

## Amy Ow

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**From:** Olivia Boo  
**Sent:** Monday, December 19, 2022 8:48 AM  
**To:** Melody Eldridge; Jonathan Tang; John Shroyer; robertpellegrine@yahoo.com; Nikki Holte  
**Cc:** noel chamberlain (noel@nexgenbuilders.com); Amy Ow; Camille Leung; 'melissa@leet.com'; 'rnewman@resolutionstrategiesinc.com'; Brian Scott  
**Subject:** RE: Highlands Lot 11 88 Cowpens (BLD2016-00159)  
**Attachments:** Recorded agreement Lot\_11\_OM\_County FINAL.pdf

Hi All,

The O&M agreement has been recorded, see attached. The building permit, BLD2016-00159 has been updated.

Thank you.

Olivia Boo  
Planner III  
Planning and Building  
455 County Center, Second Floor  
Redwood City CA 94063

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**From:** Melody Eldridge <meldridge@smcgov.org>  
**Sent:** Thursday, November 17, 2022 1:59 PM  
**To:** Jonathan Tang <jtang@bkf.com>; John Shroyer <john@johnshroyer.com>; robertpellegrine@yahoo.com; Nikki Holte <nholte@bkf.com>  
**Cc:** noel chamberlain (noel@nexgenbuilders.com) <noel@nexgenbuilders.com>; Amy Ow <aow@smcgov.org>; Camille Leung <cleung@smcgov.org>; 'melissa@leet.com' <melissa@leet.com>; 'rnewman@resolutionstrategiesinc.com' <rnewman@resolutionstrategiesinc.com>; Brian Scott <BScott@BKF.com>; Olivia Boo <oboo@smcgov.org>  
**Subject:** RE: Highlands Lot 11 88 Cowpens (BLD2016-00159)

Hi All –

We had a few minor edits to the O&M Agreement (eg: added page #s to recital, added project type to beginning header listing, adjusted formatting on signature page) and so the attached document is OK for notarized signature. Once it's been signed, please either drop off (Monday-Thurs) or mail the original signed copy to:

**San Mateo County Planning and Building Department**  
**Attn: Olivia Boo**  
**455 County Center, 2nd Floor**  
**Redwood City, CA 94063**

And we will have our deputy director sign and then we will record it for you. Let me know if you have any questions or concerns.

Thanks,

Melody Eldridge  
Onsite Drainage Review  
San Mateo County Planning & Building

[meldridge@smcgov.org](mailto:meldridge@smcgov.org)

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**From:** Melody Eldridge  
**Sent:** Wednesday, November 9, 2022 9:00 AM  
**To:** Jonathan Tang <[jtang@BKF.com](mailto:jtang@BKF.com)>; John Shroyer <[john@johnshroyer.com](mailto:john@johnshroyer.com)>; [robertpellegrine@yahoo.com](mailto:robertpellegrine@yahoo.com); Nikki Holte <[nholte@bkf.com](mailto:nholte@bkf.com)>  
**Cc:** noel chamberlain ([noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)) <[noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)>; Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>; 'melissa@leet.com' <[melissa@leet.com](mailto:melissa@leet.com)>; 'rnewman@resolutionstrategiesinc.com' <[rnewman@resolutionstrategiesinc.com](mailto:rnewman@resolutionstrategiesinc.com)>; Brian Scott <[BScott@BKF.com](mailto:BScott@BKF.com)>  
**Subject:** RE: Highlands Lot 11 88 Cowpens (BLD2016-00159)

Received, thanks Jonathan. No concerns with the letter or drawings (outstanding items 2 and 3 below).

We are currently doing last-checks on the O&M Agreement and then I will coordinate signature and recordation with the owner's rep (item 4). The O&M recordation will be the last item needed for Drainage final signoff.

Thanks,

Melody Eldridge  
Onsite Drainage Review  
San Mateo County Planning & Building  
[meldridge@smcgov.org](mailto:meldridge@smcgov.org)

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**From:** Jonathan Tang <[jtang@BKF.com](mailto:jtang@BKF.com)>  
**Sent:** Friday, November 4, 2022 2:53 PM  
**To:** Melody Eldridge <[meldridge@smcgov.org](mailto:meldridge@smcgov.org)>; John Shroyer <[john@johnshroyer.com](mailto:john@johnshroyer.com)>; [robertpellegrine@yahoo.com](mailto:robertpellegrine@yahoo.com); Nikki Holte <[nholte@bkf.com](mailto:nholte@bkf.com)>  
**Cc:** noel chamberlain ([noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)) <[noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)>; Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>; 'melissa@leet.com' <[melissa@leet.com](mailto:melissa@leet.com)>; 'rnewman@resolutionstrategiesinc.com' <[rnewman@resolutionstrategiesinc.com](mailto:rnewman@resolutionstrategiesinc.com)>; Brian Scott <[BScott@BKF.com](mailto:BScott@BKF.com)>  
**Subject:** RE: Highlands Lot 11 88 Cowpens (BLD2016-00159)

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Hi Melody,

Please click link below to download the following items for Highland Estates Lot 11 (88 Cowpens):

- Engineer of Record Letter
- Civil As-Built Drawings
- O&M Agreement

<https://bkf.sharefile.com/d-s4e6193d947fe423a80874c5e8660d5ea>

Let me know if there are questions.

Thanks,

**JONATHAN TANG, PE**

Senior Project Manager



**BKF ENGINEERS** Delivering Inspired Infrastructure®  
255 Shoreline Drive, Suite 200, Redwood City, CA 94065  
d 650.482.6306 m 650.350.9339 [jtang@bkf.com](mailto:jtang@bkf.com) [BKF.com](http://BKF.com)

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**From:** Melody Eldridge

**Sent:** Thursday, September 22, 2022 10:23 AM

**To:** John Shroyer <[john@johnshroyer.com](mailto:john@johnshroyer.com)>; [robertpellegrine@yahoo.com](mailto:robertpellegrine@yahoo.com); 'Nikki Holte' <[nholte@bkf.com](mailto:nholte@bkf.com)>

**Cc:** noel chamberlain ([noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)) <[noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)>; Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jonathan Tang <[jtang@bkf.com](mailto:jtang@bkf.com)>; Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

**Subject:** RE: Highlands - Lot 11 - 88 Cowpens (BLD2016-00159)

Hi All –

Quick follow up on 88 Cowpens drainage final signoffs –

Bob, went by last week as requested and the driveway looks good. All onsite inspection items complete. Overall drainage signoff pending below documentation:

- 1) ~~Confirmation of drainage inspection corrections from 6/7 (attached email) and completion of site – Should be done with a final site walk-through that can be scheduled with me directly [DONE]~~
- 2) Letter from Engineer of Record stating it was built per plan (with the change out of lined bioretention in lieu of planter) [Also add item from walk-through: The lower discharge pipe on the big dissipator ended up much closer to the end of the dissipator than per plan. Please have your Civil Engineer confirm the amount/length of dissipation is adequate.] = [DONE 11/9]
- 3) Civil Engineer to provide As-Built plan for site. = [DONE 11/9]
- 4) O&M Agreement needs to be recorded for the site (Provided by Civil Engineer = [Provided 11/9], OK'd by County, and then signed by responsible party) – reminder that it can take us a few days to review these, please send me a final draft sent to me sooner rather than later – the last one I have is from March (attached), but it needs the later updates that we made to lots 9 and 10 made to this one as well reflecting the conversion of the site features to bioretention rather than planters.

Thanks,

Melody Eldridge

Onsite Drainage Review

San Mateo County Planning & Building

[meldridge@smcgov.org](mailto:meldridge@smcgov.org)

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**From:** Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>

**Sent:** Wednesday, August 24, 2022 3:37 PM

**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>; John Shroyer <[john@johnshroyer.com](mailto:john@johnshroyer.com)>; [robertpellegrine@yahoo.com](mailto:robertpellegrine@yahoo.com)

**Cc:** Melissa Leet <[melissa@leet.com](mailto:melissa@leet.com)>; noel chamberlain ([noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)) <[noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)>;

Melody Eldridge <[meldridge@smcgov.org](mailto:meldridge@smcgov.org)>; PLANNING\_Geo <[geo@smcgov.org](mailto:geo@smcgov.org)>; Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>

**Subject:** RE: Highlands - Lot 11 - 88 Cowpens (BLD2016-00159)

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Thanks Camille!

NexGen Team – please let me know when you are ready to schedule the final inspection of Lot 11.

Thanks so much!

**Jessie Henderson-McBean** | she, her, hers  
Project Wildlife Biologist

**SWCA Environmental Consultants**  
60 Stone Pine Road, Suite 100  
Half Moon Bay, CA, 94019  
O 650.440.4291 | C 805.712.8794



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**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Sent:** Tuesday, August 23, 2022 7:43 PM  
**To:** John Shroyer <[john@johnshroyer.com](mailto:john@johnshroyer.com)>; [robertpellegrine@yahoo.com](mailto:robertpellegrine@yahoo.com)  
**Cc:** Melissa Leet <[melissa@leet.com](mailto:melissa@leet.com)>; noel chamberlain ([noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)) <[noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)>;  
Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>; Melody Eldridge <[meldridge@smcgov.org](mailto:meldridge@smcgov.org)>;  
PLANNING\_Geo <[geo@smcgov.org](mailto:geo@smcgov.org)>; Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>  
**Subject:** RE: Highlands - Lot 11 - 88 Cowpens (BLD2016-00159)

**EXTERNAL: This email originated from outside SWCA. Please use caution when replying.**

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Here are Planning Requirements for Final of LOT 11:

SWCA sign off

1. Confirm Landscaping/Planting
2. Stabilized slopes
3. SWCA Fees – to be collected after SWCA Final sign off
4. All applicable conditions (fuel break, etc)

Camille:

5. Colors and Materials verification
6. WELO
  - a. Landscape Certification Form
  - b. Certification of Completion Form

Deed restrictions for Lot 11 have been completed.

Remaining Agencies: Planning, Drainage, Geo, Fire, Public Works

Thanks

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**From:** Melody Eldridge <[meldridge@smcgov.org](mailto:meldridge@smcgov.org)>

**Sent:** Monday, August 22, 2022 10:20 AM

**To:** John Shroyer <[john@johnshroyer.com](mailto:john@johnshroyer.com)>; Amanda Tse <[atse@smcgov.org](mailto:atse@smcgov.org)>; Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

**Subject:** RE: Highlands - Lot 11 - 88 Cowpens (BLD2016-00159)

Hi Christen –

Here's the final inspections for 88 Cowpens as they currently are reflected in our permit tracking system. Looks like Amanda at Sewer signed off on 7/20, but there are still quite a few others. For drainage, I need

- 1) Confirmation of drainage inspection corrections from 6/7 (attached email) and completion of site – Should be done with a final site walk-through that can be scheduled with me directly
- 2) Letter from Engineer of Record stating it was built per plan (with the change out of lined bioretention in lieu of planter)
- 3) Civil Engineer to provide As-Built plan for site.
- 4) O&M Agreement needs to be recorded for the site (Provided by Civil Engineer, OK'd by County, and then signed by responsible party) – reminder that it can take us a few days to review these, please send me a final draft sent to me sooner rather than later – the last one I have is from March (attached), but it needs the later updates that we made to lots 9 and 10 made to this one as well reflecting the conversion of the site features to bioretention rather than planters.

Thanks,

Melody Eldridge

Onsite Drainage Review

San Mateo County Planning & Building

[meldridge@smcgov.org](mailto:meldridge@smcgov.org)

Record	Menu	Manage Inspection	Delete	Search	Edit Flow	Help		
Summary	<input checked="" type="radio"/> "Record Inspections" <input type="radio"/> Related Records Inspections Showing 1-50 of 62							
Valuation (4)	<input type="checkbox"/>	Inspection Type	Inspection District	Inspector	Scheduled Date	Inspection Date	Result	Result Co
50 PCT Calc	<input type="checkbox"/>	WELO	Area1	Camille M Leung	08/06/2019		Scheduled	
Details	<input type="checkbox"/>	Setback Verification	Area1	Camille M Leung	08/06/2019		Scheduled	
Fee Calc	<input type="checkbox"/>	Height Verification	Area1	Camille M Leung	08/06/2019	06/23/2021	Pass	
NPDES	<input type="checkbox"/>	Final Other	Area1		11/27/2017		Scheduled	
Fee (56)	<input type="checkbox"/>	Final Other	Area1		02/08/2016		Scheduled	
Payment	<input type="checkbox"/>	Final Drainage Public ...	Area1		05/13/2019		Scheduled	
Workflow	<input type="checkbox"/>	Final Drainage Public ...	Area1	DPW X Permits	06/08/2018	05/13/2019	Scheduled	
WF History (135)	<input type="checkbox"/>	Final by Water District	Area1	Madeleine T Payumo	02/02/2016	07/13/2022	Pass	Cal Water
Conditions (0)	<input type="checkbox"/>	Final by Waste Management	Area1		08/16/2030		Pass	Review c
Related	<input type="checkbox"/>	Final by Sewer District	Area1	Amanda Tse	02/02/2016	07/20/2022	Pass	SiP No 6
Inspections (62)	<input type="checkbox"/>	Final by Public Works	Area1	DPW X Permits	05/13/2020		Scheduled	
Conditions of Approval (0)	<input type="checkbox"/>	Final by Planning	Area1		06/17/2020		Scheduled	
Docs (69)	<input type="checkbox"/>	Final by Planning	Area1		01/30/2017		Scheduled	
	<input type="checkbox"/>	Final by Geotechnical	Area1		08/05/2021		Scheduled	
	<input type="checkbox"/>	Final by Geotechnical	Area1		08/17/2017		Scheduled	
	<input type="checkbox"/>	Final by Fire	Area1				Pending	

**From:** John Shroyer <[john@johnshroyer.com](mailto:john@johnshroyer.com)>  
**Sent:** Monday, August 22, 2022 9:15 AM  
**To:** Amanda Tse <[atse@smcgov.org](mailto:atse@smcgov.org)>; Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>; Melody Eldridge <[meldridge@smcgov.org](mailto:meldridge@smcgov.org)>  
**Subject:** Highlands - Lot 11 - 88 Cowpens

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Good morning!

Can you guys send me a screenshot of the agencies that still need to be signed off on this property? We're trying to get it finalized I'm the next week or two.

Thank you!

Christen for John  
 --  
 John Shroyer  
 (650) 787-2121

DRE 00613370

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**\*\* Friday, November 25th, 2022, is a recognized holiday at BKF Engineers observing the day after Thanksgiving. We may not be available until the following business day. Thank you.\*\***

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