

Laurelmont

Community Association



The regular meeting of the Board of Directors of the Laurelmont Community Association will be held on:

Tuesday, April 27, 2021

Meeting Held Via Teleconference
Packet 2

Executive Session
6:00 p.m.

Regular Session
7:00 p.m.

THE INFORMATION CONTAINED HEREIN IS STRICTLY CONFIDENTIAL AND IS TO BE USED FOR REVIEW BY MEMBERS OF THE BOARD OF DIRECTORS ONLY

**LAURELMONT COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
REGULAR SESSION AGENDA
April 27, 2021**

IV. UNFINISHED BUSINESS

- A. Parking Enforcement pg.3-11
- B. Animal Pest Management Report pg.12-14
- C. Wood Trim Replacement & Painting Project Discussion

V. NEW BUSINESS

- A. Common Area Maintenance
 - a. 68 Willowood Proposals pg.15-20
 - b. 53 & 55 Pepperwood Remediation pg.21-41
 - c. Lighting Maintenance pg.42-45
- B. Landscape Maintenance & Enhancements pg.46
 - a. 18 Primrose Tree Trimming & Removal pg.47-50
 - b. 76 & 85 Primrose Common Area Planting pg.51-58
 - c. Herbicide MSDS pg.59-63
 - d. Harvest Monthly Reports pg.64-93
- C. Pool Amenity pg.94-103

VI. MANAGEMENT REPORT

- A. Work Orders pg.104-108
- B. Reference Material pg.109-116
 - a. Homeowner Correspondence, Budget, Annual Calendar, Maps

ADJOURN

8:30pm

Meeting Will Be Held Via
Zoom Conference Call

Meeting ID: 331 159 6073

Password: 6532

Phone +1 669 900 6833

Homeowners may join the call to participate in the Open Forum by installing Zoom on any device and entering the meeting ID and password above

**Otis HOA Management
23120 Alicia Parkway, Suite 215
Mission Viejo, CA 92692
Phone/Fax: 888-516-6532**



Citation Report

Account N94 LAURELMONT - ALISO VIEJO

License#	Nearest Location	Make	Model	Color	Citation#o	IssueOn	Violation	Comments
5LTS044	86 Primrose	Honda	Crv	Green	90938333	03-11-2021 2:21 AM	Vehicle not on Safelist	
5MNB360	43 Willowood	Bentley	Coupe	Grey	90938338	03-11-2021 2:36 AM	Vehicle not on Safelist	
6DLP688	2 Willowood	Nissan		Beige	90937902	03-09-2021 0:09 AM	Vehicle not on Safelist	
7RXG579	Willowood	Ford	Focus	Grey	90941598	03-30-2021 0:20 AM	Vehicle not on Safelist	
7WGB979	2 Willowood	Chevrolet	Volt	Blue	90937349	03-05-2021 2:37 AM	Vehicle not on Safelist	
8JPB187	11 Primrose	Volkswage	Tiguan	Green	90937652	03-07-2021 2:05 AM	Vehicle not on Safelist	
8L58215	7 Pepperwood	Dodge	Ram	Black	90939685	03-19-2021 1:54 AM	Commercial	

The report above contains all the vehicles inventoried and citations issued during the current 'ticket window'. Vehicles inventoried prior to the beginning of the 'Inventory Window' will not appear on this report. Citations issued prior to the beginning of the 'Ticket Window' will also not be included in this report. In the case of a vehicle which did not have a license plate at the time of the inventory/citation, the last eight digits of the Vehicle Identification Number (VIN) will be displayed.



SAFELIST REPORT

Account : LAURELMONT - ALISO VIEJO

License#	Make	Model	Color	SafeListedOn	Safelisted By	Address	DateFrom	DateTo
385C3	Ford	Ranger	Red	03/15/2021 9 :07PM	PAUL LACA	36 PEPPERWOOD	03/15/2021	03/18/2021
Comments :								
WA978	Jeep	Liberty	Red	03/12/2021 4 :39PM	RAGAN MATTHEW	29 WILLOWOOD	03/12/2021	03/15/2021
Comments :								
UM631	Mercedes-Benz		Grey	03/12/2021 12:15PM	PER PM EMAIL RAYNA SCHOWIT	13 WILLOWOOD	03/12/2021	03/18/2021
Comments :								
JM631	Mercedes-Benz		Grey	03/11/2021 10:14PM	HJ GIBSON	13 WILLOWOOD	03/11/2021	03/11/2021
Comments :								
JM631	Mercedes-Benz		Grey	02/22/2021 2 :53PM	PER KATARINA FAJARDO	12 WILLOWOOD	03/01/2021	03/05/2021
Comments :								
HA704	Hyundai	Accent	Blue	03/18/2021 00:18AM	NOLAN KIELY	67 Pepperwood	03/18/2021	03/18/2021
Comments :								
W272	Honda	CRV	Grey	03/04/2021 1 :44PM	JENNIFER BEVERLY	63 WILLOWOOD	03/05/2021	03/08/2021
Comments :								
40Z1	GMC	Truck	White	03/10/2021 8 :26PM	JANIS DEJOHN	10 PRIMROSE	03/10/2021	03/10/2021
Comments :								
MY463	Kia	Sorento	Silver	03/11/2021 3 :43PM	PER PM EMAIL RAYNA SCHOWIT	1 PEPPERWOOD	03/11/2021	03/31/2021
Comments :								
Y642	Hyundai	Elantra GT	Red	03/19/2021 01:35AM	SUSAN WHITT	53 WILLOWOOD 53	03/19/2021	03/20/2021
Comments :								
Y642	Hyundai	Elantra GT	Red	03/15/2021 00:18AM	SUSAN WHITT	53 WILLOWOOD 53	03/15/2021	03/15/2021
Comments :								
5115	Dodge	Ram 1500	Grey	03/31/2021 10:19PM	CHRIS JONES	59 WILLOWOOD	03/31/2021	03/31/2021
Comments :								



SAFELIST REPORT

75115	Dodge	Ram 1500	Grey	03/06/2021 11:07PM	CHRIS JONES	59 WILLOWOOD	03/06/2021	03/06/2021
omments :								
75115	Dodge	Ram 1500	Grey	03/02/2021 00:50AM	CHRIS JONES	59 WILLOWOOD	03/02/2021	03/02/2021
omments :								
XG579	Ford	Focus	Grey	03/25/2021 9 :52PM	SUSAN WHITT	53 WILLOWOOD 53	03/25/2021	03/25/2021
omments :								
KL717	Honda	crv	Black	02/22/2021 2 :54PM	PER KATARINA FAJARDO	13 WILLOWOOD	03/01/2021	03/05/2021
omments :								
KL717	Honda	CRV	Black	03/12/2021 12:17PM	PER PM EMAIL RAYNA SCHOWIT	13 WILLOWOOD	03/12/2021	03/18/2021
omments :								
ES514	Jeep	Renegade	Silver	03/27/2021 7 :01PM	EMILY DEJOHN	10 PRIMROSE	03/27/2021	03/28/2021
omments :								
ES514	Jeep	Renegade	Silver	03/25/2021 5 :59PM	EMILY DEJOHN	10 PRIMROSE	03/25/2021	03/25/2021
omments :								
AV322	Subaru	2018 Impreza	Blue	03/23/2021 8 :14PM	PAUL LACA	36 PEPPERWOOD	03/23/2021	03/26/2021
omments :								
AV322	Subaru	2018 Impreza	Blue	03/14/2021 10:17PM	PAUL LACA	36 PEPPERWOOD	03/14/2021	03/14/2021
omments :								
AV322	Subaru	2018 Impreza	Blue	03/13/2021 9 :14PM	PAUL	36 PEPPERWOOD	03/13/2021	03/13/2021
omments :								
SE603	Hyundai	Tucson	White	03/11/2021 3 :50PM	PER PM EMAIL RAYNA SCHOWIT	1 PEPPERWOOD	03/11/2021	03/31/2021
omments :								
W669	Jeep	Wrangler	Silver	03/07/2021 4 :12PM	JANIS DEJOHN	10 PRIMROSE	03/07/2021	03/07/2021
omments :								
3215	Dodge	Ram	Black	03/18/2021 8 :21PM	CAROL DANNA	9 pepperwood Pepperwood	03/18/2021	03/19/2021
omments :								



SAFELIST REPORT

CA209	Jeep	Wrangler	Beige	03/12/2021 7:12PM	SARAH STRAIN	11 PEPPERWOOD	03/12/2021	03/12/2021
omments :								
SA070	Toyota	Camry	Grey	03/29/2021 7:20PM	LAURINDA MILLER	41 WILLOWOOD Willowood	03/29/2021	03/29/2021
omments :								
SA070	Toyota	Camry	Grey	03/26/2021 11:48PM	LAURINDA MILLER	41 WILLOWOOD Willowood	03/26/2021	03/27/2021
omments :								
VE935	Ford	Edge	Grey	03/23/2021 8:13PM	PAUL LACA	36 PEPPERWOOD	03/23/2021	03/24/2021
omments :								
BD898	BMW	X3	White	03/24/2021 11:02AM	ELIZABETH SEEMAN	69 WILLOWOOD	03/24/2021	03/24/2021
omments :								
HR702	Subaru	Crosstrek	Silver	03/15/2021 10:27PM	ESTEBAN GUIJARRO	19 PRIMROSE 144	03/15/2021	03/19/2021
omments :								
QG922	0	Enclave	Grey	03/21/2021 6:18PM	Samantha Laca	36 Pepperwood	03/21/2021	03/21/2021
omments :								
CC962	Toyota	4Runner	White	03/17/2021 7:06PM	JANIS DEJOHN	10 PRIMROSE	03/17/2021	03/17/2021
omments :								
CC962	Toyota	4Runner	White	03/11/2021 5:28PM	JANIS DEJOHN	10 PRIMROSE	03/11/2021	03/14/2021
omments :								
CC962	Toyota	4Runner	White	02/27/2021 7:02PM	JANIS DEJOHN	10 PRIMROSE	03/01/2021	03/07/2021
omments :								
BA633	BMW	228i gran coupe	Black	03/15/2021 8:28PM	VIVIAN LEE PERKINS	59 PEPPERWOOD	03/15/2021	03/15/2021
omments :								



SAFELIST REPORT

NDEFINITE

Account : LAURELMONT - ALISO VIEJO

License#	Make	Model	Color	SafeListedOn	Safelisted By	Address	DateFrom
DMV740	Toyota	corolla	Silver	05/05/2020 2:19PM	PM EMAIL ADI DP	46 PRIMROSE	05/05/2020
Comments :							
KSA060	Nissan	SENTRA	White	05/05/2020 2:20PM	PM EMAIL ADI DP	46 PRIMROSE	05/05/2020
Comments :							
AEDIVAN	Mercedes-Benz	E320	Silver	01/08/2019 3:18PM	PM CALL ALEX SHAW	86 WILLOWOOD	01/08/2019
Comments : RESIDENT MICHELLE VANDUSEN							

The report above contains all the unexpired Safelists in our system. If a particular vehicle's Safelist has expired, it will no longer show on this report. If a Safelist exists in our system, however has not yet matured (future dates), it will appear on this report, but the Safelist will not be recognized until the authorized dates have arrived. In the case of a vehicle which did not have a license plate at the time of the Safelist, the last eight digits of the Vehicle Identification Number (VIN) will be displayed.



Routing Report

:5	03/31/2021	04:45 AM	General Inspection of all duties listed in the client orders was made Conducted parking enforcement, Inspected, Pool/ Spas
:5	03/31/2021	11:20 PM	General Inspection of all duties listed in the client orders was made Conducted parking enforcement, Inspected, Pool/ Spas

From: admin@patrolmasters.com
Sent: Thursday, April 22, 2021 6:40 AM
To: rayna@otishoa.com; josh@otishoa.com
Subject: Patrol Masters Maintenance

Flag Status: Flagged

The following are excerpts from reports recently submitted by our field officers which contain items that you may wish to take action on immediately. This information is being emailed to you as a courtesy by Patrol Masters in an effort to keep you informed. Please note that this email was automatically generated by our system based on field officers input and does not require a response. If you have any questions, please do not hesitate to contact us.

Patrol Masters Maintenance Item Report - 1-877-648-0602

Alert Type: Maintenance

Call attendant :

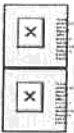
Pablo
Hernandez
Rosas

Time : 04:10 Date : 4/22/2021 Seal Id : 0

Association : N94 LAURELMONT - ALISO VIEJO

Location : 47 WILLOWWOOD

Details : DOOR LEFT OPEN ON TESLA



CONFIDENTIALITY & DISCLAIMER: Whenever applicable, this email message, including any attachments, is being sent by Patrol Masters, Inc dba California West Patrol, as agent for the principal of the subject property and is for the sole use of the intended recipient(s). The information contained in this message may be private and confidential, and may also be subject to the work product doctrine. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Please Note: Recipient should check this email and any attachments for the presence of viruses. Patrol Masters, Inc. dba California West Patrol accepts no liability for any damage caused by any virus transmitted by this email.



Animal Pest Management Services, Inc.
Urban Wildlife Professionals

Phone 800.344.6567
Fax 909.590.1435

PEST CONTROL AGREEMENT
90605111 - MANAGEMENT CHANGE

LAURELMONT COMMUNITY ASSOCIATION
NAME: C/O OTIS HOA MANAGEMENT ATTN: KATHY FLING DATE: 03/05/2021
STREET: 23120 ALICIA PARKWAY, SUITE 212
CITY: MISSION VIEJO STATE: CA ZIP: 92692

EMAIL INVOICES TO:

HEREBY AUTHORIZES SERVICE AT: LAURELMONT COMMUNITY ASSOCIATION

STREET: LAURELMONT & PEPPERWOOD CITY: ALISO VIEJO ZIP: 92656
PHONE: 888-516-6532 FAX: EMAIL: KATHY@OTISHOA.COM

Animal Pest Management Services, Inc. agrees to provide pest control service at the described premises and according to the terms set forth under description of work. Unless otherwise indicated, this agreement may be canceled by either party upon presentation of a 30-day written notice prior to the desired cancellation date. The agreement covers only the premises and pests specified under description of work. This agreement does not guarantee against present or future pest damage to the property, building, or contents of the described premises, or provide repairs or compensation therefore. Should any litigation be commenced between the parties to the contract concerning the contract or the rights and duties of either in relation to it, the prevailing party in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorney's fees in the litigation which shall be determined by the court in such litigation or in a separate action brought for that purpose.

DESCRIPTION OF WORK

CONTROL GOPHER, MEADOW MOUSE, AND CONTROL RAT ACTIVITY WITH THE PLACEMENT OF THIRTY-FOUR (34) TAMPER RESISTANT RODENT BAIT STATIONS IN ALL LANDSCAPED, WEEDED, AND IRRIGATED COMMON AREAS AND GENERAL INSECT (ARGENTINE ANT, EARWIG, SILVERFISH, AND CRICKET) ACTIVITY ALONG THE EXTERIOR COMMON PERIMETER AREAS OF THE ABOVE JOB-SITE LOCATION. THE MONTHLY MAINTENANCE (2X PER MONTH SERVICE FOR GOPHER, MEADOW MOUSE, AND RAT ACTIVITY, AND 1X PER MONTH SERVICE FOR GENERAL INSECT ACTIVITY) COST WILL BE \$529.00 PER MONTH, WHICH INCLUDES A 90% CONTROL GUARANTEE FOR GOPHER, MEADOW MOUSE, AND RAT ACTIVITY.

****NOTE: ANIMAL PEST MANAGEMENT SERVICES, INC. WILL BE ON SITE THREE (3X) TIMES PER MONTH TO SERVICE ENTIRE ASSOCIATION 1X PER MONTH FOR GENERAL INSECT CONTROL.**

****As Urban Wildlife Biologists, Animal Pest Management has always focused on protecting wildlife and non-target animals with our integrated pest management protocol. Due to the Governor signing bill AB1788 to eliminate all 2nd generation rodenticides, all bait stations will be at a cost of \$6.50 per station, per month. Currently we are looking for new methods for rat and mice management. We are in uncharted waters. Thank you for your patience.**

PAYMENT TERMS

NET 30-DAYS

CUSTOMER AGREES TO PAY WHEN BILLED FOR SERVICES DUE. A SERVICE CHARGE OF 1.5% PER MONTH EQUIVALENT TO AN ANNUAL PERCENTAGE RATE OF 18% WILL BE APPLIED TO PAST DUE ACCOUNTS.

NOTICE OF CHANGE IN MANAGEMENT:

Association and Management agree to provide Animal Pest Management Services, Inc. with written notice within fourteen (14) days in the event Association terminates Management's employment and hires new management.

COSTS

- Clean-out / Initial \$
- Monthly \$529.00
- One-Time \$
- Other \$

Notice: The customer acknowledges and understands that Animal Pest Management Services, Inc. assumes no responsibility and has no liability for any and all damage (including slope weakening and instability activity) done prior, during or after the rendering of pest control services to the premises, the land, slope and all dwellings and other structures thereon.

Can only be cancelled with a 30-day written notice.

Please Print Name

ANIMAL PEST MANAGEMENT SERVICES, INC.

DATE: 3/5/21

CUSTOMER (SIGNATURE)

DATE:

PRESIDENT/PRINCIPAL CONSULTANT/URBAN WILDLIFE BIOLOGIST: DAN FOX
AREA 3

PLEASE SIGN AND RETURN ONE COPY

Signature of this agreement acknowledges receipt of rodenticide/insecticide information on the 2nd page of this document.
ke **

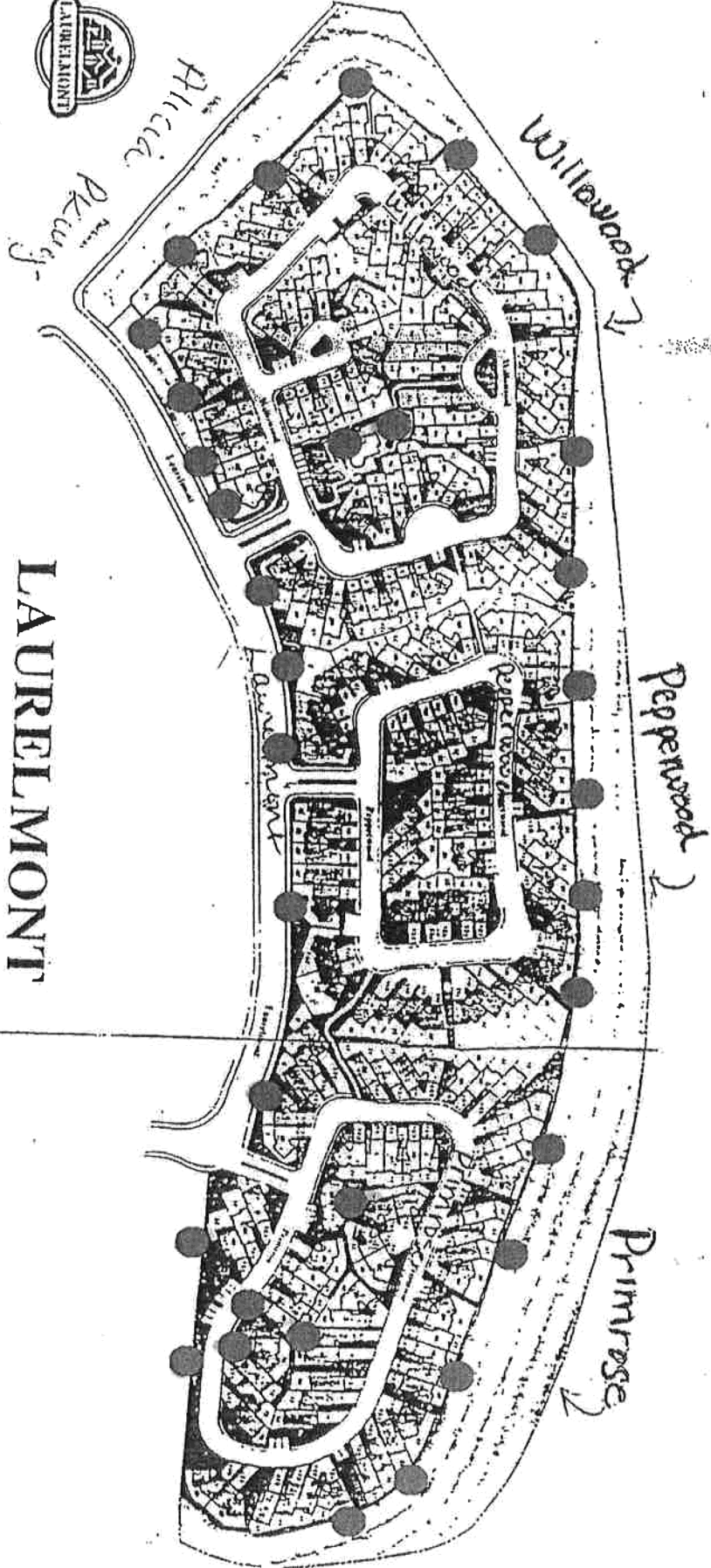
Corporate Office 13655 Redwood Court, Chino, CA 91710-5516
San Diego County 5933 Sea Lion Place #109, Carlsbad, CA 92010
Riverside County 43549 Wheel Road, Indio CA 92201

Environmentally Friendly
for Over 35 Years
www.animalpest.com





LAURELMONT



From: Customer Service <customerservice@animalpest.com>
Sent: Thursday, April 22, 2021 11:29 AM
To: rayna@otishoa.com
Cc: Kelsy Erickson
Subject: Re: Laurelmont Community Association Bait Stations

Flag Status: Flagged

Good Morning Rayna,

Thank you for your reply. In regards to your question of the service schedule for the rodent bait stations in the Laurelmont Community, the current contract is twice (2) per month service for meadow mice, rats and gopher activity and once (1) per month service for general insect treatments. Our technician is scheduled in the community on the 2nd, 3rd and 4th Monday of the month in order to service the entire community 2x's per month for rodents and gophers and 1x per month for general pest control. Please feel free to contact us if you have any questions or if we can be of further assistance.

Have an outstanding day,
Brenda Pond

Your Customer Service Team
Animal Pest Management Services, Inc.
P. 909-591-9551
F. 909-590-1435
Corporate Office Hours: 8:00am - 5:00pm



BEE SEASON IS HERE! CONTACT US FOR SERVICE TODAY.

AFTER HOURS SERVICES AND/OR EMERGENCIES: Technicians are available 4:30pm to 7:30am Mon. thru Fri. and 24 hours on Weekends and Holidays for After-Hour and Weekend Emergencies. Please call 909-762-4998 to speak to one of our On Call Managers.

On Thu, Apr 22, 2021 at 9:59 AM <rayna@otishoa.com> wrote:

Good morning,

Laurelmont

Community Association

MEMORANDUM

Date: April 22, 2021
To: Board of Directors
From: Management
Subject: 68 Willowood Fence Repair Proposals

The roots from the tree next to 68 Willowood has caused the concrete to lift and the fence structure to lean. Please see the following proposals to remove the tree and to repair the fence.

- Harvest Landscape \$1,300.00 – to remove the tree
- MG Construction \$990.00 – to repair the fence
- Pacific Rim \$3,200.00 – to repair the fence
- Spectrum Property Services Did not provide bid

Management looks to the Board for direction regarding these proposals.



PROPOSAL # 87741

Customer:

Laurelmont Community Association
Otis HOA Management
23120 Alicia Parkway, Suite 215
Mission Viejo, CA 92692

Date: Apr 7, 2021

Expire date:

Revision:

Source: Bid

Reference:

TREE REMOVAL ESTIMATE

Address:

68 Willowood, Aliso Viejo, CA 92656, USA

Location:

On the side of the house / marked with green paint / stump grind where machine accessible.

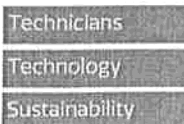
Project description:

The following proposal is to remove the tree(s) listed below. That is uprooting and lifting the walkway. An ISA Certified Arborists has determined that the removals are necessary. Harvest crews are trained in proper rigging and roping to safely perform the removal(s), but due to the size and nature of removing trees, there is a high possibility of damage to the surrounding landscape.

Materials/Labor needed to perform the project

Qty	Description	UOM	Price
1	Jacaranda mimosifolia (Jacaranda)	EA	\$1,300.00
Subtotal			\$1,300.00
TOTAL ESTIMATE:			\$1,300.00

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby recognize Harvest Landscape Enterprises, Inc. ("Harvest") has evaluated the tree(s) listed above for trimming potential only. You accept that the overall general health of the tree(s) listed above has not been evaluated and any health issues are pre-existing. You guarantee ownership of the tree(s) listed above and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to tree health, as they have been deemed "pre-existing", including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases, but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the affected work area prior to the commencement of tree services. It is your responsibility to ensure that the trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event the contracted tree services are interrupted and cannot be completed due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and pay 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



8030 E. Crystal Drive
Anaheim, CA 92807

T +1 714 693 8100
F +1 714 693 8123

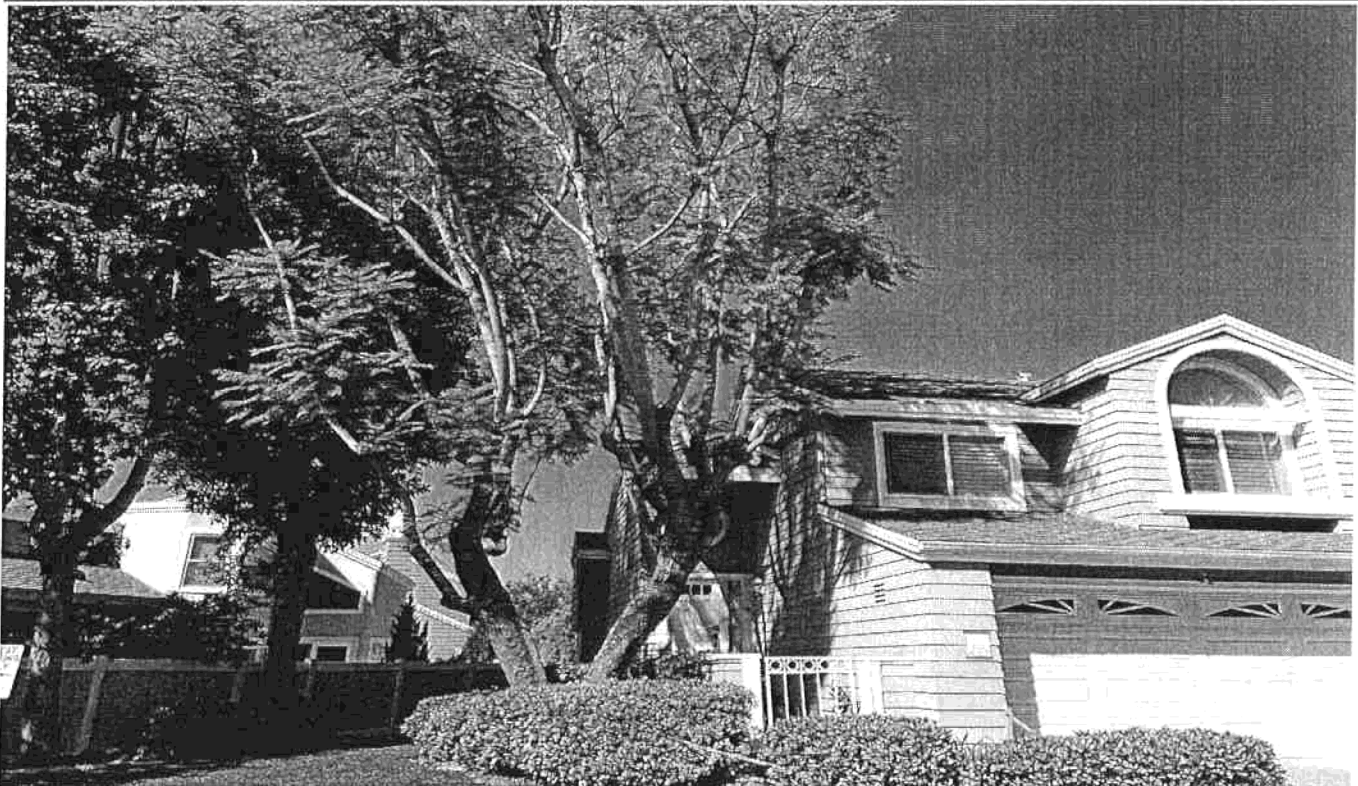
PG 1 / 3

hlei.us

Source: Bid
Reference:

Date: Apr 7, 2021
Expire date:
Revision:

Project Photos Taken for proposal





Lic# 1054607 Insured & Bonded

WO# 34

**Laurelmont Community
68 willowood Aliso Viejo Ca**

Fence Work.

Scope of work:

1. Place protection.
2. Remove the existing siding approx. 1x4 and dispose of.
3. Remove all of the corner trims apropos. 3 2x8x3 and dispose of.
4. Primer and paint all of the new wood members.
5. Remove 2 4x4 posts and remove the existing footing.
6. Install 2 new 4x4x6 posts with new concrete footing.
7. Install new paper where necessary.
8. Install new trims approx. 3 2x8x4.
9. Install new siding apropos. 1'x4'
10. Apply caulking to all of the joints.
11. Touch up the paint.
12. Clean up and remove all of the debris.

Total material and labor = \$990.00

Please note:

- Does not include any other work not mentioned in this scope.

Phone # (714) 595-1479 - (714) 595-1478 E-mailMg21construction@gmail.com

Page 1



Pacific Rim Architectural Services, Inc

949-338-8825

Sam@pacificrimarchitectural.com

www.pacificrimarchitectural.com

ADDRESS

Laurelmont Community Assn.
c/o -Otis HOA Management
23120 Alicia Pkwy
Suite 212
Mission Viejo, CA 92692
Attn: Angie Ramos

Estimate 3133

DATE 04/12/2021

P.O. NUMBER

35

PROJECT/JOB

Repair Fence

REFERENCE

68 Willowood

JOB LOCATION

Laurelmont Community Association
68 Willowood
Dana Point, CA 92629

DESCRIPTION

AMOUNT

Pacific Rim Architectural Services Inc., proposes to furnish material and labor to complete the following scope of work as requested.
Pricing based on site visit on Friday 04/09/21.

Click on the link below to view job photos.
<https://app.companycam.com/galleries/bsLyRhTN>

- | | |
|---|-----------------|
| <ol style="list-style-type: none"> 1) Remove gate from support post and set aside. 2) Remove anchor footing. 3) Cut and remove large tree root causing lifting. 4) Remove top cap, post trim, and siding- set aside for reuse. 5) Purchase and install new 4" x 4" support post (s). 6) Apply primer and matching paint to new wood. 7) Pour new concrete footing (s). 8) Install top cap, support post trim, siding and gate. 9) Check for proper operation. 10) Clean up and remove all debris. | <p>3,200.00</p> |
|---|-----------------|

TOTAL

\$3,200.00

Laurelmont

Community Association

MEMORANDUM

Date: April 22, 2021
To: Board of Directors
From: Management
Subject: 53 & 55 Pepperwood ServiceFirst Proposals

Per the last meeting, the Board approved ServiceFirst to provide remediation services for dry rot on the wood trim of 53 and 55 Pepperwood in the amount not to exceed \$750.00. Management went to ServiceFirst with these parameters and requested they do the work. ServiceFirst went out to inspect 53 Pepperwood again and 55 Pepperwood for the first time.

Spectrum provided a proposal to replace the dry rotted fascia at 55 Pepperwood in August 2020. This Homeowner is concerned for her health and safety after a vendor advised her to keep her window closed because of the substance outside of her window. Please see the letter that Ms.Gureghian of 55 Pepperwood has written to the Board.

Please see the below proposals from ServiceFirst and Spectrum and please instruct Management on how the Board would like to proceed.

	ServiceFirst:	Spectrum:
<ul style="list-style-type: none"> • 53 Pepperwood 	\$825.00 – remove & replace wood rot frame on one second story window	X
<ul style="list-style-type: none"> • 55 Pepperwood 	\$1,995.00 – remove & replace wood rot fascia	\$2,988.00 – fascia at garage door, top of window left side, left side of garage trim, right side of garage, rafter tails in front



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

Client: Laurelmont HOA Job# 20-0231 REC P
Property: 53 Pepperwood
Aliso Viejo, CA, 92656

Home: (949) 768-7261

Operator: BILL

Estimator: Bill Valles
Position: Senior Recon Manager
Company: ServiceFirst Restoration
Business: 27071 Cabot Rd #105
Laguna Hills , CA 92653

Cellular: (562) 810-5038
E-mail: bill@callservicefirst.com

Type of Estimate: <NONE>
Date Entered: 2/18/2021 Date Assigned:
Date Est. Completed: 2/18/2021 Date Job Completed:

Price List: CAOG8X_APR21
Labor Efficiency: Restoration/Service/Remodel
Estimate: LAURELMONT
File Number: WO#001674

Estimate only includes work described and is subject to change in the event of and not limited to hidden damages and unforeseen issues out of our control. In the event the scope of work changes, only the cost of the deducted work and profit will be credited to client. Hazardous material testing/abatement/disposal, city fees/permits/code requirements, fireproofing and major flood prep excluded unless otherwise noted.



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

LAURELMONT

Main Level

Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Bid Item Wood Trim	1.00 EA	0.00	825.00	0.00	825.00
<i>Remove and replace wood rot frame on on one second story window. Prime and paint new frame. May need to cut tree back to work on window. Working on an extension ladder will be required</i>					
Totals: Exterior				0.00	825.00
Total: Main Level				0.00	825.00
Line Item Totals: LAURELMONT				0.00	825.00



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

Summary

Line Item Total	825.00
Replacement Cost Value	\$825.00
Net Claim	\$825.00

Bill Valles
Senior Recon Manager

Loss Type:Other

Date Of Loss:2/22/2021 12:00:00 AM

Loss Category:Commercial

Customer Name:Laurelmont (HOA)

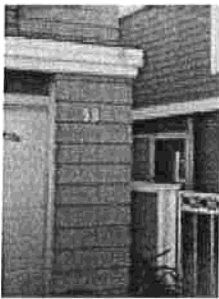
E-mail Address:rayna@otishoa.com

Job Address:53 Pepperwood
Aliso Viejo, CA, 92656

Main Contact Number:1-888-516-6532

Billing Address:23120 Alicia Parkway
Mission Viejo, CA, 92691

Job Number:21-0231-WTR-P Album:2-24-21 inspection

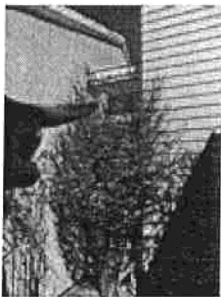


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Job Number:21-0231-WTR-P Album:2-24-21 inspection

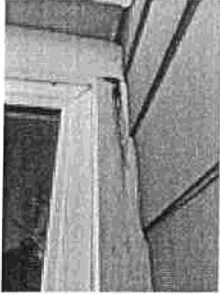


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Job Number:21-0231-WTR-P Album:2-24-21 inspection

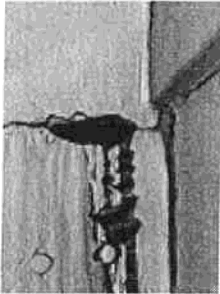


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Job Number:21-0231-WTR-P Album:2-24-21 inspection

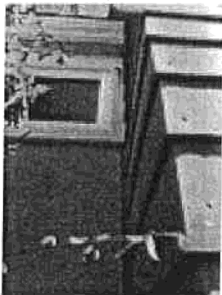


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Description:

HiRes Image URL:[Click Me](#)

Job Number:21-0231-REC2-P Album:Initial Inspection



File Name:6f3d78d1-9fa8-46cf-8c67-2177a19fd769.jpg

Description:

HiRes Image URL:[Click Me](#)

Job Number:21-0231-REC2-P Album:Initial Inspection



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Description:

HiRes Image URL:[Click Me](#)

Job Number:21-0231-REC2-P Album:Initial Inspection



File Name:cd0355e6-a106-4b19-8141-ac26487b697f.jpg

Description:

HiRes Image URL:[Click Me](#)



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

Client: Laurelmont HOA Job# 20-0399 REC P
Property: 55 Pepperwood
Aliso Viejo, CA, 92656

Home: (949) 768-7261

Operator: BILL

Estimator: Bill Valles
Position: Senior Recon Manager
Company: ServiceFirst Restoration
Business: 27071 Cabot Rd #105
Laguna Hills , CA 92653

Cellular: (562) 810-5038
E-mail: bill@callservicefirst.com

Type of Estimate: <NONE>
Date Entered: 2/18/2021 Date Assigned:
Date Est. Completed: 2/18/2021 Date Job Completed:

Price List: CAOG8X_APR21
Labor Efficiency: Restoration/Service/Remodel
Estimate: LAURELMONT-2
File Number: WO#28

Estimate only includes work described and is subject to change in the event of and not limited to hidden damages and unforeseen issues out of our control. In the event the scope of work changes, only the cost of the deducted work and profit will be credited to client. Hazardous material testing/abatement/disposal, city fees/permits/code requirements, fireproofing and major flood prep excluded unless otherwise noted.



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

LAURELMONT-2

Main Level

Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Bid Item Wood Trim	1.00 EA	0.00	1,995.00	0.00	1,995.00
<i>Remove and replace wood rot fascia approx 8 lf. Cut 2x6 wood rot beam approx 2 lf and lace in new beam. Prime and paint new wood. Second story loft window. Will require 2 men with harnesses for safety while working on roof. Haul Debris and clean up work area.</i>					
Totals: Exterior				0.00	1,995.00
Total: Main Level				0.00	1,995.00
Line Item Totals: LAURELMONT-2				0.00	1,995.00



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

Summary

Line Item Total	1,995.00
Replacement Cost Value	\$1,995.00
Net Claim	\$1,995.00

Bill Valles
Senior Recon Manager



WATER | MOLD | FIRE | CONSTRUCTION

Loss Type:Property Management BID

Date Of Loss:4/1/2021 12:00:00 AM

Loss Category:Commercial

Customer Name:Laurelmont (HOA)

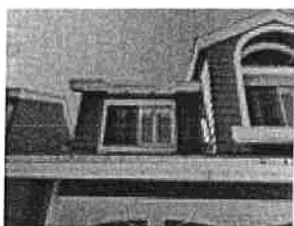
E-mail Address:rayna@otishoa.com

Job Address:55 Pepperwood
Aliso Viejo, CA, 92656

Main Contact Number:1-888-516-6532

Billing Address:23120 Alicia Parkway
Mission Viejo, CA, 92691

Job Number:21-0399-REC2-P Album:Initial Inspection



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Job Number:21-0399-REC2-P Album:Initial Inspection



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Job Number:21-0399-REC2-P Album:Initial Inspection

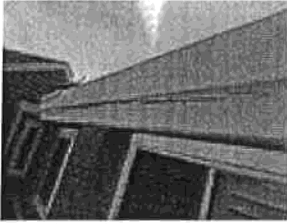


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Job Number:21-0399-REC2-P Album:Initial Inspection

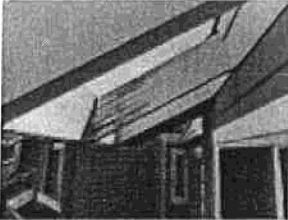


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Job Number:21-0399-REC2-P Album:Initial Inspection

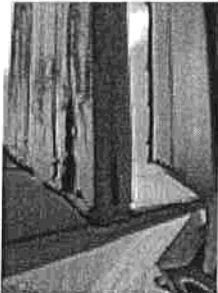


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HiRes Image URL:[Click Me](#)

Job Number:21-0399-REC2-P Album:Initial Inspection

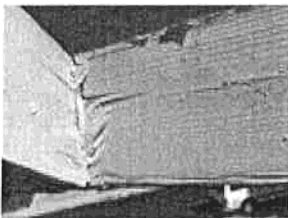


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Job Number:21-0399-REC2-P Album:Initial Inspection

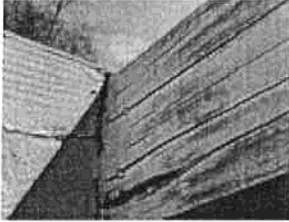


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Job Number:21-0399-REC2-P Album:Initial Inspection



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Job Number:21-0399-REC2-P Album:Initial Inspection



File Name:d4979932-293b-45ec-b2cd-bedca8df3a36.jpg

Description:

HiRes Image URL:[Click Me](#)



Phone: (949) 598-0652
Fax: (949) 598-0671
Email: service@spectrumpsin.com
PO Box 2402, Laguna Hills, CA 92654
Lic. # B747726

www.spectrumpsin.com

August 21, 2020

Proposal No. 11149
Work Order No. 001492

Submitted To:

Laurelmont Community Association

C/O Associa Property Management
27051 Towne Centre Drive #200
Foothill Ranch, CA 92610

RE: Wood Repairs

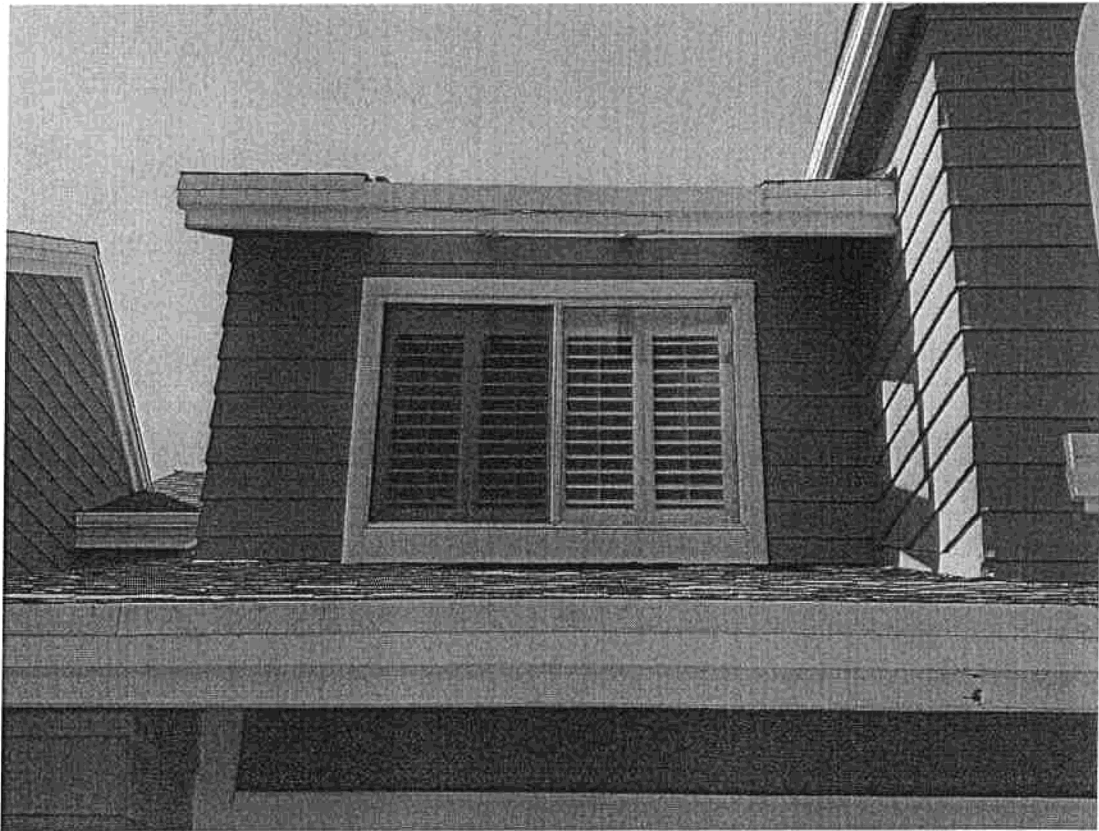
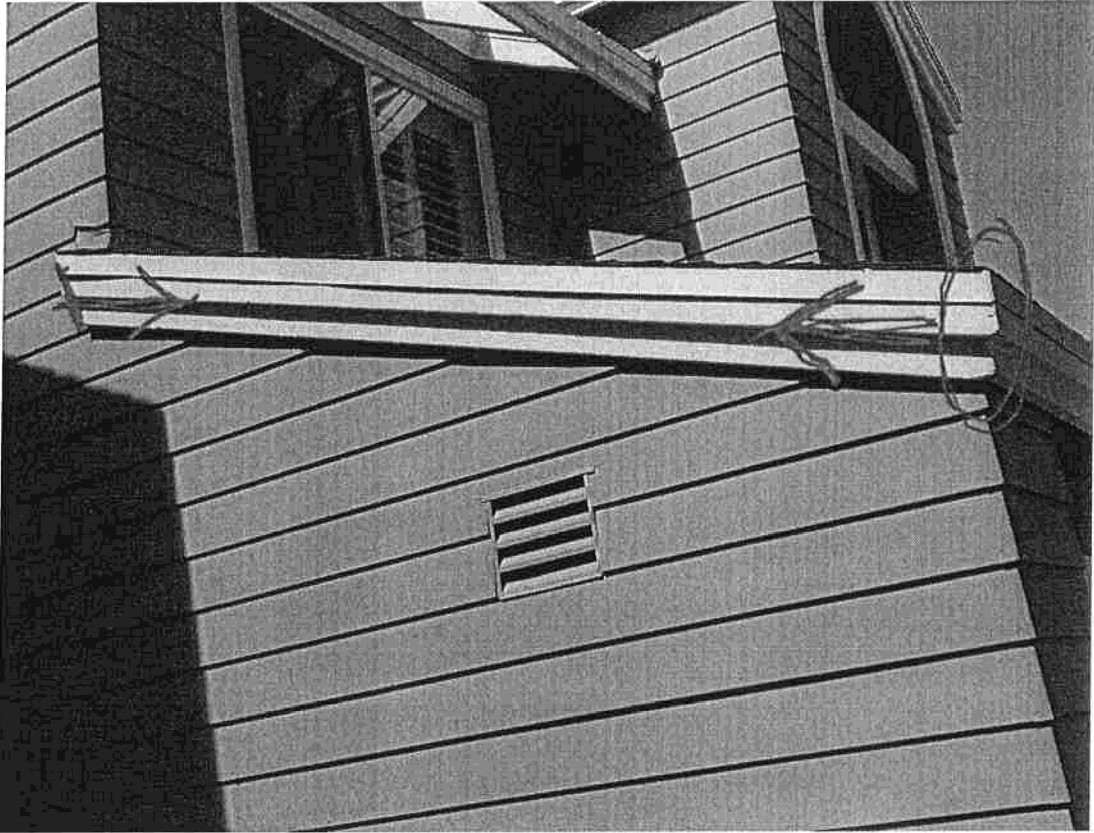
Location: 55 Pepperwood

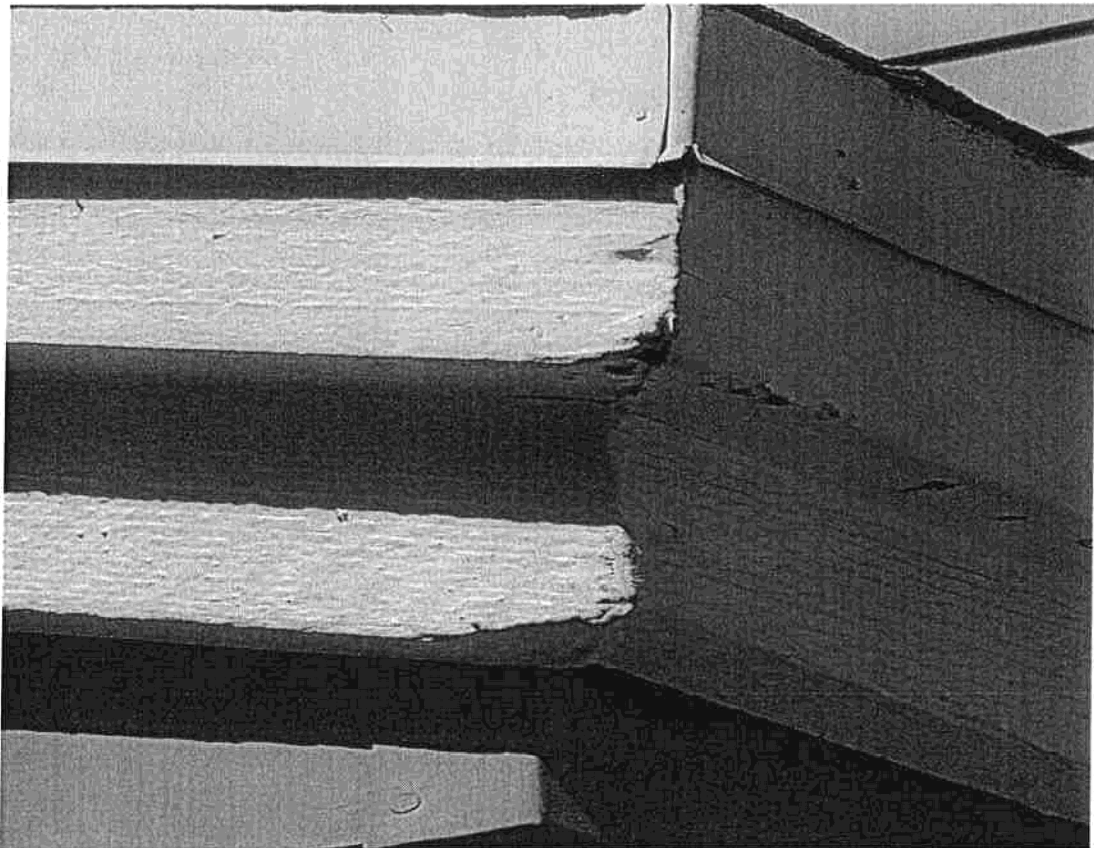
Scope of Work:

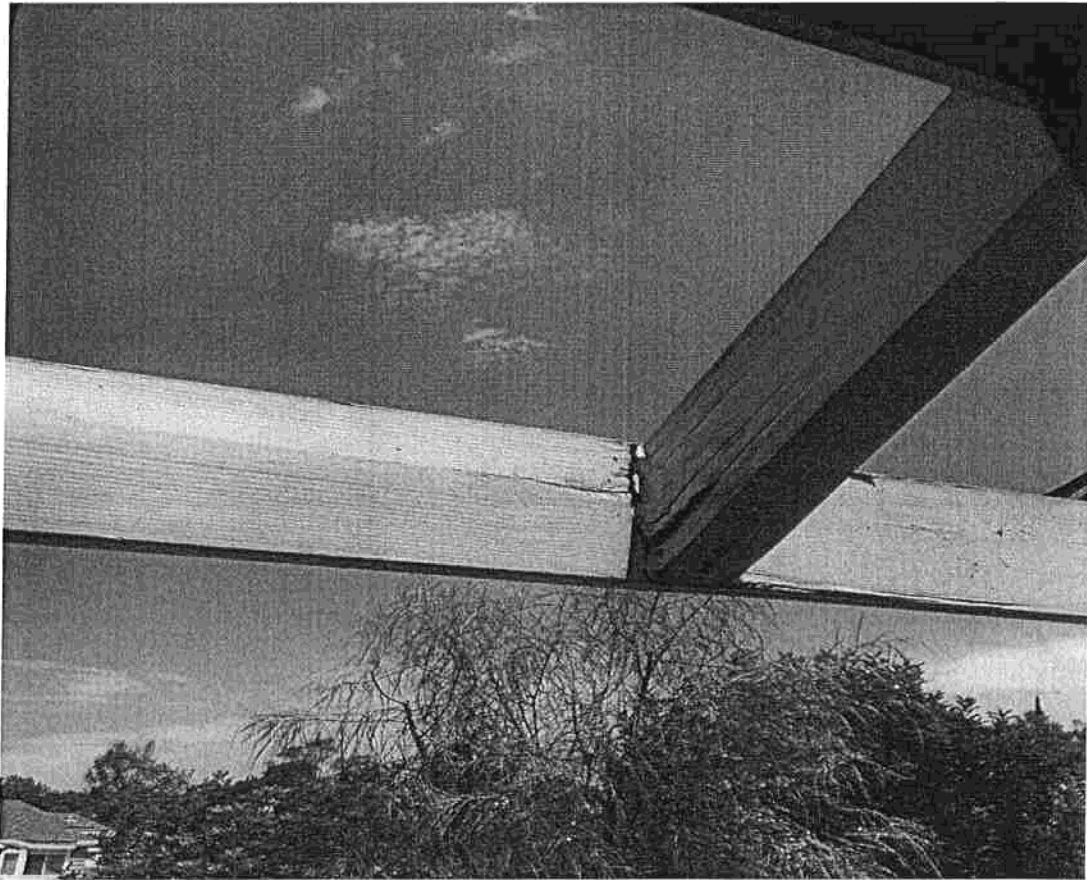
The wood has dry rot and or termite damage. The wood will be removed and replaced as called out. This proposal is for the wood at the front of the unit. There is wood trim near the garage, entry, and upper fascia.

2 x 10 x 22 fascia at garage door
2 x 6 x 22
2 x 10 x 12 top of window left side
2 x 6 x 12'
2 x 6 x 12 left side of garage trim
2 x 6 x 6 right side of garage at #57
2 x 10 x 6
2- 4 x 10 rafter tails in front
2 x 10 block

- Wood will be removed and replaced. Rough Douglas fir or Spruce number 2 or better
- Protect vegetation as needed
- Galvanized Nails will be used.
- All new wood will be 6 sided primed with Zinzer 123 or equivalent
- The wood will be polyurethane caulked.
- Areas will be re-papered with 60 min Building Paper as needed
- Areas of water intrusion will have Bitchethane installed.
- Paint to match all areas
- All old materials will be hauled away







Please Note:

- *All work shall be completed in a workman-like manner and in compliance with all building codes and other*
- *Property Services, Inc assumes that on approval of work to be done that the association has had appropriate approval to commence work on area of*
- *Homeowner responsible for removing all personal belongings from areas prior to work being completed. Although we make every effort to use caution Spectrum Property Services, Inc is not responsible for any items left in construction area.*

Payment Terms

Laurelmont will pay the contractor for the material and labor to be performed under the contract sum of **Two Thousand Nine hundred Eighty Eight dollars (\$2,988)**, subject to additions and deductions pursuant to authorized change orders. City/County permits, drawings, plan checks fees etc. are not part of this contract. Permits, plans and or drawings can be requested as an authorized change order. Please note acceptance of this proposal and a work order approving such will be the same and enforceable as a signature to this proposal by the board of directors. All unsigned proposals will indicate emergency work to be performed and approved. Net 30

Distribution of Specifications to Other Contractors: This proposal is proprietary and for customer only. Specifications of this proposal may NOT be distributed without the written approval of Spectrum Property Services, Inc. If specifications are distributed without written consent then Spectrum Property Services, Inc has the option of charging the association 25% of the contract amount

Terms and Conditions

License and Insurance: All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws. To extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform said work. Contractor may at its discretion engage subcontractors to perform work hereunder, provided Contractor shall fully pay said subcontractor and in all instances remain responsible for the proper completion of the contract. Contractor shall furnish Owner with appropriate releases or waivers of lien for all work performed or materials provided at the time the next periodic payment shall be due. Contractor warrants it is adequately insured for injury to its employees and others incurring a loss or injury as a result of the acts of the Contractor or its employees or subcontractors.

Wrought Iron: *Wrought iron is very susceptible to rust, the best way to stop rust is to remove it. If you don't remove the rust, it can continue to spread. The rust inside the wrought iron cannot be removed unless cut out and replaced and will continue to spread and rust even if the surface rust is treated, primed and painted. The rust inside will continue to deteriorate the wrought iron. The rust forms when the rustproof coating on the wrought iron wears off, leaving the metal exposed to water, humidity, dirt, vegetation or other forms of moisture. Keeping wrought iron free of rust requires regular maintenance. If rusted wrought iron is just surface treated, primed and painted then we cannot guarantee how long it will last before the inside rust spreads through the wrought iron again and shows through. When treating, priming and painting rusted wrought iron contractor cannot guarantee a smooth, new looking surface. Paint might not match exactly due to age and wear of paint on existing/adjacent wrought iron.*

Exclusions: City/County permits, engineering, drawings, testing, surveys, layout, easements,

plan checks fees etc. are not part of this contract. Permits, plans, engineering and or drawings can be requested as an authorized change order.

Change Orders: All change orders shall be in writing and approved by both owner/client/approved representative (community manager) and Contractor, and shall be incorporated in, and become a part of the contract. Contractor cannot prevent and will not guarantee against consequential damage due to the delay in approving a change order including but not limited to water damage, mold, and loss of use. Removal and or replacement of non-visible material that has deterioration including but not limited to dry rot and insect infestation may be necessary and these charges shall be billed as extra work to the Association.

Work Notice & Clean Up: Spectrum Property Services Inc. will notify the residents *48 hours* before commencing work. Contractor agrees to remove all debris and leave premises in broom clean condition daily.

Non-compliance by homeowners/residents: Non-compliance by homeowners/residents which results in the physical and or verbal abuse of any of Spectrum Property Services Inc. employees will result in a breach of contract and the association will be held responsible for damages and delays.

Personal Property: Spectrum Property Services Inc. will do its best in protecting all personal property. It is the homeowner's responsibility to remove all valuables from area. Spectrum Property Services Inc. Will not be responsible for any stolen or broken property.

Contract Delay: Spectrum Property Services Inc. shall not be liable for any delay due to circumstances beyond its control including strikes, casualty or general unavailability of materials. Spectrum Property Services Inc. shall not be liable for non-compliance by homeowners/residents by not complying with the terms of the contract including but not limited to removing all personal items from construction area.

Time-Frame Application: Work shall be performed during business hours Monday thru Friday, except for Holidays and inclement weather.

Hazardous Materials: Spectrum Property Services, Inc. does not assume any responsibility for the investigation, detection or remediation of any existing hazardous materials, including but not limited to lead, mold or asbestos ("Hazardous Materials"),. Hazardous materials abatement is not a condition of this project unless stated in scope of work; association/client/homeowner and or customer has the option for an outside company to review area for hazardous materials. Spectrum Property Services, Inc. assumes that on approval of work to be done that the association/client has had appropriate approval to commence work on area(s) and that all Hazardous Materials have been remediated and has had testing completed and cleared by independent party. If any Hazardous Materials are discovered during repairs, the association will be notified before proceeding with the project. Association/client assumes the sole responsibility for testing and remediation of any Hazardous Materials as well as disclosing any such conditions to all affected homeowners/residents within the association whose properties are affected.

Landscape/Sprinklers/Utilities: Spectrum Property Services, Inc. will do its best to not damage any landscaping due to repairs but due to the nature of the repairs some landscaping will be disturbed and might need to be replaced by association. Not included are costs associated with the locating, removal, relocating and or protection of any utilities or sprinkler systems, either above and or below ground. These costs, if required, shall be billed as a change order.

Notice to Owner: You, the homeowner (the "Buyer") have the right to require that your Contractor furnish you with a performance and payment bond or use a joint control approved by the Registrar of Contractors. You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day (in the case of disaster repairs, seventh business day) after the

day of this transaction. See the attached Notice of Cancellation form for an explanation of this right.

Warranty: Contractor warrants all work performed for a period of 12 months following completion. Spectrum Property Service, Inc. cannot be held liable for defects in material including but not limited to splitting, bowing, twisting, cracking, lifting, seeping and or warping. Spectrum Property Service, Inc. cannot be held liable for damages from natural causes including but not limited to, earthquakes, floods, hurricanes, thunderstorms, mud slides, rains, fires, snow/hailstorms, tsunami and or tornados.

Spectrum Property Service, Inc. cannot be held liable for damages from sprinklers, vandalism, reactive aggregates, compaction failures, expansive soils, sulfate conditions, erosions, ground/slope movement, mold, animals, and or residents/quests/homeowners.

Acceptance of this proposal: - The aforementioned specifications, conditions and cost are satisfactory and hereby accepted, thus creating a binding contract. Each party hereby acknowledges that it has been given the opportunity to have its independent counsel to review this agreement prior to executing it. Walk-thru will be made by an authorized board member within 10 days of notification. If walk-thru is not completed, payment is made, then the job is deemed acceptable. All past invoices subject to 1.5% per month service charge (after 30 days). Customer agrees to pay attorney fees and collection expenses in the event of a delinquent payment. In the event Owner shall fail to pay any periodic or installment payment due hereunder, Contractor may cease work without breach pending payment or resolution of any dispute.

Distribution of Specifications to Other Contractors: This proposal is proprietary and for customer only. The information presented herein is the property of Spectrum Property Services, Inc. Any reproduction or distribution without the expressed written consent of Spectrum Property Services, Inc. is in violation of implied confidentiality. *If specifications are distributed without written consent then Spectrum Property Services, Inc. has the option of charging the association 25% of the contract amount.*

Expiration of unsigned Contract: This proposal is good for 30 days from date of contract.

Chris Newman

8/21/2020

Spectrum Representative

Date

Authorized Representative

Date



From: Louise Gureghian <lvgureghian@yahoo.com>
Sent: Saturday, April 10, 2021 5:18 PM
To: rayna@otishoa.com
Subject: Letter to Laurelmont Board of Directors

Flag Status: Flagged

Hi Rayna,

Per our conversation, below is the letter I sent to Associa to present at the Board of Directors meeting. This was submitted on September 13, 2020 after a back and forth with the Board for an ultimate denial.

I hope that we finally have a positive outcome as this issue has gone on since last summer.

Thank you for your help and support and I look forward to their response.

Regards,

Louise Gureghian
55 Pepperwood

I am submitting my response to the decision by the Board of Directors for the Laurelmont community.

At the end of July I reported a black substance beneath the overhang just outside my loft window. The potential of an insect nest was eliminated, so Servpro then evaluated it as a microbial growth due to wood rot. Vincent from Servpro said it could be fungus or mold or both, and suggested not opening my window "just to be safe". Servpro never submitted a proposal, so Spectrum eventually inspected the growth and followed up with a proposal to Associa. The Spectrum proposal was subsequently submitted to and rejected by the Board.

The Board didn't take into account that I am a senior citizen living alone without air conditioning during an unprecedented heatwave, without the ability to open my window due to fear of microbial exposure. They were under the impression that either I had air conditioning or it came with the home and I removed it. Both assumptions are completely untrue. I understand that there are guidelines, but there is also common sense and compassion. I am the original home owner of 33 years and have paid dues on time or early during that time, so the rejection was upsetting for someone who has been a model home owner.

Apparently there are currently 3 people on the Board due to resignations. My understanding is that the vote was split causing it to be determined at the next Board of Directors meeting.

As anyone can imagine, I feel powerless that my health and welfare is at the mercy of the Board. All I want is to feel safe in my own home. I shouldn't be expected to wait for the work to begin for the entire community, when the severity of my infestation is well beyond that of my neighbors, per Servpro. Additionally, there is no determination as to the start of the project and whether my unit would be first or last in the process. And with the rainy season upon us, the project could be delayed even further.

Thank you for allowing me to submit my response to the unfortunate decision by the Board and I look forward to a

ACCESS ELECTRICAL & LIGHTING

25108 Marguerite Parkway, Suite A, Mission Viejo, CA 92692
Phone: 949.364.6063 Website: LEDLightInstallers.com
C-10 License: 952234 - A California Corporation
AccessElectricalLighting@gmail.com

Lighting Maintenance Service Contract

Access Electrical & Lighting agrees to perform a lighting maintenance service for *Laurelmont*.

We agree to maintain all common area light fixtures on the property which would be considered Homeowner's Association's responsibility. These light fixtures would include parking and street light poles, all ground lights and bollards, as well as all lights within the swimming pool area, clubhouse lighting inside and out, bathroom areas. Services would include replacing lamps and ballasts on a once monthly service. All light fixtures serviced will have the light fixture wiped off and lenses cleaned, as well as proper operation tested upon completion. All work would be completed professionally with marked vehicles and company attire.

We propose to supply a once a month lighting survey to be completed at night and lighting maintenance repairs to be completed within 48 hours of survey.

- Replace all association maintained lamps found to be inoperable.
- Repair and/or replace broken or faulty sockets.
- Repair and/or replace faulty ballasts.
- Replace broken or damaged light fixture lenses.
- Clean each light fixture that is serviced.
- Submit monthly written reports including locations and types of lamps replaced, and other repairs made.
- Supply costs for any major repairs such as light fixture or pole replacements or electrical troubleshooting.

LIGHTING AND ELECTRICAL MAINTENANCE AGREEMENT

This LIGHTING AND ELECTRICAL MAINTENANCE AGREEMENT (the "Agreement") is entered into by and between **Access Electrical & Lighting**, a California Corporation ("Contractor"), and **LAURELMONT** [Homeowners] or [Property Owners] Association, a California non-profit, mutual benefit corporation ("the Association"), for the maintenance of its common area lighting and electrical requirements, effective this _day of _____ (the "Commencement Date")

The parties hereto agree as follows:

1 Term

This contract shall remain valid until canceled by either party with 30 days written notice

2 Monthly Fee

The monthly fee for a **once-a-month night time survey** and a three hour allotted lighting maintenance service during normal business hours shall be **\$175.00** includes clerical and servicing of account. Material supplied shall be billed monthly in addition to the monthly fee according to the pricing list below. Fair market rates will always be used for electrical and lighting items not listed below.

3 **Lamps Included in this Lighting Maintenance Contract (Exhibit A)**

Lamp Type	Each Cost
Light Poles – Walkway Lot Light Poles 70w High Pressure Sodium = To Be Determined	Market Value
Clubhouse Interior; Exterior; and Pool Grounds Light Fixtures = To Be Determined	Market Value

4. Extras

Extras are items that would not be included in normal maintenance. Larger wiring problems or repairs that are not included in normal lighting maintenance contract. Detailed proposals and information will be supplied to customer with a "Not to Exceed" quote or "Repair Log" quote for repairs. Alternately, Association may choose to automatically authorize repairs to a specified limit in order to expedite repairs. All repairs will be completed on a Time and Materials basis. Limited but will not be more without prior approval from Association's management. Quotes will be sent to the Association's management as soon as possible after the problem is discovered.

Call-outs for service which are requested to be completed on days other than the scheduled service date will be considered extra and will be billed on a separate work order at the rates specified in "Exhibit B". Work that is not described in the lighting maintenance contract will have a written or verbal proposal provided as needed.

5. Insurance

Contractor shall carry during the course of the work the following types and minimum limits of insurance:

- General Liability in the amount of \$1,000,000.00
- General Aggregate in the amount of \$2,000,000.00
- Comprehensive Automobile Liability in the amount of \$ 1,000,000.00
- Umbrella Liability in the amount of \$5,000,000.00
- Worker's Compensation covering all employees of Contractor

Certificates of Insurance for this coverage shall be furnished to Association's management prior to commencing work Certificate of General Liability Insurance shall include an Additional Insured Endorsement naming Association and Management as additionally insured under the policy,

6. Subcontractors

Contractor will not use the services of Subcontractors for the work described in this Agreement.

7. Warranties and Guarantees

Contractor warrants and guarantees the workmanship and products to be free of defect for a period of one year from date of completion, excluding incandescent lamps (if applicable).

8. Compliance with Laws

A. Compliance With All Laws: Contractor shall perform the Work in accordance with applicable federal, state and local statutes and regulations, including but not limited to, the Occupational Safety and Health Act, tax withholding requirements, payment of unemployment insurance, and compliance with any and all laws, ordinances and regulations relating to undocumented workers as such laws, ordinances or regulations may be issued or enforced by the Immigration and Naturalization Service or any other agency enforcing such laws, ordinances and regulations.

B. Representation Regarding Compliance with California Labor Code: Contractor represents and warrants to Association that the compensation to be paid by Association to Contractor pursuant to this Contract includes funds sufficient to allow Contractor to comply with all applicable local, state and federal laws or regulations governing the labor or services to be provided pursuant to this Contract.

IN WITNESS WHEREOF, the Parties have signed the Agreement effective as of the date first stated above

Parties "Contractor"

By: _____

Dated: _____

Adam Pearson (President)
ACCESS ELECTRICAL & LIGHTING

By: _____

Dated: _____

President (or Authorized Representative)
"Association"
LAURELMONT

Access Electrical & Lighting
Hourly Rates

General Lighting Electrician & Technician (Exhibit B)

<u>Type</u>	<u>Description</u>	<u>Hourly Rate</u>
Regular Lighting Maintenance Technician	Scheduled Mon-Fri, at least one day in advance	\$75.00
Journeyman Electrician	Journeyman electrical labor, including all necessary wire tracing tools, etc.	\$95.50
After Hours Emergency	After hours Emergency Call Outs after 5:00PM and Holidays - Journeyman Electrician Labor	\$145.00
Same Day Call Outs	Same Day Call Outs for Regular Lighting Maintenance Technician	\$95.50
Boom Truck Charge	Boom truck services to 36' high	\$125.00

Laurelmont

Community Association

MEMORANDUM

Date: April 22, 2021
To: Board of Directors
From: Management
Subject: Landscape Maintenance & Enhancement Proposals

Please see the following landscape maintenance and enhancement proposals provided by Harvest as requested on the monthly landscape walk.

<ul style="list-style-type: none"> • 18 Primrose 	<p>\$400.00 – dead/dying tree removal – is leaning over the Homeowner’s backyard - #87752</p> <p>\$140.00 – crown reduction (trimming) of tree that is blocking the streetlight and is dropping leaves in front yard - #87747</p>
<ul style="list-style-type: none"> • 76 Primrose 	<p>\$212.50 to plant new 15-gallon shrub in bare area across from homes - #87716</p>
<ul style="list-style-type: none"> • 85 Primrose 	<p>\$312.50 to plant (9) 5-gallon plants in the bare area next to this home - #87720 option 1</p> <p>\$901.00 to plant (7) 15-gallon plants in the bare area next to this home - #87720 option 2</p>

Please see the monthly Landscape Reports for March and April 2021 and the MSDS for the herbicide “Speedzone” provided by Harvest. No herbicides are being currently being sprayed in the community.

Management looks to the Board for direction regarding these proposals.



PROPOSAL # 87752

Customer:
 Laurelmont Community Association
 Otis HOA Management
 23120 Alicia Parkway, Suite 215
 Mission Viejo, CA 92692

Date: Apr 7, 2021
Expire date:
Revision:

Source: Bid
Reference:

TREE REMOVAL ESTIMATE

Address:
 18 Primrose, Aliso Viejo, CA, USA

Location:
 In back of the house / marked with green dot / stump grind where machine accessible.

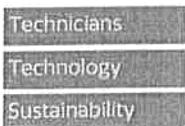
Project description:

The following proposal is to remove the dead or dying tree(s) listed below. An ISA Certified Arborists has determined that the removals are necessary. Harvest crews are trained in proper rigging and roping to safely perform the removal(s), but due to the size and nature of removing trees, there is a high possibility of damage to the surrounding landscape.

Materials/Labor needed to perform the project

Qty	Description		UOM	Price
1	Lophostemon confertus (Brisbane Box)	\$400.00	EA	\$400.00
			Subtotal	\$400.00
TOTAL ESTIMATE:				\$400.00

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby recognize Harvest Landscape Enterprises, Inc. ("Harvest") has evaluated the tree(s) listed above for trimming potential only. You accept that the overall general health of the tree(s) listed above has not been evaluated and any health issues are pre-existing. You guarantee ownership of the tree(s) listed above and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to tree health, as they have been deemed "pre-existing", including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases, but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the affected work area prior to the commencement of tree services. It is your responsibility to ensure that the trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event the contracted tree services are interrupted and cannot be completed due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and pay 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



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 Anaheim, CA 92807

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PG 1 / 3
 hlei.us

Source: Bid
Reference:

Date: Apr 7, 2021
Expire date:
Revision:

Project Photos Taken for proposal





PROPOSAL # 87747

Customer:

Laurelmont Community Association
Otis HOA Management
23120 Alicia Parkway, Suite 215
Mission Viejo, CA 92692

Date: Apr 7, 2021

Expire date:

Revision:

Source: Bid

Reference:

TREE PRUNING ESTIMATE

Address:

18 Primrose, Aliso Viejo, CA, USA

Location:

On the side of the house next to the mailboxes.

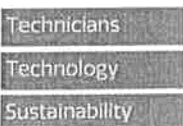
Project description:

The following estimate is to perform a Crown Reduction on the tree listed below. Crown reduction is the reduction in height and/or spread of the crown (the foliage bearing portions) of a tree. Crown reduction may be used to reduce mechanical stress on individual branches or the whole tree, make the tree more suited to its immediate environment or to reduce the effects of shading and light loss, etc. The final result should retain the main framework of the crown, and so a significant proportion of the leaf bearing structure, and leave a similar, although smaller outline, and not necessarily achieve symmetry for its own sake. Crown reduction cuts should be as small as possible and in general not exceed 100mm diameter unless there is an overriding need to do so. Reductions should be specified by actual measurements, where possible, and reflect the finished result, but may also refer to lengths of parts to be removed to aid clarity, e.g. 'crown reduce in height by 2.0m and lateral spread by 1.0m, all round, to finished crown dimensions of 18m in height by 11m in spread (all measurements approximate.). Not all species are suitable for this treatment and crown reduction should not be confused with 'topping', an indiscriminate and harmful treatment.

Materials/Labor needed to perform the project

Qty	Description	UOM	Price
1	Ficus rubiginosa (Rusty Leaf Ficus)	EA	\$140.00
Subtotal			\$140.00
TOTAL ESTIMATE:			\$140.00

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby releasing Harvest Landscape Enterprises, Inc. from any liability for items damaged below ground or any unforeseen problems that may be result of removing or trimming of trees listed in the proposal. You guarantee ownership of the tree/trees listed above and you further agree that Harvest shall not be held liable for and agree to indemnify, and hold Harvest harmless against any future claims relating to the removal or trimming of the tree(s). Also, by approving this proposal, you recognize Harvest Landscape Enterprises, Inc. has evaluated the tree(s) listed above for trimming, have been evaluated for trimming potential only. You accept that the overall general health of the tree(s) listed above have not been evaluated and any health issues are pre-existing; Harvest Landscape Enterprises, Inc. is not liable for the conditions and health of the tree(s) as they have been deemed "pre-existing" and cannot be held liable for any future problems as they relate to tree health, including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases, but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. It is your responsibility to ensure that the removal or trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to commencement of tree services. In the event tree services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a onetime \$50 late charge and 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



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Source: Bid
Reference:

Date: Apr 7, 2021
Expire date:
Revision:

Project Photos Taken for proposal





PROPOSAL # 87716

Customer:
 Laurelmont Community Association
 Otis HOA Management
 23120 Alicia Parkway, Suite 215
 Mission Viejo, CA 92692

Date: Apr 6, 2021

Expire date:

Revision:

Source: Bid

Reference:

PLANTING PROPOSAL

Address:
 76 Primrose, Aliso Viejo, CA, USA

Location:
 Along the wall

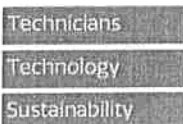
Project description:

The following proposal has been requested during landscape on 4/6/21. Add a new 15-gallon Pittosporum across from house# 76, along the wall, the proposal includes sourcing and delivering the plants from the nursery; it also includes the layout, placement, planting, planting fertilizers, and warranty of plants as detailed in the products below.

Materials/Labor needed to perform the project

Qty	Description	UOM	Price
1	15-gallon Pittosporum tenuifolium 'Marjorie Channon' (Marjorie Channon Kohuhu)	EA	
0.5	LANDSCAPE TECHNICIAN HOURS	HOUR	
Subtotal			\$212.50
TOTAL ESTIMATE:			\$212.50

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby release Harvest Landscape Enterprises, Inc. from any and all liability for items damaged below ground or any unforeseen problems that may result from performance of services discussed in this proposal. You guarantee ownership of the proposed work area and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to the services performed. In the event inclement weather interrupts the performance of duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to the commencement of the above proposed work. In the event services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



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Source: Bid
Reference:

Date: Apr 6, 2021
Expire date:
Revision:

Please let me know what you decide.

Thank You,

Fernando Lopez
gutierrez

Proposal Approved:

(Authorized Signature)

(Print Name)

(Title)

(Date)

Location of the Proposed Work

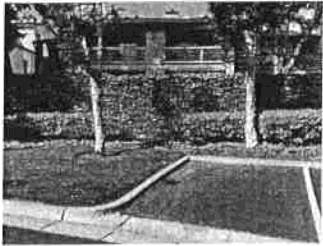


1 76 Primrose, Aliso Viejo, CA, USA Location: Along the wall

Source: Bid
Reference:

Date: Apr 6, 2021
Expire date:
Revision:

Project Photos Taken for proposal





PROPOSAL # 87720

Customer:
 Laurelmont Community Association
 Otis HOA Management
 23120 Alicia Parkway, Suite 215
 Mission Viejo, CA 92692

Date: Apr 6, 2021
Expire date:
Revision:

Source: Customer Request
Reference: Landscape walk

PLANTING PROPOSAL

Address:
 85 Primrose, Laguna Hills, CA, USA

Location:
 (Option #1) Along the house behind the Daylilies.

Project description:

The following proposal has been requested during the landscape walk on 4/06/21. We will be adding additional 5-gallon Rhamphiolepis to fill in the bare area behind the daylilies, the proposal includes sourcing and delivering the plants from the nursery; it also includes the layout, placement, planting, planting fertilizers, and warranty of plants as detailed in the products below.

Materials/Labor needed to perform the project

Qty	Description		UOM	Price
9	5-gallon Rhamphiolepis indica 'Ballerina' (Ballerina Hawthorn)	\$25.50	EA	\$229.50
1	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$35.00
1	LEAD LANDSCAPE TECHNICIAN HOURS	\$48.00	HOUR	\$48.00
			Subtotal	\$312.50

Address:
 85 Primrose, Laguna Hills, CA, USA

Location:
 (Option #2) Along the house, behind the Daylilies plants.

Project description:

The following proposal has been requested during the landscape walk on 4/06/21. We will be adding additional 15-gallon Rhamphiolepis to fill in the bare area behind the daylilies, the proposal includes sourcing and delivering the plants from the nursery; it also includes the layout, placement, planting, planting fertilizers, and warranty of plants as detailed in the products below.

Materials/Labor needed to perform the project

Qty	Description		UOM	Price
7	15-gallon Rhamphiolepis indica 'Pink Lady' (Pink Lady Indian Hawthorn)	\$105.00	EA	\$735.00
2	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$70.00
2	LEAD LANDSCAPE TECHNICIAN HOURS	\$48.00	HOUR	\$96.00
			Subtotal	\$901.00

TOTAL ESTIMATE: \$1,213.50



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PROPOSAL # 87720

Source: Customer Request
Reference: Landscape walk

Date: Apr 6, 2021
Expire date:
Revision:

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby release Harvest Landscape Enterprises, Inc. from any and all liability for items damaged below ground or any unforeseen problems that may result from performance of services discussed in this proposal. You guarantee ownership of the proposed work area and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to the services performed. In the event inclement weather interrupts the performance of duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to the commencement of the above proposed work. In the event services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.

Please let me know what you decide.

Thank You,

Fernando Lopez
gutierrez

Proposal Approved: _____ (Authorized Signature)

_____ (Print Name)

_____ (Title)

_____ (Date)



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Anaheim, CA 92807

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Source: Customer Request
Reference: Landscape walk

Date: Apr 6, 2021
Expire date:
Revision:

Location of the Proposed Work



- 1 85 Primrose, Laguna Hills, CA, USA Location: (Option #1) Along the house behind the Daylilies.
- 2 85 Primrose, Laguna Hills, CA, USA Location: (Option #2) Along the house, behind the Daylilies plants.

Source: Customer Request
Reference: Landscape walk

Date: Apr 6, 2021
Expire date:
Revision:

Project Photos Taken for proposal



Source: Customer Request
Reference: Landscape walk

Date: Apr 6, 2021
Expire date:
Revision:

Plants and trees to be used on the proposal



5-gallon *Raphiolepis indica* 'Ballerina' (Ballerina Hawthorn)
Exposure: Full Sun
E/D: Evergreen
Water: Medium - Low Water
Color: Pink
Season: Spring
USDA H.Z.: 7 to 10

Agricultural Use Requirements (cont.)

Do not enter or allow worker entry into treated areas during the restricted entry interval (REI) of 48 hours.

PPE required for early entry to treated areas that is permitted under the Worker Protection Standard and that involves contact with anything that has been treated, such as plants, soil, or water is:

- coveralls worn over short-sleeved shirt and short pants,
- chemical-resistant footwear plus socks,
- chemical-resistant gloves made of any water-proof material,
- chemical-resistant headgear for overhead exposure and protective eyewear.

Non-Agricultural Use Requirements

The requirements in this box apply to uses of this product that are NOT within the scope of the Worker Protection Standard for agricultural pesticides (40 CFR Part 170). The WPS applies when this product is used to produce agricultural plants on farms, forests, nurseries, or greenhouses.

Reentry Statement: Do not enter or allow people (or pets) to enter the treated area until sprays have dried.

PRODUCT DESCRIPTION: SpeedZone® Broadleaf Herbicide for Turf contains four active ingredients including carfentrazone-ethyl that broaden the spectrum of weed control. Carfentrazone-ethyl is in the aryl triazolinone family and inhibits protoporphyrinogen oxidase (Protox), a pivotal enzyme in chlorophyll production.

SpeedZone® Broadleaf Herbicide for Turf offers these advantages:

- Excellent postemergent activity with proven performance for broadleaf weed control in turfgrass.
- Superior cool weather performance.
- High selectivity (turfgrass safety) in established cool-season turfgrass and warm-season turfgrass.
- Carfentrazone-ethyl combinations provide rapid and effective weed control for common and troublesome weed species in turfgrass, e.g. spurge, pennywort (dollarweed), dandelion, and white clover.
- Fast acting with evidence of injury within hours. The speed of action (rate of phytotoxicity) and the early injury symptoms are unique features of carfentrazone-ethyl combinations. Generally, the injury symptoms can be noticed within hours of the application and plant death can occur within 7 to 14 days.

SPRAY PREPARATION AND TANK MIXTURES:

SpeedZone® Broadleaf Herbicide for Turf is an emulsifiable concentrate intended for dilution with water. In certain applications, liquid fertilizer may replace part of the water in the mixture.

Mixing with Water:

Add one-half the required amount of water to the spray tank, then add this product slowly with agitation, and complete filling the tank with water. To prevent separation of the emulsion, mix thoroughly and continue agitation while spraying.

This product forms an emulsion and can separate upon extended or prolonged standing. Re-agitate to assure uniformity of the spray mixture. Storage of the spray mixture beyond 72 hours is not recommended.

Do not use tank additives that alter the pH of the spray solution below pH 5 or above pH 8. Buffer the spray solution to alter the pH range as appropriate.

Mixing with Liquid Fertilizers:

Use suitable sources and rates of fertilizer based upon local recommendations. Refer to the mixing directions on the labels of the liquid fertilizers (e.g. UAN or urea solutions). Always perform a jar compatibility test before large scale mixing.

GROUND EQUIPMENT:

Power sprayers fitted with a boom or spray wand/gun may be used for broadcast applications and spot treatments. For best spray distribution and coverage, select a spray volume and delivery system that will ensure accurate and uniform coverage. Boom sprayers equipped with appropriate flat fan nozzles, tips, and screens are suitable for broadcast applications. Do not use flood nozzles, Raindrop®, or nozzle tips larger than 8008. Spray droplets larger than 400 microns may reduce coverage and subsequent loss in weed control.

Spray volumes of 3 to 175 gallons per acre with spray pressures adjusted to 20 to 40 psi are appropriate. Use higher spray volumes for dense weed populations.

Hand operated sprayers including backpack sprayers, compression sprayers, and knapsack sprayers are appropriate for small turfgrass areas when power equipment is unavailable, uneconomical, or impractical.

Hand-held techniques: Wands fitted with flat fan nozzle tips may be used with the appropriate technique. Flat fan nozzles should not be waved in a back-and-forth motion, or in a side-to-side motion, or in a swinging arm motion. Instead the nozzle should be held stationary at the proper height. Side-to-side motions result in uneven coverage.

This product may cause injury to susceptible/nontarget plants at the use site by contacting the foliage, stems, or roots. To prevent injury to susceptible crops and other desirable broadleaf plants including but not limited to cotton, legumes, tobacco, tomatoes, garden/vegetable crops, and ornamentals (flowers, trees, and shrubs) avoid contact with the spray solution, spray droplets, and spray mist (fine droplets).

After using this product, clean sprayer with soap or detergent and water, or an approved spray tank cleaner and rinse thoroughly before applying other pesticides.

Spray Drift Management

A variety of factors including weather conditions (e.g., wind direction, wind speed, temperature, relative humidity) and method of ground application can influence pesticide drift. The applicator must evaluate all factors and make appropriate adjustments when applying this product.

Droplet Size

Use only Medium or coarser spray nozzles according to ASAE (S 572) definition of standard nozzles or a volume mean diameter of 300 microns or greater for spinning atomizer nozzles.

Wind Speed

Do not apply at wind speeds greater than 10 mph. Only apply this product if the wind direction favors on-target deposition and there are not sensitive areas (including, but not limited to, bodies of water, known habitat for nontarget species, nontarget crops) within 250 feet downwind.

Temperature Inversions

If applying at wind speeds less than 3 mph, the applicator must determine if: a) conditions of temperature inversion exist, or b) stable atmospheric conditions exist at or below nozzle height. Do not make applications into areas of temperature inversions or stable atmospheric conditions.

Susceptible Plants

Do not apply under circumstances where spray drift may occur to food, forage, or other plantings that might be damaged or crops thereof rendered unfit for sale, use or consumption. Susceptible crops include, but are not limited to, cotton, okra, flowers, grapes (in growing stage), fruit trees (foliage), soybeans (vegetative stage), ornamentals, sunflowers, tomatoes, beans, and other vegetables, or tobacco. Small amounts of spray drift that might not be visible may injure susceptible broadleaf plants.

Other State and Local Requirements

Applicators must follow all state and local pesticide drift requirements regarding application of 2,4-D herbicides. Where states have more stringent regulations, they must be observed.

Equipment

All ground application equipment must be properly maintained and calibrated using appropriate carriers or surrogates.

Do not apply with a nozzle height greater than 4 feet above the crop canopy.

2,4-D esters may volatilize during conditions of low humidity and high temperatures. Do not apply during conditions of low humidity and high temperatures.

WHERE TO USE:

SpeedZone® Broadleaf Herbicide for Turf provides selective broadleaf control in warm-season and cool-season turfgrass in five (5) use sites.

- Institutional sites are defined as turf areas around properties or facilities providing a service to public or private organizations including, but not limited to hospitals, nursing homes, schools, museums, libraries, sport facilities, golf courses (fairways, aprons, and roughs), and office buildings.
- Ornamental sites include turfgrass established around residences, parks, streets, retail outlets, cemeteries, industrial and institutional buildings, recreation areas, fairgrounds, and areas adjacent to athletic fields.
- Residential/domestic sites are defined as areas associated with the household or home life including, but not limited to apartment complexes, condominiums, and patient care areas of nursing homes, mental institutions, hospitals, or convalescent homes.
- Agricultural site: Commercial sod production

Summary of March 2021

Prepared for

Laurelmont Community Association

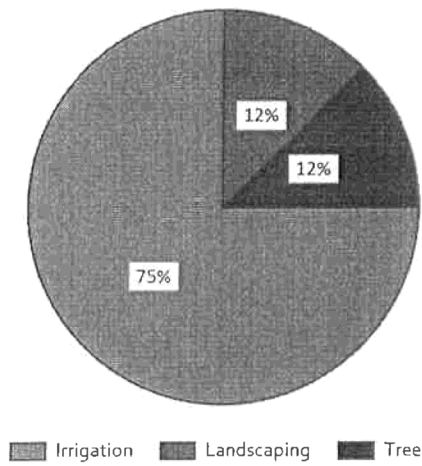
April 15, 2021

IGNACIO CHAVEZ | 7146204113 | ignacio@hlel.us

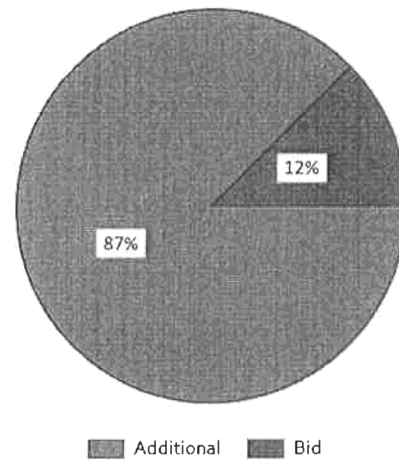
Completed Work Order Summary

In this section of the report you will see the **completed work orders grouped by job type and also billing type**. In the bottom graph we show you the total work orders closed each month with yearly historical figures for comparison.

WORK ORDER BY JOB TYPE

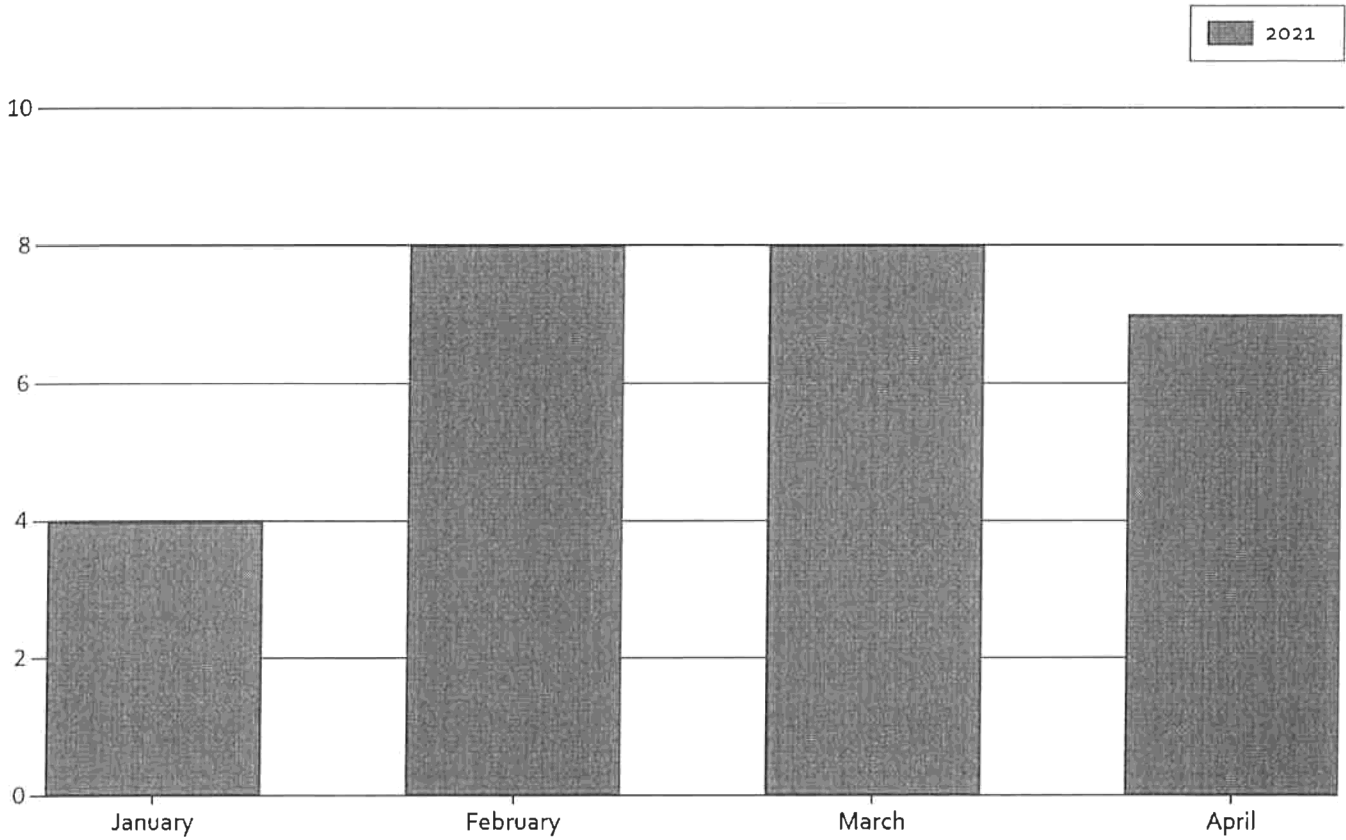


WORK ORDER BY BILLING TYPE



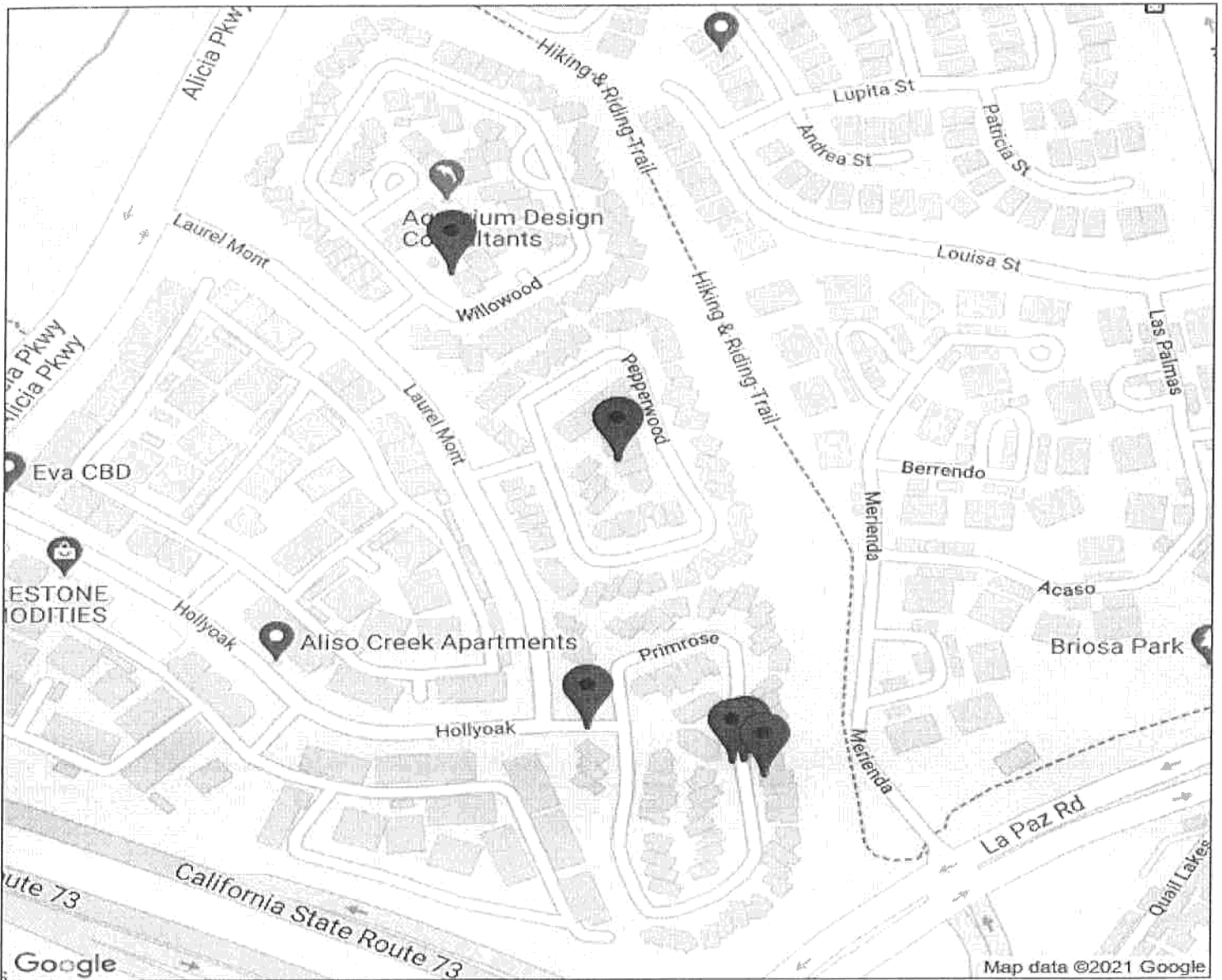
Completed Work Order Summary (Continued)

TOTAL COMPLETED WORK ORDERS PER MONTH AND YEAR



Completed Work Order Mapped Locations

In this section of the report we provide you with a map that displays pinned locations of all the completed work orders in the time period of this report. This is done using our mapping technology built into our Harvest Mobile App which is used everyday by Supervisors, Foreman, and Irrigators to help get their job done better and also to help provide you with more information.



Completed Work Order Detailed Breakdown

In this section of the report we breakdown each work order that was completed during the reported period. This gives you an accurate picture of what we at Harvest have done throughout the property.

Work Order #: 304052
Customer PO #: 001673

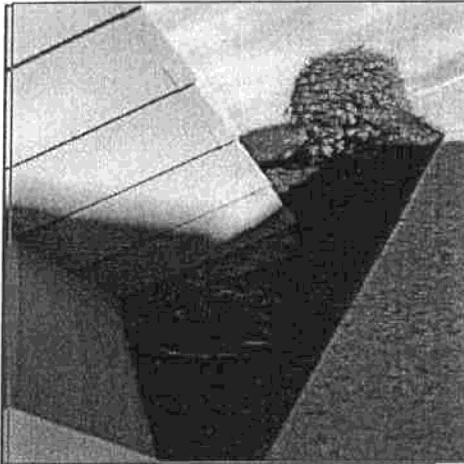
Job Type: Tree
Completed Date: Mar 05, 2021

Invoice #:
Invoice Total:

Address: 17 Primrose, Aliso Viejo, California, USA

Project Description: Please inspect the front landscaping and call to speak with the homeowner to see what she would like to have done to it & provide management with a proposal. Donna Hyde 949-584-1746

Action Taken: The plant material has been trimmed.



Work Order #: 305329
Customer PO #:

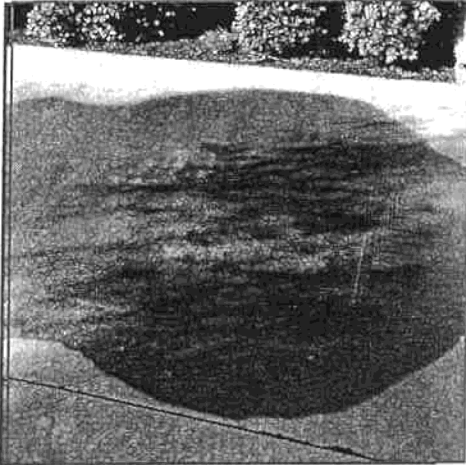
Job Type: Irrigation
Completed Date: Mar 04, 2021

Invoice #: 171517
Invoice Total: \$38.04

Address: 33 Pepperwood,
Laguna Hills, CA 92656, USA

Project Description: Please repair the broken sprinkler(s). The repair of a broken sprinkler is considered an emergency due to water loss, trip and fall hazards, and potential for damage to the property and surrounding area. Irrigation sprinkler heads tend to fail due to excessive pressure, vandalism, or wear and tear caused by excessive use. The sprinkler repair will be made with like products.

Action Taken: The broken sprinkler has been repaired.



Work Order #: 305822
Customer PO #:

Job Type: Irrigation
Completed Date: Mar 08, 2021

Invoice #: 171778
Invoice Total: \$95.74

Address: 40 Primrose, Aliso
Viejo, CA 92656, USA

Project Description: Replace the broken sprinkler.

Action Taken: The broken sprinkler has been replaced,



Work Order #: 305823
Customer PO #:

Job Type : Irrigation
Completed Date: Mar 08, 2021

Invoice # : 171780
Invoice Total: \$66.07

Address : 36 Primrose,
Laguna Beach, CA 92656, USA

Project Description: Replace the broken sprinkler located behind the house.
Action Taken: The broken sprinkler has been replaced.



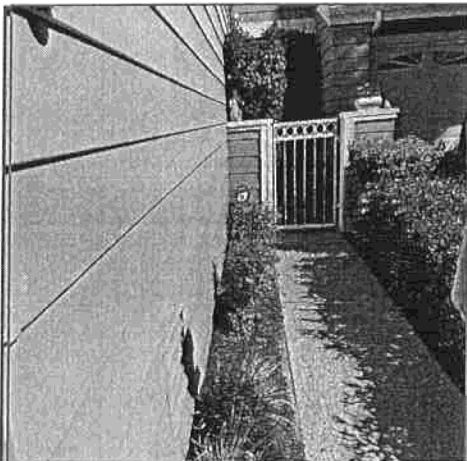
Work Order #: 306226
Customer PO #: 10

Job Type : Landscaping
Completed Date: Mar 19, 2021

Invoice # : 172186
Invoice Total: \$36.00

Address : 21 Primrose, Aliso
Viejo, CA, USA Laguna Hills

Project Description: The following proposal has been requested during the landscape walk adjacent to 21 Primrose. Add 1 - 5-gallon Nandina to fill in the bare spot, the proposal includes sourcing and delivering the plants from the nursery; it also includes the layout, placement, planting, planting fertilizers, and warranty of plants as detailed in the products below.
Action Taken: The plant material has been installed.



Work Order #: 306452
Customer PO #: 18

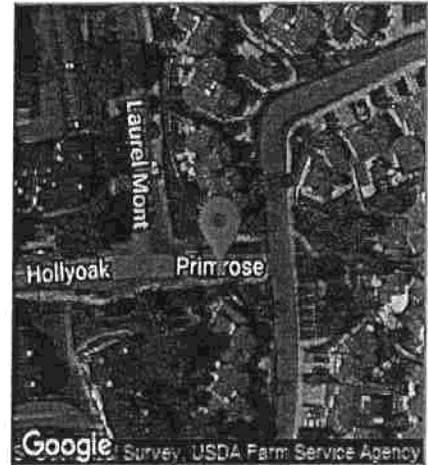
Job Type: Irrigation
Completed Date: Mar 24, 2021

Invoice #:
Invoice Total:

Address: 86 Primrose, Aliso Viejo, CA, USA

Project Description: Please inspect and advise. The homeowner reports that there is an irrigation leak on the left side of the property, through the common park area. This continues through the backyard and down into the grass corridor. There is standing water along the vinyl fencing for 15-25 feet. Thank you

Action Taken: Checked the problem but did not find anything broken. The water is from the sprinklers.



Work Order #: 307253
Customer PO #:

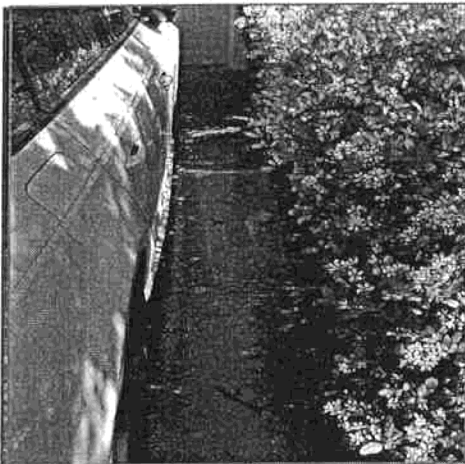
Job Type: Irrigation
Completed Date: Mar 26, 2021

Invoice #: 172477
Invoice Total: \$86.35

Address: 14 Pepperwood, Laguna Hills, CA 92656, USA

Project Description: There is a broken sprinkler that needs to be replaced.

Action Taken: The broken sprinkler has been repaired.



Work Order #: 307271
Customer PO #: 0

Job Type: Irrigation
Completed Date: Mar 24, 2021

Invoice #:
Invoice Total:

Address: 90 Willowood,
Laguna Hills, CA 92656, USA

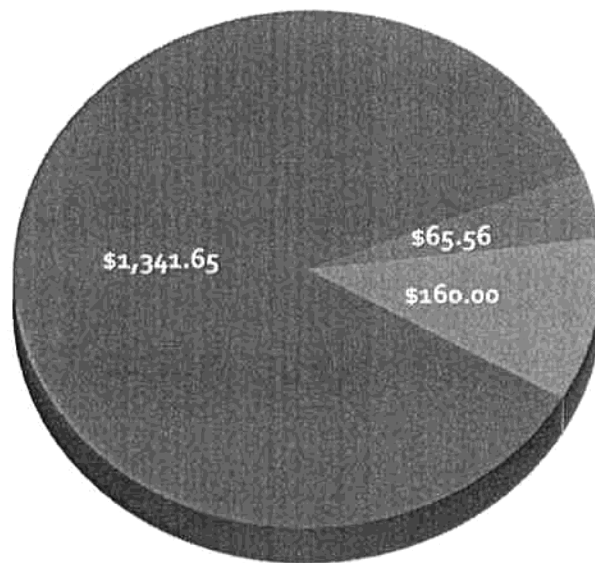
Project Description: (Emergency) water is running at this moment.
Action Taken: Adjusted all controllers to stop running water on the street.



Completed Work Order Detailed Breakdown (continued)

In this section of the report we **breakdown each work order that was completed during the reported period**. This gives you an accurate picture of what we at Harvest have done throughout the property.

■ Irrigation - \$1,342 ■ Landscaping - \$66 ■ Tree Maintenance - \$160



YTD Expenditures by Month

Invoice Month	Irrigation	Landscaping	Tree	Repair	Chemicals	Construction
January	\$0.00	\$29.56	\$160.00	\$0.00	\$0.00	\$0.00
February	\$284.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$286.20	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$771.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	\$1,341.65	\$65.56	\$160.00	\$0.00	\$0.00	\$0.00

Grand Total \$1,567.21

Proposals Waiting for Approval

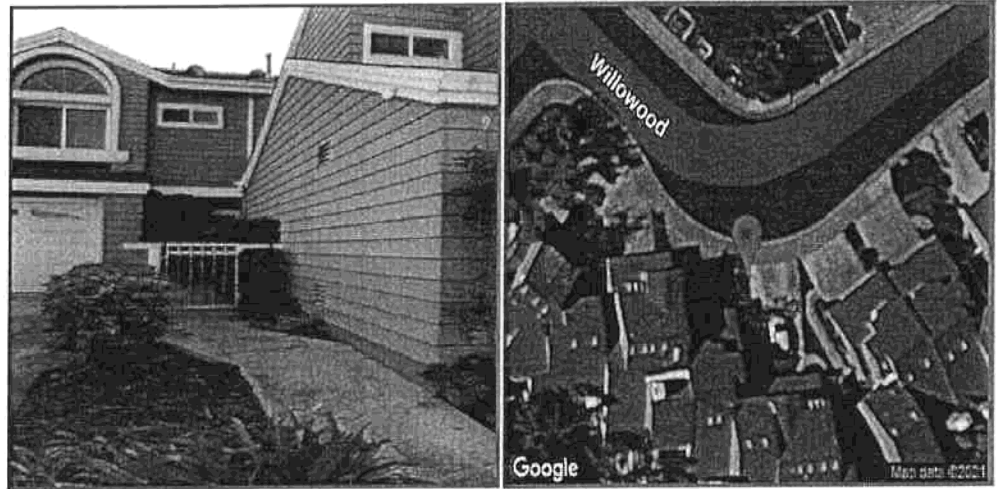
In this section you will see a list of all the proposals that we are still awaiting a decision for. We only display the pending proposals that were created within the last 180 days. If there are any missing that go back further than that, please let us know and we will provide you with any needed information.

Job Type: Landscaping
Proposal#: 85768
Date: Jan 08, 2021
Amount: \$273.00

Address: 97 Willowood, Aliso Viejo, CA
92656, USA

Proposed by: MELQUIADES MARTINEZ

Status: PENDING CUSTOMER REVIEW



Description: The following is my estimate to install the plant material noted below per our walk on 1-8-2021 requested

Status of Proposal that have been approved

In this section of the report we breakdown each work order that was completed during the reported period. This gives you an accurate picture of what we at Harvest have done throughout the property.

Summary of March 2021

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
86910	Address Location: 15 Primrose, Laguna Hills, CA, USA Laguna Hills	Proposal date: 03/08/2021	308687	OPEN
	Description of Work: 24	Aproval date: 04/01/2021		
		WO Completed:		

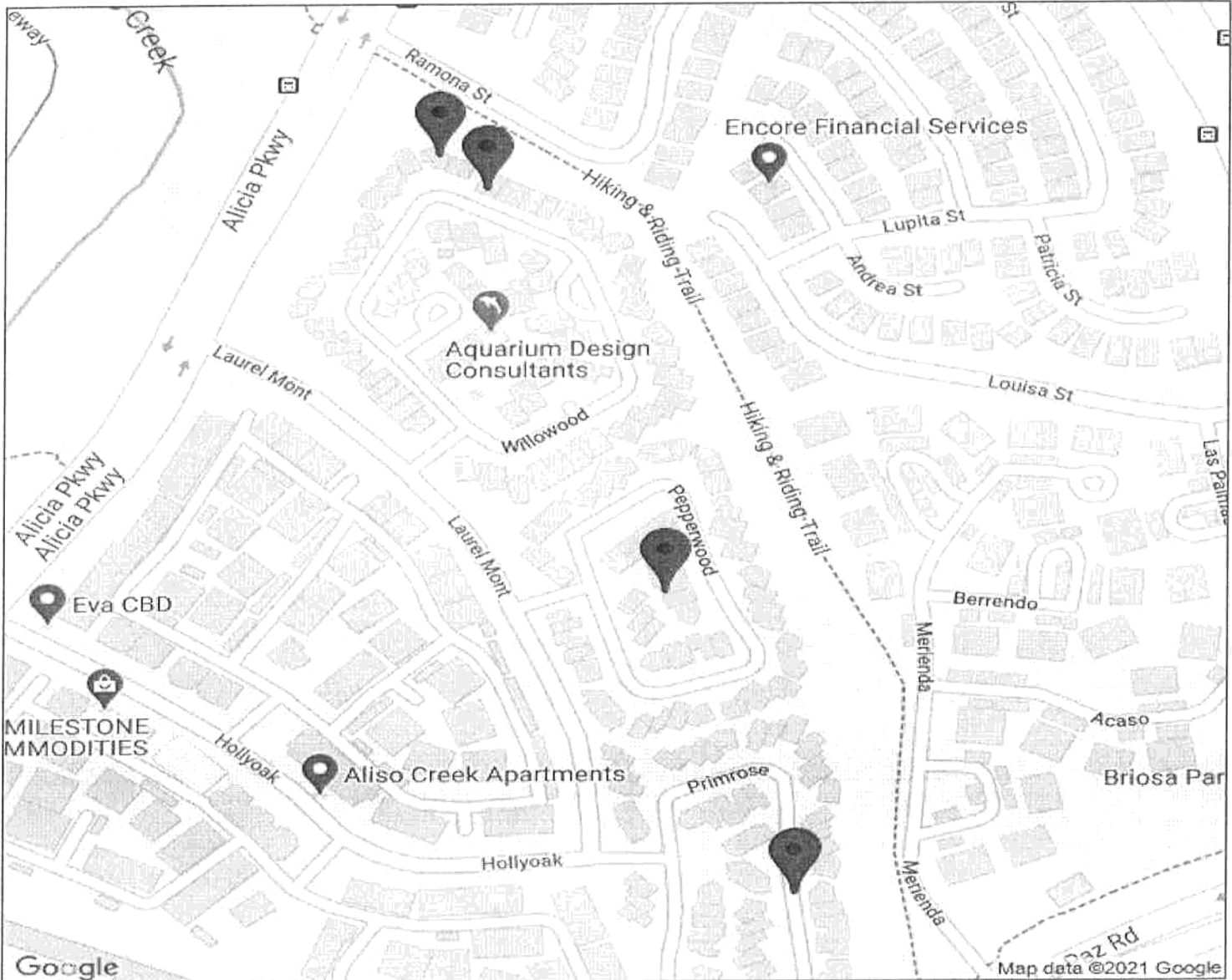
Proposal	Description	Dates	WorkOrder #	WorkOrder Status
86912	Address Location: 21 Primrose, Aliso Viejo, CA, USA Laguna Hills	Proposal date: 03/08/2021	306226	COMPLETED
	Description of Work: 10	Aproval date: 03/10/2021		
		WO Completed: 03/19/2021		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87698	Address Location: 17 Willowood, Aliso Viejo, CA, USA Aliso Viejo	Proposal date: 04/06/2021	309634	OPEN
	Description of Work: 37	Aproval date: 04/12/2021		
		WO Completed:		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87702	Address Location: 60 Willowood, Aliso Viejo, CA, USA Aliso Viejo	Proposal date: 04/06/2021	309879	OPEN
	Description of Work: singed Manager	Aproval date: 04/13/2021		
		WO Completed:		

PA Activity Map

In this section you will see map pins at all the locations where a Harvest employee has entered a PA in our system. PA stands for ProActive, it helps us become more involved around your property. Anytime we notice something that should be brought to your attention, we drop a map pin take a picture and describe what we found. These PA's will then be sent to you for assesment and action can be taken.



Aged Receivables Report

In this section of the report we have included the aged receivables for unpaid Invoices. Please review over this report and let us know what needs to be done in order to collect payment.

Invoice #	Due Date	Invoice Total	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 + Days	Balance
169885	02/28/2021	\$75.00			\$75.00			
172477	04/28/2021	\$86.35	\$86.35					
173282	05/09/2021	\$494.27	\$494.27					
173634	05/14/2021	\$119.08	\$119.08					
173658	05/14/2021	\$76.60	\$76.60					
173661	05/14/2021	\$81.10	\$81.10					
Totals:			\$857.40	\$0.00	\$75.00	\$0.00		\$932.40

Current:	\$857.40
1 - 30 Days:	\$0.00
31 - 60 Days:	\$75.00
61 - 90 Days:	\$0.00
90 Days +:	
Balance:	\$932.40

Summary of April 2021

Prepared for

Laurelmont Community Association

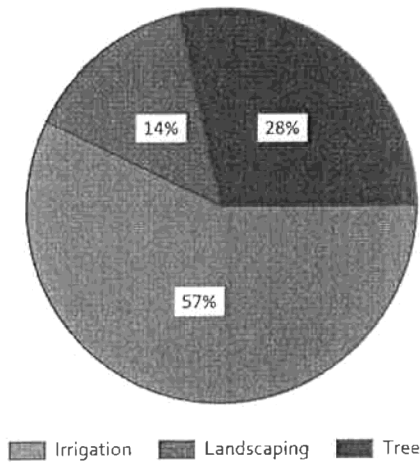
April 15, 2021

IGNACIO CHAVEZ | 7146204113 | ignacio@hlel.us

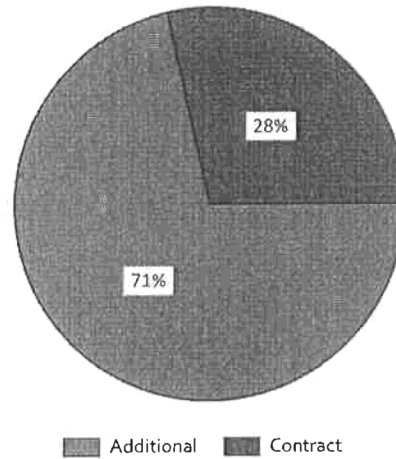
Completed Work Order Summary

In this section of the report you will see the **completed work orders grouped by job type and also billing type**. In the bottom graph we show you the total work orders closed each month with yearly historical figures for comparison.

WORK ORDER BY JOB TYPE

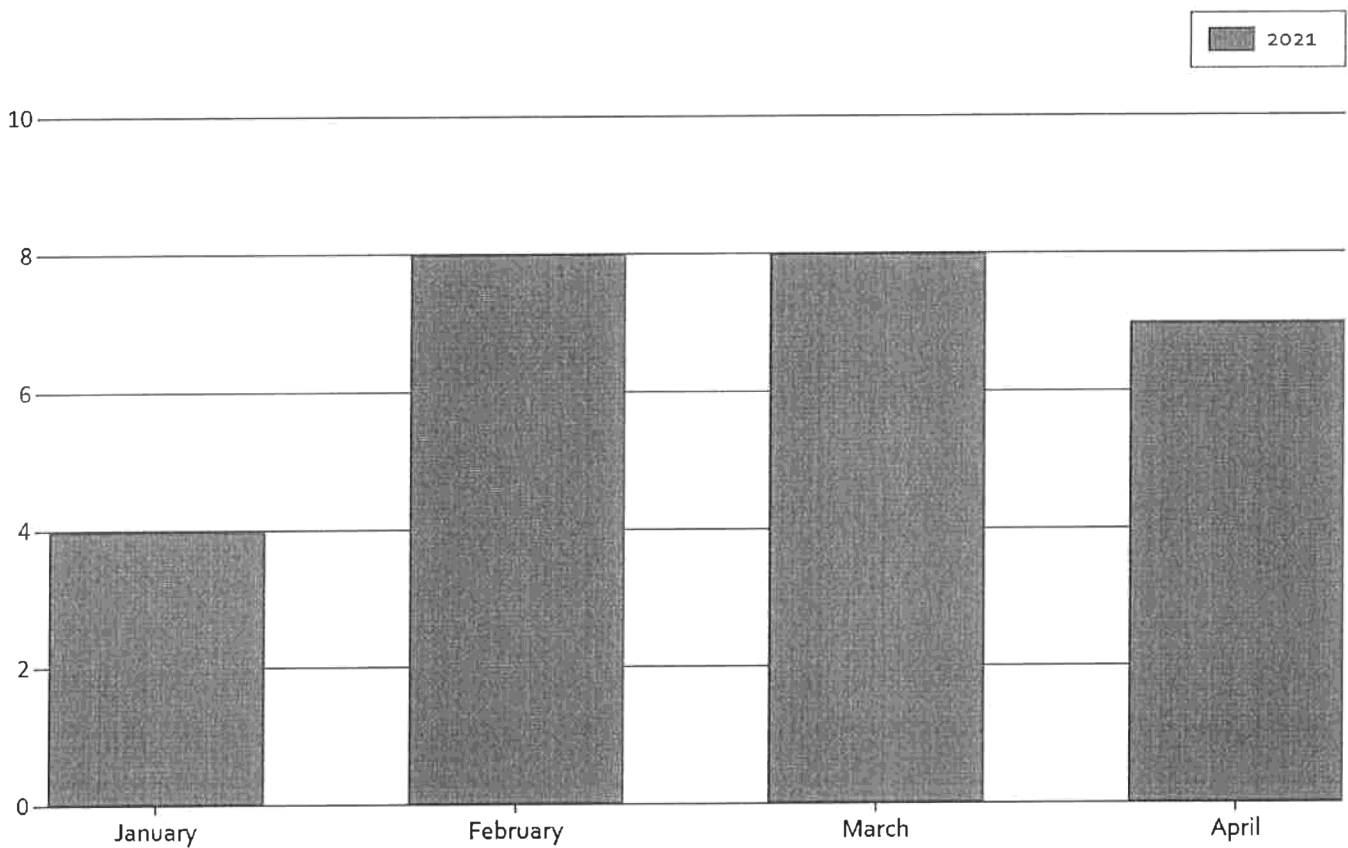


WORK ORDER BY BILLING TYPE



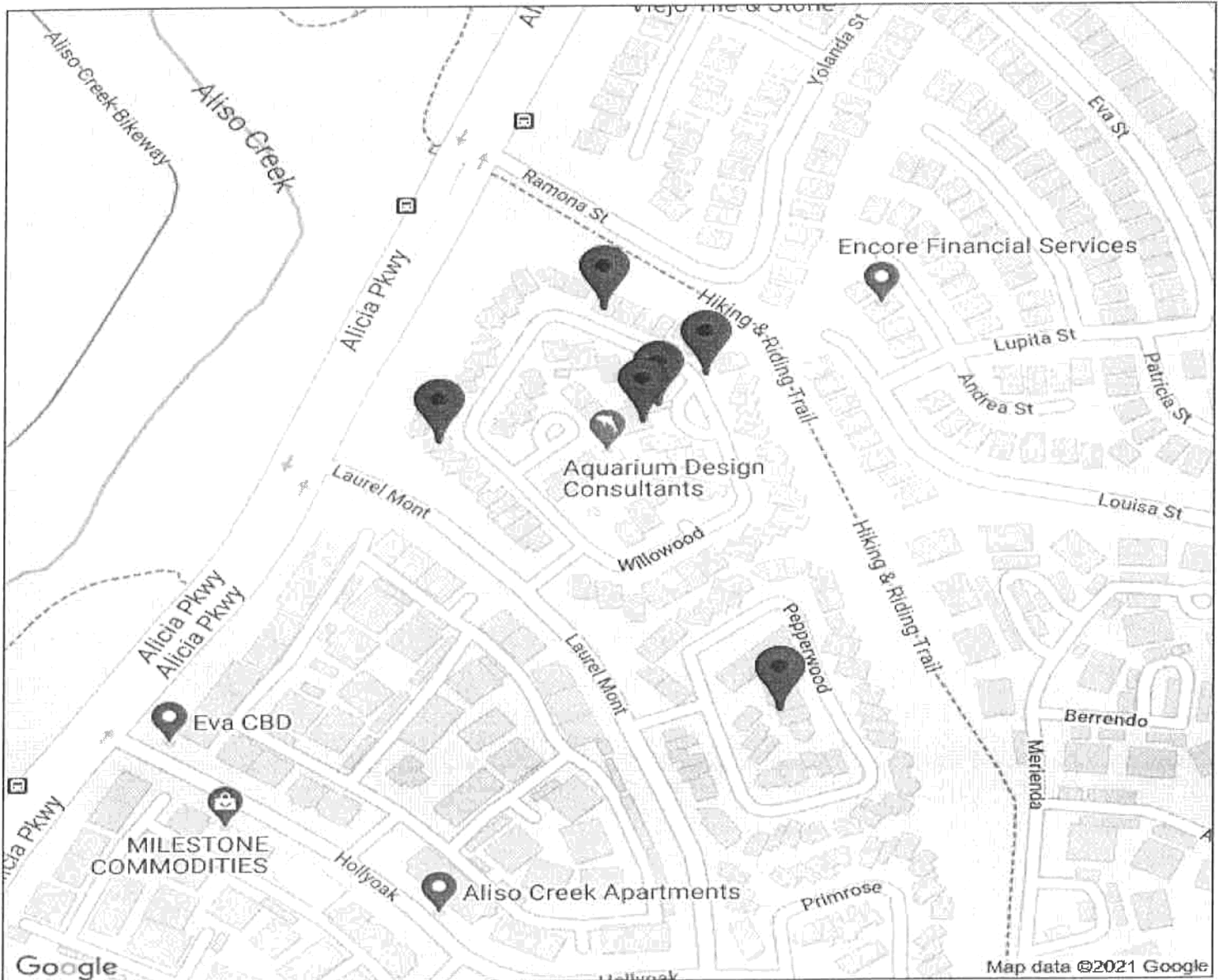
Completed Work Order Summary (Continued)

TOTAL COMPLETED WORK ORDERS PER MONTH AND YEAR



Completed Work Order Mapped Locations

In this section of the report we provide you with a map that displays pinned locations of all the completed work orders in the time period of this report. This is done using our mapping technology built into our Harvest Mobile App which is used everyday by Supervisors, Foreman, and Irrigators to help get their job done better and also to help provide you with more information.



Completed Work Order Detailed Breakdown

In this section of the report we breakdown each work order that was completed during the reported period. This gives you an accurate picture of what we at Harvest have done throughout the property.

Work Order #: 306174
Customer PO #: 11

Job Type: Tree
Completed Date: Apr 06, 2021

Invoice #:
Invoice Total:

Address: 17 Willowood, Aliso Viejo, CA, USA

Project Description: Please send Management a proposal with photos to remove the tree next to 17 Willowood's driveway. It is believed its roots are causing damage.

Action Taken: Please Reference Proposal # 87698.



Summary of April 2021

Work Order #: 306347
Customer PO #: 16

Job Type : Tree
Completed Date: Apr 06, 2021

Invoice # :
Invoice Total:

Address : 60 Willowood,
Aliso Viejo, CA, USA

Project Description: Homeowner Reports: There is a tree next to her walkway, the roots seem to be lifting the walkway. If you could please inspect and submit a proposal to have the tree removed. Please feel free to call me if you have any questions. Thank you,

Action Taken: Please Reference Proposal # 87702.



Work Order #: 306552
Customer PO #:

Job Type : Landscaping
Completed Date: Apr 01, 2021

Invoice # :
Invoice Total:

Address : 44 Willowood,
Laguna Hills, CA 92656, USA

Project Description: Remove the small portion of dead Acacia
Action Taken: The dead Acacia has been removed.



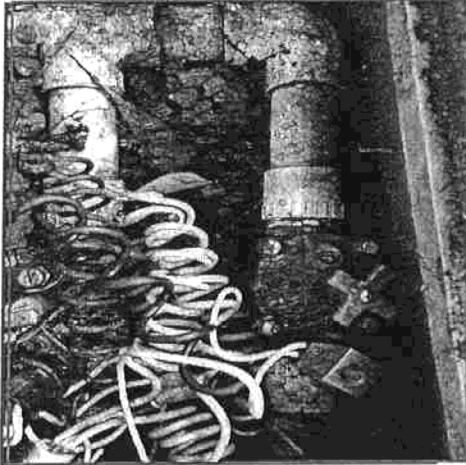
Work Order #: 308975
Customer PO #:

Job Type : Irrigation
Completed Date: Apr 07, 2021

Invoice # : 173282
Invoice Total: \$494.27

Address : 14 Pepperwood,
Laguna Hills, CA 92656, USA

Project Description: The valve appears to be leaking. Please make any necessary repairs.
Action Taken: The valve has been replaced.



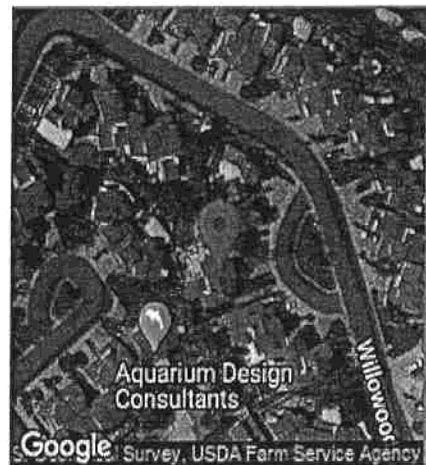
Work Order #: 309610
Customer PO #:

Job Type : Irrigation
Completed Date: Apr 13, 2021

Invoice # : 173658
Invoice Total: \$76.60

Address : 62 Willowood,
Aliso Viejo, CA 92656, USA

Project Description: Replace the broken sprinkler.
Action Taken: The broken sprinkler has been replaced.



Summary of April 2021

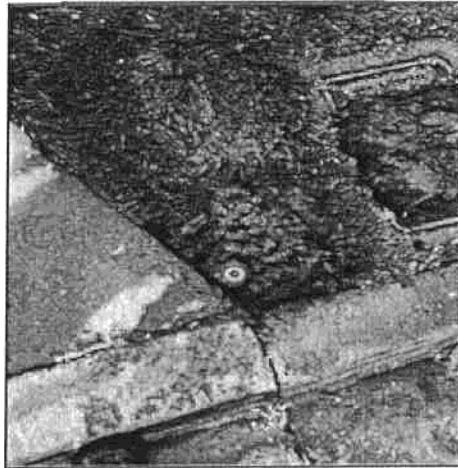
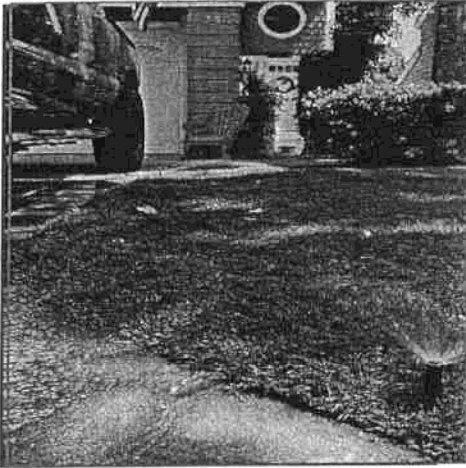
Work Order #: 309611
Customer PO #:

Job Type: Irrigation
Completed Date: Apr 13, 2021

Invoice #: 173661
Invoice Total: \$81.10

Address: 59 Willowood,
Aliso Viejo, CA 92656, USA

Project Description: Replace the broken sprinkler.
Action Taken: The broken sprinkler has been repaired.



Work Order #: 309612
Customer PO #:

Job Type: Irrigation
Completed Date: Apr 13, 2021

Invoice #: 173634
Invoice Total: \$119.08

Address: 48 Pepperwood,
Aliso Viejo, CA 92656, USA

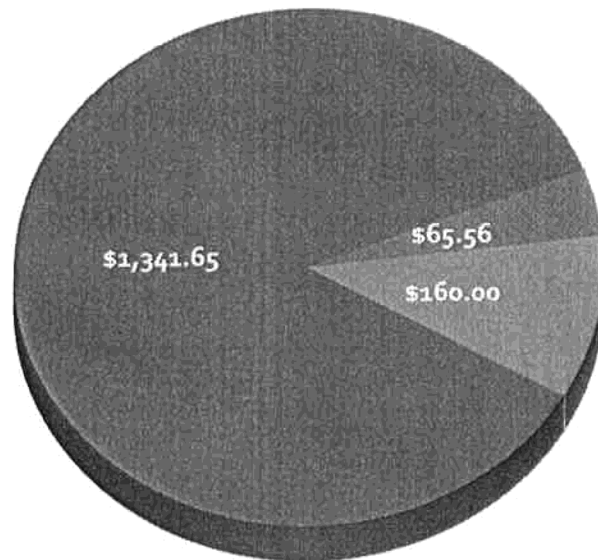
Project Description: Replace the broken sprinkler.
Action Taken: The broken sprinkler has been replaced.



Completed Work Order Detailed Breakdown (continued)

In this section of the report we **breakdown each work order that was completed during the reported period**. This gives you an accurate picture of what we at Harvest have done throughout the property.

■ Irrigation - \$1,342 ■ Landscaping - \$66 ■ Tree Maintenance - \$160



YTD Expenditures by Month

Invoice Month	Irrigation	Landscaping	Tree	Repair	Chemicals	Construction
January	\$0.00	\$29.56	\$160.00	\$0.00	\$0.00	\$0.00
February	\$284.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$286.20	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$771.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	\$1,341.65	\$65.56	\$160.00	\$0.00	\$0.00	\$0.00
Grand Total \$1,567.21						

Proposals Waiting for Approval

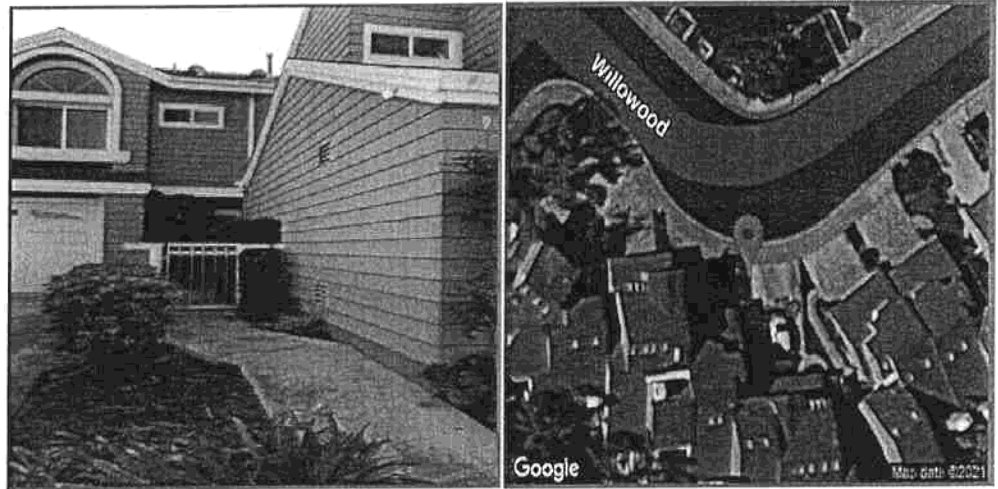
In this section you will see a list of all the proposals that we are still awaiting a decision for. We only display the pending proposals that were created within the last 180 days. If there are any missing that go back further than that, please let us know and we will provide you with any needed information.

Job Type: Landscaping
Proposal#: 85768
Date: Jan 08, 2021
Amount: \$273.00

Address: 97 Willowood, Aliso Viejo, CA
92656, USA

Proposed by: MELQUIADES MARTINEZ

Status: PENDING CUSTOMER REVIEW



Description: The following is my estimate to install the plant material noted below per our walk on 1-8-2021 requested

Status of Proposal that have been approved

In this section of the report we breakdown each work order that was completed during the reported period. This gives you an accurate picture of what we at Harvest have done throughout the property.

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86910	Address Location: 15 Primrose, Laguna Hills, CA, USA Laguna Hills	Proposal date: 03/08/2021	308687	OPEN
	Description of Work: 24	Approval date: 04/01/2021		
		WO Completed:		

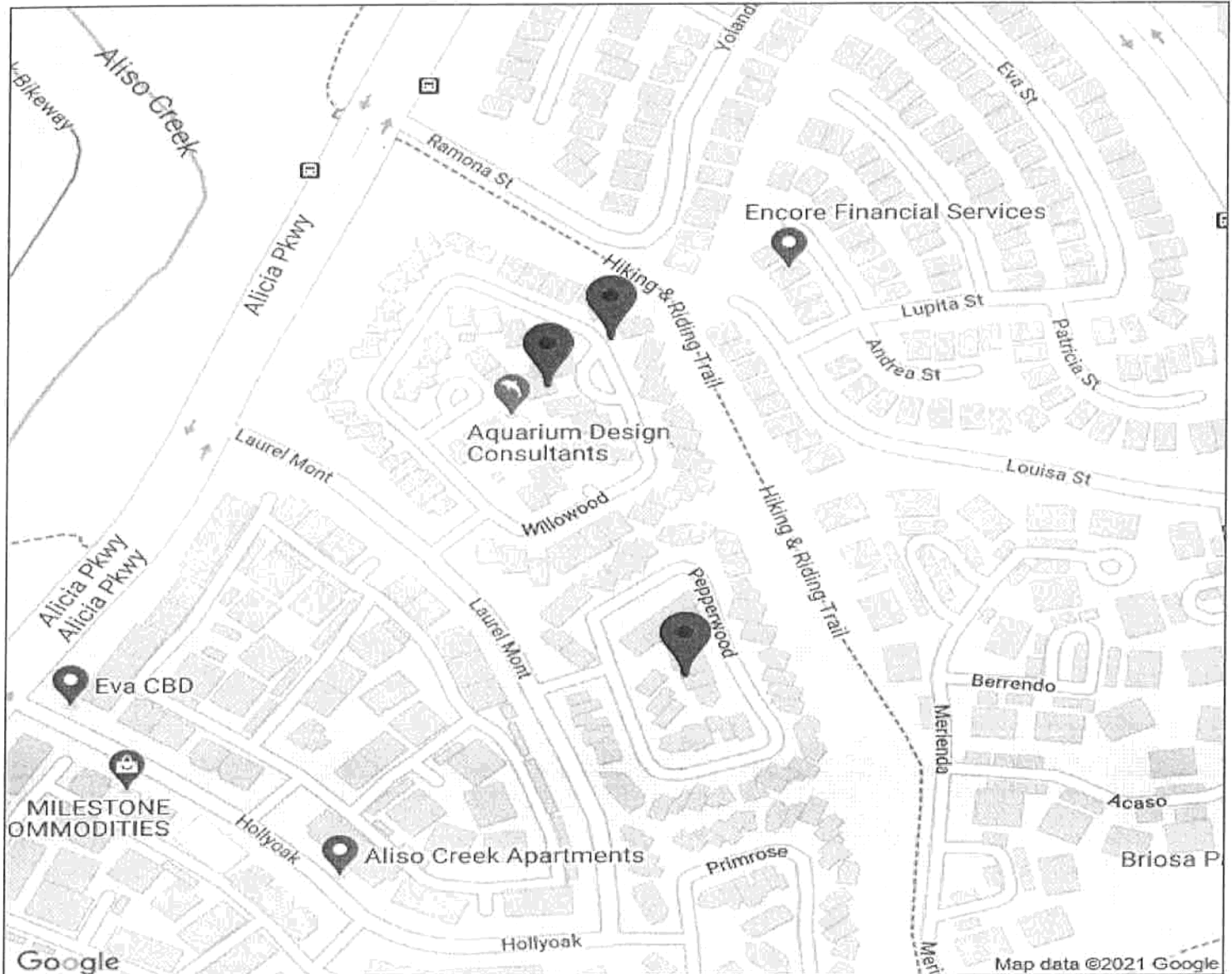
Proposal	Description	Dates	WorkOrder #	WorkOrder Status
86912	Address Location: 21 Primrose, Aliso Viejo, CA, USA Laguna Hills	Proposal date: 03/08/2021	306226	COMPLETED
	Description of Work: 10	Approval date: 03/10/2021		
		WO Completed: 03/19/2021		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87698	Address Location: 17 Willowood, Aliso Viejo, CA, USA Aliso Viejo	Proposal date: 04/06/2021	309634	OPEN
	Description of Work: 37	Approval date: 04/12/2021		
		WO Completed:		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87702	Address Location: 60 Willowood, Aliso Viejo, CA, USA Aliso Viejo	Proposal date: 04/06/2021	309879	OPEN
	Description of Work: singed Manager	Approval date: 04/13/2021		
		WO Completed:		

PA Activity Map

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Aged Receivables Report

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173282	05/09/2021	\$494.27	\$494.27					
173634	05/14/2021	\$119.08	\$119.08					
173658	05/14/2021	\$76.60	\$76.60					
173661	05/14/2021	\$81.10	\$81.10					
Totals:			\$857.40	\$0.00	\$75.00	\$0.00		\$932.40

Current:	\$857.40
1 - 30 Days:	\$0.00
31 - 60 Days:	\$75.00
61 - 90 Days:	\$0.00
90 Days +:	
Balance:	\$932.40

rayna@otishoa.com

From: Julieta Gallardo <Julieta.Gallardo@hlei.us>
Sent: Thursday, April 22, 2021 3:37 PM
To: rayna@otishoa.com
Cc: Admins; Fernando Gutierrez; josh@otishoa.com
Subject: Fwd: Laurelmont - Questions

Hello Rayna,

I don't have a record of this property using their plant credit therefore the 10k plant credit is still available to the HOA.

Please let me know if you have any further questions regarding this matter.

Have a lovely afternoon.

Taking Things to the NEST Level

**Julieta
Gallardo**

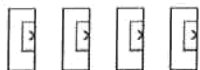
Accounts Receivables Manager

P 714-463-7678

E Julieta.Gallardo@hlei.us

hlei.us

8030 E. Crystal Dr.
Anaheim, CA 92807



----- Forwarded message -----

From: Brenda Michel <Brenda.Michel@hlei.us>

Date: Thu, Apr 22, 2021 at 3:08 PM

Subject: Fwd: Laurelmont - Questions

To: Julieta Gallardo <Julieta.Gallardo@hlei.us>

Please see below the request for Laurelmont planting credit.

Thank you,

Laurelmont

Community Association

MEMORANDUM

Date: March 25, 2021
To: Board of Directors
From: Management
Subject: Pool Maintenance Proposals

Service Schedule	Tri-County Pool Services & Repair	Aqualine Pool Service	Aquatrends Commercial Pool Services
Winter Service 2x/week	\$450.00 X 6 mo. (Nov-April)	\$440.00 X 8 mo. (Oct-May)	\$450.00 X 7 mo. (Oct-April)
Summer Service 3x/week	\$575.00 X 6 mo. (May-Oct)	\$660.00 X 4 mo. (June-Sept)	\$675.00 X 5 mo. (May-Sept)
Annual Maintenance Cost	\$6,150.00	\$6,160.00	\$6,525.00 (willing to negotiate)
Maintenance Extras			
Filter cleaning (pool)	\$200.00 3x/yr	\$85.00 2x/yr	D.E. \$200.00 Cartridge \$300.00 4x/yr
Filter cleaning (spa)	\$100.00 4x/yr	\$85.00 2x/yr	D.E. \$200.00 Cartridge \$300.00 4x/yr
Annual filter cleaning cost	\$1,000.00	\$340.00	\$800.00-\$1,200.00
Drain Pool & Re-fill	\$375.00	\$600.00	Not provided
Drain Spa & Re-fill	\$275.00	\$165.00	\$200.00 4x/yr recommended
Chlorinator Service	\$195.00	\$37.50 + parts	\$50.00 + parts 2x/yr
Pool Heater Maintenance	\$95.00/hr + parts	\$85.00 + parts (annually)	\$200.00 + parts (annually)
After hours emergency service call	Not provided	\$135.00 \$200-300 for feces service call	\$200.00/hr

Tri-County Pool Services And Repair
 8 Bridle Lane
 Aliso Viejo, CA 92656 US
 (714) 376-9859
 john@tricopool.com
 www.tricopool.com



Tri-County Pool Services

Estimate 1171

ADDRESS Otis HOA Management Laurelmont Community Association 100 Willowood Aliso Viejo	DATE 03/16/2021	TOTAL \$7,620.00	
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DATE	ACTIVITY	QTY	RATE	AMOUNT
	Winter Service 2x weekly November- April Monthly pool service- 2x weekly visits to clean pool as needed (vacuum, net, brush, and brush tile) and keep water chemistry to a swim safe condition. \$ 450.00 per month	1	0.00	0.00
	Summer service 3x per weekly May- October Monthly pool service- 3x weekly visits to clean pool as needed (vacuum, net, brush, and brush tile) and keep water chemistry to a swim safe condition. \$ 575.00 per month	1	0.00	0.00
	Annual cost of pool/spa service Annual cost of pool and spa service- This is the clean service only less chemicals and any necessary repairs on any pool and spa equipment	1	6,150.00	6,150.00
	Filter Cleaning All filters will be cleaned off site and inspected for any issues. replaced and recharged with diatomaceous earth. estimate 3x per year for pool filters and 4x per year for spa filter. This depends of the bather-load of pool and spa. \$100.00 per filter clean	1	0.00	0.00
	Annual Filter cleaning cost the estimated cost of cleaning your pool ans spa filters thru the year. 2 pool filters 3x per year 1 spa filter 4x per year	1	1,000.00	1,000.00
	Drain Pool & Re- fill draining and refilling pool plus adding start-up chemicals	1	375.00	
	Drain & Re-fill spa Drain and refill the spa plus add start up chemicals	1	275.00	
	Pool Heater Maintenance As needed- my labor rates are \$95.00 per hour plus parts.	1	0.00	0.00
	Chlorinator Service Spring tune up -Replace feed lines for Rola Chems and Hayward Hcc 4000 water quality controller units annually	1	195.00	195.00
	Chemicals -Chlorine and Acid Billed quarterly in the rears based only on usage. Highly variable depending on the seasons.	1	0.00	0.00
	Water enhancement additives This is Water clarifier, Oxidizers, Phosphate remover, enzyme remover, scale & metal control. Billed annually in spring	1	275.00	275.00
	Algaecides I would never bill you for algaecides. If your pool service is doing its job properly there is never a need for algaecides.	1	0.00	0.00
	Credentials Tri County pool service cslb# 1005404 is Licensed, bond and insured thru the state of California. I carry a 5 million dollar liability policy as well.	1	0.00	0.00
	References Steve Mensinger- President of Mesa Management Inc. (949) 851-0995 email: stevemensingers@me.com	1	0.00	0.00

Thank you for the opportunity to earn your business. Our quality is clear!

TOTAL

\$7,620.00

THANK YOU.

Accepted By

Accepted Date



Service Quotation
Swimming Pool and Spa Services

Association: Laurelmont Community Assn.

March 8, 2021

Management Company: Otis Property Management

Maintenance services:

Summer Rate: \$660

Days Serviced: Mon., Wed., Fri.

Months: June thru September

Winter Rate: \$440

Days Serviced: Tues., Fri.

Months: October thru May

Note: chemicals are not included

Services Include:

- ❖ Cleaning on designated service days outlined above
- ❖ Maintain pools to comply with County Health Department Standards
- ❖ Skim pools
- ❖ Brush pools
- ❖ Vacuum pools
- ❖ Clean tile in pools
- ❖ Backwash filters
- ❖ Empty all baskets
- ❖ Ensure proper chemical balance
- ❖ Check equipment
- ❖ Maintain service records
- ❖ 24-hour, 7 day-a-week emergency service

Aqualine Pool Service, Inc. agrees to perform services as indicated with trained and properly supervised personnel in a satisfactory manner for the above stated monthly service fee. This agreement is subject to cancellation by either party with 30 days' written notice.

Accepted by: _____

Date _____

www.aqualine-poolservice.com

License No. 515862 C-53 Swimming Pool Builder and C-61/D-35 Pool and Spa Maintenance

P.O. Box 80671·Rancho Santa Margarita, CA 92688·(949) 766-4469·Fax (949) 858-2591·AqualinePS@aol.com



NSPF® Certified Pool and Spa Operator



FPSIE Certified Aquatic Energy Auditor



Additional Maintenance Services

The following additional maintenance services will be performed to ensure proper care and operation of the pools and/or spas:

- Conditioner will be added as needed to maintain 30 ppm to 70 ppm.
- Perform annual heater maintenance and safety inspection.
- Spa will be drained as needed to prevent calcium build-up in equipment, on plaster and on tile.
- Filters will be cleaned a minimum of two times per year.
- Chlorinators will be serviced twice a year at additional costs.
- All equipment repairs, other than preventive maintenance items will require management approval prior to work being performed, unless in case of emergency.
- All chemicals, supplies and repairs are additional cost.

Current maintenance and chemical pricing is outlined below:

Chemicals

Bicarb.....	\$34
Conditioner.....	\$4.00 per pound
Controller DPD agent.....	\$87.00
Clarifier.....	\$39.00 per gallon
Filter media (25 lb. bag).....	\$16.00 per bag
Shock treatment.....	\$4.50 per pound
Chlorine (liquid).....	\$3.84/gal.
Acid.....	\$4.98 per gallon
Salt.....	\$9.00/40 lb. bag
Algaecide.....	\$38.00
Bicarb.....	\$\$34.00

Service Calls

After hours emergency service call.....	\$135.00
Weekdays.....	\$85.00
Feces service call (includes pool closure and re-opening).....	\$200-\$300
Repair labor.....	\$85.00 per hour

Filter Cleaning

Filter should be cleaned minimum two times per year (or more as needed) to ensure maximum circulation.

Clean filter.....	\$85.00, plus parts
-------------------	---------------------

Other Services

Drain and clean fountain.....	\$300.00
Change spa water.....	\$165.00
Change pool water.....	\$600.00
Annual heater maintenance and safety inspection.....	\$85.00, plus parts
Chlorinator service.....	\$37.50, plus parts
Salt cell cleaning.....	\$37.50 - \$75.00 per unit

www.aqualine-poolservice.com

License No. 515862 C-53 Swimming Pool Builder and C-61/D-35 Pool and Spa Maintenance

P.O. Box 80671 Rancho Santa Margarita, CA 92688 (949) 766-4469 Fax (949) 858-2591 AqualinePS@aol.com



NSPF® Certified Pool and Spa Operator



FPSIE Certified Aquatic Energy Auditor



REFERENCES

ACCELL PROPERTY MANAGEMENT
23046 Avenida de la Carlota #700
Laguna Hills, CA 92653
(949) 581-4988

AFFINITY PROPERTY SERVICES
2522 Chambers Road, Suite 100
Tustin, CA 92780
(714) 573-4085

PROFESSIONAL COMMUNITY MANAGEMENT
23726 Birtcher Drive
Lake Forest, CA 92630-1771
(949) 768-7261

POWERSTONE PROPERTY MANAGEMENT
9060 Irvine Center Drive, Suite 200
Irvine, CA 92618
(949) 716-3998

SEABREEZE MANAGEMENT CO.
39 Argonaut #100
Aliso Viejo, CA 92656
(949) 855-1800

TPMS
1536 East Warner Avenue
Santa Ana, CA 92705
(714) 557-5900

www.aqualine-poolservice.com

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FPSIE Certified Aquatic Energy Auditor



April 15, 2021

Rayna
Laurelmont HOA
Otis Management

Re: **Pool Service Proposal**

Thank you for the opportunity to bid the pool service at Laurelmont. I'm confident we can provide the level of quality service and responsiveness you require. Presently we manage more than 40 properties in this area. My service proposal is attached for your / The Board's consideration. If you have any questions please let our team know.

Sincerely,

Lewis Hines
President / Owner

Proposal / Contract

March 25, 2021

Bid for swimming pool service at: **Laurelmont HOA**

Service to be performed as follows by **CPO Certified Technicians**:

Basic Service

1. Skim, brush, and vacuum, pool, and spa as needed.
2. Clean tile pool, and spa as needed.
3. Test water chemistry and log.
4. Make water chemistry adjustments as needed.
5. Remove debris from skimmers and lint pot baskets.
6. Refill and adjust all chemical feeders as needed.
7. Backwash filters as per manufacturer's specifications.
8. Maintain equipment room in a clean manner.
9. Visually check for leaks in plumbing and structural systems.
10. Check flow meters and pressure gauges for proper operating ranges and log readings.
11. Check all main drain and skimmer covers.
12. Heater thermostats will be adjusted and maintained as per management directives.
13. Health records will be maintained at pool site in accordance with Orange County Health Dept. regulations, reflecting all work, the dates, water chemistry values, as well as a record of all chemicals and treatments.

Preventive Maintenance – Additional Cost

14. Perform annual heater maintenance and safety inspections, at additional cost.
15. Filters will be cleaned four times a year, at additional cost.
16. Spa will be drained and cleaned four times a year, at additional cost.
17. Chlorinators and/or chemical controllers will be serviced twice a year, at additional cost.
18. Boric acid levels will be maintained between 30 - 50 ppm for algae control and pH control.

Equipment Repairs / Chemicals – Additional Cost

19. All equipment repairs, other than preventive maintenance items, will require management authorization obtained prior to actual work, unless in case of emergency.
20. All chemicals, supplies, and repairs are additional cost. See attached schedule for current maintenance and chemical pricing. Prices subject to change without notice.
21. Rain and wind storms, requiring additional clean up time, will be charged an additional fee based on the extra time required. Two to three regular service days, after storm subsides, may be required to restore pools to completely clean condition.
22. This contract is subject to 30-day written notice of cancellation with or without cause by either party.

Bid for pool service (pricing good for 90 days):

Winter - Twice weekly service @ \$450.00 per month.

Summer – Three times weekly service @ \$675.00 per month.

Oct - April

May – Sept

Respectfully submitted by,

Lewis Hines
President / Owner

Accepted by

Signature _____ Date _____



Commercial Pool Services

Maintenance and Chemical Pricing Schedule

MAINTENANCE	PRICE	CHEMICALS	PRICE
Clean D.E. Filter	100.00* ea.	Sodium Hypochlorite 12-14%	2.95/gal.
Clean Cartridge Filter	150.00* ea.	Muriatic Acid 20 BE 31.75%	4.50/gal.
Spa Draining – Normal (under 8' diameter)	200.00	Tri-Chlor Tablets (Jumbo)	3.28/lb.
Spa Draining - Large (over 8' diameter)	Time & Materials	Tri-Chlor Granules (Algae Kill)	4.01/lb.
Annual Heater Inspection	200.00* ea.	Cal-Hypo	2.98/lb.
Semi Annual Chlorinator Pump Maintenance	50.00* ea.	Cyanuric Acid (Conditioner)	4.50/lb.
Semi Annual Chem Controller Maintenance	50.00* ea.	No Chlorine Shock	4.03/lb.
Semi Annual Acid Pump Maintenance	50.00* ea.	D.E. (25 lb. bag)	19.23/bag
Hourly Labor Rate	100.00/hr.	Soda Ash	1.91/lb.
After Hours and Emergency Rate	200.00/hr.	Algaecide – 2# Mustard Knock Out	20.84
Storm Clean Up (15 min. increments)	50.00/hr.	Algaecide – Skill-It – Gal.	72.30/gal.
		“ “ - Qt.	23.42/qt.
*Plus Parts		Defoamer – Qt.	20.63/qt.
		Water Clarifier – Gal.	70.55/gal.
		“ “ - Qt.	23.89/qt.
		Sodium Bicarbonate	1.72/lb.
		Solar Salt – 40#	17.12/bag
		Boric Acid - 55#	72.18/bag

****Prices subject to change without notice



Commercial Pool Services



REFERENCES

Morgen Hardigree
Optimum Property Management
230 Commerce, Suite 250
Irvine, CA 92602
(714) 508-9070

Dave Bauer
Lordon Property Management
1275 E. Center Court Drive
Covina, CA 91724
(800) 729-5673

Lauren Swiderski
Total Property Management
2301 DuPont Drive, Suite 100
Irvine, CA 92612
(949) 261-8282

Lynn Wyatt
PCM
27051 Towne Centre Drive, Suite 200
Lake Forest, CA 92610
(949) 768-7261

Glenda Reid
Keystone Pacific Management
16775 Von Karman, Suite 100
Irvine, CA 92606
(949) 900-1112

Victoria York
Powerstone Property Management
9060 Irvine Center Drive, Suite 200
Irvine, CA 92618
(949) 535-4525

Laurelmont Community Assn Work Order History - 04/22/2021

Detailed Report

W/O # 24	Create Date 04/01/2021	W/O Type BOD Board Approved Proposal	Lot/Unit # 066	Account # 145536666	Active YES		
	Authorization: RAY	Rayna Schonwit				Assign to : HLE	
	Summary:	Approved Proposal 86910				HARVEST LANDSCAPE ENT. INC	
	Job Location	15 Primrose #	Contact Name	Lance K Godbout		Phone (1) : 9492330066	
	Detailed Description:	4/1/21- Approved proposal to remove existing Lantana from the two tree wells located near 15 Primrose and replace them with Little Johns in the amount of \$600.00. Thank you.				Phone (2) : 9492753938	
W/O # 25	Create Date 04/01/2021	W/O Type BOD Board Approved Proposal	Lot/Unit # 114	Account # 209059114	Active NO	Closing Date 04/22/2021	
	Authorization: RAY	Rayna Schonwit				Assign to : SROOF	
	Summary:	82 Primrose Approved Proposal				SUPERIOR ROOFING	
	Job Location	82 Primrose #	Contact Name	Bahareh Ershadi		Phone (1) :	
	Detailed Description:	4/1/21- Approved proposal to do roof shingle repair in the amount of \$3,250.00. Thank you.					
		4/22/21 - Work has been completed - AMR					
W/O # 26	Create Date 04/01/2021	W/O Type BOD Board Approved Proposal	Lot/Unit # 155	Account # 145460155	Active NO	Closing Date 04/22/2021	
	Authorization: RAY	Rayna Schonwit				Assign to : SROOF	
	Summary:	46 Willowood Approved Proposal				SUPERIOR ROOFING	
	Job Location	46 Willowood #	Contact Name	Nancy A Watteyne		Phone (1) : 9492301232	
	Detailed Description:	4/1/21- Approved proposal for shingle roof repair and seal window trim in the amount of \$2,305.00. Thank you.				Phone (2) : 9498313538	
		4/20/21- Work has been completed per vendor, Homeowner claims Superior did not do back of the Home as discussed. Please see work order 42. RS					
W/O # 27	Create Date 04/01/2021	W/O Type RFP Request for Proposal	Lot/Unit # 040	Account # 145510440	Active NO	Closing Date 04/08/2021	
	Authorization: RAY	Rayna Schonwit				Assign to : SER1ST	
	Summary:	Proposal for 53 Pepperwood				SERVICEFIRST RESTORATION, INC	
	Job Location	53 Pepperwood #	Contact Name	Kenneth Carter		Phone (1) : 9492904030	
	Detailed Description:	4/1/21- Request for an updated proposal to do remediation repairs for 53 Pepperwood. The gate to the backyard will be left unlocked. Please refer to the proposal provided previously. Thank you.					
		4/8/21 - Proposal received in the amount of \$825.00 for remediation repairs - AMR					
W/O # 28	Create Date 04/01/2021	W/O Type RFP Request for Proposal	Lot/Unit # 042	Account # 145509442	Active NO	Closing Date 04/08/2021	
	Authorization: RAY	Rayna Schonwit				Assign to : SER1ST	
	Summary:	Proposal for 55 Pepperwood				SERVICEFIRST RESTORATION, INC	
	Job Location	55 Pepperwood #	Contact Name	Louise V Gureghian		Phone (1) : 9496435336	
	Detailed Description:	4/1/21- Request for proposal to do remediation repairs at 55 Pepperwood. Please call the Homeowner at arrival and departure. Thank you.					
		4/8/21 - Proposal received in the amount of \$1,995.00 for remediation repairs- AMR					

Laurelmont Community Assn Work Order History - 04/22/2021

Detailed Report

W/O #	Create Date	W/O Type	Lot/Unit #	Account #	Active	Closing Date
29	04/02/2021	BOD Board Approved Proposal	066	145536666	NO	04/15/2021
Authorization:		RAY Rayna Schonwit	Assign to : MGC			
Summary:		15 Primrose Drywall Repair & Paint	MG CONSTRUCTION			
Job Location		Contact Name		Phone (1) : 9492330066		
15 Primrose #		Lance K Godbout		Phone (2) : 9492753938		
Detailed Description: 4/2/21- Approved proposal to repair the drywall and prime & paint for 15 Primrose in the amount of \$460.00. Please contact the tenant at (760) 217-6312 to schedule. Thank you!						
4/15/21 Work completed - AMR						
30	04/02/2021	BOD Board Approved Proposal	106	242006106	NO	04/16/2021
Authorization:		RAY Rayna Schonwit	Assign to : SPECTR			
Summary:		69 Primrose Approved Proposal	SPECTRUM PROPERTY			
Job Location		Contact Name		Phone (1) : 949-306-1545		
69 Primrose #		Victoria Gerson		Phone (2) :		
Detailed Description: 4/2/21- Approved proposal for 69 Primrose to patch back the cut out section of concrete in the amount of \$542.00. Please schedule with the Homeowner. Thank you.						
4/16/21 - Work has been completed - AMR						
31	04/06/2021	BOD Board Approved Proposal	135	192926135	NO	04/16/2021
Authorization:		RAY Rayna Schonwit	Assign to : SPECTR			
Summary:		17 Willowood Approved Proposal	SPECTRUM PROPERTY			
Job Location		Contact Name		Phone (1) :		
17 Willowood #		Jerry N Green		Phone (2) :		
Detailed Description: 4/6/21- Approved proposal for 17 Willowood to patch back the cut out section of concrete in the amount of \$542.00. Please schedule with the Homeowner. Thank you.						
4/16/21 - Work has been completed - AMR						
32	04/06/2021	RFP Request for Proposal	001	145474901	NO	04/16/2021
Authorization:		RAY Rayna Schonwit	Assign to : AEL			
Summary:		Entry Way Lights	ACCESS ELECTRICAL &			
Job Location		Contact Name		Phone (1) : 9498310717		
1 Pepperwood #		Mr & Mrs Mikel Everett				
Detailed Description: 4/6/21- Please go out to Laurelmont Community Association to inspect the lights at the entryway of each street (Willowood, Pepperwood, and Primrose). There are three seperate entrances and the lights are supposed to shine on the Laurlemont signs but have not been working. Please see the attached map. Thank you.						
4/16/21 - Work has been completed - AMR						
33	04/06/2021	RFP Request for Proposal	174	145426174	YES	
Authorization:		RAY Rayna Schonwit	Assign to : SPECTR			
Summary:		68 Willowood Fence Work	SPECTRUM PROPERTY			
Job Location		Contact Name		Phone (1) : 9492823714		
68 Willowood #		Roberto Feliciano				
Detailed Description: 4/6/21- Please send a proposal to repair the fence in the front walkway that has moved from the tree roots and is now leaning outward. Thank you.						

Laurelmont Community Assn Work Order History - 04/22/2021

Detailed Report

W/O #	Create Date	W/O Type	Lot/Unit #	Account #	Active	Closing Date
34	04/06/2021	RFP Request for Proposal	174	145426174	NO	04/22/2021
Authorization: RAY Rayna Schonwit					Assign to : MGC	
Summary: 68 Willowood Fence Work					MG CONSTRUCTION	
Job Location 68 Willowood #			Contact Name Roberto Feliciano		Phone (1) : 9492823714	
Detailed Description: 4/6/21- Please send a proposal to repair the fence in the front walkway that has moved from the tree roots and is now leaning outward. Thank you.						
4/20/21- Proposal recieved in the amount of \$990.00. RS						
35	04/06/2021	RFP Request for Proposal	174	145426174	NO	04/22/2021
Authorization: RAY Rayna Schonwit					Assign to : PRAS	
Summary: 68 Willowood Fence Work					PACIFIC RIM ARCHITECTURAL	
Job Location 68 Willowood #			Contact Name Roberto Feliciano		Phone (1) : 9492823714	
Detailed Description: 4/6/21- Please send a proposal to repair the fence in the front walkway that has moved from the tree roots and is now leaning outward. Thank you.						
4/20/21- Proposal received in the amount of \$3,200.00. RS						
36	04/09/2021	BOD Board Approved Proposal	166	194359166	YES	
Authorization: ANG Angie Ramos					Assign to : HLE	
Summary: Approved Proposal #87741					HARVEST LANDSCAPE ENT.	
Job Location 60 Willowood #			Contact Name Melissa M Lockett		Phone (1) :	
Detailed Description: 4/9/21 - Proposal #87702 in the amount of \$950.00 approved, please see attached signed proposal. This is 60 Willowood.						
Please contact homeowner to notify of scheduling at 949-306-6992.						
Thank you, Angie						
37	04/09/2021	BOD Board Approved Proposal	135	192926135	YES	
Authorization: ANG Angie Ramos					Assign to : HLE	
Summary: Approved Proposal #87698					HARVEST LANDSCAPE ENT.	
Job Location 17 Willowood #			Contact Name Jerry N Green		Phone (1) :	
Detailed Description: 4/9/21 - Proposal #87698 in the amount of \$950.00 approved for 17 Willowood. Please see attached signed proposal.						
Please contact homeowner to notify of scheduling at 949-228-4008.						
Thank you, Angie						

Laurelmont Community Assn Work Order History - 04/22/2021

Detailed Report

W/O # 38	Create Date 04/12/2021	W/O Type WOR Work Order	Lot/Unit # 191	Account # 215030191	Active YES
	Authorization: ANG	Angie Ramos			Assign to : HLE
	Summary:	Landscape Maintenance			HARVEST LANDSCAPE ENT.
	Job Location 90 Willowood #		Contact Name Michael S Bowman		Phone (1) : 4257491180
Detailed Description: 4/12/21 - Received a call from a homeowner at 90 Willowood complaining about the leaves being blown back into the shrubs instead of being cleaned/picked up by the leaf blower. She was also complaining about the schedule she does not understand why Harvest is out at their unit every day.					
Please ensure the leaves are being cleaned up and not being blown back into the homeowner's shrub. If possible, could you please ensure the landscape crew does not service 90 Willowood every day the homeowners are working from home and do not appreciate the loud noise from the blower.					
If you have any questions, please feel free to call me. Thank you, Angie					
W/O # 39	Create Date 04/13/2021	W/O Type WOR Work Order	Lot/Unit # 113	Account # 145560113	Active YES
	Authorization: RAY	Rayna Schonwit			Assign to : ANI
	Summary:	Move Bait Stations			ANIMAL PEST MANAGEMENT
	Job Location 81 Primrose #		Contact Name Gissela Liliana Wolf		Phone (1) : 949-903-0083
Detailed Description: 4/13/21- Please move two bait stations closer to 81 Primrose. Homeowner report wires in vehicle are being eaten by rats and has had to take it to the shop twice. Thank you.					
W/O # 40	Create Date 04/14/2021	W/O Type RFP Request for Proposal	Lot/Unit #	Account #	Active YES
	Authorization: RAY	Rayna Schonwit			Assign to : CHAMP
	Summary:	RFP Parking Signs			CHAMPION PAVING, INC.
	Job Location		Contact Name		Phone (1) :
Detailed Description: 4/14/21- Request for proposal to order and install 30 new "no parking" signs 12x18 for Laurelmont Community Association. 100 Willowood. Please confirm receipt and call Management with any questions. Thank you.					
W/O # 42	Create Date 04/21/2021	W/O Type WOR Work Order	Lot/Unit # 155	Account # 145460155	Active YES
	Authorization: RAY	Rayna Schonwit			Assign to : ROOFIN
	Summary:	Inspect and Repair Roof Leak			ROOFING STANDARDS
	Job Location 46 Willowood #		Contact Name Nancy A Watteyne		Phone (1) : 949-230-1232 Phone (2) : 949-831-3538
Detailed Description: 4/21/21- Please go out and inspect and repair the roof leak in the BACK of 46 Willowood (stains are in back bedroom). in the amount not to exceed \$500.00. Please contact Mr. Anthony at 949-831-3538 to schedule. He would like to know the number of guys you are sending out and their names and please provide him the exact scope of work (i.e. entering home to look at back bedroom stain in drywall, going up on roof to check for leaks and repair if found). Please schedule with him 48 hours in advance. Please call Management at 888-516-6532 if you have any questions. Thank you.					
W/O # 43	Create Date 04/22/2021	W/O Type WOR Work Order	Lot/Unit # 110	Account # 145566110	Active YES
	Authorization: ANG	Angie Ramos			Assign to : HLE
	Summary:	Broken Sprinkler			HARVEST LANDSCAPE ENT.
	Job Location 76 Primrose #		Contact Name Jefferey M Veeder		Phone (1) : 9493480832 Phone (2) : 949-285-4746
Detailed Description: 4/22/21 - Homeowner Reports: There seems to be a broken sprinkler, the water came in from under our back gate. It always floods there when it rains, but it hadn't rained at all this time. When it dried up it was all dirt. Please see attached photos, the second photo is the other side of the gate.					
Could you please check to see if there is a broken sprinkler or could be the sprinkler maybe too close to their back gate.					
Thank you.					

Laurelmont Community Assn

Work Order History - 04/22/2021

Detailed Report

W/O # 44	<u>Create Date</u> 04/22/2021	<u>W/O Type</u> WOR Work Order	<u>Lot/Unit #</u> 016	<u>Account #</u> 145484616	<u>Active</u> YES
	Authorization: ANG	Angie Ramos			Assign to : HLE
	Summary:	Landscape Maintenance			HARVEST LANDSCAPE ENT.
	<u>Job Location</u> 21 Pepperwood #		<u>Contact Name</u> Douglas A Sikes		INC Phone (1) : 7144122118
					Phone (2) : 9492154537

Special Instructions: If you have any questions, please feel free to call me. Thank you.

Detailed Description: 4/22/21 - Homeowner Reports: An extremely messy Carrotwood tree in our front common area that was leaning over our driveway was removed a few months back, which was awesome. It was replaced with a Crepe Myrtle sapling that died. That dead tree was removed a week and a half ago or so. When will a new replacement tree be planted? We'd prefer a Crepe Myrtle.

If you could please check to see if another Crepe Myrtle tree can be planted in the front common area.

Thank you.

W/O # 45	<u>Create Date</u> 04/22/2021	<u>W/O Type</u> WOR Work Order	<u>Lot/Unit #</u> 016	<u>Account #</u> 145484616	<u>Active</u> YES
	Authorization: ANG	Angie Ramos			Assign to : HLE
	Summary:	Landscape Maintenance Issues			HARVEST LANDSCAPE ENT.
	<u>Job Location</u> 21 Pepperwood #		<u>Contact Name</u> Douglas A Sikes		INC Phone (1) : 7144122118
					Phone (2) : 9492154537

Special Instructions: If you have any questions, please feel free to call me. Thank you.

Detailed Description: 4/22/21 - Homeowner Reports: The front grass has been in a horrible state for a long time. I have attached a couple photos for your reference. As you'll see, there are multiple bare spots. Seed gets tossed on the area every year by the landscapers, but the situation never improves. I've been on the verge of doing the cleanup and laying sod myself (since the reseed approach clearly doesn't work). That front area is the HOA's responsibility to maintain. Please let me know when the issues will be addressed.

Please inspect the multiple bare spots to see what can be done to prevent this ongoing issue. Looks like there is no sprinkler lines in these areas.

Thank you.

W/O # 46	<u>Create Date</u> 04/22/2021	<u>W/O Type</u> WOR Work Order	<u>Lot/Unit #</u> 016	<u>Account #</u> 145484616	<u>Active</u> YES
	Authorization: ANG	Angie Ramos			Assign to : HLE
	Summary:	Landscape Maintenance Issue			HARVEST LANDSCAPE ENT.
	<u>Job Location</u> 21 Pepperwood #		<u>Contact Name</u> Douglas A Sikes		INC Phone (1) : 7144122118
					Phone (2) : 9492154537

Detailed Description: 4/22/21 - Homeowner Reports: Our common area is in a sort of back curve "corner" of the street. When the landscaping crew comes through and are finishing up, they consistently blow the remaining leaves and grass they haven't packed up to haul away onto the grass in our common area. The previous landscaping company did the same thing. I work from home and my office window looks down on the front so I've watched it happen countless times (we've been here 15 yrs). Quite often I go out and rake it up and throw it away myself. Like the grass repair, the association dues pays for the front maintenance, so I really shouldn't have to do additional cleanup.

Please ensure that the landscape crews clean up any remaining leaves and grass debris once they have completed their work and DO NOT blow any leaves and grass back in the common area.

Thank you.

From: Laurelmont Community Association <Messenger@AssociationVoice.com>
Sent: Thursday, April 22, 2021 1:54 PM
To: Rayna@otishoa.com
Subject: Laurelmont Community Association Contact the Board - Submission 4032260

Follow Up Flag: Follow up
Flag Status: Flagged

Contact the Board

Your communication has been received. We will be in touch shortly, if needed. Thank you for using our online service, we hope you found it a useful convenience.

Please Describe Your Question, Suggestion, or Concern Here

Feedback URGENT ACTION NEEDED: On Thursday, April 22, 2021, at approximately 0221 hours, a white 4-door compact vehicle was seen traveling north on Primrose (via cctv) to the exit onto Laurelmont. Sixteen seconds into the video the driver of the suspect vehicle turned off its headlights and came to a stop just prior to exiting Primrose. At that time a subject exited the passenger side of the vehicle. The subject was wearing a light colored shirt or jacket and dark colored pants. The subject was seen walking over to the mail box in front of 1 Primrose. At that time the subject stood in front of the mailbox. No other video was captured as the video stopped. Upon review of the mailbox it was confirmed to have been opened; however, there was no signs of forced entry. On today's date at approximately 1300 hours, I contacted the USPS driver who handles our route. He confirmed he locked and secured the mailboxes yesterday and that the mailbox was in fact open upon his return. He indicated mail theft is rampant and that the subjects are using a key to open said mailboxes. This would be consistent with that was found as no forced entry was seen. This is inherently troubling knowing that our residents have their mail delivered to designated mailboxes. PLEASE take ACTION and at minimum notify ALL residents, via email or phone call of what took place. This behavior should NOT be tolerated and or dismissed. At the time of this writing, there is no known loss; however, the residents that live at 1-12, have potentially been victims of mail theft if they did not retrieve mail on 4/21/2021. Video can be submitted upon request. Respectfully submitted, James

Enter Your Name, Address, and How You May Be Reached

First Name James

Last Name Brewer

Street Address 84 Primrose

Phone Number N/A

E-Mail pbrew719@gmail.com

Budget Summary Report
Laurelmont Community Association
Dept: 424 - Laurelmont Community Assoc.
2021 Approved Budget

	2021 Budget
Assessment Income	
4000 - Residential Assessments	1,134,365.40
Total Assessment Income	1,134,365.40
User Fee Income	
4225 - Key Fees	0.00
Total User Fee Income	0.00
Collections Income	
4700 - Collection Processing Fees	0.00
4710 - Late Fees & Interest	0.00
Total Collections Income	0.00
Other Income	
4810 - Compliance Fines	0.00
Total Other Income	0.00
Investment Income	
4910 - Interest Earned - Reserve Accounts	0.00
Total Investment Income	0.00
Total Laurelmont Community Assoc. Income	1,134,365.40
Administrative	
5010 - Bad Debt	2,800.00
5060 - Interest Incurred - Repipe Project	50,000.00
5105 - Reserve Studies	1,275.00
5195 - Other Administrative Services	5,000.00
Total Administrative	59,075.00
Communications	
5210 - Printing & Copying	10,000.00
5215 - Postage	300.00
Total Communications	10,300.00
Insurance	
5400 - Insurance Premiums	47,775.00
5425 - Earthquake Insurance Premiums	14,700.00
Total Insurance	62,475.00
Utilities	
6000 - Electric Service	18,000.00
6005 - Gas Service	6,500.00
6025 - Water Service	37,183.00
Total Utilities	61,683.00
Landscaping	
6100 - Grounds & Landscaping - Contract	149,644.80
6110 - Landscape Repair & Maintenance	5,000.00
6160 - Tree Maintenance	16,965.00
6199 - Landscape Other	5,379.35
6200 - Irrigation Repair & Maintenance	5,000.00
6310 - Backflow Device Inspection	500.00
Total Landscaping	182,489.15

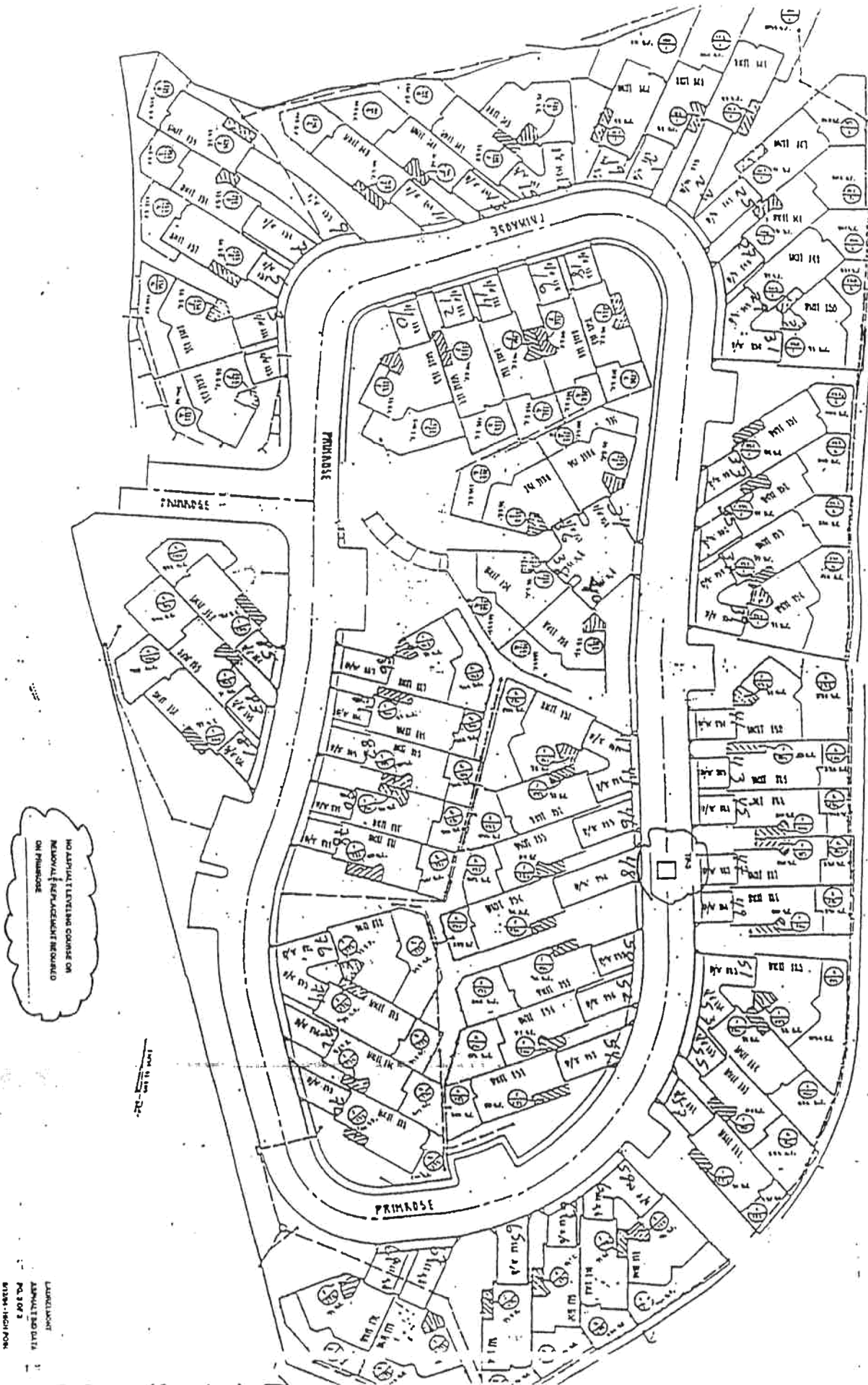
Budget Summary Report
Laurelmont Community Association
Dept: 424 - Laurelmont Community Assoc.
2021 Approved Budget

	2021 Budget
Property Protection	
6440 - Property Protection	8,616.48
Total Property Protection	8,616.48
Operations	
6300 - Permits & Licenses	600.00
Total Operations	600.00
Contracted Services	
6430 - Janitorial Services	5,360.00
6434 - Pest Control	10,680.00
6438 - Pool Management	6,900.00
6495 - Street Sweeping Services	0.00
Total Contracted Services	22,940.00
Repair & Maintenance	
6515 - Building Repair & Maintenance	10,000.00
6530 - Common Areas - Repipe project	100,099.85
6545 - Electrical Supplies/Repair & Maintenance	2,822.00
6595 - Gate & Monument Repair & Maintenance	5,500.00
6600 - General Repair & Maintenance	15,000.00
6635 - Janitorial Supplies & Maintenance	1,500.00
6695 - Plumbing Supplies/Repair & Maintenance	20,276.92
6700 - Pool Supplies/Repair & Maintenance	6,500.00
6702 - Pool Chemicals	1,000.00
6725 - Roof Repair & Maintenance	33,048.00
6795 - Other Supplies/Repair & Maintenance	10,000.00
Total Repair & Maintenance	205,746.77
Professional Services	
7000 - Audit & Tax Services	1,200.00
7030 - Legal Services - General Counsel	6,000.00
7040 - Management Fees	33,240.00
7095 - Other Professional Services	0.00
Total Professional Services	40,440.00
Reserves	
9105 - Reserve Contribution Expense	480,000.00
Total Reserves	480,000.00
Total Laurelmont Community Assoc. Expense	1,134,365.40
Total Laurelmont Community Assoc. Net Income / (Loss)	(0.00)

Laurelmont Community Association

ANNUAL CALENDAR 2021

<p>January</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Jan 26th Executive Session @ 6PM General Session @ 7PM • Landscape Walk • Annual Meeting • Audit & Tax prep • File Annual Water Quality Plan w/ Aliso Viejo 	<p>July</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, July 27th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 7/6
<p>February</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Feb 23rd Executive Session @ 6PM General Session @ 7PM • Landscape Walk • Follow up with taxes 	<p>August</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, August 31st Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 8/3 • Reserve study- proposal
<p>March</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, March 30th Executive Session @ 6:00PM General Session @ 7PM • Landscape Walk- Tues 3/2 • Insurance renewal 3/31 • Follow up with taxes 	<p>September</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Sept 28th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 9/7 • Pool heater off
<p>April</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, April 27th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 4/6 	<p>October</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Oct 26th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 10/5 • Reserve study- approval • Request for candidates to be sent out • Approve budget • Backflow inspection
<p>May</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, May 25th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 5/4 • Pool heater on 	<p>November</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Nov 30th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 11/2 • Candidate notification to be sent out • Budget to be sent out by 11/30 • Tree trimming
<p>June</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, June 29th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 6/1 	<p>December</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Dec 28th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 12/7 • Ballots to be sent out • FYE: 12/31



NO ASPHALT LEVELING COURSE OR
 REMOVAL/REPLACEMENT REQUIRED
 ON PRIMROSE

LABELLING
 ASPHALT ROAD DATA
 PG. 3 OF 3
 8/28/24 - 1:00 PM

PRIMROSE

