



SIKKEL &
KROMMENDYK, PLC

WILLIAM A. SIKKEL IV

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November 11, 2025

Lisa Nocerini
City Manager
City of the Village of Douglas
86 W Center Street
Douglas, MI 49406

RE: Proposal for Legal Work to convert 415 Wiley into a Condominium

Dear Ms. Nocerini:

It is my understanding that the City of the Village of Douglas (the "City") is looking to convert the property at 415 Wiley into condominium ownership in order to help facilitate a sale of a portion of the property to the Saugatuck Township Fire District.

For a flat fee of Six Thousand and 00/100 Dollars (\$6,000.00) I will prepare the following: (i) Master Deed (ii) Condominium Bylaws; (iii) Disclosure Statement, (iv) Escrow Agreement, (v) Form Purchase Agreement, (vi) Notices of Intent; and (vii) documents to create the governing association for the Condominium. This would cover legal fees only and not out of pocket costs such as Recording Fees, State Filing Fees, or certified mailing fees. This would also not include any costs needed for preparation of the condominium subdivision plan which would need to be prepared by an engineering firm.

Any additional legal work that may be requested in connection with this Project would be performed at the rate of \$345 per hour.

Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink that reads "William A. Sikkel". The signature is written in a cursive, flowing style.

William A. Sikkel