



## AGENDA

The Shores at Berkshire Lakes

MHOA Board Meeting

November 17, 2022

9:00 AM

7845 Berkshire Pines Dr., Naples, FL 34104

### IN-PERSON MEETING/CONFERENCE CALL

- Call to order, Roll Call of Directors, Proof of Notice, Quorum Established
- Approval of Minutes for October 20, 2022 Board Meeting
- Treasurer's Report
- Committee Reports
  - a. ACC Committee Approvals
  - b. Social Committee
  - c. Lake Committee
  - d. Appeals Committee
- Unfinished Business
- New Business
  - a. 2023 Budget Discussion & Approval
  - b. Approval & Discussion of New Landscape Company
  - c. Sealcoating Approval
  - d. Pool Project Update
- Announcements
- Members' Comments
- Adjournment

An owner may speak for three minutes on any agenda item, no member may speak more than once until all owners wishing to speak for the first time have done so, and owners may speak only twice on a single agenda item, the second time for one and a half minutes. Only the items on the agenda will be discussed.



The Shores at Berkshire Lakes  
Master Homeowner's Association, Inc.  
Board of Directors Meeting  
October 20, 2022  
9:00 AM

In Person and/or Conference Call

**Attending:**

Board Members: Tony Vaccarino, Lee Kurasowicz, Steve Girard, Doug Nelson, and Angela Mariani.

Anchor Associates: Kevin Frost

Tony Vaccarino called the meeting to order at 9:00 am.

A quorum was present. The Proof of Notice was reviewed and is acceptable.

**Approval of the Minutes:**

Doug made a motion to approve the meeting minutes for August 25, and October 5, 2022. Tony seconded the motion. Vote 5 to 0. The motion carried.

**Treasurers Report:**

Linda reported on a favorable month end financial report for August, September. August had a negative variance of \$2,054.65, September had a positive variance of \$10,331.53. Our increase to equity for the 10 months ended October 31, 2022, is \$14,814.66.

**Appointment of New ACC Committee Chairman**

Tony made a motion to appoint John Ciangetti as the ACC Chairman, Doug seconded, and all were in favor. The board thanks Nick Forte for all of his hard work and dedication to the committee.

**ACC Committee:**

- |                           |                                  |          |
|---------------------------|----------------------------------|----------|
| • 7811 Berkshire Pines Dr | Install new white Gutters        | Approved |
| • 7771 Berkshire Pines Dr | Install Cameras (white in color) | Approved |
| • 7784 Meridan Ct.        | Extend Lanai                     | Approved |



**Social Committee:**

The coffee hour is back and will continue going forward on the first Saturday of the month. Halloween party is now open to non-residents. Thanksgiving dinner will be on Thanksgiving Day and comedy and magic show will be on December 9<sup>th</sup>

**Lake Committee:**

The lakes are in good shape, the water level is down about 10ft since the storm. New lake company Advanced Aquatics is doing a good shop.

**Appeals Committee:**

Nothing to report.

**Old Business:**

**Update regarding parking lot drainage** – Sothern Coastland is scheduled to start next week. Will dig a drainage swale back to the as built to help with parking lot flooding.

**Update on the website access panel installation** – The panel is installed, any board member who wishes to meet with the web designer for access can meet with them sometime next week.

**Update on Pool Project** – Materials are all ordered, waiting on the survey for the pool company so the permit can be finalized. The goal is to have the fence installed prior to the pavers, the pool will be closed for the fence installation.

**Update to move HOA financial data & Minutes over to the Anchor Portal** – The financials and minutes are on the portal. The portal can only store so much before there will be a fee associated. Moving forward all the minutes and financials will be placed on the shores website but will be password protected.

**Landscaping Quotes** – Quotes have been received, waiting on one more so we can discuss all options. A few companies have rejected bidding the shores due to the size and the lack of manpower. The association has had several meetings with Brightview to discuss the overall service being provided, the inconsistency and lack of scheduled trimmings and response time has prompted the HOA to seek bids.

**New Business:**

**Mailbox Payment Discussion** – Linda discussed the options on how to pay for the mailbox repairs for the villas & single-family homes. Linda recommends increasing the 2023 operating budget for these repairs instead of using the Reserve Infrastructure Repair and having to repay the Preserves.



**Discussion of 7711 BPD Roof Issue** – Half Villa roof ACC rules state that the tiles need to interlock, the current contractor broke tiles and cemented them in the valley. The contractor signed the ACC application knowing the rules. The associations attorney is involved and the contractor is going to schedule an engineer to help resolve this issue.

**Flag pole Relocation** – Discussion was had regarding moving the flag pole to the center of the front island at the main entrance. Tony made a motion to move the flag pole if possible, Doug seconded and all were in favor.

**Announcements** – The board would like to put together a hurricane committee and are asking for volunteers.

**Adjournment:**

Tony Vaccarino made a motion to adjourn the meeting at 10:15 am. Steve seconded the motion. The motion carried.

Respectfully submitted,

Kevin Frost  
CAM

**The Shores at Berkshire Lakes Homeowners Association,  
Inc.**

Run Date: 11/14/2022  
Run Time: 03:11 PM

**FUND BALANCE SHEET  
As of: 10/31/2022  
Assets**

Account	Operating	Reserves	Total
<b>Assets</b>			
10150 Operating #5351 - First Horizon	\$248,816.15	\$0.00	\$248,816.15
10155 Debit #2846 - First Horizon	\$647.30	\$0.00	\$647.30
11150 Rsrvs MM #5254 - First Horizon	\$0.00	\$328,095.77	\$328,095.77
11151 Rsrvs ICS #5254 - First Horizon	\$0.00	\$519,540.37	\$519,540.37
11350 Synovus CD#1791 .20% -11/11/22	\$0.00	\$80,962.97	\$80,962.97
12100 A/R Mthly Assessments	\$29,458.00	\$0.00	\$29,458.00
12500 A/R Late charges/Interest	\$2,149.23	\$0.00	\$2,149.23
12800 A/R Misc Charges	\$100.00	\$0.00	\$100.00
12950 A/R Fines/Violations	\$5,852.00	\$0.00	\$5,852.00
15300 Allowance for Doubtful Accts	(\$14,316.33)	\$0.00	(\$14,316.33)
16200 Prepaid Insurances	\$40,686.40	\$0.00	\$40,686.40
18100 Prepaid Electric - FPL Deposit	\$260.67	\$0.00	\$260.67
<b>Assets Total</b>	<b>\$313,653.42</b>	<b>\$928,599.11</b>	<b>\$1,242,252.53</b>
<b>Total Assets:</b>	<b>\$313,653.42</b>	<b>\$928,599.11</b>	<b>\$1,242,252.53</b>

**Liabilities**

Account	Operating	Reserves	Total
<b>Liabilities</b>			
31100 Prepaid Owner Assessments	\$42,346.65	\$0.00	\$42,346.65
31150 Owner's Refundable Deposits	\$6,540.00	\$0.00	\$6,540.00
<b>Liabilities Total</b>	<b>\$48,886.65</b>	<b>\$0.00</b>	<b>\$48,886.65</b>
<b>Total Liabilities:</b>	<b>\$48,886.65</b>	<b>\$0.00</b>	<b>\$48,886.65</b>

**Equity**

Account	Operating	Reserves	Total
<b>Equity</b>			
54150 Rsv- Access Control System	\$0.00	\$10,147.68	\$10,147.68
54200 Rsv- Fences & Perimeter Wall	\$0.00	\$75,041.56	\$75,041.56
54250 Rsv- Furniture & Fixtures	\$0.00	\$87,647.18	\$87,647.18
54300 Rsv- Gatehouse	\$0.00	\$36,936.20	\$36,936.20
54350 Rsv- Gym Equipment	\$0.00	\$25,964.53	\$25,964.53
54400 Rsv- Irrigation System	\$0.00	\$47,005.86	\$47,005.86
54450 Rsv- Machinery	\$0.00	\$20,400.59	\$20,400.59
54500 Rsv- Lake Features	\$0.00	\$28,938.43	\$28,938.43
54550 Rsv- Painting	\$0.00	\$8,219.83	\$8,219.83
54600 Rsv- Pool	\$0.00	\$60,873.04	\$60,873.04
54650 Rsv- Recreational Facilities	\$0.00	\$39,078.90	\$39,078.90
54700 Rsv- Roads/Paving	\$0.00	\$297,412.16	\$297,412.16
54750 Rsv- Roof	\$0.00	\$29,823.70	\$29,823.70
54800 Rsv- Infrastrctr Repairs	\$0.00	\$144,310.41	\$144,310.41
54999 Rsv- Unallocated Interest	\$0.00	\$16,799.04	\$16,799.04
55100 Owner's Equity (Beg of Year)	\$239,525.70	\$0.00	\$239,525.70
<b>Equity Total</b>	<b>\$239,525.70</b>	<b>\$928,599.11</b>	<b>\$1,168,124.81</b>
Current Year Net Income/(Loss)	\$25,241.07	\$0.00	\$25,241.07
<b>Total Equity:</b>	<b>\$264,766.77</b>	<b>\$928,599.11</b>	<b>\$1,193,365.88</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$313,653.42</b>	<b>\$928,599.11</b>	<b>\$1,242,252.53</b>



The Shores at Berkshire Lakes Homeowners Association,  
Inc.

Run Date: 11/14/2022  
Run Time: 03:11 PM

INCOME STATEMENT

Start: 10/01/2022 | End: 10/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Income</b>							
60100 Mthly Assmt - S/Family Revenue	51,129.00	51,129.00	0.00	511,290.00	511,290.00	0.00	613,548.00
60101 Mthly Assmt - Villas Revenue	37,065.08	37,065.08	0.00	370,650.80	370,650.80	0.00	444,781.00
60102 Mthly Assmt - Preserve Revenue	32,289.17	32,337.50	(48.33)	322,891.70	323,375.00	(483.30)	388,050.00
60200 Reserves Assessment Revenue	14,147.75	14,147.75	0.00	141,477.50	141,477.50	0.00	169,773.00
60500 Late Fees/Interest Assessed	178.00	0.00	178.00	5,778.01	0.00	5,778.01	0.00
60800 Fines/Violations Assessed	(500.00)	0.00	(500.00)	5,700.00	0.00	5,700.00	0.00
66700 Social Events Revenue	0.00	666.67	(666.67)	12,143.00	6,666.70	5,476.30	8,000.00
66800 Clubhouse Usage Revenue	500.00	0.00	500.00	1,675.00	0.00	1,675.00	0.00
67100 RFID/KeyCard/Other Revenue	1,025.00	0.00	1,025.00	7,720.00	0.00	7,720.00	0.00
67200 Gate Incident Fee	0.00	0.00	0.00	3,311.65	0.00	3,311.65	0.00
<b>Income Total</b>	<b>135,834.00</b>	<b>135,346.00</b>	<b>488.00</b>	<b>1,382,637.66</b>	<b>1,353,460.00</b>	<b>29,177.66</b>	<b>1,624,152.00</b>
<b>Total Income</b>	<b>135,834.00</b>	<b>135,346.00</b>	<b>488.00</b>	<b>1,382,637.66</b>	<b>1,353,460.00</b>	<b>29,177.66</b>	<b>1,624,152.00</b>

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Utilities</b>							
70100 Electricity Expense	4,283.92	4,500.00	216.08	46,856.78	45,000.00	(1,856.78)	54,000.00
70200 Water & Sewer Expense	493.81	750.00	256.19	5,307.47	7,500.00	2,192.53	9,000.00
70300 Trash Removal Service	147.58	141.67	(5.91)	1,416.76	1,416.70	(0.06)	1,700.00
70400 Telephone/Internet Service	1,572.31	291.67	(1,280.64)	2,700.71	2,916.70	215.99	3,500.00
70500 Cable TV Service	43,584.82	44,893.33	1,308.51	448,808.20	448,933.30	125.10	538,720.00
<b>Utilities Total</b>	<b>50,082.44</b>	<b>50,576.67</b>	<b>494.23</b>	<b>505,089.92</b>	<b>505,766.70</b>	<b>676.78</b>	<b>606,920.00</b>
<b>General Maintenance</b>							
71050 Gate & Access Control Mtn	1,705.23	1,166.67	(538.56)	16,600.31	11,666.70	(4,933.61)	14,000.00
71100 Janitorial Services	2,400.00	1,875.00	(525.00)	15,583.00	18,750.00	3,167.00	22,500.00
71200 Pest Control	0.00	83.33	83.33	0.00	833.30	833.30	1,000.00
71300 A/C Mtn & Repairs	0.00	208.33	208.33	574.88	2,083.30	1,508.42	2,500.00
71700 Gym Equip Mtn & Repairs	130.00	166.67	36.67	1,413.60	1,666.70	253.10	2,000.00
71900 Holiday Decorations	0.00	793.58	793.58	4,761.50	7,935.80	3,174.30	9,523.00
72450 Pressure Washing	0.00	733.33	733.33	6,600.00	7,333.30	733.30	8,800.00
72550 Sidewalk Mtn & Repairs	750.00	208.33	(541.67)	7,725.00	2,083.30	(5,641.70)	2,500.00
72560 Storm Drains Maintenance	0.00	208.33	208.33	3,525.00	2,083.30	(1,441.70)	2,500.00
<b>General Maintenance Total</b>	<b>4,985.23</b>	<b>5,443.57</b>	<b>458.34</b>	<b>56,783.29</b>	<b>54,435.70</b>	<b>(2,347.59)</b>	<b>65,323.00</b>
<b>Pool Maintenance</b>							
74100 Pool Mthly Service	1,345.50	1,264.00	(81.50)	12,577.50	12,640.00	62.50	15,168.00
74200 Pool/Spa Repair & Supplies	2,109.25	333.33	(1,775.92)	3,496.25	3,333.30	(162.95)	4,000.00
<b>Pool Maintenance Total</b>	<b>3,454.75</b>	<b>1,597.33</b>	<b>(1,857.42)</b>	<b>16,073.75</b>	<b>15,973.30</b>	<b>(100.45)</b>	<b>19,168.00</b>
<b>Grounds Maintenance</b>							
75100 Grounds Mtn/Fert/Pest-Common	7,112.00	7,302.08	190.08	70,940.00	73,020.80	2,080.80	87,625.00
75200 S/F Grounds Mtn - Mthly	20,060.00	19,895.00	(165.00)	200,105.00	198,950.00	(1,155.00)	238,740.00
75250 Villas Grounds Mtn - Mthly	9,435.00	9,360.00	(75.00)	94,125.00	93,600.00	(525.00)	112,320.00
75500 Mulch/ Pine Straw Mtn	0.00	958.33	958.33	0.00	9,583.30	9,583.30	11,500.00
75680 Plants/Sod/Shrubs Mtn	528.78	1,666.67	1,137.89	9,227.19	16,666.70	7,439.51	20,000.00
75681 Tree Trimming Expense	0.00	1,666.67	1,666.67	17,349.00	16,666.70	(682.30)	20,000.00
75682 Tree Removal Expense	0.00	416.67	416.67	0.00	4,166.70	4,166.70	5,000.00
75700 Preserve Area Maintenance	0.00	833.33	833.33	17,799.23	8,333.30	(9,465.93)	10,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
75800 Lake Mthly Maintenance	985.00	950.00	(35.00)	12,330.99	9,500.00	(2,830.99)	11,400.00
75810 Lake Improvements/Repairs	1,595.00	0.00	(1,595.00)	1,595.00	0.00	(1,595.00)	0.00
75900 Fountains Maintenance/Repairs	0.00	750.00	750.00	10,271.23	7,500.00	(2,771.23)	9,000.00
76100 Recreation Areas Mtnc & Repair	0.00	291.67	291.67	3,013.50	2,916.70	(96.80)	3,500.00
77100 S/F Irrigation Mtnc	1,266.86	1,390.83	123.97	5,162.74	13,908.30	8,745.56	16,690.00
77150 Villas Irrigation Mtnc	1,285.69	801.67	(484.02)	3,940.39	8,016.70	4,076.31	9,620.00
77200 Irrigation Mtnc - Common Areas	(2,152.55)	625.00	2,777.55	6,562.63	6,250.00	(312.63)	7,500.00
77250 2022 Hurricane Ian	1,000.00	0.00	(1,000.00)	1,000.00	0.00	(1,000.00)	0.00
<b>Grounds Maintenance Total</b>	<b>41,115.78</b>	<b>46,907.92</b>	<b>5,792.14</b>	<b>453,421.90</b>	<b>469,079.20</b>	<b>15,657.30</b>	<b>562,895.00</b>
<b>Clubhouse Maintenance</b>							
77300 Clubhouse Maint & Repairs	1,274.96	666.67	(608.29)	8,593.19	6,666.70	(1,926.49)	8,000.00
77305 Fire Protection - Clubhouse	0.00	291.67	291.67	2,048.33	2,916.70	868.37	3,500.00
77310 Clubhouse Pest Control - Qtrly	169.06	83.33	(85.73)	968.35	833.30	(135.05)	1,000.00
<b>Clubhouse Maintenance Total</b>	<b>1,444.02</b>	<b>1,041.67</b>	<b>(402.35)</b>	<b>11,609.87</b>	<b>10,416.70</b>	<b>(1,193.17)</b>	<b>12,500.00</b>
<b>Insurance</b>							
84950 Directors & Officers Ins	238.45	253.33	14.88	2,352.23	2,533.30	181.07	3,040.00
85000 Boiler/Equipment Ins	65.50	66.50	1.00	644.50	665.00	20.50	798.00
85050 Crime Bond Insurance	100.70	92.00	(8.70)	896.54	920.00	23.46	1,104.00
85100 Property & Liability Ins	3,365.50	2,801.75	(563.75)	28,475.18	28,017.50	(457.68)	33,621.00
85150 Umbrella/Excess Liability	472.10	372.08	(100.02)	3,820.80	3,720.80	(100.00)	4,465.00
85200 Workers Comp Ins	49.91	54.17	4.26	509.11	541.70	32.59	650.00
85210 Flood Insurance	276.25	255.75	(20.50)	2,481.38	2,557.50	76.12	3,069.00
<b>Insurance Total</b>	<b>4,568.41</b>	<b>3,895.58</b>	<b>(672.83)</b>	<b>39,179.74</b>	<b>38,955.80</b>	<b>(223.94)</b>	<b>46,747.00</b>
<b>Administrative</b>							
86100 Mgmt & Accounting Expense	7,322.00	7,322.00	0.00	73,120.00	73,220.00	100.00	87,864.00
86250 Printing and Postage	37.94	416.67	378.73	7,167.48	4,166.70	(3,000.78)	5,000.00
86300 Office Expense	870.17	750.00	(120.17)	9,915.41	7,500.00	(2,415.41)	9,000.00
86310 Office Equipment Expense	0.00	41.67	41.67	0.00	416.70	416.70	500.00
86315 Website Maintenance	20.17	25.00	4.83	5,229.57	250.00	(4,979.57)	300.00
86450 PC Hrdware/Peripherals/Support	0.00	83.33	83.33	1,495.86	833.30	(662.56)	1,000.00
86670 Social Events Expense	401.66	666.67	265.01	11,168.26	6,666.70	(4,501.56)	8,000.00
86700 Corporate Annual Report	0.00	0.00	0.00	61.25	62.00	0.75	62.00
87100 Legal Expense	0.00	833.33	833.33	7,290.75	8,333.30	1,042.55	10,000.00
87110 Delinquencies Collection Exp	0.00	166.67	166.67	1,531.00	1,666.70	135.70	2,000.00
87250 Professional Fees & Services	0.00	83.33	83.33	500.00	833.30	333.30	1,000.00
87255 Fees/Licenses/Permits	0.00	41.67	41.67	500.00	416.70	(83.30)	500.00
87300 Audit Prep Fees	0.00	0.00	0.00	5,750.00	5,600.00	(150.00)	5,600.00
87700 Contingency/Unbudgeted Exp	(3,042.73)	833.33	3,876.06	10,031.04	8,333.30	(1,697.74)	10,000.00
<b>Administrative Total</b>	<b>5,609.21</b>	<b>11,263.67</b>	<b>5,654.46</b>	<b>133,760.62</b>	<b>118,298.70</b>	<b>(15,461.92)</b>	<b>140,826.00</b>
<b>Reserves</b>							
94150 Rsv Contrib - Access Cntrl Sys	432.67	432.67	0.00	4,326.70	4,326.70	0.00	5,192.00
94200 Rsv Contrib - Fence/Prmtr Wall	864.58	864.58	0.00	8,645.80	8,645.80	0.00	10,375.00
94250 Rsv Contrib - Furniture & Fixt	1,187.09	1,187.09	0.00	11,870.90	11,870.90	0.00	14,245.00
94300 Rsv Contrib - Gatehouse	247.75	247.75	0.00	2,477.50	2,477.50	0.00	2,973.00
94350 Rsv Contrib - Gym Equipment	180.75	180.75	0.00	1,807.50	1,807.50	0.00	2,169.00
94400 Rsv Contrib - Irrigation Sys	395.50	395.50	0.00	3,955.00	3,955.00	0.00	4,746.00
94450 Rsv Contrib - Machinery	647.33	647.34	0.01	6,473.30	6,473.33	0.03	7,768.00
94500 Rsv Contrib - Lake Features	322.33	322.33	0.00	3,223.30	3,223.30	0.00	3,868.00
94550 Rsv Contrib - Painting	913.75	913.75	0.00	9,137.50	9,137.50	0.00	10,965.00
94600 Rsv Contrib - Pool	1,495.33	1,495.33	0.00	14,953.30	14,953.30	0.00	17,944.00
94650 Rsv Contrib - Rec Facilities	2,131.75	2,131.75	0.00	21,317.50	21,317.50	0.00	25,581.00
94700 Rsv Contrib - Roads/Paving	4,451.75	4,451.75	0.00	44,517.50	44,517.50	0.00	53,421.00
94750 Rsv Contrib - Roof	877.17	877.17	0.00	8,771.70	8,771.70	0.00	10,526.00
<b>Reserves Total</b>	<b>14,147.75</b>	<b>14,147.76</b>	<b>0.01</b>	<b>141,477.50</b>	<b>141,477.53</b>	<b>0.03</b>	<b>169,773.00</b>
<b>Total Expense</b>	<b>125,407.59</b>	<b>134,874.17</b>	<b>9,466.58</b>	<b>1,357,396.59</b>	<b>1,354,403.63</b>	<b>(2,992.96)</b>	<b>1,624,152.00</b>



<b>Net Income</b>	<b>10,426.41</b>	<b>471.83</b>	<b>9,954.58</b>	<b>25,241.07</b>	<b>(943.63)</b>	<b>26,184.70</b>	<b>0.00</b>
-------------------	------------------	---------------	-----------------	------------------	-----------------	------------------	-------------

### 11/17/2022 Meeting

<b>Req No</b>	<b>Date Rcvd</b>	<b>ACC Appd</b>	<b>MHOA Appd</b>	<b>House Address</b>	<b>Owner</b>	<b>Request Description</b>
120	10/25/2022	10/28/2022		7449 Meldin Ct	B. Girling	Roof Replacement - S F house
121	10/25/2022	10/26/2022		7942 Wexford Dr	Broudfroot	Paint house - S F home
122	10/19/2022	10/19/2022		7784 Meriden Ct	S Riley	Extend lanai
123	11/5/2022	11/7/2022		7797 Meriden Ct	M Roman	Replace windows - villa matching
124	11/7/2022	11/8/2022		7683 BPD	Mason	Paint house - S F home
125	11/8/2022	11/9/2022		7417 Meldin CT	Fitterer	Paint house - S F home

**The Shores at Berkshire Lakes Master Homeowners Association, Inc.**  
**Proposed Budget**  
**January 1, 2023 thru December 31, 2023**

Acct. CODE	DESCRIPTION	2022 Budget	2022 Projected	2023 Budget
<b>REVENUE:</b>				
60100	Mthly Assmt - S/Family Revenue	\$ 613,548	\$ 613,548	\$ 651,593
60101	Mthly Assmt - Villas Revenue	\$ 444,781	\$ 444,781	\$ 480,880
60102	Mthly Assmt - Preserve Revenue	\$ 388,050	\$ 387,470	\$ 412,815
60200	Reserves Assessment Revenue	\$ 169,773	\$ 169,773	\$ 169,773
60500	Late Fees/Interest Assessed	\$ -	\$ 6,000	\$ -
60800	Fines/Violations Assessed	\$ -	\$ 6,200	\$ -
66700	Social Events Revenue	\$ 8,000	\$ 14,000	\$ 8,000
66800	Clubhouse Usage Revenue	\$ -	\$ 1,750	\$ -
67100	BarCode/Key/Other Revenue	\$ -	\$ 7,200	\$ -
67200	Gate Incident Fee	\$ -	\$ 4,300	\$ -
67400	Collection Costs Recovered	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>		<b>\$ 1,624,152</b>	<b>\$ 1,655,022</b>	<b>\$ 1,723,061</b>
<b>EXPENSES</b>				
<b>UTILITIES:</b>				
70100	Electricity Expense	\$ 54,000	\$ 57,000	\$ 58,000
70200	Water & Sewer Expense	\$ 9,000	\$ 7,000	\$ 9,000
70300	Trash Removal Service	\$ 1,700	\$ 1,700	\$ 2,000
70400	Telephone/Internet Service	\$ 3,500	\$ 3,500	\$ 3,500
70500	Cable TV Service	\$ 538,720	\$ 538,700	\$ 560,112
<b>Subtotal Utilities:</b>		<b>\$ 606,920</b>	<b>\$ 607,900</b>	<b>\$ 632,612</b>
<b>GENERAL MAINTENANCE:</b>				
71050	Gate & Access Control Mtnc	\$ 14,000	\$ 18,000	\$ 18,000
71100	Janitorial Services	\$ 22,500	\$ 19,000	\$ 20,000
71200	Pest Control	\$ 1,000	\$ -	\$ 1,000
71300	A/C Mtnc & Repairs	\$ 2,500	\$ 1,000	\$ 3,000
71700	Gym Equip Mtnc & Repairs	\$ 2,000	\$ 1,600	\$ 2,000
71900	Holiday Decorations	\$ 9,523	\$ 9,523	\$ 10,000
72450	Pressure Washing	\$ 8,800	\$ 8,800	\$ 8,800
72550	Sidewalk Mtnc & Repairs	\$ 2,500	\$ 2,500	\$ 3,000
72560	Storm Drains Maintenance	\$ 2,500	\$ 5,300	\$ 7,500
72580	Mailbox Maintenance (SF & Villas Only)	\$ -	\$ -	\$ 14,000
<b>Subtotal General Maintenance:</b>		<b>\$ 65,323</b>	<b>\$ 65,723</b>	<b>\$ 87,300</b>
<b>POOL MAINTENANCE:</b>				
74100	Pool Mthly Service	\$ 15,168	\$ 15,268	\$ 16,146
74200	Pool/Spa Repair & Supplies	\$ 4,000	\$ 2,500	\$ 4,000
<b>Subtotal Pool Maintenance:</b>		<b>\$ 19,168</b>	<b>\$ 17,768</b>	<b>\$ 20,146</b>
<b>GROUND MAINTENANCE:</b>				
75100	Grounds Mtnc/Fert/Pest-Common	\$ 87,625	\$ 85,165	\$ 92,580
75200	S/F Grounds Mtnc - Mthly	\$ 238,740	\$ 240,225	\$ 251,340
75250	Villas Grounds Mtnc - Mthly	\$ 112,320	\$ 112,995	\$ 119,040
75500	Mulch/ Pine Straw Mtnc	\$ 11,500	\$ 11,500	\$ 14,000
75680	Trees/Plants/Sod/Shrubs Mtnc	\$ 20,000	\$ 12,000	\$ 20,000
75681	Tree Trimming Expense	\$ 20,000	\$ 20,000	\$ 25,000
75682	Tree Removal Expense	\$ 5,000	\$ 3,000	\$ 5,000
75700	Preserve Area Maintenance	\$ 10,000	\$ 17,800	\$ 12,000
75800	Lake Mthly Maintenance	\$ 11,400	\$ 14,300	\$ 11,820
75900	Fountains Maintenance/Repairs	\$ 9,000	\$ 11,000	\$ 7,000
76100	Recreation Areas Mtnc & Repairs	\$ 3,500	\$ 3,500	\$ 4,100
77100	S/F Irrigation Mtnc	\$ 16,690	\$ 13,000	\$ 12,000
77150	Villas Irrigation Mtnc	\$ 9,620	\$ 10,000	\$ 11,676
77200	Irrigation Mtnc - Common Area	\$ 7,500	\$ 7,000	\$ 7,000
<b>Subtotal Ground Maintenance:</b>		<b>\$ 562,895</b>	<b>\$ 561,485</b>	<b>\$ 592,556</b>
<b>CLUBHOUSE MAINTENANCE:</b>				
77300	Clubhouse Maint & Repairs	\$ 8,000	\$ 9,000	\$ 8,500
77305	Fire Protection - Clubhouse	\$ 3,500	\$ 3,000	\$ 3,500
77310	Clubhouse Pest Control - Qtrl	\$ 1,000	\$ 1,000	\$ 1,000
<b>Subtotal Clubhouse Maintenance:</b>		<b>\$ 12,500</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>

**The Shores at Berkshire Lakes Master Homeowners Association, Inc.**  
**Proposed Budget**  
**January 1, 2023 thru December 31, 2023**

Acct. CODE	DESCRIPTION	2022 Budget	2022 Projected	2023 Budget
<b>INSURANCE:</b>				
84950	Directors & Officers Ins	\$ 3,040	\$ 2,828	\$ 3,040
85000	Boiler/Equipment	\$ 798	\$ 776	\$ 793
85050	Crime Bond Insurance	\$ 1,104	\$ 1,098	\$ 1,299
85100	Property Insurance	\$ 33,621	\$ 35,206	\$ 45,434
85150	Umbrella/ Liability /Excess Liability	\$ 4,465	\$ 4,765	\$ 6,532
85200	Workers Comp Ins	\$ 650	\$ 607	\$ 600
85210	Flood Insurance	\$ 3,069	\$ 3,033	\$ 3,300
<b>Subtotal Insurance:</b>		<b>\$ 46,747</b>	<b>\$ 48,313</b>	<b>\$ 60,998</b>
<b>ADMINISTRATIVE:</b>				
86100	Mgmt & Accounting Expense	\$ 87,864	\$ 87,864	\$ 87,864
86250	Printing and Postage	\$ 5,000	\$ 8,000	\$ 8,000
86300	Office Expense	\$ 9,000	\$ 11,000	\$ 10,000
86310	Office Equipment Expense	\$ 500	\$ -	\$ 500
86315	Website Maintenance	\$ 300	\$ 5,500	\$ 2,000
86450	PC Hrdware/Peripherals/Suppor	\$ 1,000	\$ 1,500	\$ 1,000
86670	Social Events Expense	\$ 8,000	\$ 12,000	\$ 8,000
86700	Corporate Annual Report	\$ 62	\$ 62	\$ 62
87100	Legal Expense	\$ 10,000	\$ 10,000	\$ 10,000
87110	Delinquencies Collection Exp	\$ 2,000	\$ 3,000	\$ 2,000
87250	Professional Fees & Services	\$ 1,000	\$ 1,000	\$ 1,000
87255	Fees/Licenses/Permits	\$ 500	\$ 500	\$ 500
87300	Audit Prep Fee	\$ 5,600	\$ 5,750	\$ 5,750
87700	Contingency/Unbudgeted Exp	\$ 10,000	\$ 10,000	\$ 10,000
<b>Subtotal Administrative:</b>		<b>\$ 140,826</b>	<b>\$ 156,176</b>	<b>\$ 146,676</b>
<b>RESERVE:</b>				
94150	Rsv Contrib - Access Cntrl Sy	\$ 5,191	\$ 5,191	\$ 5,191
94200	Rsv Contrib - Fence/Prmtr Wal	\$ 10,375	\$ 10,375	\$ 10,807
94250	Rsv Contrib- Furniture & Fixt	\$ 14,245	\$ 14,245	\$ 15,711
94300	Rsv Contrib - Gatehouse	\$ 2,973	\$ 2,973	\$ 3,112
94350	Rsv Contrib - Gym Equipment	\$ 2,169	\$ 2,169	\$ 2,169
94400	Rsv Contrib - Irrigation Sys	\$ 4,746	\$ 4,746	\$ 32,018
94450	Rsv Contrib - Machinery	\$ 7,768	\$ 7,768	\$ 7,768
94500	Rsv Contrib - Lake Features	\$ 3,868	\$ 3,868	\$ 8,104
94550	Rsv Contrib - Painting	\$ 10,965	\$ 10,965	\$ 3,565
94600	Rsv Contrib - Pool	\$ 17,944	\$ 17,944	\$ 27,227
94650	Rsv Contrib - Rec Facilities	\$ 25,581	\$ 25,581	\$ 56,657
94700	Rsv Contrib - Roads/Paving	\$ 53,421	\$ 53,421	\$ 53,421
94750	Rsv Contrib - Roof	\$ 10,526	\$ 10,527	\$ 10,526
<b>Subtotal Reserve:</b>		<b>\$ 169,773</b>	<b>\$ 169,773</b>	<b>\$ 236,278</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,624,152</b>	<b>\$ 1,640,138</b>	<b>\$ 1,789,566</b>
<b>MINUS OTHER INCOME</b>		<b>\$ 8,000</b>		<b>\$ 8,000</b>
<b>ADJUSTED EXPENSE BALANCE</b>		<b>\$ 1,616,152</b>		<b>\$ 1,781,566</b>
Annual Maintenance Per Unit-Single Family		\$ 3,875		\$ 4,224
Monthly Maintenance Per Unit-Single Family		\$ 323		\$ 352.00
Annual Maintenance Per Unit-Villas		\$ 3,180		\$ 3,540
Monthly Maintenance Per Unit-Villas		\$ 265		\$ 295.00
Annual Maintenance Per Unit-Preserve		\$ 2,392		\$ 2,652
Monthly Maintenance Per Unit-Preserve		\$ 199		\$ 221.00

**The Shores at Berkshire Lakes Master Homeowners Association, Inc.**  
**Proposed Reserve Schedule**  
**January 1, 2023 thru December 31, 2023**

Acct. Code	Reserve Fund	Replacement Cost	Total Life	Remaining Life	Projected Balance 12/31/22	Additional Required	Annual Required
54150	Reserve Access Cntrl System	\$ 78,500	15	13	\$ 11,013	\$ 67,487	\$ 5,191
54200	Reserve Fence/Prmtr Wall	\$ 455,000	50	35	\$ 76,770	\$ 378,230	\$ 10,807
54250	Reserve Furniture & Fixture	\$ 200,000	30	7	\$ 90,021	\$ 109,979	\$ 15,711
54300	Reserve Gatehouse	\$ 81,000	35	14	\$ 37,431	\$ 43,569	\$ 3,112
54350	Reserve Gym Equipment	\$ 35,000	15	4	\$ 26,325	\$ 8,675	\$ 2,169
54400	Reserve Irrigation System	\$ 400,000	15	11	\$ 47,797	\$ 352,203	\$ 32,018
54450	Reserve Machinery	\$ 45,000	10	3	\$ 21,695	\$ 23,305	\$ 7,768
54500	Reserve Lake Features	\$ 62,000	15	4	\$ 29,583	\$ 32,417	\$ 8,104
54550	Reserve Painting	\$ 35,000	7	7	\$ 10,047	\$ 24,953	\$ 3,565
54600	Reserve Pool	\$ 200,000	15	5	\$ 63,863	\$ 136,137	\$ 27,227
54650	Reserve Rec Facilities	\$ 100,000	25	1	\$ 43,343	\$ 56,657	\$ 56,657
54700	Reserve Roads/Paving	\$ 520,000	24	4	\$ 306,316	\$ 213,684	\$ 53,421
54750	Reserve Roof	\$ 200,000	25	16	\$ 31,577	\$ 168,423	\$ 10,526
54800	Reserve Infrastr Repair				\$ 146,500		
54999	Unallocated Interest				\$ 16,700		
	<b>TOTAL</b>	<b>\$ 2,411,500</b>			<b>\$ 958,981</b>	<b>\$ 1,615,719</b>	<b>\$ 236,278</b>



To the Management at The Shores at Berkshire Lakes:

I appreciate the opportunity to work for The Shores at Berkshire Lakes in providing all your horticultural needs including landscape, irrigation installation and repairs, lawn and ornamental pest control and fertilization, as well as tree trimming, installation, removal, and stump grinding.

I have degree from the University of Florida's College of Horticulture and have been running my business in Naples for more than 25 years. Daley Lawn Care, along with our tree division, Roots Up Tree Service, is a full-service company licensed in all aspects of lawn care, including the following:

- Lawn and Ornamental Pest Control and Fertilization (#JB302033)
- Irrigation Installation and Repairs (#C26126)
- Tree Installation, Trimming, Removal, Stump Grinding (#LCC20190000878)

I personally oversee each of these divisions and will be on site with a full-time supervisor to ensure quality service and immediate attention to any repairs or maintenance issues. All work is completed in-house to provide you with the most comprehensive lawn maintenance available. Daley Lawn Care will work closely with the property manager to address any concerns associated with your landscape and lawn care needs.

As a courtesy to your residents, I also provide calendars and newsletters to keep them informed of the scope of work performed at The Shores at Berkshire Lakes by each of my landscape divisions. Daley Lawn Care is also equipped to provide your residents with estimates for additional landscape enhancements such as landscape renovations, landscape lighting, mulch/pine straw installation, and summer/winter flower plantings.

Enclosed is a proposal for lawn maintenance on a monthly basis. Please note we include in our monthly contract fertilization as well as lawn and ornamental pest control and herbicide applications. Current licensing documentation will be furnished upon request.

We look forward to working with you and welcoming you into the Daley Lawn Care family. If you have any questions or concerns, we can be reached at 239-353-5416 or [dlc@daleylawncare.com](mailto:dlc@daleylawncare.com).

Sincerely,

Jeffrey Daley  
President

# DALEY LAWN CARE, INC.

2316 Pine Ridge Road Suite 462

Naples, Florida 34109

(239) 353-5416

dlc@daleylawncare.com

## CONTRACT

### THE SHORES AT BERKSHIRE LAKES

#### SCOPE OF THE PROGRAM

- 1) The area to be maintained is all the landscaped turf and ornamentals around each building, including surrounding lake banks and ornamentals.
- 2) The objective of this landscape maintenance program is to maintain on a regular schedule of healthy, attractive exterior landscape, according to the design interpretation of the association.
- 3) The program assumes the use of modern, industry-approved methods of landscape housekeeping and horticultural practices, coordinated on a timely basis through an amortized, fixed-cost contract in which the financial risk of performance is placed on the Contractor.
- 4) The program does not attempt to address damage caused by vandalism, floods, hurricanes, lightning, tornadoes, high winds, frost, or Government regulations prohibiting watering.

#### I. MOWING

- A. All litter and debris will be picked up prior to mowing.
- B. Mowing of the turf shall be done once a week in the summer months. During winter months (November-February) mowing may be done biweekly depending on growth.
- C. All decks, sidewalks, drives, and curbs will be blown off after each mowing.
- D. All hard edging (between the turf and driveways or walkways) will take place after each mowing.
- E. All soft edging (between the turf and plant beds) will take place every three weeks, depending on growth to maintain a manicured appearance.
- F. All debris and trimmings will be removed from walks, roadways, and lawns.
- G. All beds shall be sprayed for weeds as needed to keep the beds looking manicured. Industry approved herbicides will be applied to control weeds; at no time will weeds exceed more than 5% of ground cover. Weeds over six inches in length will be hand pulled.

## **II. TRIMMING**

A. During regular maintenance visits, all hedges and ornamentals throughout the community will be trimmed and any excess removed to maintain the health and manicured look of the plant. This trimming cycle will be completed every six weeks. If necessary, during high growth periods, extra trimming will be provided at no additional cost to the residents. Removal of all debris generated by the service will be done concurrently.

B. All dead or interfering limbs, including palm fronds will be removed from trees up to 12 feet in height. Complete trimming of palms and hardwood trees will be done at an additional cost by Roots Up Tree Service, LLC -License holder Jeffrey M. Daley, upon approval of the association.

## **III. SPRINKLER SYSTEM**

A. Daley Lawn Care, Inc. is a fully license irrigation contractor, and is able to service all irrigation needs and repairs.

B. Daley Lawn Care will conduct routine visual inspections of all irrigation systems throughout the community to ensure they are running properly.

C. If a dry area is detected, heads in that general vicinity will be checked to ensure proper working condition and coverage.

D. During routine wet checks, priority repair service is given to work orders received through the property management company or the Daley Lawn Care office.

E. Any damage to the system caused by the maintenance crew will be repaired at no cost.

F. Any failure of the system caused by others, normal use, or due to improper installation will be repaired by Daley Lawn Care, Inc. and billed as an extra charge.

G. Daley Lawn Care, Inc. will notify Association of irrigation problems as they occur. Irrigation timers, pumps, valves, and major repairs are not included in this contract price.

## **IV. MULCH & ANNUALS**

All beds will be mulched once a year during the month of November using high quality mulch upon board approval at an additional charge. Annuals will be installed at the request of the Association at an additional charge per plant. Pine Straw will be applied at an additional charge upon approval.

## **V. INSURANCE**

Daley Lawn Care, Inc. will provide a "Certificate of Insurance" to the Association and at no time will the Association be liable for any damages or injuries to or by Daley Lawn Care, Inc. employees or equipment.



**VI. TERMINATION**

This contract will continue to be valid through one year of signing. If either party is dissatisfied with the performance of the other, that party shall notify the other party of the deficiencies and allow appropriate time for corrective measures. If the deficiencies are not corrected, the contract may be terminated on a 60-day written notice.

**VII. FERTILIZATION OF LAWN & ORNAMENTALS**

- A. Lawn will be fertilized four times per year using granular/liquid fertilizer (February, May, August, and November.)
- B. Shrubs and trees will be fertilized three times per year using granular/liquid fertilizer (March, August, and November.)
- C. Turf and shrubs will be treated as needed for insects, including fire ants.
- D. Minor element application is not included in this contract. These may be necessary if yellowing occurs due to poor soil conditions that fertilizers will not correct.
- E. Turf and Shrub treatments will be done on an as needed basis for control of fungus and lawn damaging insects at no additional cost. During the winter months (November through March), herbicide will be added to fertilization and insect program two times for the control of broadleaf weeds at no additional cost. (License # JB302033) Jeffrey M. Daley

**VIII. CONTRACT TERM**

The cost of services at The Shores at Berkshire Lakes for maintenance of landscape areas will be \$38,580 per month, itemized as follows:

- \$ 7,715.00 Master
- \$20,945.00 Single Family Homes
- \$ 9,920.00 Villas

Payment of the maintenance fee shall be received by Daley Lawn Care, Inc. no later than the 10th of the month following service. All payments shall be made payable to Daley Lawn Care, Inc. and mailed to 2316 Pine Ridge Road Suite 462 Naples, Florida 34109. Anything over the above contract must be approved by the property manager and permission granted.

The above specifications, terms and conditions are hereby accepted.

By: \_\_\_\_\_  
Jeffrey M. Daley, President  
Daley Lawn Care, Inc.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Association Representative

Date: \_\_\_\_\_



Daley Lawn Care is a state licensed in-house Lawn and Ornamental Pest Control and Fertilization contractor (#JB302033). As part of the lawn maintenance services that we provide our clients, we perform the following treatments:

**Lawn and Ornamental Pest Control Services:**

- Insecticide Turf Application
- Insecticide Shrub and Ornamental Application
- Treated on an as needed basis

**Turf Weed Control Services:**

- Broadleaf Weed and Insecticide Control
- Pre-Emergent Herbicide Treatment
- Treated on an as needed basis

**Turf Fertilization and Fungicide Control:**

- Granular and Liquid Turf Treatment
- Treated on an as needed basis

**Additional Treatments Available at an additional cost:**

- Ficus White Fly Treatment
- Systemic and Liquid Insecticide
- Spiraling White Fly Palm Treatment with Ima-Jet Insecticide
- Treated on an as needed basis



**DALEY LAWN CARE, INC.**

Daley Lawn Care is a fully licensed in-house irrigation contractor (Collier County License #C26126). Our company provide same day service on most repairs.

**Irrigation Costs:**

Irrigation visual wet checks will be conducted once a month at no additional charge.

Any irrigation heads that need to be replaced will be done at an additional charge.

The cost of replacing heads will be as follows:

- Rotor Heads: \$16.00
- Pop-Up Heads: \$12.00

Any major repairs will be done by Daley Lawn Care at the rate of \$60.00 per man hour, upon board approval.

# Landscape Maintenance Agreement For Sapphire Lakes

## Yearly Overview

SERVICE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL:
Mowing/Hard Edge Trim	2	2	3	4	5	5	4	4	4	4	3	2	42
Soft Edge Trim	1	1	1	2	2	2	3	2	3	2	1	1	21
Pruning	1	1	1	1	1	1	1	1	1	1	1	1	12
Trim Palm Trees Under 12ft.	As Needed												
Trim Ficus Hedge			1			1			1				3
Ficus Hedge White Fly Treatment/Prevention	As Needed												
Turf Fertilization	1			1			1			1			4
Palm/Juvenile Tree Fertilization		1				1			1				3
Shrub Fertilization		1				1			1				3
Bed Weeding	Continuous												
Turf Weed Control	1		1		1		1		1		1		6
Turf Insect & Disease Control	1		1		1		1		1		1		6
Plant Insect & Disease Control	1		1		1		1		1		1		6
Property Inspection	1	1	1	1	1	1	1	1	1	1	1	1	12
Irrigation Wet Check	1	1	1	1	1	1	1	1	1	1	1	1	12
Irrigation Pump/Filter Cleaning	1	1	1	1	1	1	1	1	1	1	1	1	12
Trash Clean-Up/Removal	Continuous												



PHONE 239-641-1432

FAX 239-985-9870

Estimate # 36056

Submitted To: Anchor Associates, Inc.	Date: 09/23/2022
Address: 2340 Stanford Court Naples, FL 34112	Phone: 239-649-6357 Fax: 239-649-7495 Email: kevin@anchormanagers.com Job Name: The Shores at Berkshire Lakes
Contact: Kevin Frost	Job Location: Berkshire Pines Rd. Naples, FL

1. **OPTIONAL ASPHALT REPAIRS** – In parking lot and roadway. Patching of 12 separate area comprising of approx. 169 total SQ FT. Work to include: Saw cut perimeter of patches. Remove damaged asphalt and surface roots where applicable. Deliver & install up to 4" of additional base rock as needed. Grade & compact base. Apply tack coat. Patch with 1.5" of type S-3 asphalt.  
**\$ 1,690.00**

**Please Note: Location of areas are noted on attached overview. Please initial here if this option is accepted \_\_\_\_\_.**

2. **SEALCOATING** – Roadway and clubhouse parking lot area (approx. 356,270 total SQ FT). Work to include: Remove existing car stops & stock onsite. Remove existing dirt & moisture from pavement areas. Apply oil spot primer to oil-stained areas. Apply 2 spray coats of Neyra AE brand rubberized non-skid asphalt emulsion & 3 pounds of Silica Sand per gallon. This meets & exceeds Federal Specification RP355E. Restripe as existing using latex traffic paint. Reinstall carstops as existing.

**\$ 64,500.00**

**OPTION: It would be an additional charge of \$60.00 to replace broken carstops. The quantity would be approved by the customer prior to replacement. Please initial here if this option is accepted \_\_\_\_\_.**



Estimate #: 36056

Submitted To: Anchor Associates, Inc.	Date: 09/23/2022
Address: 2340 Stanford Court Naples, FL 34112	Phone: 239-649-6357 Fax: 239-649-7495
Contact: Kevin Frost	Email: kevin@anchormanagers.com Job Name: The Shores at Berkshire Lakes
	Job Location: Berkshire Pines Rd. Naples, FL

**Special Notes:**

- \*Scuffing and tire turn marks are common. They normally dissipate after a few weeks. Sealcoat takes approximately 30 days to totally cure.
  - \*Sealcoat is not crack filler. Although it will penetrate the cracks. It will not hide them.
  - \*Due to lack of sunlight for drying and curing. Carports or garage areas will only receive one squeegee coat of sealcoat.
  - \*Bain Sealcoat will not be held responsible for damages incurred on any personal or private property due to driving through or removing of barricades. This includes the cleaning of pavers/concrete driveways, walkways, etc.
  - \*Bain Sealcoat will not be liable for damages caused from sprinkler systems; irrigation needs to be off during the sealcoating & striping process.
  - \*Schedule may be delayed due to weather conditions.
  - \*It is the owner's responsibility to have all utilities removed from the area where we will be digging in and or to repair same.
  - \* This price does not include charges for site plan, permit fees, or rock excavation. These will be charged if done as an extra.
  - \* Customer and Contractor both agree & understand specifications & conditions of contract.
  - \* All measurements are considered working guidelines, not rigid specifications.
  - \* All thicknesses are before compaction and are trade terms and not intended to mislead the customer.
  - \* Bain Sealcoat Inc. is not responsible for grass growing through new asphalt, overlays, or when asphalt is applied on existing lime rock.
  - \* Bain Sealcoat Inc. is not responsible for existing cracks in old asphalt that may transfer through new overlay.
  - \* Bain Sealcoat Inc. is not responsible for standing water problems which transfer through new overlay.
  - \* Bain Sealcoat Inc. cannot guarantee 100% drainage for asphalt repairs done on pavement over 6 months old due to possible grade changes.
  - \* Any increase in the scope of work performed will result in a proportional increase in the price for this contract.
  - \*WARRANTY: There will be a one year warranty on the sealing and/or asphalt material and workmanship except on the material applied to cracks, oil spots, and weeds growing through the asphalt. The warranty shall be limited to the replacement of the material and applications.
  - \*This contract shall not be effective until it is executed by an executive officer of the seller. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and they will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
  - \*ACCEPTANCE OF PROPOSAL: Payment will be made as outlined above. If it becomes necessary to enforce or interpret the provisions of this agreement, or to effect collection, the purchaser hereby agrees to pay any and all reasonable court costs and attorney's fees which are incurred by the Seller in such action, including all necessary costs of collection. In consideration of the Seller extending credit to the Purchaser, the undersigned jointly, severally, and unconditionally personally guarantees payment when due of any and all indebtedness by the above name firm or individual and owed to Bain Sealcoat Inc., if default in the payment hereto occurs.
- TERMS: PAYMENT IN FULL FOR ASPHALT REPAIRS UPON COMPLETION. A 25% DEPOSIT UPON ACCEPTANCE FOR SEALCOATING. BALANCE IN FULL UPON COMPLETION. NO RETAINAGE TO BE HELD.**
- ESTIMATE EXPIRATION: THIS ESTIMATE IS VALID FOR 30 DAYS. ADDENDUM NEEDS TO BE SIGNED ALONG WITH THE PROPOSAL TO BE BINDING.**

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer _____</p> <p>Signature _____</p> <p>Date of Acceptance _____</p>	<p><b>CONFIRMED:</b></p> <p>Bain Sealcoat Inc. 7861 Mainline Pkwy, Ft. Myers, FL 33912</p> <p>Signature _____</p> <p>Title <u>Mike Bain, Estimator</u></p>
---	--



ADDENDUM REGARDING PRICING

Job Name: **THE SHORES AT BERKSHIRE LAKES**

Job #**36056**

DUE TO THE CONTINUING RISE IN OUR MATERIAL & FUEL COSTS, WE HAVE TO IMPLEMENT THIS ADDENDUM REGARDING OUR PROPOSALS.

ANY WORK THAT IS PROPOSED IS BASED OFF OF OUR COSTS AT THE TIME THE PROPOSAL WAS GIVEN TO THE CUSTOMER. IF THIS JOB WE ARE BIDDING IS APPROVED AND IS GOING TO BE DONE MORE THAN 2 MONTHS AFTER THE SIGNING OF SAID PROPOSAL, ANY INCREASES IN OUR MATERIAL OR FUEL COSTS WILL BE PASSED ON TO THE CUSTOMER AND INCLUDED IN THE FINAL BILLING OF SAID PROPOSAL.

WE SINCERELY APOLOGIZE THAT WE HAVE TO IMPLEMENT THIS ADDENDUM BUT ARE FORCED TO DO SO TO COVER OUR COSTS. LOCATED BELOW, WE HAVE AN AREA THAT UPON ACCEPTANCE OF SAID CONTRACT, WE WILL INSTALL THE CURRENT COST NUMBERS FOR SAID MATERIALS & FUEL. APPROX. 1 MONTH FROM THE PROPOSED SCHEDULE DATES, WE WILL INPUT WHAT OUR MATERIALS & FUEL COSTS ARE AT THAT TIME SO WE ARE TRANSPARENT ON ANY COST CHANGES THAT MAY AFFECT THE TOTAL COSTS OF SAID JOB. THESE WILL ONLY PERTAIN TO OUR FUEL & MATERIALS COSTS.

BY SIGNING BELOW, YOU ARE ACCEPTING THE TERMS OF THIS ADDENDUM.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Current costs at time of proposal

Fuel & material costs prior to starting job

Fuel - \$ 4.89 per gal.

Fuel - \_\_\_\_\_ per gal.

Asphalt - \$89.00 per ton.

Asphalt \_\_\_\_\_ per ton.

Sealcoat - \$ 3.32 per gal.

Sealcoat - \_\_\_\_\_ per gal.

Sand - \$ 4.85 per bag.

Sand - \_\_\_\_\_ per bag.

Paint - \$ 18.85 per gal.

Paint - \_\_\_\_\_ per gal.

O:239.641.1432

[www.bainsealcoat.com](http://www.bainsealcoat.com)