNT STATED ABOVE, EVEN IF YOU HAVE NOT ACTUALLY RECEIVED THE PAYMENT, SIXTY (60) DAYS AFTER THE DATED STATED ABOVE UNLESS YOU FILE EITHER AN AFFIDAVIT OF NONPAYMENT OR A CLAIM OF LIEN BEFORE THE EXPIRATION OF THE SIXTY-DAY PERIOD. THE FAILURE TO INCLUDE THIS NOTICE LANGUAGE ON THE FACE OF THE FORM SHALL RENDER THE FORM UNENFORCEABLE AND INVALID AS A WAIVER AND RELEASE UNDER SECTION 85-7-419, MISSISSIPPI CODE OF 1972.

STATE OF Mississippi

COUNTY OF Harrison

Personally appeared before me, the undersigned authority in and for the said county and state, on this 13 th day of February 2026, within my jurisdiction, the within named Joseph Raffeo, Jr who acknowledged to me that he is Owner of Bottom 2 Top Construction LLC, a corporation/limited liability company/sole proprietorship, and that for and on of said corporation, he executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

NOTARY PUBLIC
Michele Heilich

My Commission Expires:
June 11, 2029

