

Laurelmont

Community Association



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

Tuesday, July 27, 2021

Meeting Held Via Teleconference

**Regular Session
7:00pm**

**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
July 27, 2021**

| | |
|--|----------------------------|
| CALL TO ORDER | 7:00pm |
| I. WELCOME | |
| II. HOMEOWNER FORUM | |
| III. CONSENT CALENDAR | pg. 3 |
| A. Approval of the 6-29-21 Executive Session Minutes | pg. 4-6 |
| B. Approval of the 6-29-21 Regular Session Minutes | pg. 7-11 |
| C. Acceptance of the June 2021 Financials | pg. 12-16+ supplemental |
| IV. UNFINISHED BUSINESS | |
| A. Wood Trim Replacement & Painting Project | discussion |
| V. NEW BUSINESS | |
| A. Draft Audit | pg. 17-35 |
| a. Proof of Extension Filing & Taxes Update | pg. 36-40 |
| B. Common Area Repairs & Maintenance | |
| a. Temporary Wood Repairs | pg. 41-60 |
| –9 Primrose, 64 Willowood, & 76 Primrose | |
| b. Termite Wood Repairs | pg.61-89 |
| –23 Pepperwood, 62 Willowood, & 67 Willowood | |
| c. 41 Primrose – Cinder Block Wall Proposal | pg. 90-95 |
| d. 73 Willowood – Exterior Cracks Proposal | pg. 96-97 |
| e. Patriot Paving Overlay Proposal | pg. 98-102 |
| C. Landscape Maintenance & Enhancements | |
| a. 40 Primrose – Tree Removal & | pg. 103-113 |
| 11 Primrose & 13 Pepperwood – Irrigation Proposal | |
| b. Tree Trimming Proposals | pg. 114-148 |
| VI. MANAGEMENT REPORT | |
| A. Work Orders | pg. 149-153 |
| B. Reference Material | pg. 154-160 |
| ADJOURN | 8:30pm |

Meeting Will Be Held Via
Zoom Conference Call

**LAURELMONT COMMUNITY ASSOCIATION
CONSENT CALENDAR
July 27, 2021**

- A. **BE IT RESOLVED** that the June 29, 2021, Executive Session Minutes of the Board of Directors are approved as presented.
- B. **BE IT RESOLVED** that the June 29, 2021, Regular Session Minutes of the Board of Directors are approved as presented.
- C. **BE IT RESOLVED** that the Financial Statements dated June 2021 are approved as presented.

**LAURELMONT COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
EXECUTIVE SESSION MINUTES
June 29, 2021**

**NOTICE OF
MEETING:**

Upon due notice given and received, the Executive Session meeting of the Board of Directors for the Laurelmont Community Association was held on Tuesday, June 29, 2021, at 6:00 pm via Teleconference.

ATTENDANCE:

Tom James, President
Mark Walther, Vice President
Jessica Sandacz, Treasurer
Patrick Whitfield, Director at Large
Desmond Kasavan, Secretary (absent)

Josh Kersten, Otis HOA Management
Rayna Schonwit, Otis HOA Management

**CALL TO
ORDER:**

Noting that a quorum was present, the Executive Session of the Board of Directors meeting was called to order by President Tom James at 6:08pm.

**PRIVATE
HOMEOWNER
MEETING:**

The Homeowner from 17 Willowood was called to a hearing before the Board of Directors for having an unapproved lattice fixed to the siding of their home. The Homeowner advised Management that they had provided an architectural application on two separate occasions to the Board. The Homeowner did not attend the hearing. The Board advised Management to request the Homeowner to take it down.

The Homeowner from 49 Primrose was called to a hearing before the Board of Directors for having a wooden fence, which is not harmonious with other fences in the Association. The Homeowner did not attend the hearing. Management was advised to request the Homeowner to submit an architectural application to replace the fence.

**HOMEOWNER
CORRESPONDENCE:**

The Homeowner from 27 Willowood submitted a fee removal request. The Board requested Management obtain a more detailed account history from the previous Management company so they may make an informed decision.

A Homeowner wrote a letter to the Board regarding the pool condition. The Board discussed the possibility of draining and refilling the pool at the end of the season.

ARCHITECTURAL APPLICATION:

The Board reviewed an architectural application submitted by the Homeowner at 54 Pepperwood. The Homeowner is requesting to replace their windows and patio door. Mr. James motioned to approve the application with the following conditions:

- No grids on the windows
- Replace the front door like for like

Mr. Walther seconded, and by a vote of 4-0 the motion passed.

The Homeowner from 86 Primrose submitted an application for work already completed on their patio. Mr. James motioned to approve the architectural application with the following condition:

- The ramp built in the common area must be removed

Ms. Sandacz seconded, and by a vote of 4-0 the motion passed.

HOMEOWNER NON-COMPLIANCE:

The Board reviewed the Compliance Report for the month of May. All Homeowners found in violation of the Association's Governing Documents have received notices via mail. Management will continue to attempt to gain compliance and any continued violations will result in Call to Hearing notices being sent out.

DELINQUENCY REPORTS:

Management presented the Board with the delinquency report from the month of May. The Board inquired about the status of past due accounts. Mr. Kersten of Otis HOA Management advised the Board that he will reach out to Homeowners that are only one month past due and contact The Judge Law Firm regarding contract information. He will also ensure late letters are sent out.

ADJOURN:

There being no further business to come before The Board, Mr. James motioned to adjourn the meeting at 7:00pm. Mr. Walther seconded, and by a vote of 4-0 the motion passed.

ATTEST:

Respectfully submitted by Rayna Schonwit, Otis HOA Management, Associate Community Manager.

APPROVED:

Tom James, Board President

DIRECTOR CERTIFICATE

I, Patrick Whitfield, hereby certify that I am the Director at Large of the Laurelmont Community Association, and do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the Minutes of the Board of Directors meeting held on June 29, 2021 as approved by the Chairman of the meeting.

Patrick Whitfield, Director at Large

Date

**LAURELMONT COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
REGULAR SESSION MINUTES
June 29, 2021**

**NOTICE OF
MEETING:**

Upon due notice given and received, a meeting of the Board of Directors of the Laurelmont Community Association was held on Tuesday, June 29, 2021, at 7:00pm via teleconference.

PRESENT:

Tom James, President
Mark Walther, Vice President
Jessica Sandacz, Treasurer
Patrick Whitfield, Director at Large
Desmond Kasavan, Secretary (absent)

Josh Kersten, Otis HOA Management
Rayna Schonwit, Otis HOA Management

**CALL TO
ORDER:**

Noting that a quorum was present, the Open Session of the Board of Directors was called to order at 7:00pm by President Tom James.

**HOMEOWNER
FORUM:**

Fifteen (15) Homeowners joined the open forum portion of the meeting.

Many Homeowners brought up landscape maintenance. The landscape company is reportedly blowing leaves and trimmings into the flower beds and into Homeowner yards. Management will issue work orders to Harvest to clean up this debris.

A Homeowner advised the Membership that they spoke with the Association's mailman and a few mailboxes have been rekeyed.

One Homeowner brought up the "no parking" signs.

Another Homeowner advised Management that the BBQs in the pool area need replacing.

The wood trim and replacement project was discussed.

A Homeowner brought up the parking patrol vendor, Courtesy Patrol Specialists, and their performance.

Management advised the Membership that there is an open seat on the Board and requested volunteers. Three (3) Homeowners volunteered. Mr. James motioned for Mr. Galpin to be elected. Ms. Sandacz seconded.

Mr. Whitfield motioned to elect Mr. Gerson to the Board. Mr. Walther seconded.

There was no majority vote from the Board, and it was decided to table the discussion and send out an email blast advising the entire Membership of the vacant spot and to request volunteers.

CONSENT

CALENDAR: Mr. James motioned to approve the May 25, 2021, Executive and Regular Session Minutes. Mr. Walther seconded and by a vote of 4-0 the motion passed.

During the financials discussion, Mr. Whitfield requested an update on paying the Association's taxes. Management will follow up with the Association's auditor and provide proof that an extension was filed.

Ms. Sandacz motioned to approve the May 2021 Financials. Mr. James seconded and by a vote of 4-0 the motion passed.

UNFINISHED BUSINESS:

WOOD TRIM REPLACEMENT & PAINTING PROJECT:

Mr. Justin Koch of Ross Construction joined the open session meeting to discuss the wood trim replacement and painting project. He provided an update to the Board. The next step is to conduct contractor interviews or to select a contractor. Mr. Walther requested references before interviews take place.

RESERVE STUDY UPDATE:

The Board discussed the draft reserve study and Management provided an update on validating the numbers.

NEW BUSINESS:

COMMON AREA REPAIRS & MAINTENANCE:

Several proposals for wood repairs were presented to the Board – 9 Primrose, 68 Willowood, 76 Primrose, 78 Primrose, and 19 Primrose. The Board advised that these should be addressed in a temporary manner to prevent water intrusion. These will be further addressed during the wood trim replacement project. The Board requested Management to obtain

updated bids from several vendors for 9 Primrose and 76 Primrose for temporary repairs.

Management presented proposals to repair the rain gutter at 41 Primrose by MTZ Sheetmetal in the amount of \$490.00. MG Construction provided proposals to repair damaged dry wall and wood trim for 41 Primrose in the amount of \$1,350.00 and \$990.00, respectively. Ms. Sandacz motioned to approve all three proposals with the exception that MG Construction modify the bid to repair the wood trim so that only temporary repairs are done to prevent any further water intrusion in the amount not to exceed \$500.00. Mr. James seconded and by a vote of 4-0 the motion passed.

Proposals to grind or replace the concrete in front of 18 Primrose were presented to the Board. Mr. Whitfield motioned to approve Alpha Regional's proposal to grind the concrete in the amount of \$350.00. Mr. Walther seconded and by a vote of 4-0 the motion passed.

The Board reviewed a proposal from Spectrum Property Services to replace the concrete in the front walkway of 60 Willowood. Mr. James motioned to approve the proposal in the amount of \$3,878.90. Ms. Sandacz seconded and by a vote of 4-0 the motion passed.

A proposal to repair the asphalt near 70 Primrose was presented to the Board. Ms. Sandacz motioned to approve Champion Paving's proposal in the amount of \$3,600.00. Mr. Walther seconded and by a vote of 3-1 the motion passed.

The Board revisited a proposal to seal the cracks at 73 Willowood. The discussion was tabled.

The Board reviewed a report from Animal Pest Management for service near 25 Primrose.

The "no parking" signs discussion was revisited. After reviewing their options, Mr. Whitfield volunteered and made the motion to order and install new "no parking" signs in the Association. Mr. Walther seconded in the amount not to exceed \$800.00. By a vote of 3-1, the motion passed.

**LANDSCAPE
MAINTENANCE
& ENHANCEMENTS:**

David's Tree Service provided a proposal for community wide tree trimming. The Board would like to see a competitive bid and have Management obtain the full scope of work from Great Scott, the previous tree trimming vendor.

Harvest provided several bids to remove trees in the community. Mr. James motioned to approve the removal of the two trees on the slope behind 25

Pepperwood and the tree on the slope behind 77 Willowood in the amount of \$2,550.00. Mr. Walther seconded and by a vote of 3-1 the motion passed.

Management presented two bids from Harvest to fill the bare areas on the slope with Plumbago. Ms. Sandacz motioned to approve both proposals with the exception that the landscape company use 1-gallons instead of 5-gallons in the amount not to exceed \$400.00 at each location. She would also like them to use the planting credit. Mr. Walther seconded and by a vote of 4-0 the motion passed.

A proposal to trim two trees at 40 Primrose was presented to the Board. Instead, the Board would like an updated proposal to remove the trees as they are too close to the home.

Harvest provided a proposal to trim five (5) Tristania trees near 23 Primrose. The Board reviewed it and decided to wait until the community wide tree trimming.

Mr. Whitfield motioned to approve the planting of a tree in a bare area in front of 27 Pepperwood in the amount of \$122.50. Mr. James seconded and by a vote of 4-0 the motion passed.

An updated proposal for 80 Willowood was presented to the Board. The Board would like to table this again and get updated bids for hardier grass.

Another updated proposal was presented to the Board for 21 Pepperwood. Mr. James motioned to approve the planting of a tree in the amount of \$285.00. Ms. Sandacz seconded and by a vote of 4-0 the motion passed.

MANAGEMENT REPORT:

WORK ORDERS:

The Board reviewed the work order history report.

ADJOURN: There being no further business to discuss, Mr. James made a motion to adjourn the meeting at 10:07 PM. Ms. Sandacz seconded the motion and by a vote of 4-0 the motion to adjourn passed.

ATTEST: Respectfully submitted by Rayna Schonwit, Property Manager, Otis HOA Management.

APPROVED:

Tom James
Board President

DIRECTOR CERTIFICATE

I, Patrick Whitfield, hereby certify that I am the Director at Large of the Laurelmont Community Association, and do hereby certify that the foregoing is a true and correct copy of the Minutes of the Board of Directors meeting held on June 29, 2021, as approved by the Chairman of the meeting.

Date: _____

Patrick Whitfield, Director at Large

Laurelmont Community Association

Financial Statements

prepared for the Board of Directors

For the month and period ending:

June 30, 2021

Note:

The enclosed financial statement is unaudited and intended for the Association's internal use only.



Laurelmont Community Association

Balance Sheet
As of 06/30/21

ASSETS

CURRENT ASSETS

OPERATING FUNDS

| | |
|----------------------|--------------|
| Pacific Western Bank | \$ 22,367.22 |
| Union Bk Prior Op | 1,819.60 |
| Due To\From Reserve | (133,118.06) |

TOTAL OPERATING FUNDS

\$ (108,931.24)

RESERVE FUNDS

| | |
|--------------------------|-----------------|
| Pacific Western Bank MMA | \$ 1,790,809.10 |
| Union Bank Prior MM | (846.00) |
| Morgan Stanley MM | 1,570,334.95 |
| Due To\From Operating | 133,118.06 |

TOTAL RESERVE FUNDS

\$ 3,493,416.11

OTHER ASSETS

| | |
|---------------------------|--------------|
| Accounts Receivable | \$ 28,568.14 |
| Allowance for Bad Debt | (12,100.37) |
| Other Prepaid Expenses | 25.55 |
| Clearing/Suspense Account | 1,155.00 |

TOTAL OTHER ASSETS

\$ 17,648.32

TOTAL ASSETS

\$ 3,402,133.19

LIABILITIES & EQUITY

CURRENT LIABILITIES

| | |
|-------------------------------|--------------|
| Prepaid Owner Assessments | \$ 14,874.33 |
| Delinquency Fee Payable | 1,415.00 |
| Federal Tax Payable | 4,409.00 |
| Franchise Tax Payable | 1,480.00 |
| Loan - Pacific Premier Repipe | 836,485.74 |

TOTAL CURRENT LIABILITIES

\$ 858,664.07

RESERVES

| | |
|-----------------|-------------|
| Cooling Systems | \$ 8,438.17 |
|-----------------|-------------|

Laurelmont Community Association

Balance Sheet
As of 06/30/21

| | | |
|-------------------------------|-----------------|-----------------|
| Landscape | 11,667.24 | |
| Irrigation | 57,668.67 | |
| Lighting | 14,613.64 | |
| Doors | 82,154.42 | |
| Fences, Gates/Walls | 423,803.67 | |
| Gas Lines | 161,486.00 | |
| Signs | 5,299.18 | |
| Painting | 432,090.10 | |
| Pools/Spas | 92,134.16 | |
| Streets & Drives | 244,201.00 | |
| Roofs | 1,416,754.22 | |
| Mailboxes | 25,189.63 | |
| Siding/Wood Replacement | 200,658.84 | |
| Trees | 40,048.27 | |
| Termites | 39,544.85 | |
| Plumbing | 94,412.46 | |
| Taxes | (7,451.00) | |
| Contingency | 98,380.62 | |
| Reserve Interest | 52,280.04 | |
| | <hr/> | |
| TOTAL RESERVES | | \$ 3,493,374.18 |
| EQUITY | | |
| Retained Earnings | \$ (983,886.52) | |
| CURRENT YEAR NET INCOME(LOSS) | 33,981.46 | |
| | <hr/> | |
| SUBTOTAL EQUITY | | \$ (949,905.06) |
| | | <hr/> |
| TOTAL LIABILITIES & EQUITY | | \$ 3,402,133.19 |
| | | ===== |

Laurelmont Community Association

Income/Expense Statement
Period: 06/01/21 to 06/30/21

| Account | Description | Current Period | | | Year-To-Date | | | Yearly Budget |
|-----------------------------|-----------------------------|----------------|-----------|------------|--------------|------------|------------|---------------|
| | | Actual | Budget | Variance | Actual | Budget | Variance | |
| INCOME: | | | | | | | | |
| 04010 | Assessments | 94,530.45 | 94,530.45 | .00 | 567,182.70 | 567,182.70 | .00 | 1,134,365.40 |
| 04130 | Reserve Interest | 41.93 | .00 | 41.93 | 1,221.85 | .00 | 1,221.85 | .00 |
| 04140 | Late Charges | 383.84 | .00 | 383.84 | 539.06 | .00 | 539.06 | .00 |
| 04190 | Miscellaneous | 25.00 | .00 | 25.00 | 50.00 | .00 | 50.00 | .00 |
| 04230 | Compliance Fines | .00 | .00 | .00 | 250.00 | .00 | 250.00 | .00 |
| Subtotal Income | | 94,981.22 | 94,530.45 | 450.77 | 569,243.61 | 567,182.70 | 2,060.91 | 1,134,365.40 |
| EXPENSES | | | | | | | | |
| Utilities | | | | | | | | |
| 05020 | Electricity | .00 | 1,500.00 | 1,500.00 | 1,793.69 | 9,000.00 | 7,206.31 | 18,000.00 |
| 05030 | Gas | .00 | 541.67 | 541.67 | 252.28 | 3,250.02 | 2,997.74 | 6,500.00 |
| 05070 | Water | .00 | 3,098.58 | 3,098.58 | 1,579.56 | 18,591.48 | 17,011.92 | 37,183.00 |
| Utilities | | .00 | 5,140.25 | 5,140.25 | 3,625.53 | 30,841.50 | 27,215.97 | 61,683.00 |
| Land Maintenance | | | | | | | | |
| 05510 | Contract Landscape | 12,470.40 | 12,470.40 | .00 | 74,822.00 | 74,822.40 | .40 | 149,644.80 |
| 05550 | Landscape Extras | 644.00 | 416.67 | (227.33) | 1,389.56 | 2,500.02 | 1,110.46 | 5,000.00 |
| 05555 | Landscaping - Other | .00 | 448.28 | 448.28 | .00 | 2,689.68 | 2,689.68 | 5,379.35 |
| 05560 | Sprinkler Repair | .00 | 416.67 | 416.67 | 2,635.79 | 2,500.02 | (135.77) | 5,000.00 |
| 05850 | Tree Maintenance | 4,690.00 | 1,413.75 | (3,276.25) | 4,775.00 | 8,482.50 | 3,707.50 | 16,965.00 |
| 05950 | Back Flow Inspection | .00 | 41.67 | 41.67 | .00 | 250.02 | 250.02 | 500.00 |
| Land Maintenance | | 17,804.40 | 15,207.44 | (2,596.96) | 83,622.35 | 91,244.64 | 7,622.29 | 182,489.15 |
| Pool Maintenance | | | | | | | | |
| 06010 | Contract Pool Service | 2,520.00 | 575.00 | (1,945.00) | 3,420.00 | 3,450.00 | 30.00 | 6,900.00 |
| 06040 | Pool Chemicals | .00 | 83.33 | 83.33 | 5,166.00 | 499.98 | (4,666.02) | 1,000.00 |
| 06060 | Pool Supplies/Repairs | 891.00 | 541.67 | (349.33) | 2,390.25 | 3,250.02 | 859.77 | 6,500.00 |
| Pool Maintenance | | 3,411.00 | 1,200.00 | (2,211.00) | 10,976.25 | 7,200.00 | (3,776.25) | 14,400.00 |
| Contract Maintenance | | | | | | | | |
| 07010 | Building-Rpr/Maint | 2,430.00 | 833.33 | (1,596.67) | 8,430.88 | 4,999.98 | (3,430.90) | 10,000.00 |
| 07020 | Janitorial - Contract | 1,526.00 | 446.67 | (1,079.33) | 2,441.00 | 2,680.02 | 239.02 | 5,360.00 |
| 07030 | Janitorial - Supplies | 185.70 | 125.00 | (60.70) | 646.57 | 750.00 | 103.43 | 1,500.00 |
| 07050 | Common Areas - Repipe Proje | .00 | 8,341.65 | 8,341.65 | .00 | 50,049.90 | 50,049.90 | 100,099.85 |

Laurelmont Community Association

Income/Expense Statement
 Period: 06/01/21 to 06/30/21

| Account | Description | Actual | Current Period | | Actual | Year-To-Date | | Yearly Budget |
|---------------------|--------------------------------|-----------|----------------|------------|------------|--------------|-------------|---------------|
| | | | Budget | Variance | | Budget | Variance | |
| 07150 | Roof Repairs | 2,780.00 | 2,754.00 | (26.00) | 61,870.19 | 16,524.00 | (45,346.19) | 33,048.00 |
| 08020 | Electrical Repairs | 120.00 | 235.17 | 115.17 | 120.00 | 1,411.02 | 1,291.02 | 2,822.00 |
| 08050 | Common Area | 100.00 | 833.33 | 733.33 | 2,008.00 | 4,999.98 | 2,991.98 | 10,000.00 |
| 08055 | General Repairs | .00 | 1,250.00 | 1,250.00 | 2,950.40 | 7,500.00 | 4,549.60 | 15,000.00 |
| 08070 | Lighting | .00 | .00 | .00 | 120.00 | .00 | (120.00) | .00 |
| 08110 | Pest Control | 758.50 | 890.00 | 131.50 | 3,408.50 | 5,340.00 | 1,931.50 | 10,680.00 |
| 08115 | Pest Control - Termites | 650.00 | .00 | (650.00) | 925.00 | .00 | (925.00) | .00 |
| 08120 | Plumbing Repairs | 375.00 | 1,689.74 | 1,314.74 | 19,875.00 | 10,138.44 | (9,736.56) | 20,276.92 |
| 08130 | Gate & Monuments | 135.00 | 458.33 | 323.33 | 2,847.00 | 2,749.98 | (97.02) | 5,500.00 |
| 08140 | Security Patrol | .00 | 718.04 | 718.04 | 1,507.88 | 4,308.24 | 2,800.36 | 8,616.48 |
| | Contract Maintenance | 9,060.20 | 18,575.26 | 9,515.06 | 107,150.42 | 111,451.56 | 4,301.14 | 222,903.25 |
| Administration | | | | | | | | |
| 09010 | Bad Debts | .00 | 233.33 | 233.33 | .00 | 1,399.98 | 1,399.98 | 2,800.00 |
| 09020 | Audit/Tax Preparation | .00 | 100.00 | 100.00 | 3,089.38 | 600.00 | (2,489.38) | 1,200.00 |
| 09080 | State Taxes | .00 | .00 | .00 | 333.58 | .00 | (333.58) | .00 |
| 09090 | License & Permits | .00 | 50.00 | 50.00 | 725.00 | 300.00 | (425.00) | 600.00 |
| 09110 | Insurance | 9,432.11 | 3,981.25 | (5,450.86) | 22,870.68 | 23,887.50 | 1,016.82 | 47,775.00 |
| 09117 | Earthquake Ins | .00 | 1,225.00 | 1,225.00 | 9,294.18 | 7,350.00 | (1,944.18) | 14,700.00 |
| 09120 | Legal Services | .00 | 500.00 | 500.00 | 1,726.35 | 3,000.00 | 1,273.65 | 6,000.00 |
| 09130 | Management Services | 3,700.00 | 2,770.00 | (930.00) | 20,339.34 | 16,620.00 | (3,719.34) | 33,240.00 |
| 09140 | Interest Expense - Repipe Loa | 4,058.42 | 4,166.67 | 108.25 | 24,410.03 | 25,000.02 | 589.99 | 50,000.00 |
| 09160 | Printing & Mailing | .00 | 858.33 | 858.33 | 278.52 | 5,149.98 | 4,871.46 | 10,300.00 |
| 09165 | Office Supplies | .00 | .00 | .00 | 1,497.23 | .00 | (1,497.23) | .00 |
| 09166 | Storage | .00 | .00 | .00 | 2,484.20 | .00 | (2,484.20) | .00 |
| 09186 | Reserve Study | .00 | 106.25 | 106.25 | 1,350.00 | 637.50 | (712.50) | 1,275.00 |
| 09450 | Other Professional Fees | .00 | .00 | .00 | 753.94 | .00 | (753.94) | .00 |
| 09475 | Miscellaneous | 15.00 | 416.67 | 401.67 | 735.17 | 2,500.02 | 1,764.85 | 5,000.00 |
| | Administration | 17,205.53 | 14,407.50 | (2,798.03) | 89,887.60 | 86,445.00 | (3,442.60) | 172,890.00 |
| Reserve Allocations | | | | | | | | |
| 09610 | Reserve Contribution | 40,000.00 | 40,000.00 | .00 | 240,000.00 | 240,000.00 | .00 | 480,000.00 |
| 09791 | Interest Adjustment | 41.93 | .00 | (41.93) | 1,221.85 | .00 | (1,221.85) | .00 |
| | Reserve Allocations | 40,041.93 | 40,000.00 | (41.93) | 241,221.85 | 240,000.00 | (1,221.85) | 480,000.00 |
| | TOTAL EXPENSES | 87,523.06 | 94,530.45 | 7,007.39 | 536,484.00 | 567,182.70 | 30,698.70 | 1,134,365.40 |
| | Current Year Net Income/(loss) | 7,458.16 | .00 | 7,458.16 | 32,759.61 | .00 | 32,759.61 | .00 |



Member:
American Institute
of Certified Public
Accountants

Member:
California Society
of Certified Public
Accountants

23041 Avenida de la Carlota, Suite 310
Laguna Hills, CA 92653

Phone: (949) 586-6640
Fax: (949) 586-6137

April 28, 2021

Laurelmont Community Association
c/o Otis HOA Management
23120 Alicia Parkway Suite 212
Mission Viejo, CA 92692

To the Board of Directors:

Enclosed is a draft of the certified audit of Laurelmont Community Association for the year ended December 31, 2020, and the representation letter **which must be signed by two members of the Board of Directors of the Association (preferably the President and Treasurer) as well as the representative of the management company.** The auditor is required to obtain written representations from management and the Board of Directors with appropriate responsibilities for the financial statements and knowledge of the matters concerned. The representation letter, among other things, confirms representations about specific matters given to the auditor during the audit. The representation letter is part of the audit evidence the auditor must obtain.

Also, enclosed is a copy of the adjusting journal entries and trial balance (which lists the year end account balances per your management prepared financial statements, the adjusting journal entries, and the year end account balances per the audit). We have posted certain journal entries to record audit adjustments that bring the year end financial statements into conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Auditing standards require that the Board of Directors approve the adjustments before the final audit is issued. A statement confirming the approval is included in the attached representation letter. Please let us know if any additional adjustments are necessary.

Please review the financial statements and the related footnote disclosures carefully. **If the draft of the financial statements is acceptable, please sign the representation letter and return it to our office.** Upon receipt, if we are not waiting for additional information such as bank confirmations or legal representations, we will issue our final report which can then be distributed to the members.

If you have any questions, please do not hesitate to contact us at jeffklatt@iskcpa.com.

Very truly yours,

Inouye, Shively, Klatt & McCorvey CPAs, LLP

Inouye, Shively, Klatt & McCorvey CPAs, LLP

Enclosures

LAURELMONT COMMUNITY ASSOCIATION

REPRESENTATION LETTER

April 21, 2021

Inouye, Shively, Klatt & McCorvey CPAs, LLP

Certified Public Accountants

23041 Avenida de la Carlota, Suite 310

Laguna Hills, CA 92653

This representation letter is provided in connection with your audit of the financial statements of Laurelmont Community Association ("Association"), which comprise the balance sheet as of December 31, 2020, and the related statements of revenues, expenses, and changes in fund balances, and cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of April 21, 2021, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 12, 2021, including our responsibility for the preparation and fair presentation of the financial statements.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. The effects of any uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. We are in agreement with the adjusting journal entries you have proposed.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP.

11. Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
12. Transfers or designations of fund balance or interfund borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.
13. Uncollectible interfund loans have been properly accounted for and disclosed in accordance with U.S. GAAP.
14. Receivables recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.

Information Provided

15. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
16. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
17. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
18. We have no knowledge of any fraud or suspected fraud that affects the Association and involves management, employees who have significant roles in internal control, or others where the fraud could have a material effect on the financial statements.
19. We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
20. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.
21. We have disclosed to you the names of all of the Association's related parties and all the related party relationships and transactions, including any side agreements.
22. The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
23. We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

24. The Board of Directors is collecting funds for future major repairs and replacements in conformity with the Association's policy to fund for those needs based on a study conducted in November 2020. The Board of Directors believes the funds will adequately provide for future major repairs and replacements.
25. The Association's allocation of expenses against exempt and nonexempt function income, or membership and nonmembership income, conforms with IRS rules, which require that the allocation be made "on a reasonable and consistently applied basis."
26. We understand that management and/or the Board of Directors are responsible for the Association's choice of filing Form 1120 or Form 1120-H and the consequences thereof.
27. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
28. The following representations regarding events subsequent to the financial statement date and through the date of this letter are true and correct:
 - a. The allowance for doubtful accounts seems reasonable in light of subsequent collections and write offs.
 - b. The Association is not involved in any new litigation that is not disclosed in the notes to the financial statements, nor has any ongoing litigation had significant changes since the fiscal year end.
 - c. The minutes from the Board of Directors meetings contain no acts or information that would impact the financial statements or audit report.
 - d. No events have occurred that would require adjustments to, or disclosure in, the financial statements.

Nonattest Services

29. In regard to financial statement and income tax return preparation services performed by you, we have:
 - a. Assumed all management responsibilities.
 - b. Designated an individual (within senior management) who has suitable skills, knowledge, or experience to oversee the services.
 - c. Evaluated the adequacy and results of the services performed.
 - d. Accepted responsibility for the results of the services.

LAURELMONT COMMUNITY ASSOCIATION

Representation Letter
Year End: December 31, 2020

President Signature

Current Managing Representative Signature
Otis

Treasurer Signature



Member:
American Institute
of Certified Public
Accountants

Member:
California Society
of Certified Public
Accountants

23041 Avenida de la Carlota, Suite 310
Laguna Hills, CA 92653

Phone: (949) 586-6640
Fax: (949) 586-6137

To the Board of Directors and Members of
Laurelmont Community Association

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Laurelmont Community Association, which comprise the balance sheet as of December 31, 2020, and the related statements of revenues, expenses, and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Laurelmont Community Association as of December 31, 2020, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter on Future Major Repairs and Replacements

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. We have not applied procedures to determine whether the funds designated for future major repairs and replacements as discussed in Note 3 are adequate to meet such future costs because that determination is outside the scope of our audit. Our opinion is not modified with respect to this matter.

Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information on future major repairs and replacements on page 9 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Inouye, Shively, Klatt & McCorvey CPAs, LLP

Laguna Hills, CA
April 21, 2021

LAURELMONT COMMUNITY ASSOCIATION
BALANCE SHEET
AS OF DECEMBER 31, 2020

| | <u>Operating Fund</u> | <u>Replacement Fund</u> | <u>Total</u> |
|--|---------------------------|-----------------------------|---------------------|
| Assets | | | |
| Cash and cash equivalents | \$ 289,209 | \$ 2,941,200 | \$ 3,230,409 |
| Assessments receivable | 15,383 | - | 15,383 |
| Allowance for doubtful accounts | (11,500) | - | (11,500) |
| Other receivables | 1,155 | - | 1,155 |
| Prepaid insurance | 6,886 | - | 6,886 |
| Prepaid income taxes | 210 | - | 210 |
| Prepaid expenses - other | 26 | - | 26 |
| Interfund account | (351,305) | 351,305 | - |
| Total assets (deficit) | <u>(49,936)</u> | <u>3,292,505</u> | <u>3,242,569</u> |
| Liabilities | | | |
| Accounts payable | 27,758 | - | 27,758 |
| Loan payable | 885,257 | - | 885,257 |
| Accrued interest payable | 2,176 | - | 2,176 |
| Other payables | 1,515 | - | 1,515 |
| Prepaid/deferred assessments | 28,450 | 3,292,505 | 3,320,955 |
| Income taxes payable | 3,029 | - | 3,029 |
| | <u>948,185</u> | <u>3,292,505</u> | <u>4,240,690</u> |
| Fund balances (deficit) | <u>(998,121)</u> | <u>-</u> | <u>(998,121)</u> |
| Total liabilities and fund balances (deficit) | <u>\$ (49,936)</u> | <u>\$ 3,292,505</u> | <u>\$ 3,242,569</u> |

See independent auditors' report and accompanying notes to financial statements.

LAURELMONT COMMUNITY ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2020

| | Operating Fund | Replacement Fund | Total |
|---------------------------------------|---------------------|---------------------|---------------------|
| Revenues | | | |
| Member assessments | \$ 641,438 | \$ 4,537 | \$ 645,975 |
| Investment income | - | 18,001 | 18,001 |
| Recovery of bad debt | 600 | - | 600 |
| Other income | 2,911 | - | 2,911 |
| Total revenues | 644,949 | 22,538 | 667,487 |
| Expenses | | | |
| Landscape services | 159,508 | - | 159,508 |
| Pool/spa services | 15,409 | - | 15,409 |
| General maintenance and repairs | 213,096 | - | 213,096 |
| Security/patrol services | 7,932 | - | 7,932 |
| Pest control | 12,266 | - | 12,266 |
| Janitorial services | 6,487 | - | 6,487 |
| Street sweeping | 450 | - | 450 |
| Water | 39,062 | - | 39,062 |
| Electricity | 17,043 | - | 17,043 |
| Gas | 773 | - | 773 |
| Management fees | 33,236 | - | 33,236 |
| Office supplies/printing/postage | 15,078 | - | 15,078 |
| Insurance | 55,777 | - | 55,777 |
| Legal and collection | 7,836 | - | 7,836 |
| Audit/tax preparation/reserve study | 2,375 | - | 2,375 |
| Loan interest | 53,492 | - | 53,492 |
| General and administrative | 8,568 | - | 8,568 |
| Fences, gates/walls | - | 22,538 | 22,538 |
| Income taxes | 6,088 | - | 6,088 |
| Total expenses | 654,476 | 22,538 | 677,014 |
| Deficiency of revenues over expenses | (9,527) | - | (9,527) |
| Beginning fund balances (deficit) | (988,594) | - | (988,594) |
| Ending fund balances (deficit) | \$ (998,121) | \$ - | \$ (998,121) |

See independent auditors' report and accompanying notes to financial statements.

LAURELMONT COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020

| | <u>Operating Fund</u> | <u>Replacement Fund</u> | <u>Total</u> |
|--|---------------------------|-----------------------------|---------------------|
| Cash flows from operating activities: | | | |
| Deficiency of revenues over expenses | \$ (9,527) | \$ - | \$ (9,527) |
| Adjustments to reconcile deficiency of revenues over expenses to net cash provided by (used in) operating activities | | | |
| Decrease in net assessments receivable | 2,853 | - | 2,853 |
| Decrease in other receivables | 1,337 | - | 1,337 |
| Decrease in accrued interest receivable | - | 1,090 | 1,090 |
| Decrease in prepaid insurance | 3,772 | - | 3,772 |
| Increase in prepaid income taxes | (210) | - | (210) |
| Increase in prepaid expenses - other | (26) | - | (26) |
| Decrease in accounts payable | (3,560) | - | (3,560) |
| Decrease in accrued interest payable | (217) | - | (217) |
| Increase in other payables | 1,515 | - | 1,515 |
| Increase in prepaid/deferred assessments | 4,965 | 434,373 | 439,338 |
| Decrease in income taxes payable | (2,860) | - | (2,860) |
| Total adjustments | <u>7,569</u> | <u>435,463</u> | <u>443,032</u> |
| Net cash provided by (used in) operating activities | (1,958) | 435,463 | 433,505 |
| Cash flows from investing activities: | | | |
| Disposition of investments - net | - | 1,450,000 | 1,450,000 |
| Net cash provided by investing activities | - | 1,450,000 | 1,450,000 |
| Cash flows from financing activities: | | | |
| Change in interfund payable balances | 237,485 | (237,485) | - |
| Principal payments on loan | (93,265) | - | (93,265) |
| Net cash provided by (used in) financing activities | 144,220 | (237,485) | (93,265) |
| Net increase in cash and cash equivalents | 142,262 | 1,647,978 | 1,790,240 |
| Cash and cash equivalents at beginning of year | 146,947 | 1,293,222 | 1,440,169 |
| Cash and cash equivalents at end of year | <u>\$ 289,209</u> | <u>\$ 2,941,200</u> | <u>\$ 3,230,409</u> |
| Supplemental disclosures | | | |
| Income taxes paid | <u>\$ 9,322</u> | <u>\$ -</u> | <u>\$ 9,322</u> |
| Interest paid | <u>\$ 53,099</u> | <u>\$ -</u> | <u>\$ 53,099</u> |

See independent auditors' report and accompanying notes to financial statements.

LAURELMONT COMMUNITY ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020

NOTE 1 - NATURE OF ORGANIZATION

Laurelmont Community Association ("Association") is a nonprofit mutual benefit corporation responsible for preserving and maintaining the common property within the development. The Association consists of 197 residential units occupying a site in Aliso Viejo, California and was incorporated on May 15, 1985.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- (a) Basis of Accounting: Accounting records for the Association are maintained on a modified accrual basis of accounting, which recognizes assessments when billed, but recognizes other revenues when received and expenses when paid. For audit and tax purposes, adjustments have been made to convert the Association's financial statements to the full accrual basis of accounting, which recognizes revenues when earned and expenses when incurred.
- (b) Fund Accounting: The Association uses fund accounting which requires that funds be classified separately for accounting and reporting purposes. Financial resources are classified in the following funds established according to their nature and purpose:
- Operating Fund - Available for normal operating purposes. Disbursements are generally at the discretion of the Board of Directors.
- Replacement Fund - Available for major repairs and replacements of common area components. Disbursements generally may be made only for their designated purpose.
- (c) Capitalization and Depreciation Policy: Real property contributed by the developer as well as replacements and improvements are generally not capitalized since the Association's governing documents impose restrictions on its disposition. Significant personal property assets, if any, are generally capitalized at cost and depreciated over its estimated useful life using the straight-line method of depreciation.
- (d) Cash Equivalents and Investments: Cash equivalents consist primarily of certificates of deposit and other securities with original maturities of 90 days or less. Investments consist primarily of certificates of deposit and other securities with original maturities over 90 days. Investments are considered to be held to maturity. Cash equivalents and investments are stated at cost.
- (e) Investment Income: Investment income consists primarily of interest and dividends earned on cash, cash equivalents and investment accounts, and is recorded as it is earned. Investment income is generally accounted for in the fund in which it is earned.
- (f) Estimates: Financial statements prepared in conformity with generally accepted accounting principles require the use of estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
- (g) Subsequent Events: The Association has evaluated subsequent events and transactions for potential recognition or disclosure in the financial statements through April 21, 2021, the date the financial statements were available to be issued.

LAURELMONT COMMUNITY ASSOCIATION
NOTES TO FINANCIAL STATEMENTS - CONTINUED
DECEMBER 31, 2020

NOTE 3 - FUTURE MAJOR REPAIRS AND REPLACEMENTS

The Association's governing documents require funds to be accumulated for future major repairs and replacements of common property components. Substantially all accumulated funds are held in separate accounts and are generally not available for normal operating purposes. For the year ended December 31, 2020, \$438,910 was contributed to the replacement fund.

The Association's reserve funding policy was based on a study conducted in November 2020, by an independent analyst to estimate the remaining useful lives and costs of future major repairs and replacements of common property components. The study recommends a fully funded reserve balance of \$4,049,375. As of December 31, 2020, the actual available replacement fund balance was \$2,941,200. The study recommends an annual member contribution of \$480,000. The Association's 2021 budget includes a reserve contribution of \$480,000.

Funds are being accumulated in the replacement fund based on estimated future costs. Actual expenditures may vary from the estimated amounts and the variations may be material. Therefore, amounts accumulated in the replacement fund may not be adequate to meet all future needs. If additional funds are needed, the Association has the right to increase assessments, pass special assessments, or delay repairs and replacements until funds are available.

NOTE 4 - INCOME TAXES

For the year ended December 31, 2020, the Association qualified as a tax-exempt homeowners' association under Internal Revenue Code Section 528 and California Revenue and Taxation Code Section 23701t. Under these Sections the Association is not taxed on net income related to its exempt purpose, which is the acquisition, construction, management, maintenance, and care of Association property. Net nonexempt function income, which includes investment income and revenues received from nonmembers, is taxed at 30% by the federal government and 8.84% by the State of California.

The Association recognizes tax benefits only to the extent that it believes it is more likely than not that its tax positions will be sustained upon examination by taxing authorities. The Association believes that all of its tax positions will be sustained if examined by taxing authorities, therefore no additional tax liabilities or related penalties and interest due to uncertain tax positions have been recorded. The Association's tax returns are subject to examination by the Internal Revenue Service for three years after they are filed, and by the California Franchise Tax Board for four years after they are filed.

NOTE 5 - MEMBER ASSESSMENTS

Association members are subject to paying monthly assessments to fund the Association's operating activities and major repairs and replacements. Assessment revenue is recognized as the related performance obligations are satisfied at transaction amounts expected to be collected. The Association's performance obligations related to its operating assessments are satisfied over time on a daily pro-rata basis using the input method. The performance obligations related to the replacement fund assessments are satisfied when the funds are expended for their designated purpose. The annual budget and member assessments are determined by the Board of Directors. The Association retains excess funds at the end of the year, if any, for use in future periods.

LAURELMONT COMMUNITY ASSOCIATION
NOTES TO FINANCIAL STATEMENTS - CONTINUED
DECEMBER 31, 2020

NOTE 6 - ASSESSMENTS RECEIVABLE

Assessments receivable represent assessments and other fees due from members and are stated at the amounts expected to be collected. The Association's policy is to retain legal counsel and place liens on the properties of owners whose assessments are thirty days or more delinquent. The Association treats uncollectible assessments as credit losses. Methods, inputs, and assumptions used to evaluate when assessments are considered uncollectible include consideration of past experience and susceptibility to factors outside the Association's control. The balances of assessments receivable as of the beginning and end of the year are \$18,836 and \$15,383, respectively.

The Association records an allowance for doubtful accounts as an estimate of the amount of accounts receivable that may eventually be uncollectible. The allowance was computed by adding all receivable balances older than 90 days.

NOTE 7 - PREPAID/DEFERRED ASSESSMENTS

The Association recognizes revenue from members as the related performance obligations are satisfied. Prepaid/deferred assessments are recorded when the Association receives payment in advance of the satisfaction of performance obligations. The total column balances of prepaid/deferred assessments as of the beginning and end of the year are \$2,881,617 and \$3,320,955, respectively.

NOTE 8 - CONCENTRATION OF CREDIT RISK

The Federal Deposit Insurance Corporation (FDIC) standard coverage amount is \$250,000 per depositor, per insured bank. As of December 31, 2020, the Association had deposits with Union Bank and Morgan Stanley Bank N.A. that exceeded the FDIC coverage limit by approximately \$1,403,000 and \$968,000, respectively. However, Union Bank may provide additional coverage above the FDIC limit.

NOTE 9 - INTERFUND ACCOUNT

The interfund account represents the amount one fund owes another fund. Various scenarios may cause this situation which include, but are not limited to, one fund paying the expenses of another fund, one fund borrowing from another fund, or the operating fund not paying the full annual budgeted contribution amount to the replacement fund.

NOTE 10 - OPERATING DEFICIT

As of December 31, 2020, the Association had an operating deficit, which is the result of an excess of operating expenses over operating revenues. The options available to the Association are to increase assessments, decrease spending, and/or pass a special assessment. In an effort to help alleviate this condition, the 2021 annual budget includes an increase in assessments.

LAURELMONT COMMUNITY ASSOCIATION
NOTES TO FINANCIAL STATEMENTS - CONTINUED
DECEMBER 31, 2020

NOTE 11 - LOAN PAYABLE

During 2017, the Association entered into a loan agreement with Pacific Premier Bank and borrowed \$1,115,830 to fund a re-pipe project. The loan is payable in monthly installments of \$12,196.95, which includes principal and interest with an adjustable rate currently at 5.58%. The loan is collateralized by the Association's right to levy and collect assessments and all money accounts and deposit accounts, and has a maturity date of June 2028. Approximate future principal payment obligations for the next five years are as follows:

| <u>Year End</u> | <u>Amount</u> |
|-----------------|---------------|
| 2021 | \$ 99,485 |
| 2022 | 105,180 |
| 2023 | 111,202 |
| 2024 | 117,568 |
| 2025 | 124,299 |

NOTE 12 - CONTINGENCY

In March 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, economic uncertainties have arisen that may adversely affect the Association. However, the financial impact, if any, cannot be reasonably estimated at this time.

LAURELMONT COMMUNITY ASSOCIATION
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS
AS OF DECEMBER 31, 2020
(UNAUDITED)

A study was conducted in November 2020, by an independent analyst to estimate the remaining useful lives and the repair and replacement costs of common property components. The study was based on information provided by management, the Board of Directors, and Association vendors, as well as the knowledge and experience of the analyst. The study preparer may also use published manuals such as construction estimators, appraisal handbooks and valuation guides to estimate costs and remaining useful lives. The estimated costs were based on current estimated repair and replacement costs at the time of the study. Funding requirements consider an inflation rate of 2.50%, scheduled annual contribution increase of 2.50%, and an investment rate of 1.75% on accumulated replacement funds. The study recommends a fully funded reserve balance of \$4,049,375. As of December 31, 2020, the actual available replacement fund balance was \$2,941,200. The study recommends an annual member contribution of \$480,000. The Association's 2021 budget includes a reserve contribution of \$480,000.

The following table is based on the study and presents significant information about the components of common property:

| Common Property Components | Estimated Remaining Useful Lives (Years) | Estimated Repair and Replacement Costs |
|-------------------------------|---|---|
| Streets | 1 – 12 | \$ 398,923 |
| Roofing | 3 | 2,766,087 |
| Painting | 0 – 5 | 388,403 |
| Fencing, gates & walls | 5 – 20 | 835,851 |
| Lighting | 5 – 15 | 13,850 |
| Pool area | 0 – 23 | 138,203 |
| Grounds | 6 – 7 | 43,389 |
| Landscape | 2 – 9 | 23,068 |
| Miscellaneous | 0 – 9 | 448,768 |
| Total | | <u>\$ 5,056,542</u> |

Client: 2091 - Laurelmont Community Association
 Engagement: 2091 - Laurelmont Community Association
 Period Ending: 12/31/2020
 Trial Balance: 3600.01 - Trial Balance

| Account | Description | 1st PP-FINAL | UNADJ | JE Ref # | AJE | FINAL |
|---------|---|----------------|----------------|----------|----------------|----------------|
| | | 12/31/2019 | 12/31/2020 | | | 12/31/2020 |
| 10000 | Union bank operating | 146,947.00 | 33,178.00 | | 256,031.00 | 289,209.00 |
| | | | | AJE - 8 | 256,031.00 | |
| 11000 | Union bank MMA - Reserves | 1,185,878.00 | 1,370,944.00 | | | 1,370,944.00 |
| 11001 | Morgan Stanley MM | 107,344.00 | 1,826,287.00 | | (256,031.00) | 1,570,256.00 |
| | | | | AJE - 8 | (256,031.00) | |
| 11002 | Morgan Stanley - CD | 1,450,000.00 | 0.00 | | | 0.00 |
| 11010 | Due to (from) Operating | (113,820.00) | (95,274.00) | | (256,031.00) | (351,305.00) |
| | | | | AJE - 8 | (256,031.00) | |
| 11012 | Due to (from) Reserves | 113,820.00 | 95,274.00 | | 256,031.00 | 351,305.00 |
| | | | | AJE - 8 | 256,031.00 | |
| 12000 | Assessments receivable | 18,836.00 | 15,383.00 | | | 15,383.00 |
| 12180 | Accrued interest receivable - Reserves | 1,090.00 | 0.00 | | | 0.00 |
| 12910 | Other receivables | 2,492.00 | 0.00 | | | 0.00 |
| 12990 | Allowance for uncollectible accounts | (12,100.00) | (12,100.00) | | 600.00 | (11,500.00) |
| | | | | AJE - 4 | 600.00 | |
| 13010 | Prepaid insurance | 10,658.00 | 12,201.00 | | (5,315.00) | 6,886.00 |
| | | | | AJE - 5 | (5,315.00) | |
| 13040 | Prepaid CA income tax | 0.00 | 0.00 | | 210.00 | 210.00 |
| | | | | AJE - 2 | 210.00 | |
| 13070 | Prepaid expenses | 0.00 | 26.00 | | | 26.00 |
| 13080 | Clearing/suspense account | 0.00 | 1,155.00 | | | 1,155.00 |
| 20000 | Accounts payable - Operating | (31,318.00) | (8,275.00) | | (19,483.00) | (27,758.00) |
| | | | | AJE - 3 | (19,483.00) | |
| 20010 | Delinquency fee payable | 0.00 | (1,515.00) | | | (1,515.00) |
| 20251 | Prepaid/deferred assessments - Reserves | (2,858,132.00) | 0.00 | | (3,292,505.00) | (3,292,505.00) |
| | | | | AJE - 1 | (2,858,132.00) | |
| | | | | AJE - 9 | (434,373.00) | |
| 20600 | Insurance payables | 0.00 | (9,236.00) | | 9,236.00 | 0.00 |
| | | | | AJE - 5 | 9,236.00 | |
| 21000 | Prepaid assessments | (23,485.00) | (28,450.00) | | | (28,450.00) |
| 23050 | Federal income taxes payable | (4,409.00) | (4,409.00) | | 1,676.00 | (2,733.00) |
| | | | | AJE - 2 | 1,676.00 | |
| 23051 | CA income taxes payable | (1,480.00) | (1,480.00) | | 1,184.00 | (296.00) |
| | | | | AJE - 2 | 1,184.00 | |
| 23500 | Accrued interest payable | (2,393.00) | 0.00 | | (2,176.00) | (2,176.00) |
| | | | | AJE - 6 | (2,176.00) | |
| 24000 | Note payable | (978,522.00) | (885,257.00) | | | (885,257.00) |
| 39000 | Beginning Operating Equity | 1,194,291.00 | 1,002,866.00 | | (14,272.00) | 988,594.00 |
| | | | | AJE - 1 | (14,272.00) | |
| 39900 | General Reserves | 0.00 | (3,292,505.00) | | 3,292,505.00 | 0.00 |
| | | | | AJE - 1 | 2,858,132.00 | |
| | | | | AJE - 9 | 434,373.00 | |
| 40100 | Assessments - Operating | (618,688.00) | (641,438.00) | | | (641,438.00) |
| 40101 | Assessments - Reserves | (259,915.00) | (438,910.00) | | 434,373.00 | (4,537.00) |
| | | | | AJE - 9 | 434,373.00 | |
| 41010 | Late charges | (2,227.00) | (2,061.00) | | | (2,061.00) |
| 41040 | CC&R violations | (250.00) | (1,050.00) | | | (1,050.00) |
| 42060 | Key income | (100.00) | (100.00) | | | (100.00) |
| 42440 | Plumbing repairs | 0.00 | 55,980.00 | | 988.00 | 56,968.00 |
| | | | | AJE - 3 | 575.00 | |
| | | | | AJE - 3 | 413.00 | |
| 43020 | Interest income - Reserves | (13,710.00) | (18,001.00) | | | (18,001.00) |
| 43900 | Recovery of bad debt | (25,801.00) | 0.00 | | (600.00) | (600.00) |
| | | | | AJE - 4 | (600.00) | |
| 44000 | Other income | 165.00 | 0.00 | | | 0.00 |
| 45000 | Other income - reserves | (795.00) | 0.00 | | | 0.00 |
| 45010 | Water assessments | 0.00 | 300.00 | | | 300.00 |
| 50020 | Audit/tax returns | 1,175.00 | 0.00 | | 1,725.00 | 1,725.00 |
| | | | | AJE - 3 | 1,725.00 | |

| Account | Description | 1st PP-FINAL | UNADJ | JE Ref # | AJE | FINAL |
|---------|--|--------------|------------|----------|------------|------------|
| | | 12/31/2019 | 12/31/2020 | | | 12/31/2020 |
| 50080 | Contingency | 3,686.00 | 0.00 | | | 0.00 |
| 50260 | Insurance | 34,549.00 | 45,426.00 | | 10,351.00 | 55,777.00 |
| | | | | AJE - 1 | 14,272.00 | |
| | | | | AJE - 5 | (3,921.00) | |
| 50300 | Interest expense | 57,868.00 | 51,316.00 | | 2,176.00 | 53,492.00 |
| | | | | AJE - 6 | 2,176.00 | |
| 50330 | Legal | 1,322.00 | 6,860.00 | | 976.00 | 7,836.00 |
| | | | | AJE - 3 | 976.00 | |
| 50360 | Licenses & fees | 605.00 | 476.00 | | | 476.00 |
| 50390 | Management fees | 24,627.00 | 33,236.00 | | | 33,236.00 |
| 50410 | Miscellaneous | 0.00 | 0.00 | | 164.00 | 164.00 |
| | | | | AJE - 2 | 164.00 | |
| 50411 | Website services | 0.00 | 125.00 | | | 125.00 |
| 50460 | Printing/postage | 8,021.00 | 15,078.00 | | | 15,078.00 |
| 50470 | Postage | 1,336.00 | 0.00 | | | 0.00 |
| 50500 | Reserve analysis fees | 1,095.00 | 650.00 | | | 650.00 |
| 50680 | Office supplies | (8.00) | 0.00 | | | 0.00 |
| 50870 | CA income tax | (2,110.00) | 3,098.00 | | (1,558.00) | 1,540.00 |
| | | | | AJE - 2 | (1,558.00) | |
| 50880 | Federal income tax | 6,719.00 | 6,224.00 | | (1,676.00) | 4,548.00 |
| | | | | AJE - 2 | (1,676.00) | |
| 50960 | Records storage | 2,580.00 | 0.00 | | | 0.00 |
| 51950 | Other administrative services | 3,311.00 | 7,578.00 | | 225.00 | 7,803.00 |
| | | | | AJE - 3 | 225.00 | |
| 52180 | Electrical maintenance | 0.00 | 1,881.00 | | | 1,881.00 |
| 52250 | Irrigation system | 0.00 | 4,652.00 | | | 4,652.00 |
| 52310 | Janitorial service | 3,792.00 | 4,560.00 | | 305.00 | 4,865.00 |
| | | | | AJE - 3 | 305.00 | |
| 52320 | Janitorial supplies | 0.00 | 1,179.00 | | 443.00 | 1,622.00 |
| | | | | AJE - 3 | 443.00 | |
| 52350 | Landscape service | 100,800.00 | 100,800.00 | | | 100,800.00 |
| 52360 | Landscape repair & maint | 11,725.00 | 15,633.00 | | | 15,633.00 |
| 52370 | Tree maintenance | 34,238.00 | 26,883.00 | | | 26,883.00 |
| 52400 | Maintenance service | 4,069.00 | 0.00 | | | 0.00 |
| 52440 | Plumbing supplies | 11,953.00 | 0.00 | | | 0.00 |
| 52490 | Pool maintenance | 3,680.00 | 5,300.00 | | | 5,300.00 |
| 52500 | Pool repairs | 1,313.00 | 9,788.00 | | | 9,788.00 |
| 52501 | Pool supplies | 4,514.00 | 321.00 | | | 321.00 |
| 52502 | Street Sweeping | 0.00 | 450.00 | | | 450.00 |
| 52510 | Pest control | 7,950.00 | 12,266.00 | | | 12,266.00 |
| 52520 | Building Repair and Maintenance | 3,310.00 | 24,631.00 | | 3,240.00 | 27,871.00 |
| | | | | AJE - 3 | 425.00 | |
| | | | | AJE - 3 | 2,815.00 | |
| 52530 | Roof maintenance | 830.00 | 42,957.00 | | 8,308.00 | 51,265.00 |
| | | | | AJE - 3 | 4,631.00 | |
| | | | | AJE - 3 | 595.00 | |
| | | | | AJE - 3 | 2,589.00 | |
| | | | | AJE - 3 | 493.00 | |
| 52690 | Supplies - maintenance | 32,922.00 | 0.00 | | | 0.00 |
| 52740 | Supplies - electrical | 2,499.00 | 0.00 | | | 0.00 |
| 52750 | Supplies - janitorial | 1,438.00 | 0.00 | | | 0.00 |
| 52990 | Gate & monument repair | 397.00 | 636.00 | | 2,224.00 | 2,860.00 |
| | | | | AJE - 3 | 2,224.00 | |
| 53630 | Other professional services - patrol service | 8,209.00 | 4,342.00 | | 3,590.00 | 7,932.00 |
| | | | | AJE - 7 | 3,590.00 | |
| 54190 | Electricity | 19,456.00 | 17,043.00 | | | 17,043.00 |
| 54230 | Gas | 5,997.00 | 773.00 | | | 773.00 |
| 54950 | Water | 38,704.00 | 39,762.00 | | (700.00) | 39,062.00 |
| | | | | AJE - 3 | (700.00) | |
| 60665 | Tree maintenance | 55,120.00 | 0.00 | | | 0.00 |
| 60860 | Termite control | 26,125.00 | 0.00 | | | 0.00 |
| 61990 | Landscape other | 0.00 | 11,540.00 | | | 11,540.00 |
| 66000 | General repair & Maint. | (1,368.00) | 74,092.00 | | (1,841.00) | 72,251.00 |

| Account | Description | 1st PP-FINAL 12/31/2019 | UNADJ 12/31/2020 | JE Ref # | AJE | FINAL 12/31/2020 |
|--------------------------|--------------------------|----------------------------|---------------------|----------|------------------|---------------------|
| | | | | AJE - 3 | 1,749.00 | |
| | | | | AJE - 7 | (3,590.00) | |
| 90000 | Plumbing | 10,420.00 | 0.00 | | | 0.00 |
| 91000 | Reserve allocation | 274,420.00 | 456,911.00 | | (434,373.00) | 22,538.00 |
| | | | | AJE - 9 | (434,373.00) | |
| 92000 | Contingency | 41,050.00 | 0.00 | | | 0.00 |
| 93000 | Fences & walls | 1,238.00 | 22,538.00 | | | 22,538.00 |
| 94000 | Gas main | 16,279.00 | 0.00 | | | 0.00 |
| 96000 | Roof | 119,381.00 | 0.00 | | | 0.00 |
| 98000 | Siding | 4,807.00 | 0.00 | | | 0.00 |
| 99000 | Reserve expense clearing | (274,420.00) | (22,538.00) | | | (22,538.00) |
| Total | | 0.00 | 0.00 | | 0.00 | 0.00 |
| Net (Income) Loss | | (205,897.00) | (18,313.00) | | 28,340.00 | 9,527.00 |

Client: 2091 - Laurelmont Community Association
 Engagement: 2091 - Laurelmont Community Association
 Period Ending: 12/31/2020
 Trial Balance: 3600.01 - Trial Balance
 Workpaper: 3700.01 - Adjusting Journal Entries

| Account | Description | W/P Ref | Debit | Credit |
|---------|-------------|---------|-------|--------|
|---------|-------------|---------|-------|--------|

Adjusting Journal Entries

Adjusting Journal Entries JE # 1

6000.05

To agree client beginning fund balances to prior audit.

| | | | | |
|-------|---|--|--------------|--------------|
| 39900 | General Reserves | | 2,858,132.00 | |
| 50260 | Insurance | | 14,272.00 | |
| 20251 | Prepaid/deferred assessments - Reserves | | | 2,858,132.00 |
| 39000 | Beginning Operating Equity | | | 14,272.00 |

| | | | | |
|--------------|--|--|---------------------|---------------------|
| Total | | | <u>2,872,404.00</u> | <u>2,872,404.00</u> |
|--------------|--|--|---------------------|---------------------|

Adjusting Journal Entries JE # 2

5500.10

To record tax provision.

| | | | | |
|-------|------------------------------|--|----------|----------|
| 13040 | Prepaid CA income tax | | 210.00 | |
| 23050 | Federal income taxes payable | | 1,676.00 | |
| 23051 | CA income taxes payable | | 1,184.00 | |
| 50410 | Miscellaneous | | 164.00 | |
| 50870 | CA income tax | | | 1,558.00 |
| 50880 | Federal income tax | | | 1,676.00 |

| | | | | |
|--------------|--|--|-----------------|-----------------|
| Total | | | <u>3,234.00</u> | <u>3,234.00</u> |
|--------------|--|--|-----------------|-----------------|

Adjusting Journal Entries JE # 3

5100.10

To record accounts payable at year end.

| | | | | |
|-------|---------------------------------|--|----------|-----------|
| 42440 | Plumbing repairs | | 575.00 | |
| 42440 | Plumbing repairs | | 413.00 | |
| 50020 | Audit/tax returns | | 1,725.00 | |
| 50330 | Legal | | 976.00 | |
| 51950 | Other administrative services | | 225.00 | |
| 52310 | Janitorial service | | 305.00 | |
| 52320 | Janitorial supplies | | 443.00 | |
| 52520 | Building Repair and Maintenance | | 425.00 | |
| 52520 | Building Repair and Maintenance | | 2,815.00 | |
| 52530 | Roof maintenance | | 4,631.00 | |
| 52530 | Roof maintenance | | 595.00 | |
| 52530 | Roof maintenance | | 493.00 | |
| 52530 | Roof maintenance | | 2,589.00 | |
| 52990 | Gate & monument repair | | 2,224.00 | |
| 66000 | General repair & Maint. | | 1,749.00 | |
| 20000 | Accounts payable - Operating | | | 19,483.00 |
| 54950 | Water | | | 700.00 |

| | | | | |
|--------------|--|--|------------------|------------------|
| Total | | | <u>20,183.00</u> | <u>20,183.00</u> |
|--------------|--|--|------------------|------------------|

Adjusting Journal Entries JE # 4

4200.10

To adjust allowance for doubtful accounts

| | | | | |
|-------|--------------------------------------|--|--------|--------|
| 12990 | Allowance for uncollectible accounts | | 600.00 | |
| 43900 | Recovery of bad debt | | | 600.00 |

| | | | | |
|--------------|--|--|---------------|---------------|
| Total | | | <u>600.00</u> | <u>600.00</u> |
|--------------|--|--|---------------|---------------|

Adjusting Journal Entries JE # 5

4400.10

To adjust prepaid insurance.

| | | | | |
|-------|--------------------|--|----------|----------|
| 20600 | Insurance payables | | 9,236.00 | |
| 13010 | Prepaid insurance | | | 5,315.00 |
| 50260 | Insurance | | | 3,921.00 |

| | | | | |
|--------------|--|--|-----------------|-----------------|
| Total | | | <u>9,236.00</u> | <u>9,236.00</u> |
|--------------|--|--|-----------------|-----------------|

Adjusting Journal Entries JE # 6

5300.30

To record accrued interest payable.

| | | | | |
|-------|--------------------------|--|----------|----------|
| 50300 | Interest expense | | 2,176.00 | |
| 23500 | Accrued interest payable | | | 2,176.00 |

| | | | | |
|--------------|--|--|-----------------|-----------------|
| Total | | | <u>2,176.00</u> | <u>2,176.00</u> |
|--------------|--|--|-----------------|-----------------|

Client: 2091 - Laurelmont Community Association
 Engagement: 2091 - Laurelmont Community Association
 Period Ending: 12/31/2020
 Trial Balance: 3600.01 - Trial Balance
 Workpaper: 3700.01 - Adjusting Journal Entries

| Account | Description | W/P Ref | Debit | Credit |
|--|--|------------------|---------------------|---------------------|
| Adjusting Journal Entries JE # 7 | | 3802 Pg. 190-191 | | |
| To reclass patrol services. | | | | |
| 53630 | Other professional services - patrol service | | 3,590.00 | |
| 66000 | General repair & Maint. | | | 3,590.00 |
| Total | | | <u>3,590.00</u> | <u>3,590.00</u> |
| Adjusting Journal Entries JE # 8 | | 4100.10/50B | | |
| To reclass uncleared reserve contributions. | | | | |
| 10000 | Union bank operating | | 256,031.00 | |
| 11012 | Due to (from) Reserves | | 256,031.00 | |
| 11001 | Morgan Stanley MM | | | 256,031.00 |
| 11010 | Due to (from) Operating | | | 256,031.00 |
| Total | | | <u>512,062.00</u> | <u>512,062.00</u> |
| Adjusting Journal Entries JE # 9 | | 4200.20 | | |
| To reclass prepaid/deferred assessments to comply with revenue recognition standard. | | | | |
| 39900 | General Reserves | | 434,373.00 | |
| 40101 | Assessments - Reserves | | 434,373.00 | |
| 20251 | Prepaid/deferred assessments - Reserves | | | 434,373.00 |
| 91000 | Reserve allocation | | | 434,373.00 |
| Total | | | <u>868,746.00</u> | <u>868,746.00</u> |
| Total Adjusting Journal Entries | | | <u>4,292,231.00</u> | <u>4,292,231.00</u> |
| Total All Journal Entries | | | <u>4,292,231.00</u> | <u>4,292,231.00</u> |

From: Jeff Klatt <JeffKlatt@iskcpa.com>
Sent: Thursday, July 1, 2021 1:25 PM
To: rayna@otishoa.com; josh@otishoa.com
Cc: Randy Azar; ISKM CPAs; Briana Barnes
Subject: RE: Laurelmont Community Association - Audit
Attachments: Laurelmont Community Association - Tax Extension (801 KB)

Flag Status: Flagged

Hi Rayna,

We will put the tax return for this Assn at the top of the list and get them out as soon as we can. Please make sure that the estimated payments are made in accordance with the instructions previously provided (please see attached).

We will get you proof of the extension as soon as we can.

Thank you.

Jeff Klatt, CPA
Partner - Audit Department
Inouye, Shively, Klatt & McCorvey
Certified Public Accountants, LLP
23041 Avenida de la Carlota, #310
Laguna Hills, CA 92653
Phone: (949) 586-6640
Fax: (949) 586-6137
jeffklatt@iskcpa.com
<http://www.iskcpa.com>

Send files to us at this Dropbox link: <https://www.clientaccess.com/sharesafe/#!/InouyeShivelyandKlattCPAsLLP>

From: rayna@otishoa.com [mailto:rayna@otishoa.com]
Sent: Thursday, July 01, 2021 10:32 AM
To: Jeff Klatt <JeffKlatt@iskcpa.com>; josh@otishoa.com
Subject: RE: Laurelmont Community Association - Audit

Thank you! Is there anything I need to be doing to assist in getting them filed on time? In addition, is there any sort of proof of the extension filed (a Board member is requesting this).

Thank you so much!

Rayna Schonwit
Community Manager

otishoa
MANAGEMENT

23120 Alicia Parkway Suite 215
Mission Viejo, CA 92692
888-516-6532

Product: Corporation Extension
 Name: LAURELMONT COMMUNITY
 ASSOCIATION C/O OTIS
 FEIN: *****1604

Category:

IRS Center: Ogden
 e-Postmark: 3/31/2021 10:36 AM

Notification:

Fiscal Year Begin Date: 1/1/2020

Fiscal Year End Date: 12/31/2020

eSigned:

Return Information

| Date | Return ID | Type of Activity | Submission ID | Refund/ (Due) | Updated By | eSign Date |
|------------|-------------|---|----------------------|------------------|----------------|---------------|
| 03/31/2021 | 20C:2091:V1 | Upload Started | | | Caridad, Kevin | |
| 03/31/2021 | 20C:2091:V1 | Released for Transmission - Validation In Progress | | | Caridad, Kevin | |
| 03/31/2021 | 20C:2091:V1 | Ready to transmit - Validation Complete | | | | |
| 03/31/2021 | 20C:2091:V1 | Transmitted to FD | 33271020210900368a12 | (\$3,010.00) | | |
| 03/31/2021 | 20C:2091:V1 | Accepted by FD on 3/31/2021 | | | | |

From: Mark Larson <mlarson@missionmgt.com>
Sent: Tuesday, July 13, 2021 1:55 PM
To: rayna@otishoa.com; Robin Rangel
Cc: 'josh otishoa.com'; 'Scott Otis'
Subject: RE: Laurelmont Community Association - Audit
Attachments: EFTPS - Enrollment - Laurelmont.pdf

Rayna,

I have re-registered on the EFTPS website. Attached is the confirmation. When you receive the PIN # letter please scan & email it to me so I can make payments.

Regards,

Mark Larson
Accounts Payable
Mission Association Financial Mgmt, Inc.
27281 Las Ramblas, Suite 120
Mission Viejo, CA 92691
(949)582-8477 Ext. 103 Office
(949)582-8480 Fax

From: rayna@otishoa.com <rayna@otishoa.com>
Sent: Tuesday, July 13, 2021 1:42 PM
To: Robin Rangel <rrangel@missionmgt.com>
Cc: Mark Larson <mlarson@missionmgt.com>; 'josh otishoa.com' <josh@otishoa.com>; 'Scott Otis' <scott@otishoa.com>
Subject: FW: Laurelmont Community Association - Audit

Good afternoon,

Laurelmont is past due on their federal taxes. Please see the below email on what they owe (I believe it is \$6,640 plus late fees/interest). We do not have a PIN number to access the website to make the payment. I called EFTPS and they said we can re-enroll with our information. Tax ID is 33-0101604. Please use our address and use the routing and account numbers to re-enroll and set up payment.

Please advise when this has been completed or if you run into any issues in doing so. Last resort is to call the IRS for an address on where we can send a check, but we would prefer to do this via the EFTPS.

Thank you,

Rayna Schonwit
Community Manager

otishoa
MANAGEMENT

23120 Alicia Parkway Suite 215

Congratulations.

Within seven days, you will receive in the mail:

- Your PIN
- Instructions on how to create an EFTPS Internet password

Please note: We will mail your PIN to the IRS address of record for your employer identification number or social security number enrollment. That address may be different from the contact information you entered.

Your enrollment number is 047713542561317012.

This is important. Print for your records.

If your business payment must reach the IRS today to be timely, check with your financial institution about the availability of same-day tax wire payments. Fees may apply. The Same-Day Payment Worksheet shows the information your financial institution will need.

Business information

EIN:xx-xxx1604

Business name:LAURELMONT COMMUNITY ASSOCIATION

Business U.S. phone:(888) 516-6532

Contact information

Name:SCOTT OTIS

Country:UNITED STATES OF AMERICA

Address:23120 ALICIA PKWY STE 215

City:MISSION VIEJO

State:CALIFORNIA

ZIP:92692-1212

U.S. phone:(888) 516-6532

Financial information

Routing number: 122238200 PACIFIC WESTERN BANK

Account number:xxxxxx5279

Account type: CHECKING

Authorization agreements

You agreed to this:

Debit Authorization Agreement

Please read the following Authorization Agreement:

By completing the Financial Institution information above, and electronically signing by selecting "Accept" below, I authorize designated Financial Agents of the U.S. Treasury to initiate EFTPS debit entries to the financial institution account indicated above, for payment of federal taxes owed to the IRS upon request by Taxpayer or his/her representative, using the Electronic Federal Tax Payment System (EFTPS). I further authorize the financial institution named above to debit such entries to the financial institution account indicated

above. All debits initiated by the U.S. Treasury designated Financial Agents pursuant to this authorization shall be made under U.S. Treasury regulations. This authorization is to remain in full force and effect until the designated Financial Agents of the U.S. Treasury have received written notification of termination in such time and in such manner as to afford a reasonable opportunity to act on it.

Disclosure Authorization Agreement

Please read the following Authorization Agreement:

I hereby authorize the contact person listed on this form and financial institutions involved in the processing of my Electronic Federal Tax Payment System (EFTPS) payments to receive confidential information necessary to effect enrollment in EFTPS, electronic payment of taxes, answer inquiries and resolve issues related to enrollment and payments. This information includes, but is not limited to, passwords, payment instructions, taxpayer name and identifying number, and payment transaction details. This authorization is to remain in full force and effect until the designated Financial Agents of the U.S. Treasury have received written notification from me of termination in such time and in such manner to afford a reasonable opportunity to act on it.

Authority to Execute an Authorization

If signed by a corporate officer, partner, or fiduciary on behalf of the taxpayer, I certify that I have the authority to have payments made from the taxpayer's account. If signed by a representative of the taxpayer, I certify that I have the authority to execute this authorization on behalf of the taxpayer (i.e. authority provided by Form 2848, Power of Attorney and Declaration of Representative, or Form 8655, Reporting Agent Authorization for Magnetic Tape/Electronic Filers).

Electronic signature

Name:SCOTT OTIS

Date:July 13, 2021

EIN:xx-xxx1604

Laurelmont

Community Association

MEMORANDUM

Date: July 20, 2021
To: Board of Directors
From: Management
Subject: Wood Repair Proposals

Please see the below summary of proposals obtained for common area repairs and maintenance.

| Temporary Wood Repairs | |
|-------------------------------|---|
| 9 Primrose | Spectrum: \$438.00 |
| 64 Willowood | ServiceFirst: \$383.50 Pacific Rim: \$655.00 Spectrum: \$1,648.00 |
| 76 Primrose | ServiceFirst: \$877.50 Spectrum: \$542.00 |



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

www.spectrumpsinc.com

June 30, 2021

Proposal No. 12224
Work Order No. 161

Submitted To:

Laurelmont Community Association

C/O Otis HOA Management
23120 Alicia Parkway, STE 215
Mission Viejo, CA 92692

RE: Wood Repairs

Location: 9 Primrose

Scope of Work:

The wood at the front entrance of the unit has damage. The wood has rot and termite damage. This proposal is to complete a temporary repair to the areas. There cannot be a guarantee for the work completed. This is only to bridge the time from now until a community wood project is completed.

- Notify owner
- Pick out damaged material as best as possible
- Patch areas
- Caulk areas
- Spot paint areas
- 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.*
- *Not responsible for leaks. This is a temporary repair*

Payment Terms

Laurelmont will pay the contractor for the material and labor to be performed under the contract sum of **Four hundred Thirty Eight dollars (\$438)**, 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

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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.*

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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.

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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, tsunamis 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.

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

Chris Newman

6/30/2021

| Spectrum Representative | Date | Authorized Representative | Date |
|---|---|---|---|
|  |  |  |  |



Service First Restoration

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

Client: Laurelmont (HOA) Job# 21-0864 REC P
Property: 64 Willowood
Aliso Viejo, CA, 92656

Home: (888) 516-6532

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: 7/9/2021 Date Assigned:
Date Est. Completed: 7/9/2021 Date Job Completed:

Price List: CAOG8X_JUL21
Labor Efficiency: Restoration/Service/Remodel
Estimate: LAURELMONT-HOA-2-1-1
File Number: WO# 168

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-HOA-2-1-1

Front Porch

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|---|---------|--------|---------|-------------|--------------|---------------|
| 1. Siding (Bid Item) | 1.00 EA | 0.00 | 295.00 | 0.00 | | 383.50 |
| <i>Remove caulking on right side of stairs siding. Re-caulk and spot paint to match. Min charge applied. Siding needs to be replaced.</i> | | | | | | |
| Totals: Front Porch | | | | 0.00 | | 383.50 |
| Line Item Totals: LAURELMONT-HOA-2-1-1 | | | | 0.00 | 88.50 | 383.50 |



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 3226

DATE 07/02/2021

P.O. NUMBER

171

PROJECT/JOB

Wood Repairs

REFERENCE

64 Willowood

JOB LOCATION

Laurelmont Community Association
64 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 made on Thursday 06/01/21.

Click on the link below to view job photos.
<https://app.companycam.com/galleries/4MxbfhLx>

- 1) Remove damaged wood trim at (2) locations and fill with 'Bondo'. 655.00
- 2) Sand to a smooth finish.
- 3) Purchase and apply matching paint to top cap and repaired areas.
- 4) Remove failed sealant as necessary.
- 5) Apply sealant to wood seams and interior wall siding to seal openings.
- 6) Clean up and remove all debris.

TOTAL \$655.00

Accepted By

Accepted Date



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

www.spectrumpinc.com

July 1, 2021

Proposal No. 12243
Work Order No. 169

Submitted To:

Laurelmont Community Association

C/O Otis HOA Management
23120 Alicia Parkway, STE 215
Mission Viejo, CA 92692

RE: Wood Repairs

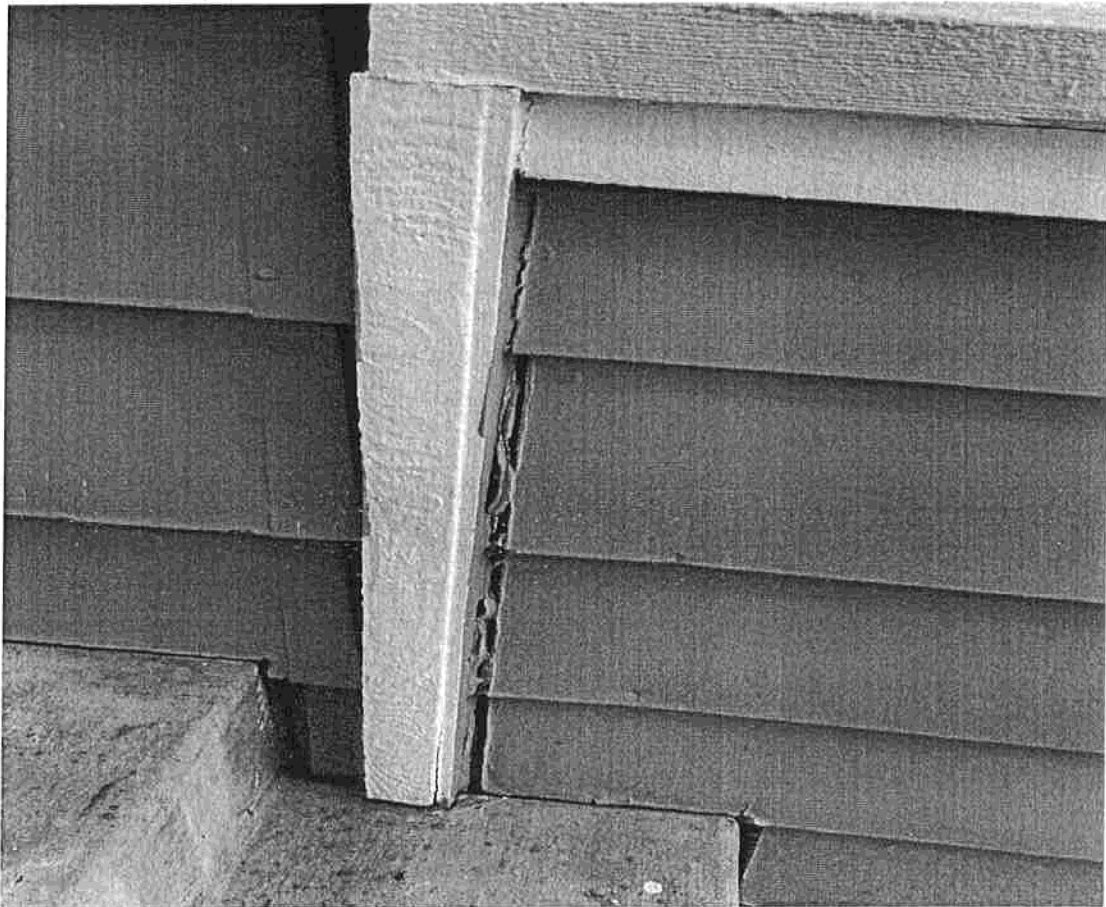
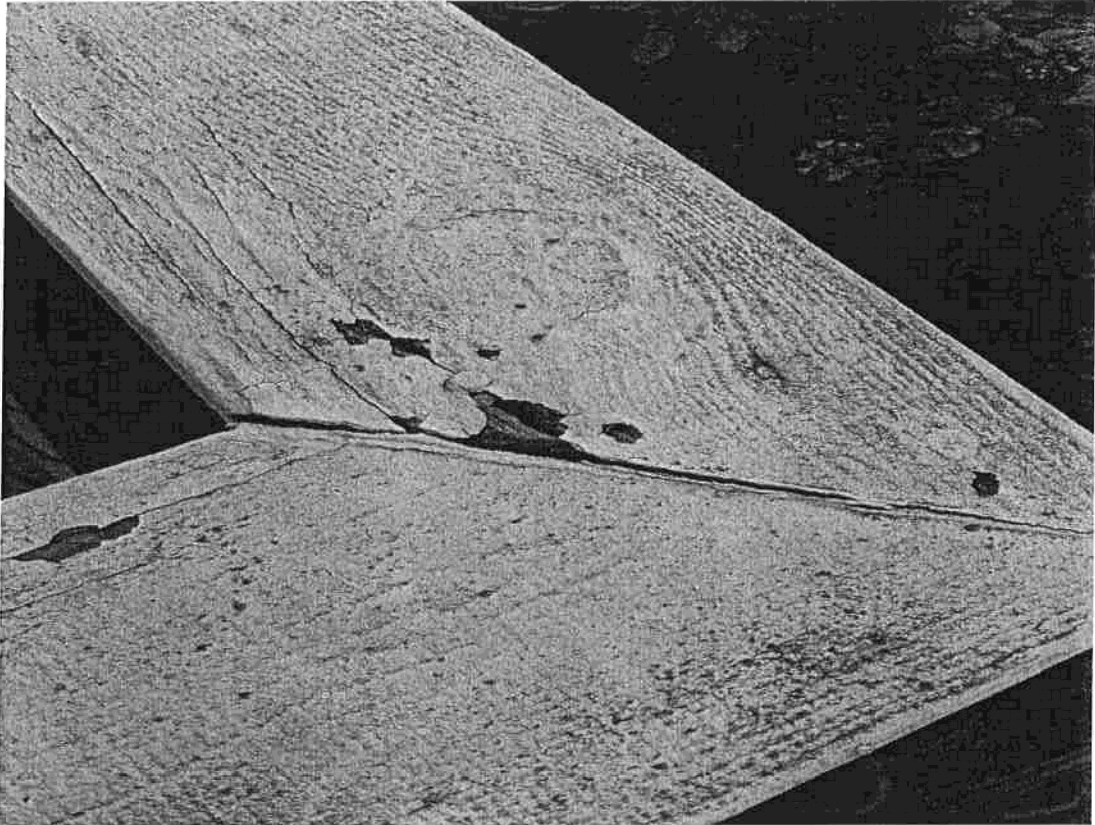
Location: 64 Willowood

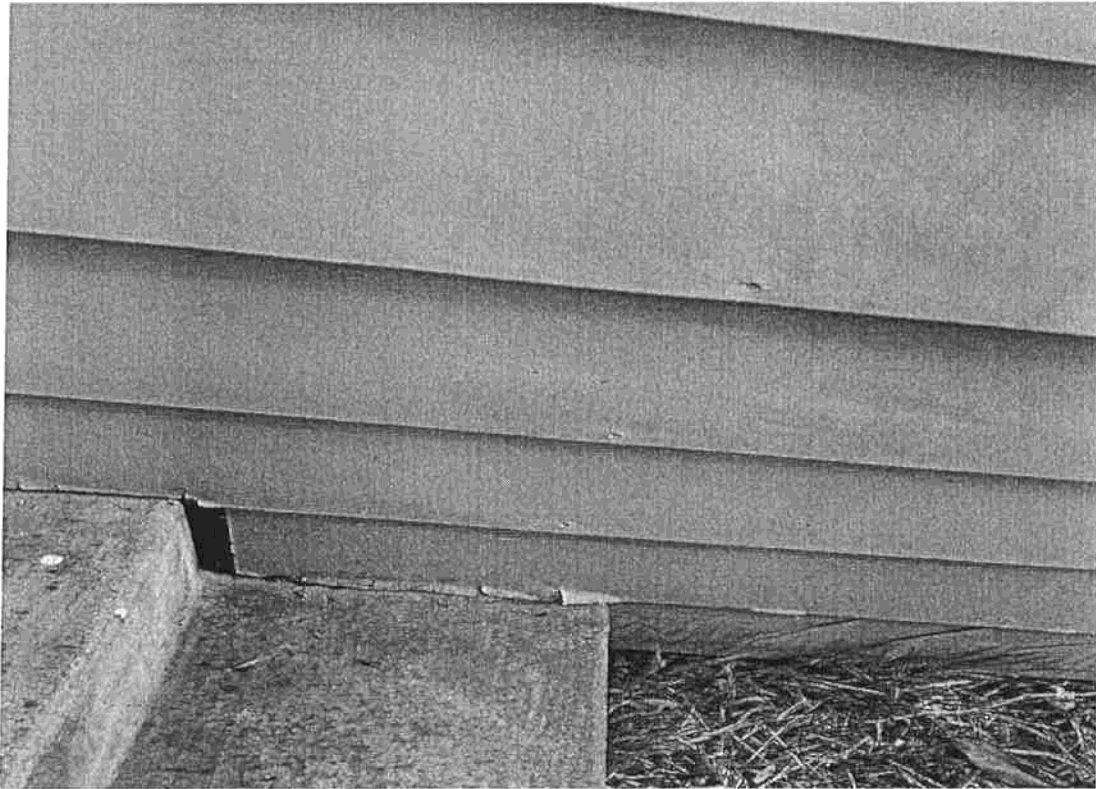
Scope of Work:

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 and side of the unit. There is wood trim and siding near the entry areas.

2 x 10 x 20
3 – 12' siding
2 x 2 x 4 at corner
Caulk and paint

- 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 **One Thousand Six hundred Forty Eight dollars (\$1,648)**, 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

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Service First Restoration

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

Client: Laurelmont (HOA) Job# 21-0861 REC P
Property: 76 Primrose
Aliso Viejo, CA, 92656

Home: (888) 516-6532

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: 7/9/2021
Date Est. Completed: 7/9/2021

Date Assigned:
Date Job Completed:

Price List: CAOG8X_JUL21
Labor Efficiency: Restoration/Service/Remodel
Estimate: LAURELMONT-HOA-2-1-2
File Number: WO# 163

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-HOA-2-1-2

Rear Elevation

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|---|---------|--------|---------|-------------|---------------|---------------|
| 1. Framing & Rough Carpentry (Bid Item) | 1.00 EA | 0.00 | 675.00 | 0.00 | | 877.50 |
| <i>Second story window</i> 1. Bondo and caulk wood rot around second story window frame above pergola. 2. Prime and Paint window frame 2 coat | | | | | | |
| <i>First floor.</i> 1. Bondo exterior door casing bottom right side. 2. Prime and paint to match door casing 2 coats | | | | | | |
| Totals: Rear Elevation | | | | 0.00 | | 877.50 |
| Line Item Totals: LAURELMONT-HOA-2-1-2 | | | | 0.00 | 202.50 | 877.50 |



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

www.spectrumpsin.com

June 30, 2021

Proposal No. 12222
Work Order No. 164

Submitted To:

Laurelmont Community Association

C/O Otis HOA Management
23120 Alicia Parkway, STE 215
Mission Viejo, CA 92692

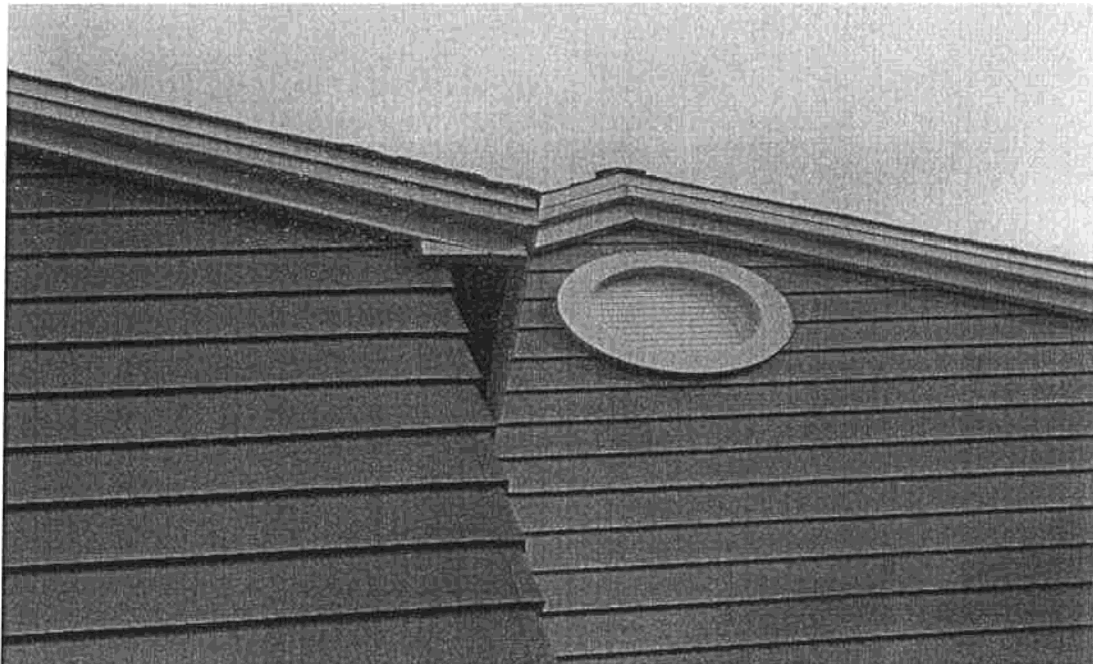
RE: Wood Repairs

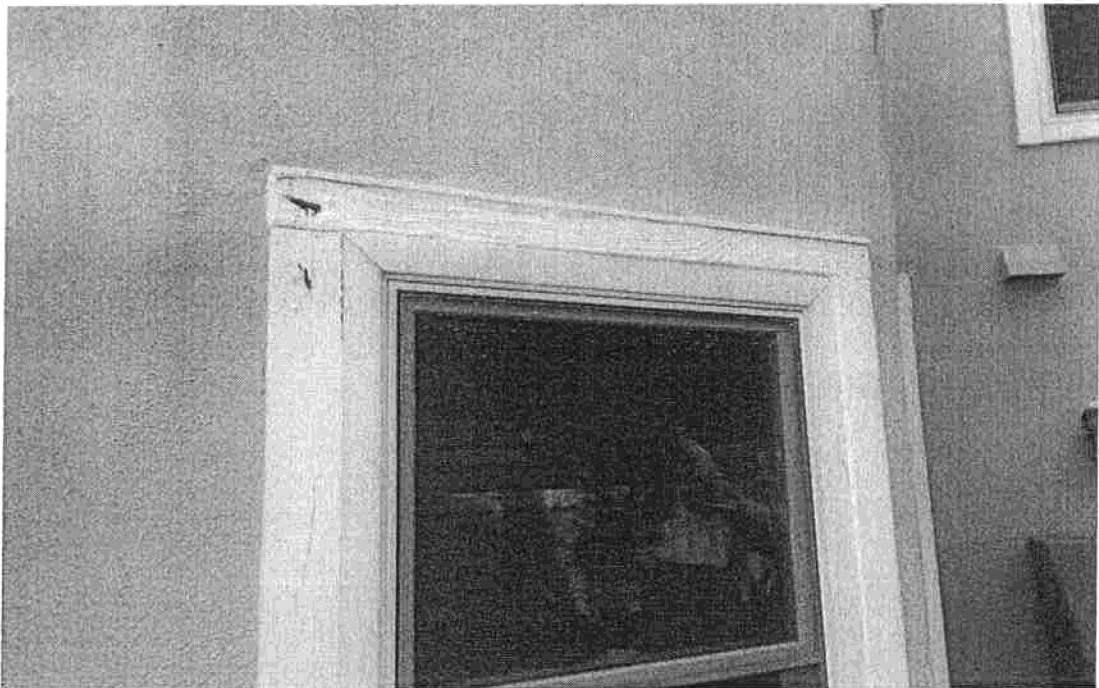
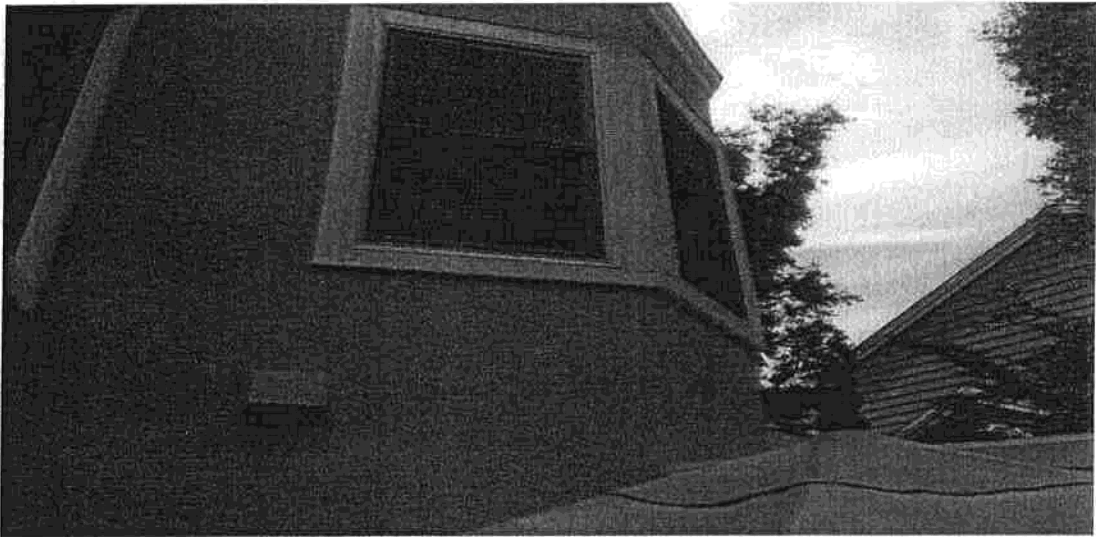
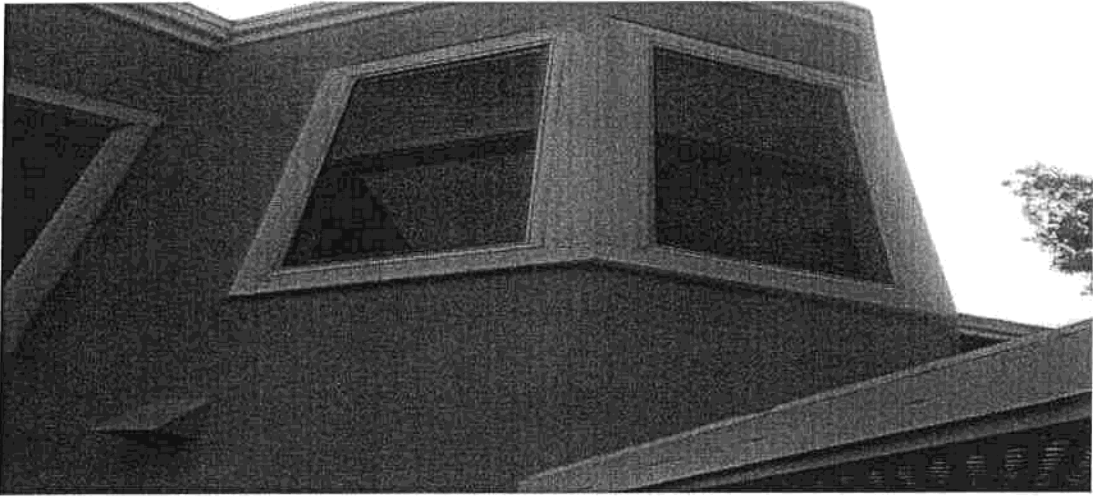
Location: 76 Primrose

Scope of Work:

The wood at the front entrance of the unit has damage. The wood has rot and termite damage. This proposal is to complete a temporary repair to the areas. There cannot be a guarantee for the work completed. This is only to bridge the time from now until a community wood project is completed.

- Notify owner
- Pick out damaged material as best as possible
- Patch areas
- Caulk areas
- Spot paint areas
- Paint to match all areas
- All old materials will be hauled away





Please Note:

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- *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.*
- *Not responsible for leaks. This is a temporary repair*

Payment Terms

Laurelmont will pay the contractor for the material and labor to be performed under the contract sum of **Five hundred Forty Two dollars (\$542)**, 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

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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.

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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, tsunamis 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

6/30/2021

| Spectrum Representative | Date | Authorized Representative | Date |
|---|---|---|---|
|  |  |  |  |

Laurelmont

Community Association

MEMORANDUM

Date: July 20, 2021
To: Board of Directors
From: Management
Subject: Wood Repair Proposals

Please see the below summary of proposals obtained for common area repairs and maintenance.

| Termite Wood Repairs | Accurate Termite: |
|-----------------------------|--------------------------|
| 23 Pepperwood | \$3,950.00 |
| 62 Willowood | \$3,000.00 |
| 67 Willowood | \$675.00 |

\$7,625.00

WOOD DESTROYING PESTS AND ORGANISMS INSPECTION REPORT

| | | | | | |
|--------------------|----------------------|---------------------|-------------------|----------------------------------|---------------------------|
| Building No. 23 | Street Pepperwood | City Aliso Viejo | Zip 92656-3025 | Date of Inspection 07/06/2021 | Number of Pages 1 of 8 |
|--------------------|----------------------|---------------------|-------------------|----------------------------------|---------------------------|

| | | |
|---|---|--|
|  | <p>Accurate Termite and Pest Control</p> <p>13865 Alton Pkwy Ste 110</p> <p>Irvine, CA 92618</p> <p>Tel 949-461-3390 Fax 949-461-3391 Registration #: PR4527</p> | <p>A LICENSED PEST CONTROL OPERATOR IS AN EXPERT IN HIS/HER FIELD. QUESTIONS RELATIVE TO THIS REPORT SHOULD BE REFERRED TO HIM/HER.</p> <p style="text-align: right;">Report #: 67629</p> |
|---|---|--|

| | | |
|--|---|---|
| Ordered by: Laurelmont 23 Pepperwood Aliso Viejo, CA 92656-3025 | Property Owner and/or Party of Interest: 23 Pepperwood Aliso Viejo, CA 92656-3025 | Report sent to: Stacy Mealin 323-240-7766 |
|--|---|---|

COMPLETE REPORT
 LIMITED REPORT
 SUPPLEMENTAL REPORT
 REINSPECTION REPORT

| | |
|---|----------------------------------|
| General Description: Two story condo, comp roof, masonite siding, double car garage, concrete slab foundation, occupied. | Inspection Tag Posted: Garage |
| Other Tags Posted: | |

An inspection has been made of the structure(s) shown on the diagram in accordance with the Structural Pest Control Act. Detached porches, detached steps, detached decks and any other structures not on the diagram were not inspected.

Subterranean Termites
 Drywood Termites
 Fungus/Dryrot
 Other Findings
 Further Inspection

If any of the above boxes are checked, it indicates that there were visible problems in accessible areas. Read the report for details on checked items.

Key: 1 = Subterranean Termites
 2 = Drywood Termites
 3 = Fungus/Dryrot
 4 = Other Findings
 5 = Unknown Further Inspection

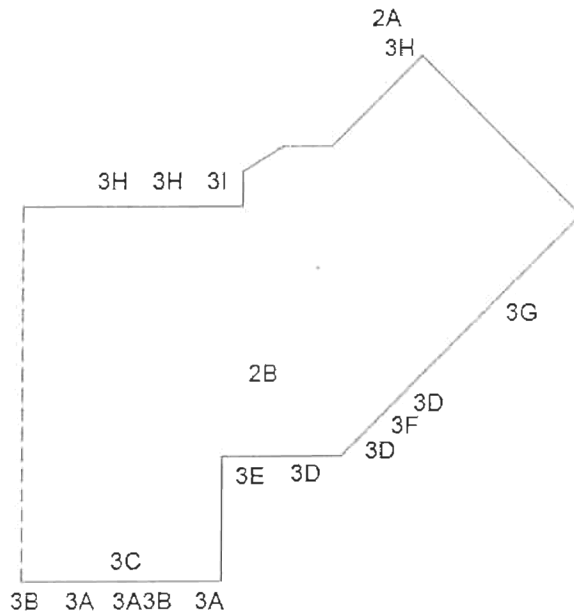


Diagram not to scale

Inspected By: Josh Mentzer
 State License No.: FR38321
 Signature: 

You are entitled to obtain copies of all reports and completion notices on this property reported to the Structural Pest Control Board during the preceding two years. To obtain copies contact: Structural Pest Control Board, 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815

NOTE: Questions or problems concerning the above report should be directed to the manager of the company. Unresolved questions or problems with services performed may be directed to the Structural Pest Control Board at (916) 561-8708, (800) 737-8188 or www.pestboard.ca.gov.

General Comments

Thank You for choosing ACCURATE TERMITE CONTROL AND PEST CONTROL to inspect your property for wood destroying pest & organisms.

A wood destroying pest & organism inspection report (WDO Report, sometimes called a Termite Report), contains findings as to the presence or absence of wood destroying pests or organisms in visible and accessible areas on the date of the inspection. The report also contains recommendations for correcting any infestations, infections or conditions found. The content of the report is governed by the Structural Pest Control Board and the rules and regulations of the Structural Pest Control Act.

Accurate Termite and Pest Control's inspectors perform a visual inspection of the exterior from the ground only; the inspector did not go onto the roof surface due to possible physical damage to the roof or personnel injury. The exterior surface of the roof was not inspected. You should contact a roofing contractor, licensed by the Contractor's State License Board to determine the water tightness of the roof. Certain areas are considered inaccessible and are not inspected. Such as inaccessible attic spaces, areas covered by insulation, crawl/attic spaces with less than 18" clearances. No furniture or fixtures were moved or disturbed during the inspection; areas covered by flooring material were not inspected.

Although a visual inspection, areas may be probed to confirm the presence of infestations, infections or the extent of the damage to the structural integrity based on visible evidence. We do not deface or probe window, door frames or decorative trims unless otherwise specified in this report.

Second story stall showers are not water tested due to finished ceilings below, sunken or below grade showers or tubs are not water tested due to their construction.

NOTICE: The Structural Pest Control Board encourages competitive business practices among registered companies. Reports on this structure prepared by various registered companies should list the same findings. However, recommendations to correct these findings may vary from company to company. You have the right to seek a second opinion.

Mold identification, condition(s) and remediation is outside the scope of this report as defined by the Structural Pest Control Act. Mold is not a wood destroying organism therefore no reference will be made to mold or mold like conditions. The release of mold spores or concerning the indoor air quality should be directed to a certified industrial hygienist.

Accurate Termite and Pest Control is not responsible for work completed by others, recommended or not, including by Owner.

Contractor bills should be submitted to Escrow as certification of work completed by others. Accurate Termite and Pest Control will re-inspect repairs done by others within four months of the original inspection. The re-inspection will be done within ten working days of the request. The cost of this inspection can be no more than the original fee.

In the course of the remediation process should any further damage or infestation be found a supplemental report will be issued, with findings, recommendations and cost if any.

Replacement material size and finish may differ from original construction material. Readily available material will be used.

In the remediation process all reasonable care will be taken to avoid damage, however it is agreed that Accurate Termite and Pest Control is not responsible for consequential damages resulting from these activities, such as damage to roof tiles, gutters, plants or sprinklers as examples.

During the course of treatment for Subterranean or Drywood Termite infestations or damage repair, it may become necessary to drill thru the concrete slab or into wall voids. It is to be understood that Accurate Termite and Pest Control is not and will not be held liable or responsible for damage any Phone, Plumbing, Gas or Electrical lines, etc., which may be imbedded, behind or below the concrete slab or finished walls. The owner/agent does hereby assume any and all responsibility of such damage.

Local Treatment is not intended to be an entire structure treatment method. If infestations of wood-destroying pests extend or exist beyond the area(s) of local treatment, they may not be exterminated.

In the case of FUMIGATION it is to be understood that Accurate Termite and Pest Control subcontracts this service to a state licensed fumigator. Our costs are for administration services and scheduling of the provided services. It is agreed that Accurate Termite and Pest Control or its subcontractor is not responsible for consequential damages or costs related to fumigation (i.e. roof damage or premise occupant vacating costs required for treatments, fumigations and/or repairs).

If a building permit is required, this will be at an additional expense to the owner. An inspection and report fee of \$85 is due at the time of inspection or \$125 if paid through escrow for a complete report, unless previous arrangements are made. Typically this charge does not apply to non-escrow inspections.

Should an escrow transaction cancel, it is to be the responsibility of the property owner(s) or party ordering inspection to pay this fee within 30 days of the cancelled escrow at which time interest may incur. Any one item of treatment/repair or a combination of items will have a minimum charge of \$325. An additional fee of \$85 is due upon receipt of a re-inspection report

The total amount of this contract is due and payable upon completion of work unless otherwise specified. A finance charge computed at a Monthly rate of 1.5% of the unpaid balance (annual percentage rate of 18%) will be added to all accounts past due.

Lead Based Paint: WARNING: Repairs by this company to residences built before 1978 may disturb materials containing lead-based paint and may release debris or dust containing lead. Lead is a chemical known to the State of California to cause cancer and birth defects or other reproductive harm. (This notice is provided in compliance with California's Proposition 65. For further information, contact your health care provider or an industrial hygienist. A licensed pest control inspector is not an expert in lead, lead-based paint,

or exposure to lead. The report is not intended to identify the presence or absence of lead or lead-based paint in the building inspected. Whether lead-based paint is present can be determined only by a certified lead inspector. For a list of certified lead inspectors, call the California Dept. of Health Services' Lead-Related Construction Information Line at 800-597-5323 or 510-869-3953.)

NOTICE: (Section 7018.5-Contractors License Law) Under the Mechanic's Lien Law, any contractor, subcontractor, laborer, material man or other person who helps to improve your property and is not paid for his labor, services or materials, has a right to enforce his claim against your property. Under the law you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work or improvement or modification thereof, in the office of the county recorder of the county where the property is situated and required that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than 50% of the contract price and shall, in addition to any conditions for performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment, or materials for the work described in said contract.

For consumer information regarding Structural Pest Control, visit the STRUCTURAL PEST CONTROL BOARD'S web site at 'WWW.Pestboard.Ca.Gov.'

Fire Sprinkler Protection Systems are subject to pipe leaks and breakage just like any other piping system. Accurate Termite and Pest Control shall not be responsible for any present, past, or future damage or injury resulting to any and all Fire Sprinkler Protection Systems for any reason, including without limitation, by reason of Inspection or Termite Treatment in the Attic or Structure. Furthermore, Accurate Termite and Pest Control shall not be responsible for any failures, damages, or defects arising from the Customers-Clients facility, system, or design thereof; from any act or omission of any employee, representative, agent, contractor of Customer-Client; or from any changes or interruptions in utility services which may affect the operation or use of the Customer's-Client's equipment, including electricity, gas, or the flow of water. Accurate Termite and Pest Control shall not be responsible for repair or replacement of personal property, to include but not limited to furnishings, belongings, or vehicles, caused by failure, breakage, or defect of a Fire Sprinkler Protection System. All parties agree that Client-Homeowner is exclusively responsible for all Fire Sprinkler Protection Systems.

Only and all work completed by Accurate Termite & Pest Control is warranted for One (1) year on areas treated for Drywood Termites and repairs.

This is a condominium and shares common walls and comp roofing system with adjacent units. The adjacent units were not inspected and no opinion is rendered concerning the absence or presence of any infestation or infection in these common areas or spreading from these common areas into the inspected unit. We recommend an inspection of the entire structure.

This is a limited inspection and report at the request of the owner. This report is limited to the following portions of the structure at the areas listed on this report for this unit ONLY. To determine the full extent of infestation or infection, we recommend a complete inspection of the structure. This bid is based on what is visible and accessible today 07/06/21. If the crewperson (operator-licensee) finds more damage a supplemental report will be issued.

Fence(s) and gates were not inspected.

Exterior of Structure was inspected from ground level only.

Large portions of the second story eaves could not be probed due to height, a visual inspection was performed from the ground level only.

No guarantee on roofs due to age and/or original construction.

Accurate Termite and Pest Control does not warranty/guarantee 'others' work.

Plumbing accesses were inaccessible and were not inspected. No outward signs of infestation(s)/infection(s) were identified.

Due to the type of construction, lack of clearance, or insulation covering wood members, portions of the attic could not be physically inspected except in the areas outlined on our report. Accurate Termite and Pest Control assumes no responsibility for any infection, infestation or damage which may be present and in accessible areas. If interested parties wish to open this area for inspection, we will list any adverse findings, recommendations and additional costs and a supplemental report.

They garage wall (s) is-are sheet rocked. Accurate Termite and Pest Control assumes no liability for any of infestations, infections or adverse conditions that may exist in the inaccessible areas.

This is a separated report which is defined as Section I/Section II conditions evident on the date of the inspection. Section I contains items where there is visible evidence of active infestation, infection or conditions that have resulted in or from infestation of infection. Section II items are conditions deemed likely to lead to infestation or infection but where no visible evidence of such was found. Further inspection items are defined as recommendations to inspect area(s) which during the original inspection did not allow the inspector access to complete the inspection and cannot be defined as Section I or Section II.

Description of Findings

SECTION: I DRYWOOD TERMITES

Finding: 2A
Recommendation: Evidence of Drywood Termite Damage noted at (2) 2 x 4 x 8' window trims.
(1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 2B
Recommendation: Evidence of Drywood Termites noted at the attic.
Primary recommendation: Seal and fumigate the entire structure with a lethal fumigant, sulfuryl fluoride (VIKANE) for elimination of Drywood Termite infestation(s). Use Chloropicrin (tear gas) as a warning agent. Remove, cover or mask any visible and accessible fecal pellets-evidence. To perform a whole structure fumigation the following are required: 1) The gas service must be disconnected by your gas company. Accurate Termite & Pest Control will assist with coordinating the disconnection. 2) A signed "OCCUPANTS FUMIGATION NOTICE" 3) A zero lot line or shared wall requires a neighbors signed acknowledgement granting access to their property 4) Access keys 5) Electrical power must remain on. Note: Roof and Plant damage may occur during the fumigation process *Property must be vacated for two nights and three days Attached adjacent structures make fumigation impractical. It is possible for a hidden infestation (s) of termites to exist in any structure, and only a complete fumigation will eliminate hidden infestations. However because of the type of construction and In lieu of fumigation At the request of Laurelmont, we have been instructed to suggest a Secondary Substandard treatment. Recommendation, drill and treat visible and accessible infestation(s) with a state registered termiticide. Remove, cover or mask any visible fecal pellets- evidence in the accessible area (s). *Warranty on specific area(s) of treatment only. *Local treatment is not intended to be an entire structure treatment method. If infestation of wood destroying pests extends or exists beyond the areas of local treatment they may not be exterminated. Accurate Termite and Pest Control shall not be responsible for any present, past, or future damage or injury resulting to any and all Fire Sprinkler Protection Systems for any reason, including without limitation, by reason of Inspection or Termite Treatment in the Attic or Structure. (PLEASE SEE FIRE SPRINKLER PROTECTION SYSTEMS NOTE FOR MORE INFORMATION)

FUNGUS/DRYROT

Finding: 3A
Recommendation: Evidence of Fungus/Dryrot Damage noted at 2 x 6 x 20' resawn fascia. This appears to be caused by weather exposure.
(1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3B
Recommendation: Evidence of Drywood Termite Damage noted at (2) 2 x 8 x 8' S4S jambs.

Recommendation: (1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3C Evidence of Fungus/Dryrot Damage noted at 2 x 8 x 8' S4S trim. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3D Evidence of Fungus/Dryrot Damage noted at (2) 2 x 10 x 12' S4S belly band trims. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3E Evidence of Fungus/Dryrot Damage noted at (2) 2 x 4 x 6' window trims. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3F Evidence of Fungus/Dryrot Damage noted at 2 x 10 x 8' and 2 x 6 x 8' trim/fascia. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3G Evidence of Fungus/Dryrot Damage noted at 2' x 4' x 1/2" plywood for radius window trim. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3H Evidence of Fungus/Dryrot Damage noted at 2 x 10 x 20', 2 x 10 x 16' and 2 x 10 x 6' with 2 x 8 trim fascia. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3I Evidence of Fungus/Dryrot Damage noted at 2 x 4 x 6' window trim. This appears to be caused by weather exposure.

Recommendation:

(1) Remove and replace damage as indicated. (2) Prime to paint. *Windows and Doors will not be primed or painted, existing hardware will be re-used *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Disclaimer

NOTICE TO OWNER/TENANT:

"Under the California Mechanic's Lien Law any structural pest control company which contracts to do work for you, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his or her work or supplies has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your structural pest control company in full if the subcontractor, laborers, or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice". Prime contractors and laborers for wages do not have to provide this notice. A Preliminary Notice is not a lien against your property. Its purpose is to notify you of persons who may have a right to file a lien against your property if they are not paid."

Thank you for selecting Accurate Termite & Pest Control to perform a Wood Destroying Pest and Organisms Inspection on your property. Our inspectors have determined that your property will benefit from the application of a chemical(s) listed below commonly used for structural pest control. In accordance with the laws and regulations of the State of California, we are required to notify you and your occupants with the following information prior to any application of chemicals to your property. Please take a few moments to read and become familiar with the content.

"State law requires you be given the following information: CAUTION - - PESTICIDES ARE TOXIC CHEMICALS. Structural Pest Control Companies are registered and regulated by the Structural Pest Control Board, and apply pesticides which are registered and approved for use by the California Department of Pesticide Regulation and the United States Environmental Protection Agency. Registration is granted when the State finds that based on existing scientific evidence there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of exposure, so exposure should be minimized."

"If within 24 hours following application you experience symptoms similar to common seasonal illness comparable to the flu, contact your physician or poison control center (800) 876-4766 and your pest control operator immediately"

BY AUTHORIZING THE OUTLINED RECOMMENDATIONS HEREIN, IT IS TO BE UNDERSTOOD THAT THERE ARE NO CHEMICAL SENSITIVE OCCUPANTS.

For further information, contact any of the following:

Accurate Termite & Pest Control.....(949) 461-3390
Poison Control.....(800) 876-4766
Structural Pest Control Board.....(800) 737-8188
Address: 2005 Evergreen St, Ste 1500, Sacramento, CA 92815-3831
DEPARTMENTS.....HEALTH.....AGRICULTURE
Orange County.....(714) 834-4722.....(714) 447-7100
L.A. County.....(213) 240-8203.....(626) 575-5471
Riverside County.....(951) 782-2974.....(951) 955-3045
San Bernardino.....(909) 884-4056.....(909) 387-2105
San Diego.....(619) 725-8000.....(858) 694-2775
Ventura.....(805) 652-6737.....(805) 389-0808

THE FOLLOWING IS A LIST OF PROPOSED CHEMICALS THAT MAY BE USED FOR TREATMENT PURPOSES:

I MAXX PRO: EPA No: 3125-MO-1.....75% Imidacloprid
TERMIDOR SC: EPA No: 7969-210.....9.1% Fipronil
ALTRISSET: EPA No: 100-1503.....18.4% Chlorantraniliprole
BORA-CARE: EPA No: 64405-1.....40% Octaborate tetrahydrate
TIMBOR: EPA No: 64405-8.....98% Octaborate tetrahydrate
ProFoam Platinum: Foaming agent.....60% Sulfate Disodium Lauroampho Diacetate
TALSTAR: EPA No: 279-3206.....7.9% Bifenthrin

WORK ORDER AGREEMENT

| | | | | |
|--------------|------------|-------------|------------|----------|
| Building No. | Street | City | Zip | Date |
| 23 | Pepperwood | Aliso Viejo | 92656-3025 | 07/08/21 |



Accurate
TERMITE • PEST CONTROL

Accurate Termite and Pest Control

13865 Alton Pkwy Ste 110
Irvine, CA 92618
Tel 949-461-3390 Fax 949-461-3391
Registration #: PR4527

A LICENSED PEST CONTROL OPERATOR IS AN EXPERT IN HIS/HER FIELD. ANY QUESTIONS RELATIVE TO THIS REPORT SHOULD BE REFERRED TO HIM/HER.

Report #: 67629

| | | |
|--|---|--|
| Ordered by: Laurelmont 23 Pepperwood Aliso Viejo, CA 92656-3025 | Property Owner and/or Party of Interest: 23 Pepperwood Aliso Viejo, CA 92656-3025 | Completion sent to: Stacy Mealin , 323-240-7766 |
|--|---|--|

| COST FOR WORK RECOMMENDED FOR TERMITE REPORT #: 67629 | | | |
|--|------------|--|--|
| SECTION I | SECTION II | SECTION NOT DETERMINED OR FURTHER INSPECTION RECOMMENDED | |
| 2A 3A 3I 3A 2B WARRANTY 3A \$3,950.00 3B 3A 3C 3A 3D 3A 3E 3A 3F 3A 3G 3A 3H 3A Total Section I: \$3,950.00 | | | |

I HEREBY AUTHORIZE ACCURATE TERMITE AND PEST CONTROL TO PERFORM THE FOLLOWING ITEMS:

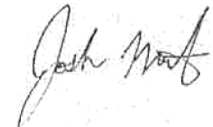
TERMS:

DOES ANY PERSON LIVING OR WORKING AT THIS ADDRESS HAVE ANY KNOWN CHEMICAL SENSITIVITIES OR ALLERGIES? YES / NO

HAVE YOU OR ANYONE ELSE LIVING OR WORKING AT THIS ADDRESS EVER MADE ANY PESTICIDE APPLICATIONS TO THE INTERIOR OR EXTERIOR OF THE STRUCTURE? YES / NO

AUTHORIZATION

CONDITIONS:

| | |
|----------------------|--|
| BY OWNER/AGENT/BUYER | Accurate Termite and Pest Control |
| PHONE: _____ | By: <u>Josh Mentzer</u> |
| SIGNATURE: _____ | Signature:  |
| | Lic. #: <u>FR38321</u> |

NOTE: WORK WILL NOT COMMENCE UNTIL DELIVERY OF YOUR WOOD DESTROYING PESTS AND ORGANISMS REPORT. FOR DETAILS REGARDING THE ABOVE RECOMMENDATIONS PLEASE REFER TO YOUR INSPECTION REPORT.

| | | |
|----------------------|---|------------------------|
| Phone # 888-516-6532 | Laurelmont Community Assn C/O OTIS HOA Management 23120 Alicia Pkwy, Ste 215 Mission Viejo, CA 92692 | Work Order # 147 |
| Fax # | | Date Printed 7/20/2021 |
| Work Order | | |

Summary: Termite Inspection

Assigned To: ACCURATE TERMITE & PESTCONTROL
13865 Alton Pkwy Ste 110
Irvine, CA 92618-1686
Phone #: 949-461-3390
Fax #:

Create Date: 06/25/2021 **Target Date:**
Status: Closed **Closed Date:** 7/20/2021
W/O Type: WOR - Work Order
W/O Auth.: ANG - Angie Ramos

Job Details

Job Location
62 Willowood #
Aliso Viejo, CA 92656

Contact Info
Contact: Pramit Adhikari
Phone: 949-943-7695 **Phone 2:**
Account #: 235466168 **Lot/Unit #:** 168

Special Instructions

Detailed Description

6/25/21 - Homeowner is reporting a termite issue around the exterior of the windows, there seems to be dryrot.

If you could please inspect and submit a report. Please contact the homeowner Pramit Adhikari at 949-94-7695 to schedule the inspection.

Thank you,

7/20/21 - Termite report and agreement received.

rayna@otishoa.com

From: Amanda Reid <amanda@accuratetermitecontrol.com>
Sent: Thursday, July 1, 2021 2:09 PM
To: Angie Ramos
Cc: Work Orders
Subject: Re: 62 Willowood- Termite

Hey Angie

There was no infestation to treat. Only damage that needs repair.

Amanda Reid | Accurate Termite & Pest Control

Phone: 949-837-6483 | 949-TERMITE

Address: 13865 Alton Parkway Suite #110 Irvine, CA 92618

On Thu, Jul 1, 2021 at 2:07 PM Angie Ramos <angie@otishoa.com> wrote:

Amanda,

I'm sorry, I'm bit confused. If termite are being reported by the homeowner and there is termite damage wouldn't you treat for termites before any repairs are done?

Thank you,

Angie M. Ramos

Operations Manager

otishoa
MANAGEMENT

23120 Alicia Parkway, Suite 215

Mission Viejo, CA 92692

888-516-6532

www.otishoa.com

From: Amanda Reid
Sent: Thursday, July 1, 2021 11:17 AM
To: Angie Ramos <angie@otishoa.com>
Cc: Work Orders <workorders@accuratetermitecontrol.com>
Subject: Re: 62 Willowood- Termite

Good morning, Angie

All items listed on the report are damage items and are not part of the termite treatment contract.

Amanda Reid | Accurate Termite & Pest Control

Phone: 949-837-6483 | 949-TERMITE

Address: 13865 Alton Parkway Suite #110 Irvine, CA 92618

On Thu, Jul 1, 2021 at 10:35 AM Angie Ramos <angie@otishoa.com> wrote:

Good morning,

Thank you for the inspection report. I greatly appreciate it. Would you please be able to tell which items are covered under the treatment warranty?

Thank you so much,

Angie M. Ramos

Operations Manager

otishoa
MANAGEMENT

23120 Alicia Parkway, Suite 215

Mission Viejo, CA 92692

888-516-6532

www.otishoa.com

From: workorders@accuratetermitecontrol.com

Sent: Thursday, July 1, 2021 8:12 AM

To: rayna@otishoa.com; angie@otishoa.com

Subject: 62 Willowood- Termite



Accurate Termite & Pest Control
13865 Alton Pkwy
Ste 110
Irvine, CA 92618-1686
949-837-6483

July 1, 2021

Laurelmont c/o Otis
GENERAL
Pepperwood
Aliso Viejo, CA 92656

Dear :

Here it is! Your Termite Report and Work Order Agreement.

Attached to this email you will find two separate files. **First**, will be a copy of your termite report which lists all the findings and recommendations pertaining to this structure. **Second**, will be the work order agreement which breaks down all the pricing for that report.

Please call our office with any questions and we'd be more than happy to assist you.

Ready to schedule? Sign a copy of the work order agreement, or simply respond to this email with the items you are approving and email or fax it back to our office and we'll contact you to schedule.

Thank you!

Accurate

949.TERMITE

949.837.6483

Thank you for letting us serve you

WOOD DESTROYING PESTS AND ORGANISMS INSPECTION REPORT

| | | | | | |
|--------------------|---------------------|---------------------|--------------|----------------------------------|---------------------------|
| Building No. 62 | Street Willowood | City Aliso Viejo | Zip 92656 | Date of Inspection 06/28/2021 | Number of Pages 1 of 6 |
|--------------------|---------------------|---------------------|--------------|----------------------------------|---------------------------|

| | | |
|---|---|--|
|  | <p>Accurate Termite and Pest Control</p> <p>13865 Alton Pkwy Ste 110</p> <p>Irvine, CA 92618</p> <p>Tel 949-461-3390 Fax 949-461-3391 Registration #: PR4527</p> | <p>A LICENSED PEST CONTROL OPERATOR IS AN EXPERT IN HIS/HER FIELD. QUESTIONS RELATIVE TO THIS REPORT SHOULD BE REFERRED TO HIM/HER.</p> <p style="text-align: right;">Report #: 67513</p> |
|---|---|--|

| | | |
|---|---|--|
| Ordered by: Laurelmont c/o Otis Pepperwood Aliso Viejo, CA 92656 888-516-6532 | Property Owner and/or Party of Interest: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 | Report sent to: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 |
|---|---|--|

COMPLETE REPORT
 LIMITED REPORT
 SUPPLEMENTAL REPORT
 REINSPECTION REPORT

| | |
|--|------------------------------------|
| General Description: Two story condo, composition roof, stucco siding, double car attached garage, slab foundation, occupied. | Inspection Tag Posted: Exterior |
| Other Tags Posted: | |

An inspection has been made of the structure(s) shown on the diagram in accordance with the Structural Pest Control Act. Detached porches, detached steps, detached decks and any other structures not on the diagram were not inspected.

Subterranean Termites
 Drywood Termites
 Fungus/Dryrot
 Other Findings
 Further Inspection

If any of the above boxes are checked, it indicates that there were visible problems in accessible areas. Read the report for details on checked items.

Key: 1 = Subterranean Termites
 2 = Drywood Termites
 3 = Fungus/Dryrot
 4 = Other Findings
 5 = Unknown Further Inspection

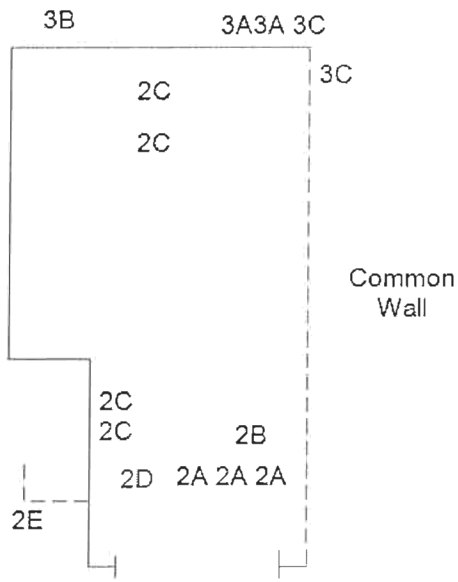


Diagram not to scale

Inspected By: John Gustavsen State License No.: FR33920 Signature: _____

You are entitled to obtain copies of all reports and completion notices on this property reported to the Structural Pest Control Board during the preceding two years. To obtain copies contact: Structural Pest Control Board, 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815

NOTE: Questions or problems concerning the above report should be directed to the manager of the company. Unresolved questions or problems with services performed may be directed to the Structural Pest Control Board at (916) 561-8708, (800) 737-8188 or www.pestboard.ca.gov.

43M-41 (REV. 04/2015)

General Comments

Thank You for choosing ACCURATE TERMITE CONTROL AND PEST CONTROL to inspect your property for wood destroying pest & organisms.

A wood destroying pest & organism inspection report (WDO Report, sometimes called a Termite Report), contains findings as to the presence or absence of wood destroying pests or organisms in visible and accessible areas on the date of the inspection. The report also contains recommendations for correcting any infestations, infections or conditions found. The content of the report is governed by the Structural Pest Control Board and the rules and regulations of the Structural Pest Control Act.

Accurate Termite and Pest Control's inspectors perform a visual inspection of the exterior from the ground only; the inspector did not go onto the roof surface due to possible physical damage to the roof or personnel injury. The exterior surface of the roof was not inspected. You should contact a roofing contractor, licensed by the Contractor's State License Board to determine the water tightness of the roof. Certain areas are considered inaccessible and are not inspected. Such as inaccessible attic spaces, areas covered by insulation, crawl/attic spaces with less than 18" clearances. No furniture or fixtures were moved or disturbed during the inspection; areas covered by flooring material were not inspected.

Although a visual inspection, areas may be probed to confirm the presence of infestations, infections or the extent of the damage to the structural integrity based on visible evidence. We do not deface or probe window, door frames or decorative trims unless otherwise specified in this report.

Second story stall showers are not water tested due to finished ceilings below, sunken or below grade showers or tubs are not water tested due to their construction.

NOTICE: The Structural Pest Control Board encourages competitive business practices among registered companies. Reports on this structure prepared by various registered companies should list the same findings. However, recommendations to correct these findings may vary from company to company. You have the right to seek a second opinion.

Mold identification, condition(s) and remediation is outside the scope of this report as defined by the Structural Pest Control Act. Mold is not a wood destroying organism therefore no reference will be made to mold or mold like conditions. The release of mold spores or concerning the indoor air quality should be directed to a certified industrial hygienist.

Accurate Termite and Pest Control is not responsible for work completed by others, recommended or not, including by Owner.

Contractor bills should be submitted to Escrow as certification of work completed by others. Accurate Termite and Pest Control will re-inspect repairs done by others within four months of the original inspection. The re-inspection will be done within ten working days of the request. The cost of this inspection can be no more than the original fee.

In the course of the remediation process should any further damage or infestation be found a supplemental report will be issued, with findings, recommendations and cost if any.

Replacement material size and finish may differ from original construction material. Readily available material will be used.

In the remediation process all reasonable care will be taken to avoid damage, however it is agreed that Accurate Termite and Pest Control is not responsible for consequential damages resulting from these activities, such as damage to roof tiles, gutters, plants or sprinklers as examples.

During the course of treatment for Subterranean or Drywood Termite infestations or damage repair, it may become necessary to drill thru the concrete slab or into wall voids. It is to be understood that Accurate Termite and Pest Control is not and will not be held liable or responsible for damage any Phone, Plumbing, Gas or Electrical lines, etc., which may be imbedded, behind or below the concrete slab or finished walls. The owner/agent does hereby assume any and all responsibility of such damage.

Local Treatment is not intended to be an entire structure treatment method. If infestations of wood-destroying pests extend or exist beyond the area(s) of local treatment, they may not be exterminated.

In the case of FUMIGATION it is to be understood that Accurate Termite and Pest Control subcontracts this service to a state licensed fumigator. Our costs are for administration services and scheduling of the provided services. It is agreed that Accurate Termite and Pest Control or its subcontractor is not responsible for consequential damages or costs related to fumigation (i.e. roof damage or premise occupant vacating costs required for treatments, fumigations and/or repairs).

If a building permit is required, this will be at an additional expense to the owner. An inspection and report fee of \$85 is due at the time of inspection or \$125 if paid through escrow for a complete report, unless previous arrangements are made. Typically this charge does not apply to non-escrow inspections.

Should an escrow transaction cancel, it is to be the responsibility of the property owner(s) or party ordering inspection to pay this fee within 30 days of the cancelled escrow at which time interest may incur. Any one item of treatment/repair or a combination of items will have a minimum charge of \$325. An additional fee of \$85 is due upon receipt of a re-inspection report

The total amount of this contract is due and payable upon completion of work unless otherwise specified. A finance charge computed at a Monthly rate of 1.5% of the unpaid balance (annual percentage rate of 18%) will be added to all accounts past due.

Lead Based Paint: WARNING: Repairs by this company to residences built before 1978 may disturb materials containing lead-based paint and may release debris or dust containing lead. Lead is a chemical known to the State of California to cause cancer and birth defects or other reproductive harm. (This notice is provided in compliance with California's Proposition 65. For further information, contact your health care provider or an industrial hygienist. A licensed pest control inspector is not an expert in lead, lead-based paint,

or exposure to lead. The report is not intended to identify the presence or absence of lead or lead-based paint in the building inspected. Whether lead-based paint is present can be determined only by a certified lead inspector. For a list of certified lead inspectors, call the California Dept. of Health Services' Lead-Related Construction Information Line at 800-597-5323 or 510-869-3953.)

NOTICE: (Section 7018.5-Contractors License Law) Under the Mechanic's Lien Law, any contractor, subcontractor, laborer, material man or other person who helps to improve your property and is not paid for his labor, services or materials, has a right to enforce his claim against your property. Under the law you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work or improvement or modification thereof, in the office of the county recorder of the county where the property is situated and required that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than 50% of the contract price and shall, in addition to any conditions for performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment, or materials for the work described in said contract.

For consumer information regarding Structural Pest Control, visit the STRUCTURAL PEST CONTROL BOARD'S web site at 'WWW.Pestboard.Ca.Gov.'

Fire Sprinkler Protection Systems are subject to pipe leaks and breakage just like any other piping system. Accurate Termite and Pest Control shall not be responsible for any present, past, or future damage or injury resulting to any and all Fire Sprinkler Protection Systems for any reason, including without limitation, by reason of Inspection or Termite Treatment in the Attic or Structure. Furthermore, Accurate Termite and Pest Control shall not be responsible for any failures, damages, or defects arising from the Customers-Clients facility, system, or design thereof; from any act or omission of any employee, representative, agent, contractor of Customer-Client; or from any changes or interruptions in utility services which may affect the operation or use of the Customer's-Client's equipment, including electricity, gas, or the flow of water. Accurate Termite and Pest Control shall not be responsible for repair or replacement of personal property, to include but not limited to furnishings, belongings, or vehicles, caused by failure, breakage, or defect of a Fire Sprinkler Protection System. All parties agree that Client-Homeowner is exclusively responsible for all Fire Sprinkler Protection Systems.

Only and all work completed by Accurate Termite & Pest Control is warranted for One (1) year on repairs.

This is a condominium and shares common walls and comp roofing system with adjacent units. The adjacent units were not inspected and no opinion is rendered concerning the absence or presence of any infestation or infection in these common areas or spreading from these common areas into the inspected unit. We recommend an inspection of the entire structure.

Exterior of Structure was inspected from ground level only.

Water stains noted. Dry at the time of inspection. If information regarding the stain(s) is requested, the owner should employ the appropriate tradesman to inspect and report on the area(s). This company renders no guarantees or warranties.

Accurate Termite and Pest Control is not responsible for normal drywall and/or plaster damage. These conditions are considered maintenance items.

This is a limited inspection and report at the request of Laurelmont. This report is limited to the following portions of the structure at the exterior ONLY. To determine the full extent of infestation or infection, we recommend a complete inspection of the structure. This bid is based on what is visible and accessible today 06/28/21. If the crewperson (operator-licensee) finds more damage a supplemental report will be issued.

DRYWOOD TERMITES

Description of Findings

| | |
|-----------------|--|
| Finding: 2A | Evidence of past Drywood Termites Damage noted at the second story gable trim (2) 2 x 10 x 10' resawn and (2) 2 x 6 x 10' resawn. |
| Recommendation: | (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any. |
| Finding: 2B | Evidence of past Drywood Termites Damage noted at the second story window trim 2 x 6 x 6' resawn. |
| Recommendation: | (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any. |
| Finding: 2C | Evidence of past Drywood Termites Damage noted at the second story gable and trim (2) 2 x 10 x 20' resawn and (2) 2 x 6 x 20' resawn. |
| Recommendation: | (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any. |
| Finding: 2D | Evidence of past Drywood Termites Damage noted at the second story rafter 2 x 8 x 3'. |
| Recommendation: | (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any. |
| Finding: 2E | Evidence of past Drywood Termites Damage noted at the wall trim 2 x 8 x 5' resawn and 2 x 6 x 5' resawn (gate attached). |
| Recommendation: | (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any. |

FUNGUS/DRYROT

| | |
|-----------------|--|
| Finding: 3A | Evidence of Fungus/Dryrot Damage noted at the second story window trim (2) 2 x 4 x 12' resawn. This appears to be caused by weather exposure. |
| Recommendation: | (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any. |

Finding: 3B Evidence of Fungus/Dryrot Damage noted at the door trim 2 x 4 x 8'. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Finding: 3C Evidence of Fungus/Dryrot Damage noted at the belly band (2) 2 x 10 x 16'. This appears to be caused by weather exposure.

Recommendation: (1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Disclaimer

NOTICE TO OWNER/TENANT:

"Under the California Mechanic's Lien Law any structural pest control company which contracts to do work for you, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his or her work or supplies has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your structural pest control company in full if the subcontractor, laborers, or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice". Prime contractors and laborers for wages do not have to provide this notice. A Preliminary Notice is not a lien against your property. Its purpose is to notify you of persons who may have a right to file a lien against your property if they are not paid."

Thank you for selecting Accurate Termite & Pest Control to perform a Wood Destroying Pest and Organisms Inspection on your property. Our inspectors have determined that your property will benefit from the application of a chemical(s) listed below commonly used for structural pest control. In accordance with the laws and regulations of the State of California, we are required to notify you and your occupants with the following information prior to any application of chemicals to your property. Please take a few moments to read and become familiar with the content.

"State law requires you be given the following information: CAUTION - - PESTICIDES ARE TOXIC CHEMICALS. Structural Pest Control Companies are registered and regulated by the Structural Pest Control Board, and apply pesticides which are registered and approved for use by the California Department of Pesticide Regulation and the United States Environmental Protection Agency. Registration is granted when the State finds that based on existing scientific evidence there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of exposure, so exposure should be minimized."

"If within 24 hours following application you experience symptoms similar to common seasonal illness comparable to the flu, contact your physician or poison control center (800) 876-4766 and your pest control operator immediately"

BY AUTHORIZING THE OUTLINED RECOMMENDATIONS HEREIN, IT IS TO BE UNDERSTOOD THAT THERE ARE NO CHEMICAL SENSITIVE OCCUPANTS.

For further information, contact any of the following:

Accurate Termite & Pest Control.....(949) 461-3390
Poison Control.....(800) 876-4766
Structural Pest Control Board.....(800) 737-8188
Address: 2005 Evergreen St, Ste 1500, Sacramento, CA 92815-3831
DEPARTMENTS.....HEALTH.....AGRICULTURE
Orange County.....(714) 834-4722.....(714) 447-7100
L.A. County.....(213) 240-8203.....(626) 575-5471
Riverside County.....(951) 782-2974.....(951) 955-3045
San Bernardino.....(909) 884-4056.....(909) 387-2105
San Diego.....(619) 725-8000.....(858) 694-2775
Ventura.....(805) 652-6737.....(805) 389-0808

THE FOLLOWING IS A LIST OF PROPOSED CHEMICALS THAT MAY BE USED FOR TREATMENT PURPOSES:

I MAXX PRO: EPA No: 3125-MO-1.....75% Imidacloprid
TERMIDOR SC: EPA No: 7969-210.....9.1% Fipronil
ALTRISSET: EPA No: 100-1503.....18.4% Chlorantraniliprole
BORA-CARE: EPA No: 64405-1.....40% Octaborate tetrahydrate
TIMBOR: EPA No: 64405-8.....98% Octaborate tetrahydrate
ProFoam Platinum: Foaming agent.....60% Sulfate Disodium Lauroampho Diacetate
TALSTAR: EPA No: 279-3206.....7.9% Bifenthrin

WORK ORDER AGREEMENT

| | | | | |
|--------------|-----------|-------------|-------|----------|
| Building No. | Street | City | Zip | Date |
| 62 | Willowood | Aliso Viejo | 92656 | 07/01/21 |



Accurate Termite and Pest Control

**13865 Alton Pkwy Ste 110
Irvine, CA 92618**
Tel 949-461-3390 Fax 949-461-3391
Registration #: PR4527

A LICENSED PEST CONTROL OPERATOR IS AN EXPERT IN HIS/HER FIELD. ANY QUESTIONS RELATIVE TO THIS REPORT SHOULD BE REFERRED TO HIM/HER.

Report #: 67513

| | | |
|--|--|---|
| Ordered by: Laurelmont c/o Otis Pepperwood Aliso Viejo, CA 92656 888-516-6532 | Property Owner and/or Party of Interest: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 | Completion sent to: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 |
|--|--|---|

| COST FOR WORK RECOMMENDED FOR TERMITE REPORT #: 67513 | |
|---|----------|
| 2A | \$450.00 |
| 2B | \$225.00 |
| 2C | \$825.00 |
| 2D | \$150.00 |
| 2E | \$375.00 |
| 3A | \$375.00 |
| 3B | \$150.00 |
| 3C | \$450.00 |

I HEREBY AUTHORIZE ACCURATE TERMITE AND PEST CONTROL TO PERFORM THE FOLLOWING ITEMS:

TERMS:

DOES ANY PERSON LIVING OR WORKING AT THIS ADDRESS HAVE ANY KNOWN CHEMICAL SENSITIVITIES OR ALLERGIES? YES / NO
 HAVE YOU OR ANYONE ELSE LIVING OR WORKING AT THIS ADDRESS EVER MADE ANY PESTICIDE APPLICATIONS TO THE INTERIOR OR EXTERIOR OF THE STRUCTURE? YES / NO

AUTHORIZATION

CONDITIONS:

BY OWNER/AGENT/BUYER

Accurate Termite and Pest Control

PHONE: 888-516-6532

By: John Gustavsen

SIGNATURE: _____

Signature:

Lic. #: FR33920

NOTE: WORK WILL NOT COMMENCE UNTIL DELIVERY OF YOUR WOOD DESTROYING PESTS AND ORGANISMS REPORT. FOR DETAILS REGARDING THE ABOVE RECOMMENDATIONS PLEASE REFER TO YOUR INSPECTION REPORT.

| | | |
|----------------------|---|------------------------|
| Phone # 888-516-6532 | Laurelmont Community Assn C/O OTIS HOA Management 23120 Alicia Pkwy, Ste 215 Mission Viejo, CA 92692 | Work Order # 167 |
| Fax # | | Date Printed 7/20/2021 |
| Work Order | | |

Summary: Termite Inspection

Assigned To: ACCURATE TERMITE & PESTCONTROL
13865 Alton Pkwy Ste 110
Irvine, CA 92618-1686
Phone #: 949-461-3390
Fax #:

Create Date: 06/30/2021 **Target Date:**
Status: Closed **Closed Date:** 7/16/2021
W/O Type: CAL - Phone Call Received

W/O Auth.: ANG - Angie Ramos

Job Details

Job Location
67 Willowood #
Aliso Viejo, CA 92656

Contact Info
Contact: Lynda E Elkins
Phone: 9492151917 **Phone 2:** 9495008040
Account #: 145412173 **Lot/Unit #:** 173

Special Instructions

Detailed Description

6/30/21 - Homeowner is reporting termites coming in from the outside into the interior front wall.

If you could please schedule an inspection. Please contact the homeowner Lynda Elkin at 949-500-8040.

Thank you.

7/16/21 - Termite inspection received.

WOOD DESTROYING PESTS AND ORGANISMS INSPECTION REPORT

| | | | | | |
|--------------|-----------|-------------|-------|--------------------|-----------------|
| Building No. | Street | City | Zip | Date of Inspection | Number of Pages |
| 67 | Willowood | Aliso Viejo | 92656 | 07/15/2021 | 1 of 5 |



Accurate Termite and Pest Control
13865 Alton Pkwy Ste 110
Irvine, CA 92618
 Tel 949-461-3390 Fax 949-461-3391
 Registration #: PR4527

A LICENSED PEST CONTROL OPERATOR IS AN EXPERT IN HIS/HER FIELD. QUESTIONS RELATIVE TO THIS REPORT SHOULD BE REFERRED TO HIM/HER.

Report #: 67824

| | | |
|---|---|--|
| Ordered by: Laurelmont c/o Otis 67 Willowood Aliso Viejo, CA 92656 888-516-6532 | Property Owner and/or Party of Interest: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 | Report sent to: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 |
|---|---|--|

COMPLETE REPORT
 LIMITED REPORT
 SUPPLEMENTAL REPORT
 REINSPECTION REPORT

| | |
|--|------------------------------------|
| General Description: Two story condo, composition roof, stucco siding, double car attached garage, slab foundation, occupied. | Inspection Tag Posted: Exterior |
| Other Tags Posted: | |

An inspection has been made of the structure(s) shown on the diagram in accordance with the Structural Pest Control Act. Detached porches, detached steps, detached decks and any other structures not on the diagram were not inspected.

Subterranean Termites
 Drywood Termites
 Fungus/Dryrot
 Other Findings
 Further Inspection

If any of the above boxes are checked, it indicates that there were visible problems in accessible areas. Read the report for details on checked items.

Key: 1 = Subterranean Termites
 2 = Drywood Termites
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 4 = Other Findings
 5 = Unknown Further Inspection

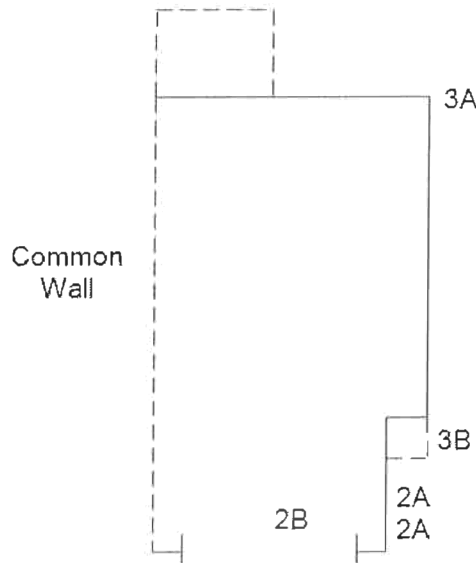


Diagram not to scale

Inspected By: John Gustavsen State License No.: FR33920 Signature: *[Signature]*

You are entitled to obtain copies of all reports and completion notices on this property reported to the Structural Pest Control Board during the preceding two years. To obtain copies contact: Structural Pest Control Board, 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815

NOTE: Questions or problems concerning the above report should be directed to the manager of the company. Unresolved questions or problems with services performed may be directed to the Structural Pest Control Board at (916) 561-8708, (800) 737-8188 or www.pestboard.ca.gov.

General Comments

Thank You for choosing ACCURATE TERMITE CONTROL AND PEST CONTROL to inspect your property for wood destroying pest & organisms.

A wood destroying pest & organism inspection report (WDO Report, sometimes called a Termite Report), contains findings as to the presence or absence of wood destroying pests or organisms in visible and accessible areas on the date of the inspection. The report also contains recommendations for correcting any infestations, infections or conditions found. The content of the report is governed by the Structural Pest Control Board and the rules and regulations of the Structural Pest Control Act.

Accurate Termite and Pest Control's inspectors perform a visual inspection of the exterior from the ground only; the inspector did not go onto the roof surface due to possible physical damage to the roof or personnel injury. The exterior surface of the roof was not inspected. You should contact a roofing contractor, licensed by the Contractor's State License Board to determine the water tightness of the roof. Certain areas are considered inaccessible and are not inspected. Such as inaccessible attic spaces, areas covered by insulation, crawl/attic spaces with less than 18" clearances. No furniture or fixtures were moved or disturbed during the inspection; areas covered by flooring material were not inspected.

Although a visual inspection, areas may be probed to confirm the presence of infestations, infections or the extent of the damage to the structural integrity based on visible evidence. We do not deface or probe window, door frames or decorative trims unless otherwise specified in this report.

Second story stall showers are not water tested due to finished ceilings below, sunken or below grade showers or tubs are not water tested due to their construction.

NOTICE: The Structural Pest Control Board encourages competitive business practices among registered companies. Reports on this structure prepared by various registered companies should list the same findings. However, recommendations to correct these findings may vary from company to company. You have the right to seek a second opinion.

Mold identification, condition(s) and remediation is outside the scope of this report as defined by the Structural Pest Control Act. Mold is not a wood destroying organism therefore no reference will be made to mold or mold like conditions. The release of mold spores or concerning the indoor air quality should be directed to a certified industrial hygienist.

Accurate Termite and Pest Control is not responsible for work completed by others, recommended or not, including by Owner.

Contractor bills should be submitted to Escrow as certification of work completed by others. Accurate Termite and Pest Control will re-inspect repairs done by others within four months of the original inspection. The re-inspection will be done within ten working days of the request. The cost of this inspection can be no more than the original fee.

In the course of the remediation process should any further damage or infestation be found a supplemental report will be issued, with findings, recommendations and cost if any.

Replacement material size and finish may differ from original construction material. Readily available material will be used.

In the remediation process all reasonable care will be taken to avoid damage, however it is agreed that Accurate Termite and Pest Control is not responsible for consequential damages resulting from these activities, such as damage to roof tiles, gutters, plants or sprinklers as examples.

During the course of treatment for Subterranean or Drywood Termite infestations or damage repair, it may become necessary to drill thru the concrete slab or into wall voids. It is to be understood that Accurate Termite and Pest Control is not and will not be held liable or responsible for damage any Phone, Plumbing, Gas or Electrical lines, etc., which may be imbedded, behind or below the concrete slab or finished walls. The owner/agent does hereby assume any and all responsibility of such damage.

Local Treatment is not intended to be an entire structure treatment method. If infestations of wood-destroying pests extend or exist beyond the area(s) of local treatment, they may not be exterminated.

In the case of FUMIGATION it is to be understood that Accurate Termite and Pest Control subcontracts this service to a state licensed fumigator. Our costs are for administration services and scheduling of the provided services. It is agreed that Accurate Termite and Pest Control or its subcontractor is not responsible for consequential damages or costs related to fumigation (i.e. roof damage or premise occupant vacating costs required for treatments, fumigations and/or repairs).

If a building permit is required, this will be at an additional expense to the owner. An inspection and report fee of \$85 is due at the time of inspection or \$125 if paid through escrow for a complete report, unless previous arrangements are made. Typically this charge does not apply to non-escrow inspections.

Should an escrow transaction cancel, it is to be the responsibility of the property owner(s) or party ordering inspection to pay this fee within 30 days of the cancelled escrow at which time interest may incur. Any one item of treatment/repair or a combination of items will have a minimum charge of \$325. An additional fee of \$85 is due upon receipt of a re-inspection report

The total amount of this contract is due and payable upon completion of work unless otherwise specified. A finance charge computed at a Monthly rate of 1.5% of the unpaid balance (annual percentage rate of 18%) will be added to all accounts past due.

Lead Based Paint: WARNING: Repairs by this company to residences built before 1978 may disturb materials containing lead-based paint and may release debris or dust containing lead. Lead is a chemical known to the State of California to cause cancer and birth defects or other reproductive harm. (This notice is provided in compliance with California's Proposition 65. For further information, contact your health care provider or an industrial hygienist. A licensed pest control inspector is not an expert in lead, lead-based paint,

or exposure to lead. The report is not intended to identify the presence or absence of lead or lead-based paint in the building inspected. Whether lead-based paint is present can be determined only by a certified lead inspector. For a list of certified lead inspectors, call the California Dept. of Health Services' Lead-Related Construction Information Line at 800-597-5323 or 510-869-3953.)

NOTICE: (Section 7018.5-Contractors License Law) Under the Mechanic's Lien Law, any contractor, subcontractor, laborer, material man or other person who helps to improve your property and is not paid for his labor, services or materials, has a right to enforce his claim against your property. Under the law you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work or improvement or modification thereof, in the office of the county recorder of the county where the property is situated and required that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than 50% of the contract price and shall, in addition to any conditions for performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment, or materials for the work described in said contract.

For consumer information regarding Structural Pest Control, visit the STRUCTURAL PEST CONTROL BOARD'S web site at 'WWW.Pestboard.Ca.Gov.'

Fire Sprinkler Protection Systems are subject to pipe leaks and breakage just like any other piping system. Accurate Termite and Pest Control shall not be responsible for any present, past, or future damage or injury resulting to any and all Fire Sprinkler Protection Systems for any reason, including without limitation, by reason of Inspection or Termite Treatment in the Attic or Structure. Furthermore, Accurate Termite and Pest Control shall not be responsible for any failures, damages, or defects arising from the Customers-Clients facility, system, or design thereof; from any act or omission of any employee, representative, agent, contractor of Customer-Client; or from any changes or interruptions in utility services which may affect the operation or use of the Customer's-Client's equipment, including electricity, gas, or the flow of water. Accurate Termite and Pest Control shall not be responsible for repair or replacement of personal property, to include but not limited to furnishings, belongings, or vehicles, caused by failure, breakage, or defect of a Fire Sprinkler Protection System. All parties agree that Client-Homeowner is exclusively responsible for all Fire Sprinkler Protection Systems.

Only and all work completed by Accurate Termite & Pest Control is warranted for One (1) year on repairs.

Exterior of Structure was inspected from ground level only.

No guarantee on roofs due to age and/or original construction.

Accurate Termite and Pest Control does not warranty/guarantee 'others' work.

This is a condominium and shares common walls and comp roofing system with adjacent units. The adjacent units were not inspected and no opinion is rendered concerning the absence or presence of any infestation or infection in these common areas or spreading from these common areas into the inspected unit. We recommend an inspection of the entire structure.

This is a limited inspection and report at the request of Laurelmont. This report is limited to the following portions of the structure at the attic and exterior ONLY. To determine the full extent of infestation or infection, we recommend a complete inspection of the structure. This bid is based on what is visible and accessible today 07/15/21. If the crewperson (operator-licensee) finds more damage a supplemental report will be issued.

DRYWOOD TERMITES

Description of Findings

- Finding: 2A
Recommendation: Evidence of past Drywood Termites Damage noted at the second story gable and trim (2).
(1) Repair area(s) with an epoxy filler. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed.
- Finding: 2B
Recommendation: Evidence of past Drywood Termites Damage noted at the second story window shelf (1).
(1) Repair area(s) with an epoxy filler. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed.

FUNGUS/DRYROT

- Finding: 3A
Recommendation: Evidence of Fungus/Dryrot Damage noted at the window trim 2 x 4 x 4'.
(1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.
- Finding: 3B
Recommendation: Evidence of Fungus/Dryrot Damage noted at the pony wall cap 2 x 8 x 6'.
(1) Remove and replace damage as indicated. (2) Paint to match. *A sample will be used when paint matching, however an exact color match is not guaranteed, existing hardware will be re-used. *Accurate Termite & Pest Control is not responsible for embedded pipes/lines behind wall area(s) *A supplemental report will be filed should additional Damage/infestation(s)/infection(s) extend into inaccessible area(s) with recommendations and cost if any.

Disclaimer

NOTICE TO OWNER/TENANT:

"Under the California Mechanic's Lien Law any structural pest control company which contracts to do work for you, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his or her work or supplies has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your structural pest control company in full if the subcontractor, laborers, or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice". Prime contractors and laborers for wages do not have to provide this notice. A Preliminary Notice is not a lien against your property. Its purpose is to notify you of persons who may have a right to file a lien against your property if they are not paid."

Thank you for selecting Accurate Termite & Pest Control to perform a Wood Destroying Pest and Organisms Inspection on your property. Our inspectors have determined that your property will benefit from the application of a chemical(s) listed below commonly used for structural pest control. In accordance with the laws and regulations of the State of California, we are required to notify you and your occupants with the following information prior to any application of chemicals to your property. Please take a few moments to read and become familiar with the content.

"State law requires you be given the following information: CAUTION - - PESTICIDES ARE TOXIC CHEMICALS. Structural Pest Control Companies are registered and regulated by the Structural Pest Control Board, and apply pesticides which are registered and approved for use by the California Department of Pesticide Regulation and the United States Environmental Protection Agency. Registration is granted when the State finds that based on existing scientific evidence there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of exposure, so exposure should be minimized."

"If within 24 hours following application you experience symptoms similar to common seasonal illness comparable to the flu, contact your physician or poison control center (800) 876-4766 and your pest control operator immediately"

BY AUTHORIZING THE OUTLINED RECOMMENDATIONS HEREIN, IT IS TO BE UNDERSTOOD THAT THERE ARE NO CHEMICAL SENSITIVE OCCUPANTS.

For further information, contact any of the following:

- Accurate Termite & Pest Control.....(949) 461-3390
- Poison Control.....(800) 876-4766
- Structural Pest Control Board.....(800) 737-8188
- Address: 2005 Evergreen St, Ste 1500, Sacramento, CA 92815-3831
- DEPARTMENTS.....HEALTH.....AGRICULTURE
- Orange County.....(714) 834-4722.....(714) 447-7100
- L.A. County.....(213) 240-8203.....(626) 575-5471
- Riverside County.....(951) 782-2974.....(951) 955-3045
- San Bernardino.....(909) 884-4056.....(909) 387-2105
- San Diego.....(619) 725-8000.....(858) 694-2775
- Ventura.....(805) 652-6737.....(805) 389-0808

THE FOLLOWING IS A LIST OF PROPOSED CHEMICALS THAT MAY BE USED FOR TREATMENT PURPOSES:

- I MAXX PRO: EPA No: 3125-MO-1.....75% Imidacloprid
- TERMIDOR SC: EPA No: 7969-210.....9.1% Fipronil
- ALTRISSET: EPA No: 100-1503.....18.4% Chlorantraniliprole
- BORA-CARE: EPA No: 64405-1.....40% Octaborate tetrahydrate
- TIMBOR: EPA No: 64405-8.....98% Octaborate tetrahydrate
- ProFoam Platinum: Foaming agent.....60% Sulfate Disodium Lauroampho Diacetate
- TALSTAR: EPA No: 279-3206.....7.9% Bifenthrin

WORK ORDER AGREEMENT

| | | | | |
|--------------|-----------|-------------|-------|----------|
| Building No. | Street | City | Zip | Date |
| 67 | Willowood | Aliso Viejo | 92656 | 07/16/21 |



Accurate Termite and Pest Control

**13865 Alton Pkwy Ste 110
Irvine, CA 92618**
Tel 949-461-3390 Fax 949-461-3391
Registration #: PR4527

A LICENSED PEST CONTROL OPERATOR IS AN EXPERT IN HIS/HER FIELD. ANY QUESTIONS RELATIVE TO THIS REPORT SHOULD BE REFERRED TO HIM/HER.

Report #: 67824

| | | |
|--|--|---|
| Ordered by: Laurelmont c/o Otis 67 Willowood Aliso Viejo, CA 92656 888-516-6532 | Property Owner and/or Party of Interest: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 | Completion sent to: Laurelmont HOA c/o Otis 23120 Alicia Pkwy Suite 215 Mission Viejo, CA 92692-1210 888-516-6532 |
|--|--|---|

| | |
|---|----------|
| COST FOR WORK RECOMMENDED FOR TERMITE REPORT #: 67824 | |
| 2A | \$150.00 |
| 2B | \$75.00 |
| 3A | \$150.00 |
| 3B | \$300.00 |

I HEREBY AUTHORIZE ACCURATE TERMITE AND PEST CONTROL TO PERFORM THE FOLLOWING ITEMS:

TERMS:

DOES ANY PERSON LIVING OR WORKING AT THIS ADDRESS HAVE ANY KNOWN CHEMICAL SENSITIVITIES OR ALLERGIES? YES / NO
 HAVE YOU OR ANYONE ELSE LIVING OR WORKING AT THIS ADDRESS EVER MADE ANY PESTICIDE APPLICATIONS TO THE INTERIOR OR EXTERIOR OF THE STRUCTURE? YES / NO

AUTHORIZATION

CONDITIONS:

BY OWNER/AGENT/BUYER

Accurate Termite and Pest Control

PHONE: 888-516-6532

By: John Gustavsen

SIGNATURE: _____

Signature: 

Lic. #: FR33920

NOTE: WORK WILL NOT COMMENCE UNTIL DELIVERY OF YOUR WOOD DESTROYING PESTS AND ORGANISMS REPORT. FOR DETAILS REGARDING THE ABOVE RECOMMENDATIONS PLEASE REFER TO YOUR INSPECTION REPORT.

Laurelmont

Community Association

MEMORANDUM

Date: July 20, 2021
To: Board of Directors
From: Management
Subject: Wood Repair Proposals

Please see the below summary of proposals obtained for common area repairs and maintenance.

| | |
|--------------------------|----------------------|
| 41 Primrose | |
| Cinder Block Wall Repair | Spectrum: \$1,742.00 |



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

www.spectrumpsinc.com

June 30, 2021

Proposal No. 12225

Work order: 124

SUBMITTED TO:

Laurelmont Community Association
C/O Otis HOA Management
23120 Alicia Parkway, STE 215
Mission Viejo, CA 92692

RE: concrete repairs

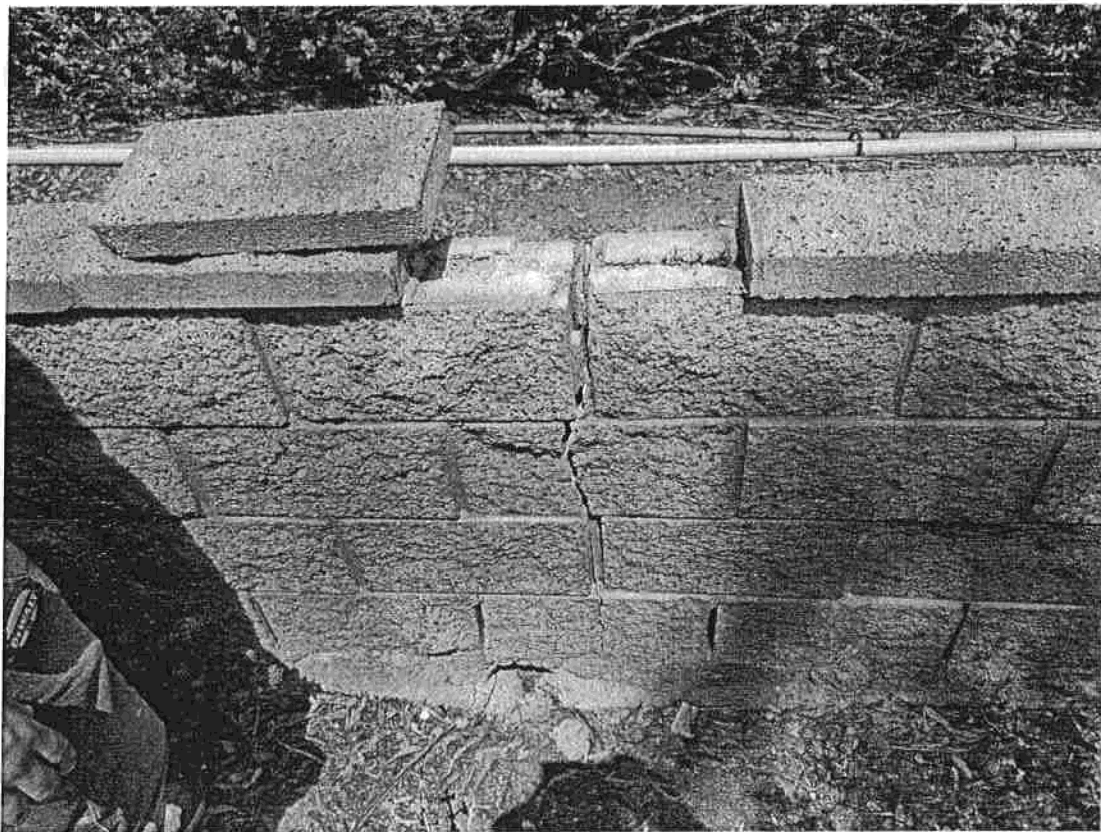
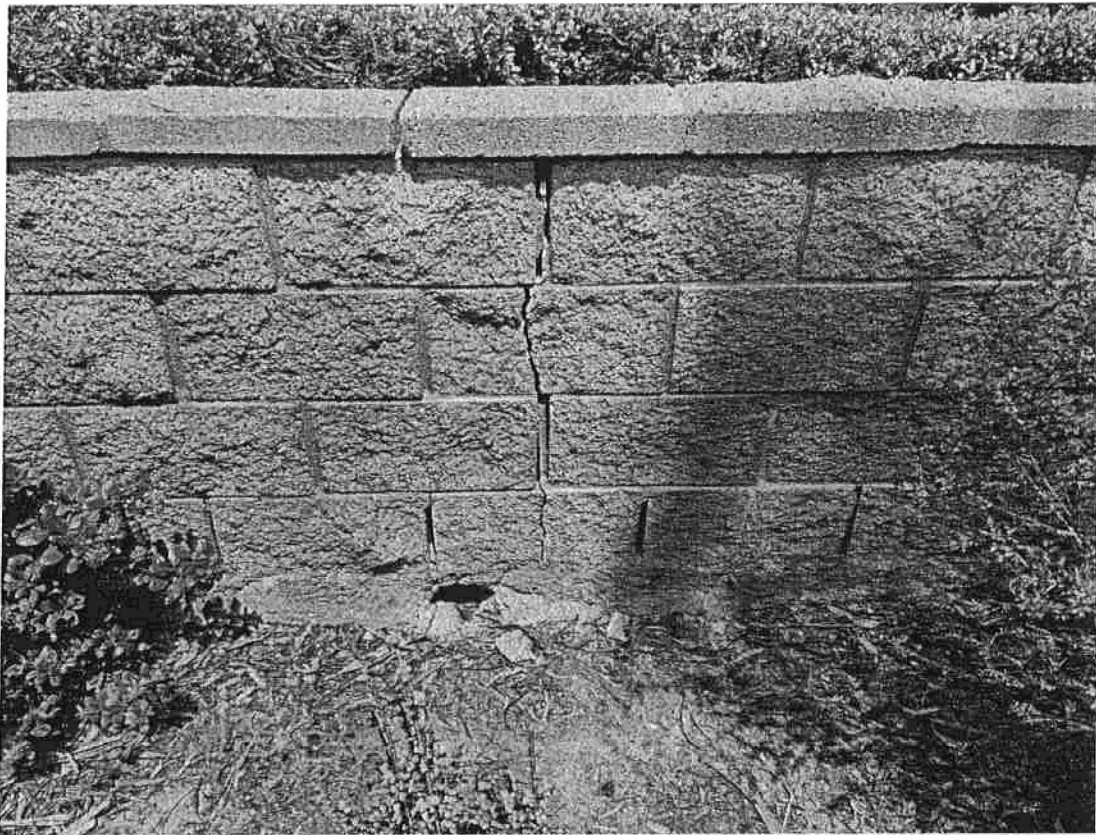
Job Site Location: 41 ^{Primrose} ~~Pepperwood~~

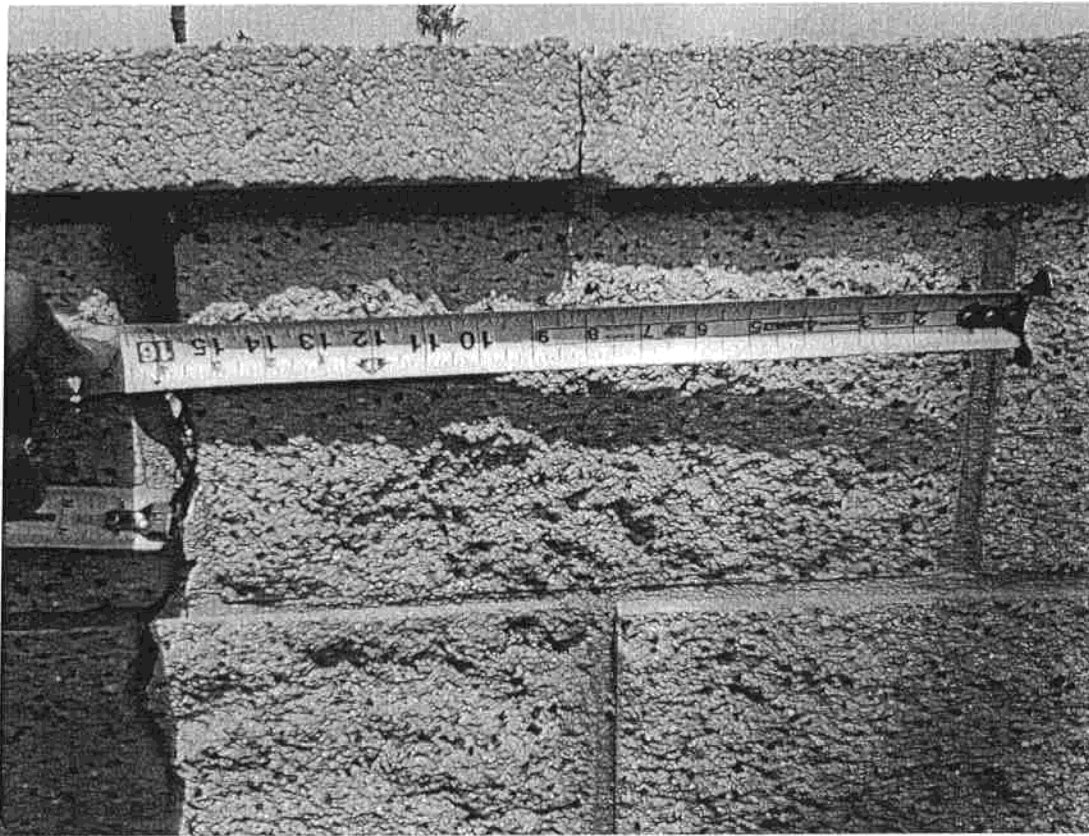
Scope of Work:

There is a wall at this location is damaged. There is movement causing the wall to crack. The footing seems to be solid. The wall will need to be cut back and a new wall will need to be laced in as needed to match.

We will assume the footing is ok in this proposal. Block may not match exactly due to age.

- Remove damaged section to joint as needed
- Set up temporary fencing if needed
- Dowel and epoxy into existing footing as needed
- Set blocks
- Rebar and bond beam as needed
- Split face 2 sides
- Grout block
- Landscape by others
- Haul away old material
- Permits and engineering not included in this proposal





Payment Terms:

Laurelmont Community Association will pay the contractor for the material and labor to be performed under the contract sum of **One Thousand Seven Hundred Forty Two dollars (\$1,742)**, 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

Please Note:

- *The color and texture of the finished concrete will be matched as close as possible, but we cannot guarantee it to match exactly. Some variation may occur, especially during drying time.*
- *Residents shall refrain from walking on the new concrete for a **minimum of two (2) days** after completion. This is to allow the concrete to set up properly. Premature traffic may cause cracking. Follow-up repairs, if necessary, to be charged as change order.*
- *Contractor is not responsible for watching the concrete dry. Association will be responsible to ensure proper drying of concrete and possible security to guard wet concrete. Any damage resulting from animals, residents, homeowners and or guests will be the responsibility of association and will result in a change order. Please inform us if proposal is approved and you will require security so we can coordinate schedules.*

- Contractor cannot guarantee against but not limited to cracking, lifting, aggregates, compaction failures, expansive soils, sulfate conditions, erosions, vandalism and or natural causes.
- Contractor 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.
- We do not make any claims to be an engineer. If homeowner is worried about movement, they should contact a soils engineer
- Permits for encroachment, soils stabilization, plan fees, demolition fees are excluded. Permits, bonds, and other inspection fees not provided in this proposal and will not be included.
- If the roots need to be removed we will remove them but association acknowledges that Spectrum Property Services, Inc is not responsible for any and all damage to the plant/tree material. We recommend that the Association consult with the Associations Landscaper and or Arborist to determine if removal of roots will cause damage to the plant material. We can coordinate working with Associations Landscaper to have them remove roots if advised with approval of proposal

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.

Change Orders: All change orders shall be in writing and be signed by both Owner 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.

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

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 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.

Landscape: 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.

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. All disputes hereunder shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association.

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.

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

Chris Newman

6/30/2021

Spectrum Representative

Date

Authorized Representative

Date





Service First Restoration

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

Client: Laurelmont (HOA) Job# 21-0590 REC P
Property: 73 Willowood #177
Aliso Viejo, CA, 92656

Home: (888) 516-6532

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: 3/21/2021

Date Assigned:

Price List: CAOG8X_MAY21

Labor Efficiency: Restoration/Service/Remodel

Estimate: LAURELMONT-HOA-1

File Number: WO# 12104-5651

ServiceFirst cannot guarantee cracks will not reappear do to constant movement of foundation.

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-HOA-1

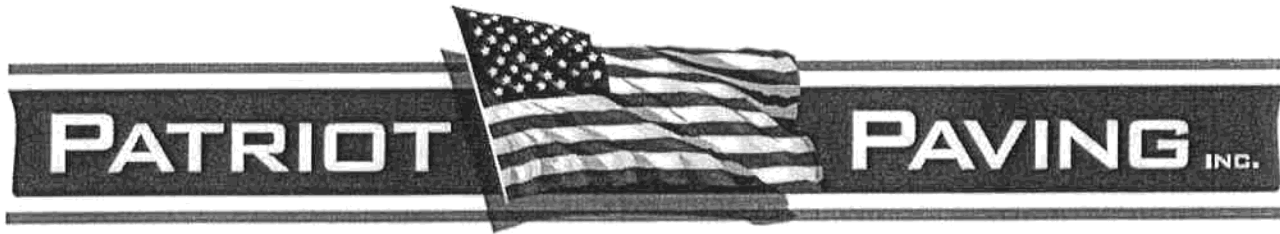
Exterior Garage

Exterior Garage

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|---------|--------|---------|------|-----|--------|
| 1. Siding (Bid Item) | 1.00 EA | 0.00 | 795.00 | 0.00 | | 954.00 |
| <i>1. Remove old caulking left side above garage second story, down metal flashing and left corner on siding. 2. Re-caulk left side corners. 3. Spot paint to match as closet as possible.</i> | | | | | | |
| Total: Exterior Garage | | | | 0.00 | | 954.00 |

Exterior Backyard

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|---------|--------|---------|-------------|---------------|-----------------|
| 2. Siding (Bid Item) | 1.00 EA | 0.00 | 695.00 | 0.00 | | 834.00 |
| <i>1. Remove old caulking left side second story corner. 2. Paint to match as close as possible 3. Seal cement crack in front of slider.</i> | | | | | | |
| Totals: Exterior Backyard | | | | 0.00 | | 834.00 |
| Total: Exterior Garage | | | | 0.00 | 298.00 | 1,788.00 |
| Line Item Totals: LAURELMONT-HOA-1 | | | | 0.00 | 298.00 | 1,788.00 |



A Disabled Veteran Business Enterprise #62540
License #929054

**PROPOSAL & CONTRACT
#8885**

Company Information:

OTIS HOA Management
23120 Alicia Parkway Suite 215
Mission Viejo, CA
Attn: RAYNA SCHONWIT
Phone: 8/88-516-6532
Email: RAYNA@OTISHOA.COM

Job Information:

GRIND AND OVERLAY LAURELMONT HOA
PRIMROSE, PEPPERWOOD, WILLOWOOD
ALISO VIEJO, CA

DATE: 06/22/21

We hereby propose to furnish all labor, materials, equipment and supervision necessary to complete the following:

JOB DESCRIPTION

PRIMROSE 38,000 SF

Grind approx. (38,000) s.f. of existing asphalt in (1) area up to a depth of (2)" prior to overlay, and haul spoils to legal dump site.
Power clean, apply SS1h tack and overlay approx. (38,000) s.f. in (1) area with up to (2)" of new hot mix asphalt, laid in (1) lift. Roll and compact.

**INITIAL TO ACCEPT _____ COST: \$69,250.00
\$1.82 PSF**

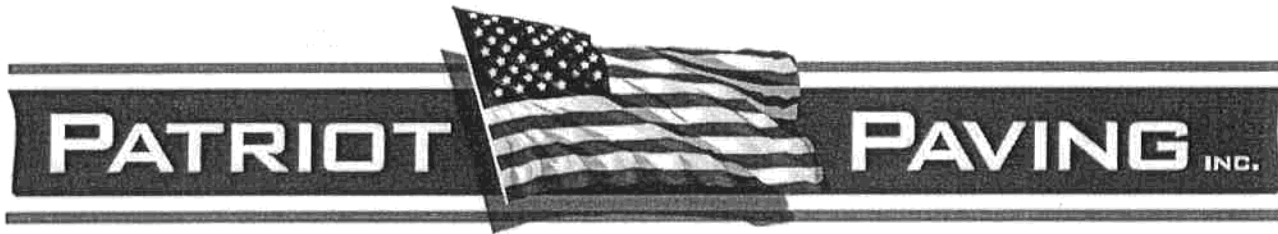
IF ASPHALT HAS PETROMAT PLEASE ADD \$4,220.00 TO COST

PEPPERWOOD 35,200 SF

Grind approx. (35,200) s.f. of existing asphalt in (1) area up to a depth of (2)" prior to overlay, and haul spoils to legal dump site.
Power clean, apply SS1h tack and overlay approx. (35,200) s.f. in (1) area with up to (2)" of new hot mix asphalt, laid in (1) lift. Roll and compact.

**INITIAL TO ACCEPT _____ COST: \$65,785.00
\$1.86 PSF**

IF ASPHALT HAS PETROMAT PLEASE ADD \$3,910.00 TO COST



A Disabled Veteran Business Enterprise #62540
License #929054

WILLOWWOOD 55,000 SF

Grind approx. (55,000) s.f. of existing asphalt in (1) area up to a depth of (2)" prior to overlay, and haul spoils to legal dump site.
Power clean, apply SS1h tack and overlay approx. (55,000) s.f. in (1) area with up to (2)" of new hot mix asphalt, laid in (1) lift. Roll and compact.

INITIAL TO ACCEPT _____ COST: **\$115,540.00**
\$2.10 PSF

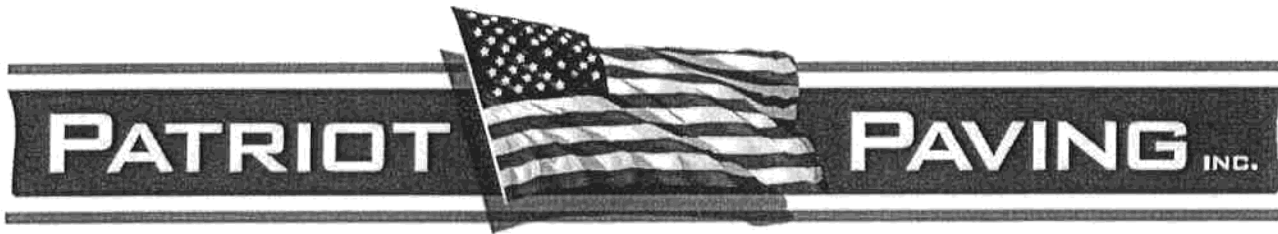
IF ASPHALT HAS PETROMAT PLEASE ADD \$6,200.00 TO COST

Notes:

1. Price is based on doing the work in several phases.
2. Price is based on existing asphalt not having petromat fabric. If the asphalt has petromat fabric price is subject to change to compensate for additional dump fees and trucking costs. Add to price listed if existing asphalt contains asphalt
3. Price is based on grinding up to (2") thick. If its decided to grind asphalt thicker price is subject to change to compensate for additional dump fees, trucking fees and material costs.
4. Site to be free of vehicle and pedestrian traffic during the week.
5. Price is based on working Mon. – Fri.
6. Price excludes parking stall areas on all streets.

Exclusions:

1. Concrete work
2. Project Labor Agreements, local hire and/or union requirements
3. Permits, testing, bonds and/or core samples
4. Truncated domes
5. Temporary striping
6. Thermoplastic striping
7. Prime coat
8. Off-site work
9. Street sweeping
10. Water meter and/or cost of water
11. Traffic control and warning signs on major public roads
12. Grading and/or grade stakes
13. Raising or lowering of manholes or metering wells
14. Curb painting
15. Parking Stalls



A Disabled Veteran Business Enterprise #62540
 License #929054

**Due to the volatile oil market, all pricing shall be subject to current market conditions at the time of completion.*

NOTES AND EXCLUSIONS:

1. *Excludes: soils, engineering, testing, weed kill, import, export, permits and inspection fees, irrigation and electrical.*
2. *All objects and materials must be off surface prior to our arrival and water to be shut off (24) twenty-four hours prior to start of work.*
3. *During removal, grinding and/or pulverization, we cannot be responsible for damage to any utilities, wires, lines or improvements in or immediately under existing asphalt and/or concrete.*
4. *During removal, if the concrete and/or asphalt is thicker than proposed, has Petromat fabric in removals or the subgrade is unstable, the additional costs will be based on time, material and dump fees.*
5. *ADA compliance is not included in this proposal/contract unless specifically stated above.*
6. *Onsite water to be provided.*
7. *Patriot Paving Inc cannot be responsible for drainage on asphalt with grades less than 2%.*
8. *Edges tapered as smooth as possible and there is no guarantee against reflective cracking.*
9. *Patriot Paving Inc. cannot be responsible for the tracking of seal and/or striping paint for any reason after our application.*
10. *There is no guarantee on seal coating and/or striping paint adhering to oil/dirt saturated areas.*
11. *Seal coating is recommended to allow a minimum of (24) twenty-four hours dry time before foot or vehicular traffic.*
12. *Patriot Paving Inc. cannot be responsible for vandalism or markings of concrete and/or asphalt after installation.*
13. *Bid good for (45) forty-five days.*

TERMS AND CONDITIONS ON REVERSE ACCEPTANCE AND AUTHORIZATION BELOW

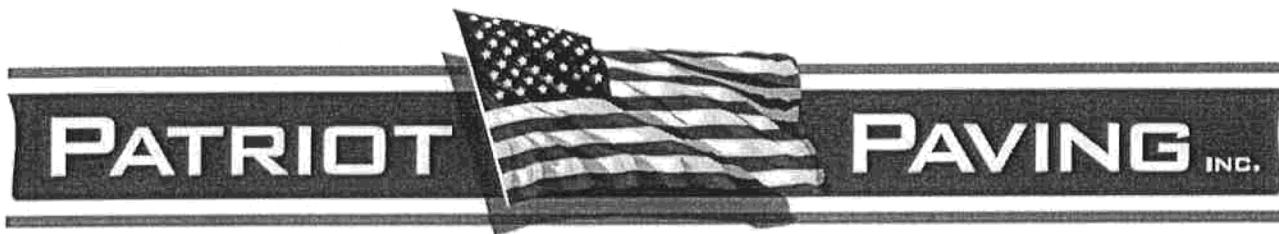
Date of Acceptance _____

Print Name _____

RESPECTFULLY SUBMITTED

By  _____
Jairo Mijares

OTIS HOA Management/GRIND AND OVERLAY LAURELMONT HOA- ALISO VIEJO



A Disabled Veteran Business Enterprise #62540

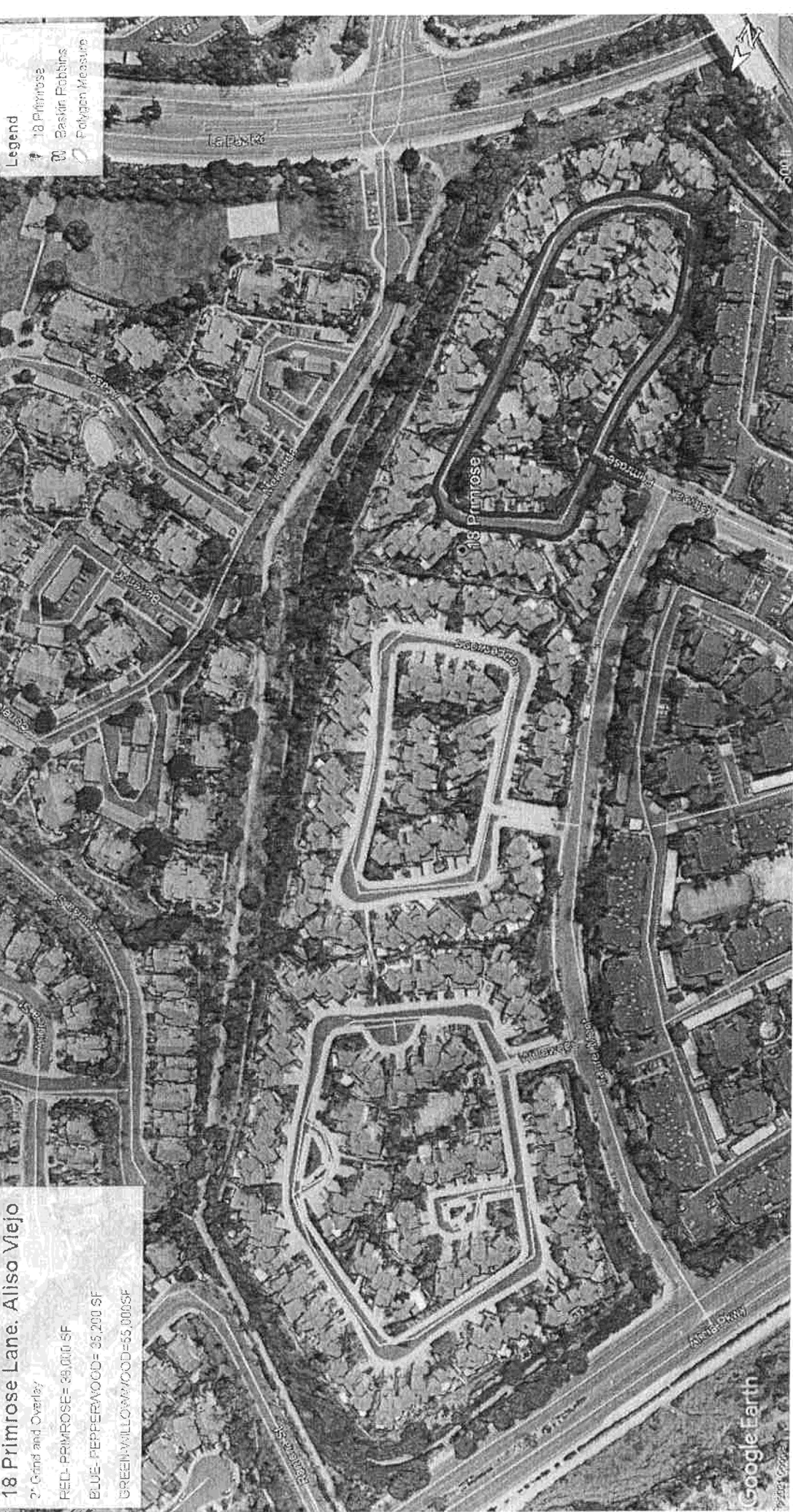
License #929054

TERMS AND CONDITIONS

ALL TERMS AND CONDITIONS STATED HERE ARE A BINDING PART OF THIS CONTRACT

It is understood that payment is due upon 30 days after completion unless stated otherwise.

1. Buyer agrees to pay all court costs and reasonable attorney's fees in the event that this contract is turned over to an attorney for enforcement or collection, and Patriot Paving Inc is the prevailing party.
2. Any invoice not paid upon within terms will be subject to interest of 1.5% per month. An invoice is considered paid when Patriot Paving Inc. has payment in their possession.
3. Patriot Paving Inc. warrants that the material to be used will be as specified or equal quality, and that all work shall be performed in a workmanlike manner.
4. The job site must be ready for commencement of work by Patriot Paving Inc. as scheduled with buyer. This includes, but is not limited to:
 - a. The job site must be the same condition as when the job was bid. Any clean ups or changes that add to our costs may be billed to you as an additional charge. Any increase in square footage or work will be billed at unit cost determined by the pricing in the contract.
 - b. Patriot Paving Inc. shall be given the work site free of any debris or vehicles so that work may start upon arrival.
 - c. Any standing time or delays caused by others, outside the control of Patriot Paving Inc. will be billed as an additional charge.
 - d. All landscape water must be turned off (24) hours prior to commencement of work, and must remain off for (48) hours after completion of work to allow for the curing of materials. All areas where work was performed must remain closed to foot and vehicular traffic for a minimum of (24) hours after completion of work.
 - e. It is the owner's responsibility to notify any tenants or other interested parties at least (48) hours before the start of the project, if it is necessary for buyer to reschedule the job, he must notify Patriot Paving Inc. at least (48) hours in advance. If notice is not given in time, then a "move-in" fee will be charged for all preparations made.
 - f. If for any reason beyond the control of Patriot Paving Inc., an additional move should result, additional charges will apply.
 - g. Unless core samples of existing asphalt have been provided, during removal and replacement of existing asphalt, if thickness is more than proposed in the contract the buyer will be billed for additional thickness.
 - h. If any base or subgrade problems occur, buyer will be billed for additional labor, material or equipment required to remedy such subgrade problems.
5. Patriot Paving Inc. shall not be responsible for the following:
 - a. Any permits, licenses, fees, etc. unless provided in the contract.
 - b. Any damages to underground utilities not shown on blue prints or marked job site, including gate/signal/safety loops.
 - c. Any pavement sinking or setting resulting from failure or settling of subgrade from water erosion, improper grades, or underlying water problems, etc.
 - d. No responsibility for drainage on designed or existing fall of less than 1% on concrete or 2% on asphalt.
 - e. No responsibility for damage to rock or subgrade caused by water infiltration.
 - f. Any seal materials adhering to oil saturated spots or other substances that cause the seal not to bind properly to the asphalt. Normal cleaning procedures do not include the removal of oils.
 - g. Any damage resulting to the seal or asphalt if barricades are removed or taken down prior to the times set forth herein.
 - h. Any damage to cars, concrete, shoes, clothes, carports, or anything else as a result of going onto the work area prematurely.
 - i. Any damage that is not the direct result of negligence or willful misconduct of Patriot Paving Inc.
 - j. Any crack filling as it will settle and re-crack even though it is properly applied after the cracks have been filled, they will show through any seal coating.
6. All expenses incurred by Patriot Paving Inc. in repairing any damage caused by others, shall be added to the original contract price and invoiced as an additional cost.
7. Patriot Paving Inc. shall not be responsible for "power steering" or scuff marks on asphalt or seal. This is a normal occurrence (especially in hot weather) and usually blends back in and mends themselves in about 30 days.
8. The Owner or Agent shall hold harmless Patriot Paving Inc. from any and all claims whatsoever involving the property upon which work is to be performed, including property damage, bodily injury, death or any other occurrence other than resulting from sole negligence or willful misconduct of Patriot Paving Inc.
9. Price subject to the availability of asphalt and aggregate base and are contingent upon escalation and trucking costs of these material through the good date.
10. By signing the front of the proposal the buyer agrees to all terms and conditions unless otherwise stated specifically in proposal.



18 Primrose Lane, Aliso Viejo

2' Grid and Overlay
RED- PRIMROSE= 39,000 SF
BLUE- PEPPERWOOD= 35,200 SF
GREEN-WILLOWOOD=55,000SF

- Legend**
- 18 Primrose
 - Baskin Robbins
 - Polygon Measure

Laurelmont

Community Association

MEMORANDUM

Date: July 20, 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.

| Tree Removal Proposals | |
|---|------------|
| 41 Primrose – two trees planted too close to the side of the home | \$2,240.00 |

| Irrigation Repairs | |
|---|-------------------|
| 11 Primrose – malfunctioning irrigation valve | \$1,402.84 |
| 13 Pepperwood – malfunctioning irrigation valve | \$835.18 |
| Total: | \$2,238.02 |



PROPOSAL # 90168

Customer:

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

Date: Jul 8, 2021

Expire date:

Revision:

Source: Customer Request

Reference:

TREE REMOVAL ESTIMATE

Address:

40 Primrose, Aliso Viejo, CA 92656, USA

Location:

40 Primrose

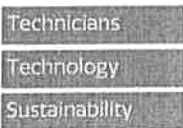
Project description:

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 |
|------------------------|--|-----|-------------------|
| 2 | Melaleuca quinquenervia (Cajeput Tree) | EA | |
| 2 | Tree Stump grinding | EA | |
| Subtotal | | | \$2,240.00 |
| TOTAL ESTIMATE: | | | \$2,240.00 |

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

Source: Customer Request
Reference:

Date: Jul 8, 2021
Expire date:
Revision:

Please let me know what you decide.
Thank You,

Moises Salinas jr

Proposal Approved: _____ (Authorized Signature)

(Print Name)

(Title)

(Date)

Location of the Proposed Work



1 40 Primrose, Aliso Viejo, CA 92656, USA Location: 40 Primrose

Source: Customer Request
Reference:

Date: Jul 8, 2021
Expire date:
Revision:

Project Photos Taken for proposal



Melaleuca #1 & #2





PROPOSAL # 90147

Customer:

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

Date: Jul 7, 2021

Expire date:

Revision:

Source: Harvest Staff inspection

Reference: Staff Inspection

IRRIGATION PROPOSAL

Address:

11 Primrose, Aliso Viejo, CA, USA

Location:

in front the house

Project description:

Please replace the malfunctioning Irrigation valve. The valve is leaking and or not operating correctly. The irrigation valve is the device in the landscape that controller's flow of water to your Sprinkler heads, if the valve is not operational this could be devastating to the landscape, without proper watering will result in poor health or death of the plant material. **SQFT:** 0.00

Materials/Labor needed to perform the project

| Qty | Description | | UOM | Price |
|-----|---|----------|------------------------|-------------------|
| 2 | RAINBIRD 1 1/2 INCH BRASS INLINE ELECTRIC VALVE WITH NPT IN/OUT - EFB-CP SERIES | \$335.00 | EA | \$670.00 |
| 4 | 1 1/2 INCH MALE ADAPTER PVC (SCH 80) | \$26.55 | EA | \$106.20 |
| 2 | 1 1/2 INCH COUPLING PVC (S.S.) (SCH 80) | \$10.78 | EA | \$21.56 |
| 2 | SLIP FIX REPAIR COUPLING 1 1/2 INCH | \$18.24 | EA | \$36.48 |
| 8 | KING BLACK/GRAY WATERPROOF CONNECTOR | \$4.20 | EA | \$33.60 |
| 20 | PVC SCH-40 1 1/2 IPS PIPE | \$2.75 | FT | \$55.00 |
| 8 | IRRIGATION TECHNICIAN HOURS | \$60.00 | HOUR | \$480.00 |
| | | | Subtotal | \$1,402.84 |
| | | | TOTAL ESTIMATE: | \$1,402.84 |

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.



8030 E. Crystal Drive
Anaheim, CA 92807

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

PG 1 / 3

hlel.us

Source: Harvest Staff inspection
Reference: Staff Inspection

Date: Jul 7, 2021
Expire date:
Revision:

Please let me know what you decide.

Thank You,

Bernabe Lizarraga

Proposal Approved: _____ (Authorized Signature)

(Print Name)

(Title)

(Date)

Location of the Proposed Work



1 11 Primrose, Aliso Viejo, CA, USA Location: in front the house

Source: Harvest Staff inspection
Reference: Staff Inspection

Date: Jul 7, 2021
Expire date:
Revision:

Project Photos Taken for proposal



on the turf area



need replace



PROPOSAL # 90056

Customer:

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

Date: Jul 1, 2021

Expire date:

Revision:

Source: Harvest Staff inspection

Reference: Staff Inspection

IRRIGATION PROPOSAL

Address:

13 Pepperwood, Laguna Hills, CA 92656, USA

Location:

on the planter

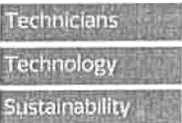
Project description:

Please replace the malfunctioning Irrigation valve. The valve is leaking and or not operating correctly. The irrigation valve is the device in the landscape that controller's flow of water to your Sprinkler heads, if the valve is not operational this could be devastating to the landscape, without proper watering will result in poor health or death of the plant material. **SQFT: 0.00**

Materials/Labor needed to perform the project

| Qty | Description | | UOM | Price |
|------------------------|---|----------|-----------------|-----------------|
| 1 | RAINBIRD 1 1/2 INCH BRASS INLINE ELECTRIC VALVE WITH NPT IN/OUT - EFB-CP SERIES | \$335.00 | EA | \$335.00 |
| 2 | 1 1/2 INCH MALE ADAPTER PVC (SCH 80) | \$26.55 | EA | \$53.10 |
| 2 | 1 1/2 INCH COUPLING PVC (S.S.) (SCH 80) | \$10.78 | EA | \$21.56 |
| 1 | SLIP FIX 1 1/2 INCH | \$17.13 | EA | \$17.13 |
| 4 | DIRECT BURY SPLICE KIT DBR/Y-6 (BULK) 600V | \$13.41 | EA | \$53.64 |
| 1 | NDS STANDARD 14X19 RECT VALVE BOX - ICV (GRN) | \$54.75 | EA | \$54.75 |
| 5 | IRRIGATION TECHNICIAN HOURS | \$60.00 | HOURL | \$300.00 |
| | | | Subtotal | \$835.18 |
| TOTAL ESTIMATE: | | | | \$835.18 |

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.



8030 E. Crystal Drive
Anaheim, CA 92807

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

PG 1 / 3

hle.us

Source: Harvest Staff inspection

Reference: Staff Inspection

Date: Jul 1, 2021

Expire date:

Revision:

Please let me know what you decide.

Thank You,

Bernabe Lizarraga

Proposal Approved:

(Authorized Signature)

(Print Name)

(Title)

(Date)

Location of the Proposed Work



1 13 Pepperwood, Laguna Hills, CA 92656, USA Location: on the planter

Source: Harvest Staff inspection

Reference: Staff Inspection

Date: Jul 1, 2021

Expire date:

Revision:

Project Photos Taken for proposal



planter



la foto de la valvula

Laurelmont

Community Association

MEMORANDUM

Date: July 20, 2021
To: Board of Directors
From: Management
Subject: Landscape Maintenance & Enhancement Proposals

Please see the following landscape proposals for community wide tree trimming.

| | |
|----------------------|-------------|
| Harvest | \$24,160.00 |
| David's Tree Service | \$42,892.00 |
| Great Scott | \$18,245.00 |



PROPOSAL # 90301

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

Date: Jul 13, 2021
Expire date:
Revision:

Source: Customer W/O #
Reference:

TREE PRUNING ESTIMATE

Address:
 3 Willowood, Aliso Viejo, CA, USA

Location:
 Willowood Area -

Project description:

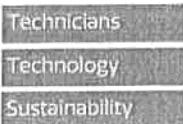
The following is my estimate to perform a Crown thinning of the trees listed below, a Crown thinning is the removal of a portion of smaller/tertiary branches, usually at the outer crown, to produce a uniform density of foliage around an evenly spaced branch structure. It is usually confined to broad-leaved species. Crown thinning does not alter the overall size or shape of the tree. The material should be removed systematically throughout the tree, should not exceed the stated percentage, and not more than 30% overall. Common reasons for crown thinning are to allow more light to pass through the tree, reduce wind resistance, reduce weight (but this does not necessarily reduce leverage on the structure), and is rarely a once-only operation particularly on species that are known to produce large amounts of epicormic growth.

Materials/Labor needed to perform the project

| Qty | Description | UOM | Price |
|-----------------|--|-----|-------------------|
| 15 | Cinnamomum camphora (Camphor Tree) | EA | |
| 34 | Brachychiton populneus (Bottle Tree) | EA | |
| 33 | Cupaniopsis anacardioides (Carrot Wood) | EA | |
| 39 | Lophostemon confertus (Brisbane Box) | EA | |
| 2 | Schefflera actinophylla (Queensland Umbrella Tree) | EA | |
| 12 | Syagrus romanzoffianum (Queen Palm) | EA | |
| 2 | Eucalyptus sideroxylon (Red Ironbark) | EA | |
| 2 | Schinus molle (California Pepper) | EA | |
| 1 | Liquidambar styraciflua (American Sweet Gum) | EA | |
| 1 | Washingtonia robusta (Mexican Fan Palm) | EA | |
| Subtotal | | | \$9,680.00 |

Address:
 1 Pepperwood, Laguna Hills, CA, USA

Location:
 Pepperwood Area -



8030 E. Crystal Drive
 Anaheim, CA 92807

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

Source: Customer W/O #
Reference:

Date: Jul 13, 2021
Expire date:
Revision:

Project description:

The following estimate is to perform a Crown Reduction 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 |
|-----------------|--|-----|-------------------|
| 32 | Cupaniopsis anacardioides (Carrot Wood) | EA | |
| 4 | Schinus molle (California Pepper) | EA | |
| 15 | Brachychiton populneus (Bottle Tree) | EA | |
| 11 | Lophostemon confertus (Brisbane Box) | EA | |
| 1 | Liquidambar styraciflua (American Sweet Gum) | EA | |
| 2 | Cinnamomum camphora (Camphor Tree) | EA | |
| 6 | Podocarpus gracilior (Fern Podocarpus) | EA | |
| 1 | Koelreuteria bipinnata (Chinese Flame Tree) | EA | |
| 5 | Eucalyptus sideroxylon (Red Ironbark) | EA | |
| Subtotal | | | \$5,560.00 |

Address:
1 Pepperwood, Laguna Hills, CA, USA

Location:
Behind 21 Pepperwood - dead Eucalyptus Nicholii

PROPOSAL # 90301

Source: Customer W/O #

Date: Jul 13, 2021

Reference:

Expire date:

Revision:

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 | Eucalyptus nicholii (Willow Peppermint Eucalyptus) | EA | |
| Subtotal | | | \$650.00 |

Address:

1 Primrose, Aliso Viejo, CA 92656, USA

Location:

Primrose Area -

Project description:

The following estimate is to perform a Crown Reduction 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 |
|-----------------|--|-----|-------------------|
| 24 | Schinus terebinthifolius (Brazilian Pepper) | EA | |
| 3 | Ficus rubiginosa (Rusty Leaf Ficus) | EA | |
| 23 | Podocarpus gracillior (Fern Podocarpus) | EA | |
| 47 | Lophostemon confertus (Brisbane Box) | EA | |
| 2 | Cupaniopsis anacardioides (Carrot Wood) | EA | |
| 1 | Brachychiton populneus (Bottle Tree) | EA | |
| 7 | Eucalyptus sideroxylon (Red Ironbark) | EA | |
| Subtotal | | | \$8,270.00 |

Technicians

Technology

Sustainability

8030 E. Crystal Drive
Anaheim, CA 92807

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

PG 3 / 6

hlei.us

PROPOSAL # 90301

Source: Customer W/O #

Date: Jul 13, 2021

Reference:

Expire date:

Revision:

| | |
|------------------------|--------------------|
| TOTAL ESTIMATE: | \$24,160.00 |
|------------------------|--------------------|

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.

Please let me know what you decide.

Thank You,

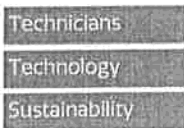
Moises Salinas jr

Proposal Approved: _____ (Authorized Signature)

_____ (Print Name)

_____ (Title)

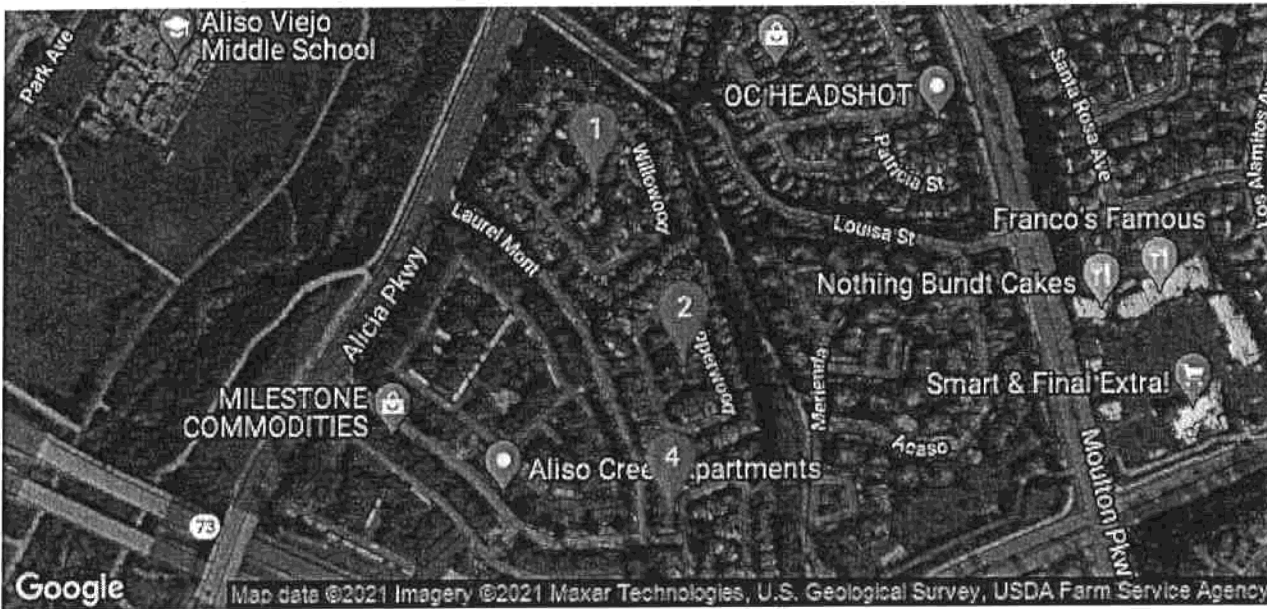
_____ (Date)



Source: Customer W/O #
Reference:

Date: Jul 13, 2021
Expire date:
Revision:

Location of the Proposed Work



- 1 3 Willowood, Aliso Viejo, CA, USA Location: Willowood Area -
- 2 1 Pepperwood, Laguna Hills, CA, USA Location: Pepperwood Area -
- 3 1 Pepperwood, Laguna Hills, CA, USA Location: Behind 21 Pepperwood - dead Eucalyptus Nicholii
- 4 1 Primrose, Aliso Viejo, CA 92656, USA Location: Primrose Area -

Source: Customer W/O #

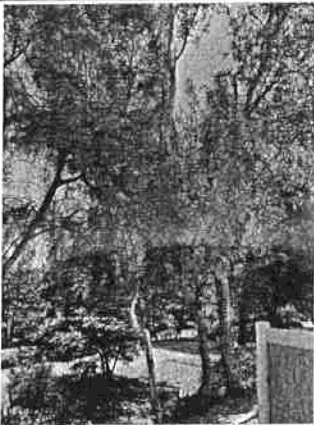
Reference:

Date: Jul 13, 2021

Expire date:

Revision:

Project Photos Taken for proposal



Eucalyptus Nicholii



From: Richard Hawe <richard@davidstreeservice.com>
Sent: Wednesday, June 16, 2021 3:25 PM
To: Rayna Schonwit
Subject: David's Tree Service, Inc. Laurelmont Community Association Proposal #258096
06-16-2021
Attachments: 2021 3 YP Laurelmont Community Association.pdf
Flag Status: Flagged

Hi Rayna,

Please see the attached three year plan as well as a link below to view and download the proposal for year one of the attached three year plan. I have also included an inventory link that will have everything that I inventoried mapped out.

Please keep in mind, if the board would like to move forward with our services they are only signing for year one. Year's two and three of the plan are projections for budgeting purposes and pricing as well as what species are scheduled to trim in 2022 are projections.

I recommend that the trees within the community be addressed this year, the eucalyptus and other species located on the perimeter slope can wait since they are set back away from property and don't pose much of a threat to anyone. I have them scheduled for winter of 2022 but I am open to changing things around if the board has different priorities. Bottom line is, everything needs some attention so I guess it is a matter of the communities priorities and budget.

Let me know if you have any questions or need anything else. I would be happy to attend the board meeting to answer any questions.

Thanks for your time, have a great day!

Proposal Link:

<https://app.arbor-note.com/index.cfm/proposal/3895C802-EBC9-4623-BDAE6FAB3AF53762/view>

Inventory Link:

<https://app.arbor-note.com/index.cfm/asset/BBF2CE1E-EB92-4628-B5C62CBOC181F942/cmap?marker=1>

Richard Hawe

Director of Business Development
ISA Certified Arborist # WE- 12293A

David's Tree Service, Inc.

ph: (714) 842-6345

cell: (714) 483-8111

fx: (714) 842-0135

www.DavidsTree.com

2021 Three Year Plan

June 16, 2021

Plan #: 258093



Tree Care Service Address/Location

Laurelmont Community Association
 100 Willowood
 Aliso Viejo, California 92656
 Rayna Schonwit
 rayna@otishoa.com
 tel:888-516-6532

Tree Care Service Billing Address

Otis HOA Management
 23120 Alicia Parkway Suite 215
 Mission Viejo, California 92692

David's Tree Service, Inc.

19051 Gothard St.
 Huntington Beach, California 92648
 Richard Hawe
 ISA Certified Arborist #WE-12293A
 State Lic #735009
 richard@davidstreeservice.com
 tel:714-842-6345

Laurelmont Community Association

| Qty | Species | Timing | Service | 2021 | 2022 | 2023 |
|------------------|-------------------------|--------|---|-----------------|-----------------|-----------------|
| 3 | Afghan Pine | Winter | Crown Clean / Crown Thin | \$0 | \$467 | \$0 |
| 7 | Canary Island Pine | Winter | Crown Clean / Crown Thin | \$0 | \$1,331 | \$0 |
| 131 | Eucalyptus Species | Winter | Crown Clean / Crown Thin | \$0 | \$33,405 | \$0 |
| 45 | Bottle Tree | Summer | Crown Clean / Crown Thin | \$4,320 | \$0 | \$4,493 |
| 24 | Brazilian Pepper Tree | Summer | Crown Clean / Crown Thin | \$3,344 | \$3,411 | \$3,478 |
| 7 | California Pepper Tree | Summer | Crown Clean / Crown Thin | \$891 | \$909 | \$927 |
| 17 | Camphor Tree | Summer | Crown Clean / Crown Thin | \$1,768 | \$0 | \$1,839 |
| 1 | Canary Island Date Palm | Summer | Palm Prune | \$309 | \$315 | \$321 |
| 71 | Carrotwood | Summer | Crown Clean / Crown Thin | \$9,727 | \$9,922 | \$10,116 |
| 11 | Crapemyrtle | Summer | Crown Clean / Crown Thin | \$0 | \$493 | \$0 |
| 1 | Eucalyptus Species | Summer | Removal / Flush Cut | \$385 | \$0 | \$0 |
| 3 | Ficus Species | Summer | Crown Clean / Crown Reduce / Crown Thin | \$432 | \$441 | \$449 |
| 1 | Hopseed acacia | Summer | Clear from Light Pole | \$58 | \$59 | \$60 |
| 32 | Jacaranda | Summer | Crown Clean / Crown Thin | \$0 | \$4,047 | \$0 |
| 1 | Koelreuteria Species | Summer | Crown Clean / Crown Thin | \$0 | \$140 | \$0 |
| 2 | Liquidambar | Summer | Crown Clean / Crown Thin | \$292 | \$0 | \$304 |
| 1 | Loquat | Summer | Removal / Grind | \$225 | \$0 | \$0 |
| 8 | Magnolia Species | Summer | Crown Clean / Crown Thin | \$0 | \$490 | \$0 |
| 1 | Mallet Flower | Summer | Crown Clean / Crown Thin | \$120 | \$0 | \$125 |
| 33 | Melaleuca | Summer | Crown Clean / Crown Reduce / Crown Thin | \$3,514 | \$3,584 | \$3,655 |
| Sub-Total | | | | \$25,385 | \$59,014 | \$25,767 |

2021 Three Year Plan

June 16, 2021

Plan #: 258093

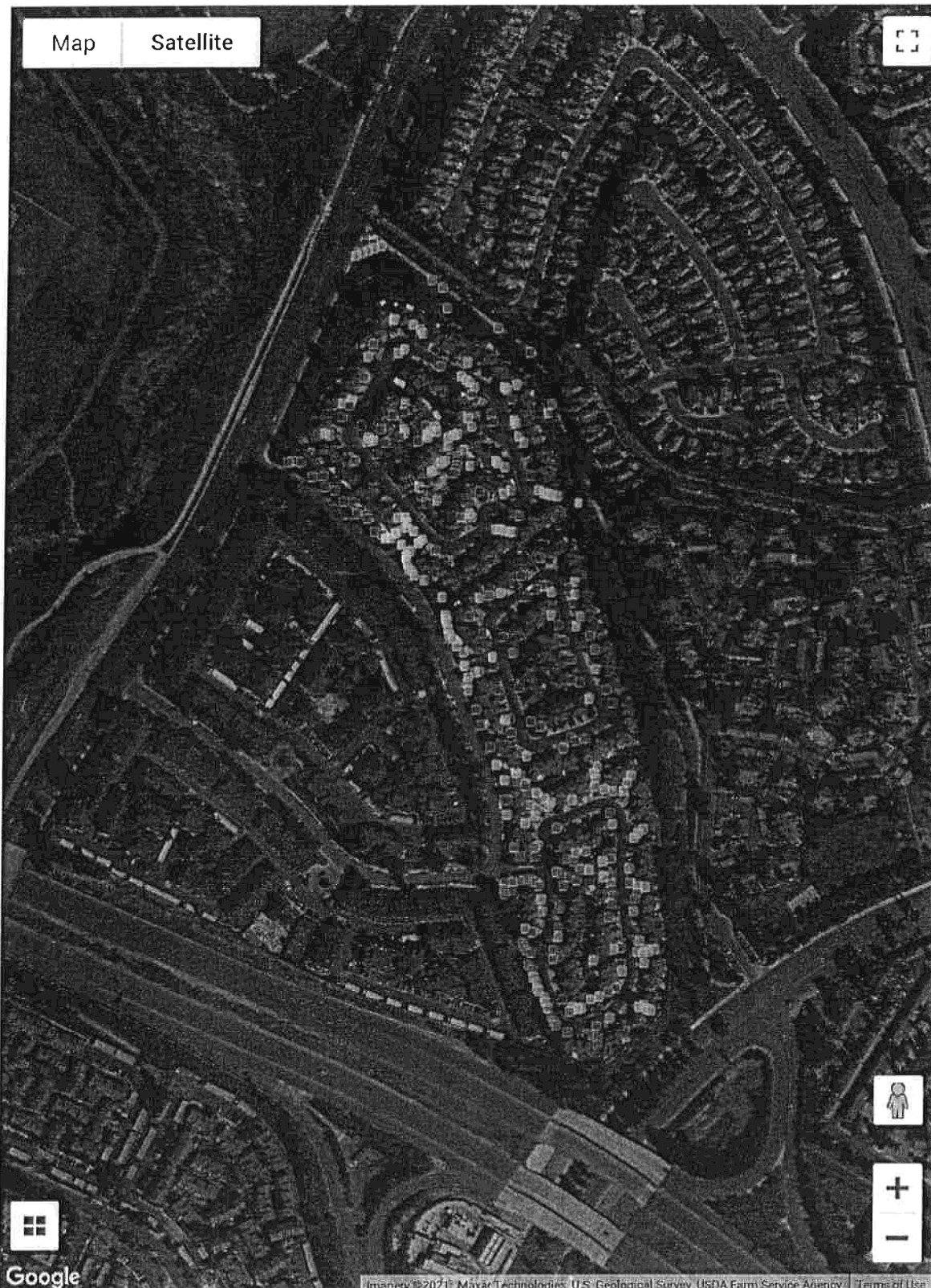


Laurelmont Community Association

| Qty | Species | Timing | Service | 2021 | 2022 | 2023 | |
|-----------------------------------|-------------------|--------|--------------------------|-----------------|-----------------|-----------------|----------|
| 6 | Mexican Fan Palm | Summer | Palm Prune | \$828 | \$845 | \$861 | |
| 1 | Mock Orange | Summer | Crown Clean / Crown Thin | \$67 | \$0 | \$70 | |
| 4 | Olive Tree | Summer | Crown Clean / Crown Thin | \$0 | \$559 | \$0 | |
| 27 | Podocarpus | Summer | Crown Clean / Crown Thin | \$3,372 | \$3,439 | \$3,507 | |
| 17 | Queen Palm | Summer | Palm Prune | \$1,734 | \$1,769 | \$1,803 | |
| 13 | Shoestring Acacia | Summer | Crown Clean / Crown Thin | \$1,339 | \$0 | \$1,393 | |
| 95 | Tristania | Summer | Crown Clean / Crown Thin | \$10,167 | \$0 | \$10,574 | |
| 1 | Willow Species | Summer | Crown Clean / Crown Thin | \$0 | \$68 | \$0 | |
| | | | | Winter | \$0 | \$35,203 | \$0 |
| | | | | Summer | \$42,892 | \$30,490 | \$43,973 |
| Proposed Annual Investment | | | | \$42,892 | \$65,694 | \$43,975 | |



Laurelmont Community Association (2021)





Laurelmont Community Association (2022)



- Legend (388)
- Eucalyptus Spec... (131/132)
 - Tristania (0/65)
 - Carrotwood (71/71)
 - Bottle Tree (0/45)
 - Melaleuca (33/33)
 - Jacaranda (32/32)
 - Podocarpus (27/27)
 - Brazilian Pepper... (24/24)
 - Queen Palm (17/17)
 - Camphor Tree (0/17)
 - Shoestring Acaci... (0/13)
 - Crotonmyle (11/11)
 - Magnolia Species (8/8)
 - Canary Island PL... (7/7)
 - California Peppe... (7/7)
 - Mexican Fan Palm (6/6)
 - Olive Tree (4/4)
 - Ficus Species (3/3)
 - Alghan Pine (3/3)
 - Liquidambar (0/2)
 - Willow Species (1/1)
 - Mock Orange (0/1)
 - Mallet Flower (0/1)
 - Loquat (0/1)
 - Koelreutena Spe... (1/1)
 - Hopseed acacia (1/1)
 - Canary Island Da... (1/1)





Laurelmont Community Association (2023)





Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Ficus spp.
Ficus Species

ID# 1



June 7, 2021

Melaleuca quinquenervia
Melaleuca

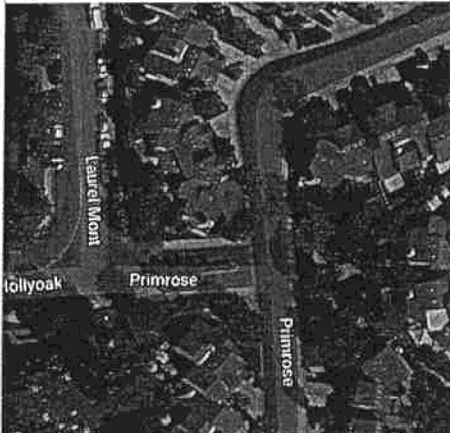
ID# 2



June 7, 2021

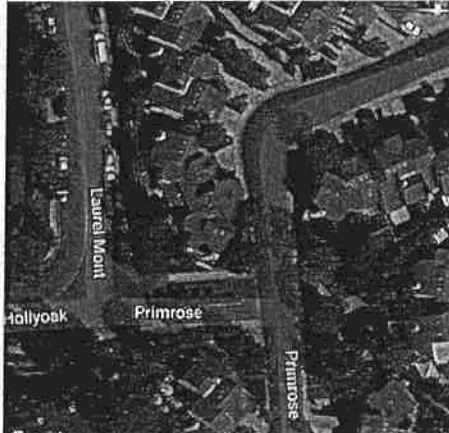
Podocarpus gracilior
Podocarpus

ID# 3



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Crown Clean / Crown Reduce / Crown Thin



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Crown Clean / Crown Reduce / Crown Thin



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Crown Clean / Crown Thin



Laurelmont Community Association

3 Year Plan 06-16-2021



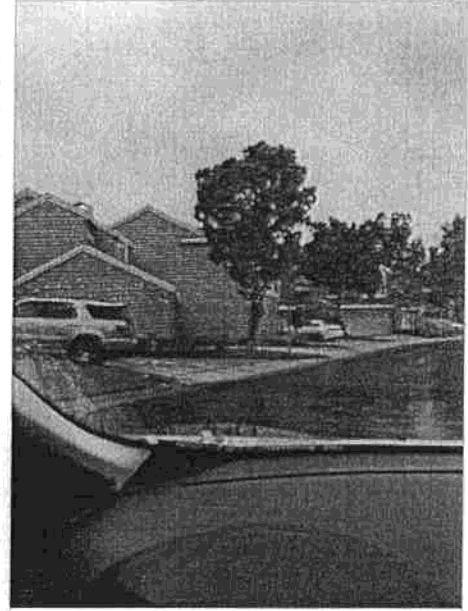
June 7, 2021

Tristania conferta ID# 6
Tristania



June 7, 2021

Schinus terebinthifolius ID# 13
Brazilian Pepper Tree



June 7, 2021

Podocarpus gracilior ID# 14
Podocarpus



Crown Clean / Crown Thin



Crown Clean / Crown Thin



Crown Clean / Crown Thin



Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Jacaranda mimosifolia ID# 29
Jacaranda



June 7, 2021

Podocarpus gracilior ID# 31
Podocarpus



June 7, 2021

Jacaranda mimosifolia ID# 46
Jacaranda



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Crown Clean / Crown Thin



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Crown Clean / Crown Thin



Laurelmont Community Association

3 Year Plan 06-16-2021



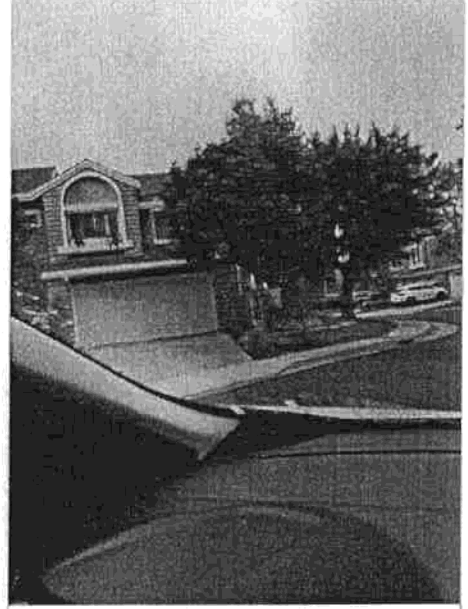
June 7, 2021

Schinus terebinthifolius ID# 53
Brazilian Pepper Tree



June 7, 2021

Podocarpus gracilior ID# 65
Podocarpus



June 7, 2021

Cupaniopsis anacardioides ID# 105
Carrotwood



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Crown Clean / Crown Thin



Laurelmont Community Association

3 Year Plan 06-16-2021



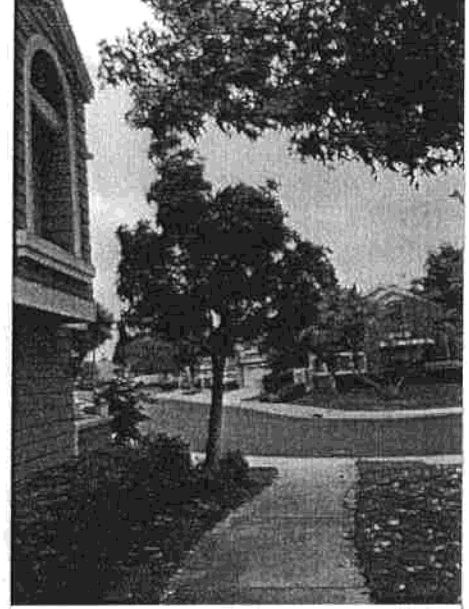
June 7, 2021

Acacia stenophylla ID# 121
Shoestring Acacia



June 7, 2021

Ficus spp. ID# 132
Ficus Species



June 7, 2021

Pittosporum undulatum ID# 145
Mock Orange



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Crown Clean / Crown Reduce / Crown Thin



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Crown Clean / Crown Thin



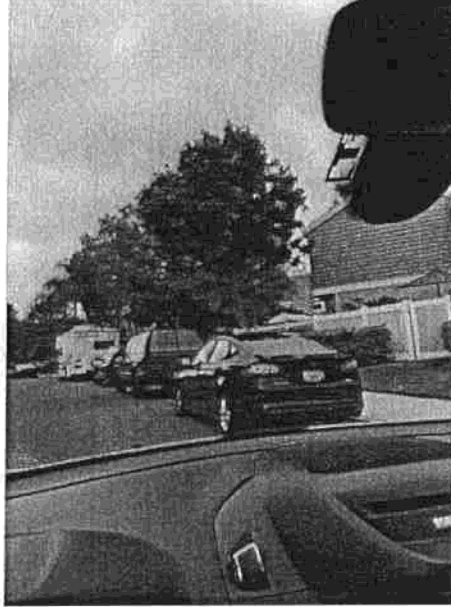
Laurelmont Community Association

3 Year Plan 06-16-2021



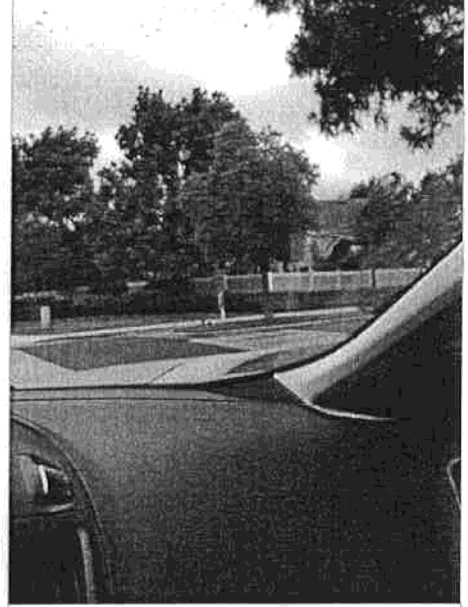
June 7, 2021

Pachypodium lealii ID# 150
Bottle Tree



June 7, 2021

Cupaniopsis anacardioides ID# 151
Carrotwood



June 7, 2021

Cinnamomum camphora ID# 161
Camphor Tree



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Crown Clean / Crown Thin



Laurelmont Community Association

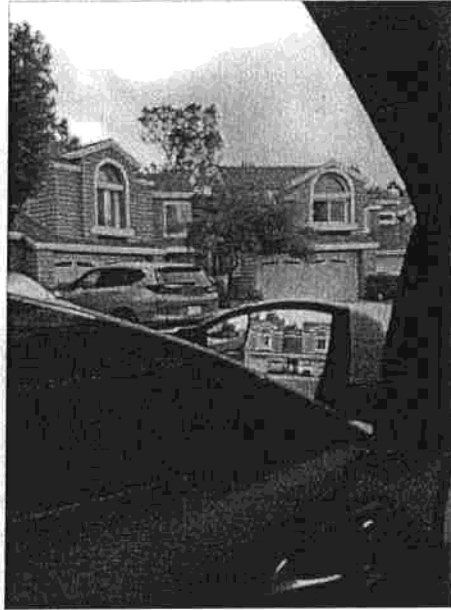
3 Year Plan 06-16-2021



June 7, 2021

Schinus molle
California Pepper Tree

ID# 170



June 7, 2021

Acacia stenophylla
Shoestring Acacia

ID# 183



June 7, 2021

Liquidambar styraciflua
Liquidambar

ID# 213



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Crown Clean / Crown Thin



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Crown Clean / Crown Thin



Laurelmont Community Association

3 Year Plan 06-16-2021



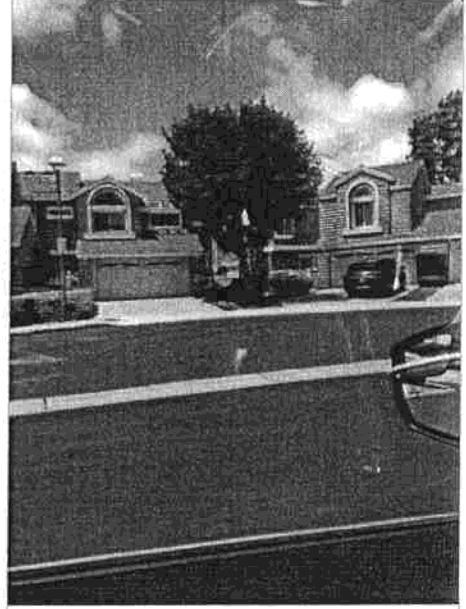
June 7, 2021

Jacaranda mimosifolia ID# 214
Jacaranda



June 7, 2021

Pachypodium lealii ID# 219
Bottle Tree



June 7, 2021

Cupaniopsis anacardioides ID# 255
Carrotwood



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Crown Clean / Crown Thin



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Crown Clean / Crown Thin



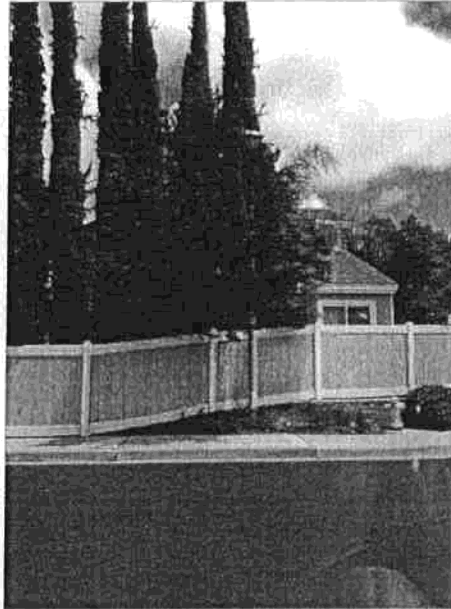
Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Cinnamomum camphora ID# 273
Camphor Tree



June 7, 2021

Hopseed acacia ID# 275
Hopseed acacia



June 7, 2021

Magnolia spp. ID# 281
Magnolia Species



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Crown Clean / Crown Thin



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Clear from Light Pole



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Crown Clean / Crown Thin



Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Eriobotrya japonica ID# 304
Loquat



June 7, 2021

Eriobotrya japonica ID# 304
Loquat



June 7, 2021

Salix spp. ID# 325
Willow Species



Removal / Grind



Removal / Grind



Crown Clean / Crown Thin



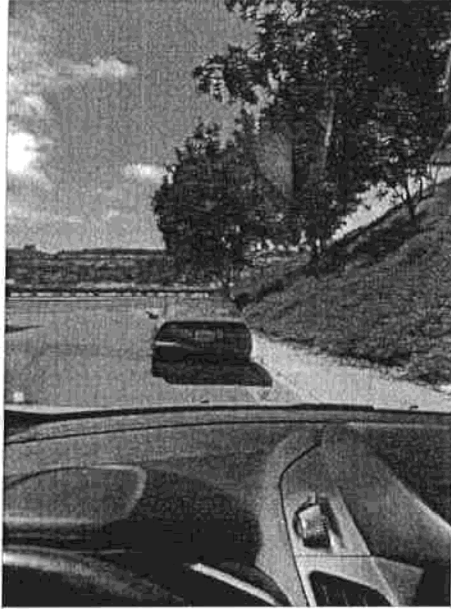
Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Acacia stenophylla ID# 371
Shoestring Acacia



June 7, 2021

Cupaniopsis anacardioides ID# 389
Carrotwood



June 7, 2021

Pinus eldarica ID# 397
Afghan Pine



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Crown Clean / Crown Thin



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Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Pinus eldarica
Afghan Pine

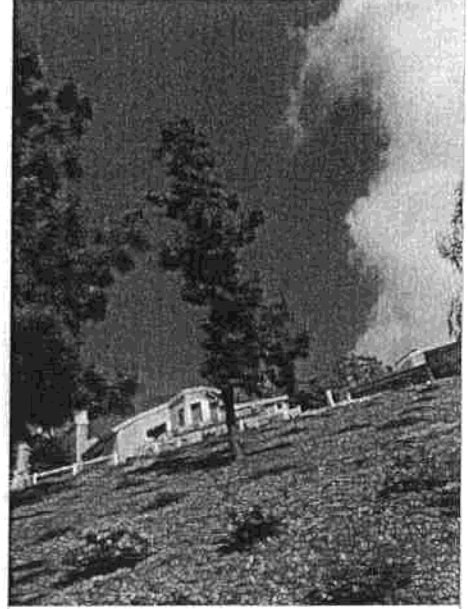
ID# 407



June 7, 2021

Eucalyptus spp.
Eucalyptus Species

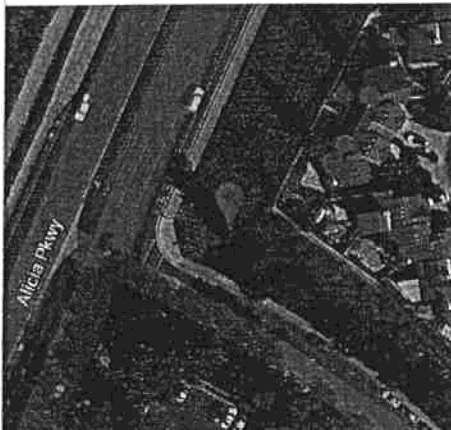
ID# 408



June 7, 2021

Pinus canariensis
Canary Island Pine

ID# 409



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Crown Clean / Crown Thin



Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Pinus canariensis ID# 411
Canary Island Pine



June 7, 2021

Pinus canariensis ID# 414
Canary Island Pine



June 7, 2021

Eucalyptus spp. ID# 417
Eucalyptus Species



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Crown Clean / Crown Thin



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Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

Washingtonia robusta ID# 418
Mexican Fan Palm



June 7, 2021

Phoenix canariensis ID# 427
Canary Island Date Palm



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Palm Prune



Google ©2021 Imagery ©2021 Maxar Technologies, U.S. Geological Survey
Palm Prune



TREE SERVICE PROPOSAL

07/01/2021

Proposal #: 247338

CUSTOMER
 • BONDED & INSURED FOR \$5,000,000 LIABILITY
 • STATE CONTRACTORS LICENSE #556832 AM
 • ISA CERTIFIED ARBORIST #WC-0901

Laurelmont Community Association (PRO424-18077) -

Page 1 of 7

| BILLING ADDRESS | JOB SITE ADDRESS | NOTES |
|-----------------|------------------|-------|
|-----------------|------------------|-------|

LAURELMONT COMMUNITY ASSOCIATION
 C/O: OTIS HOA MANAGEMENT
 ATTN: RAYNA SCHONWIT
 23120 ALICIA PARKWAY SUITE 215
 MISSION VIEJO, CA 92692

LAURELMONT COMMUNITY ASSOCIATION
 (PRO424-18077)
 2 WILLOW
 ALISO VIEJO, CA 92656
 (714) 643-2793

PHONE: 888-516-6532
 RAYNA@OTISHOA.COM

R - Recommended A - Approved
 C - Complete * - Other Company

Willowood Entrance

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|--------------|------|----------------------------|---------|-----|-------|--------|----|----|
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 3 | 45.00 | 135.00 | C | |
| | Crown Thin | MED | Camphor | APR/JUN | 9 | 40.00 | 360.00 | | R |
| | Crown Thin | LRG | Camphor | APR/JUN | 2 | 60.00 | 120.00 | | R |

Willowood Interior

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|---------------------------------|------|--|---------|-----|--------|------------------|----|----|
| | LANDSCAPER | SML | Brachychiton - Bottle Tree | JAN/MAR | 3 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 11 | 45.00 | 495.00 | C | |
| | Crown Thin | MED | Brachychiton - Bottle Tree (Touching Building) | JAN/MAR | 1 | 45.00 | 45.00 | C | |
| | Crown Thin | LRG | Brachychiton - Bottle Tree | JAN/MAR | 7 | 65.00 | 455.00 | C | |
| | LANDSCAPER | SML | Crape Myrtle | JAN/MAR | 2 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Crape Myrtle | JAN/MAR | 1 | 50.00 | 50.00 | C | |
| | LANDSCAPER | SML | Cypress - Italian (Hedge) | JAN/MAR | 1 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Cypress - Italian (Touching Building) | JAN/MAR | 5 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Jacaranda | JAN/MAR | 2 | 50.00 | 100.00 | C | |
| | Crown Thin | LRG | Jacaranda | JAN/MAR | 2 | 90.00 | 180.00 | C | |
| | Crown Thin | LRG | Jacaranda (Touching Light Post) | JAN/MAR | 2 | 90.00 | 180.00 | C | |
| | Crown Thin | XLRG | Jacaranda | JAN/MAR | 3 | 130.00 | 390.00 | C | |
| | LANDSCAPER | SML | Magnolia | JAN/MAR | 5 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Magnolia 'Little Gem' | JAN/MAR | 5 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Magnolia 'Little Gem' | JAN/MAR | 2 | 40.00 | 80.00 | | |
| | LANDSCAPER | SML | Pittosporum - Victorian Box | JAN/MAR | 1 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Rhaphiolepis - Majestic Beauty | JAN/MAR | 2 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Willow - Australian | JAN/MAR | 2 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Willow - Australian | JAN/MAR | 6 | 45.00 | 270.00 | | |
| | Crown Thin | SML | Acacia - Shoestring | APR/JUN | 1 | 30.00 | 30.00 | | R |
| | Crown Thin | MED | Acacia - Shoestring | APR/JUN | 8 | 40.00 | 320.00 | | R |
| | Crown Thin | MED | Camphor | APR/JUN | 3 | 40.00 | 120.00 | | R |
| | Crown Thin | MED | Carrotwood | APR/JUN | 7 | 60.00 | 420.00 | C | R |
| | Crown Thin / Selective Tip Back | MED | Carrotwood (Median) | APR/JUN | 2 | 60.00 | 120.00 | C | R |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood (Median) | APR/JUN | 2 | 75.00 | 150.00 | C | R |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood | APR/JUN | 7 | 75.00 | 525.00 | C | R |
| | LANDSCAPER | SML | Edible Apple | APR/JUN | 1 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Ficus - Macrophylla (Trim) | APR/JUN | 1 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Podocarpus - Gracilior | APR/JUN | 6 | | == LANDSCAPER == | | |

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TREE SERVICE PROPOSAL

07/01/2021

CUSTOMER
 * BONDED & INSURED FOR \$5,000,000 LIABILITY
 * STATE CONTRACTORS LICENSE #556832 AM
 * ISA CERTIFIED ARBORIST #WVC-0901

Proposal #: 247338

Laurelmont Community Association (PRO424-18077) -

Page 2 of 7

| BILLING ADDRESS | JOB SITE ADDRESS | NOTES |
|--|---|-------|
| LAURELMONT COMMUNITY ASSOCIATION C/O: OTIS HOA MANAGEMENT ATTN: RAYNA SCHONWIT 23120 ALICIA PARKWAY SUITE 215 MISSION VIEJO, CA 92692 PHONE: 888-516-6532 RAYNA@OTISHOA.COM | LAURELMONT COMMUNITY ASSOCIATION (PRO424-18077) 2 WILLOW ALISO VIEJO, CA 92656 (714) 643-2793 | |

Willowood Interior

R - Recommended A - Approved
 C - Complete * - Other Company

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|----------------------|------|---|---------|-----|----------|----------|----|----|
| | Crown Thin | MED | Tristania (Brisbane Box) | APR/JUN | 7 | 50.00 | 350.00 | | R |
| | Crown Thin | LRG | Tristania (Brisbane Box) | APR/JUN | 27 | 65.00 | 1,755.00 | | R |
| | Crown Thin | XLRG | Tristania (Brisbane Box) | APR/JUN | 2 | 90.00 | 180.00 | | R |
| | Building Clearance | MED | Tristania (Brisbane Box) | OCT/DEC | 2 | 100.00 | 200.00 | C | |
| | Building Clearance | LRG | Tristania (Brisbane Box) | OCT/DEC | 2 | 100.00 | 200.00 | C | |
| 2 | Remove and Flush Cut | MED | Brachychiton - Bottle Tree (Dead) | REMOVE | 1 | 195.00 | 195.00 | C | |
| 3 | Remove and Grind | XLRG | Tristania (Brisbane Box) (Cracking Driveway) | REMOVE | 1 | 895.00 | 895.00 | C | |
| 7 | Crown Thin | LRG | Jacaranda | JAN/MAR | 1 | 90.00 | 90.00 | C | |
| 7 | Remove and Grind | LRG | Jacaranda (Client Request) (Hardscape Damage) | REMOVE | 1 | 1,295.00 | 1,295.00 | | R |

Pool Area

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|---------------------------------|------|----------------------------|---------|-----|-------|------------------|----|----|
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 4 | 45.00 | 180.00 | C | |
| | Crown Thin | LRG | Brachychiton - Bottle Tree | JAN/MAR | 1 | 65.00 | 65.00 | C | |
| | Crown Thin | MED | Giant Bird of Paradise | JAN/MAR | 13 | 45.00 | 585.00 | C | |
| | Crown Thin | MED | Jacaranda | JAN/MAR | 2 | 50.00 | 100.00 | C | |
| | Crown Thin | MED | Loquat - Bronze | JAN/MAR | 3 | 40.00 | 120.00 | | |
| | LANDSCAPER | SML | Magnolia | JAN/MAR | 1 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Strawberry Guava | JAN/MAR | 1 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Acacia - Shoestring | APR/JUN | 1 | | == LANDSCAPER == | | |
| | Crown Thin / Selective Tip Back | MED | Carrotwood | APR/JUN | 1 | 60.00 | 60.00 | C | R |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood | APR/JUN | 2 | 75.00 | 150.00 | C | R |
| | Trim Fronds and Seedpods | MED | Palm - Queen | APR/JUN | 10 | 40.00 | 400.00 | C | R |
| | Trim Fronds and Seedpods | LRG | Palm - Queen | APR/JUN | 2 | 50.00 | 100.00 | C | R |
| | Trim Fronds and Seedpods | SML | Palm - Roebelini | APR/JUN | 6 | 30.00 | 180.00 | C | R |
| | LANDSCAPER | SML | Tupidanthus | APR/JUN | 1 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Tupidanthus | APR/JUN | 2 | 50.00 | 100.00 | | R |

Pepperwood Entrance

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|---------------------------------|------|----------------------------|---------|-----|-------|--------|----|----|
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 2 | 45.00 | 90.00 | C | |
| | Crown Thin | MED | Camphor | APR/JUN | 2 | 40.00 | 80.00 | | R |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood | APR/JUN | 2 | 75.00 | 150.00 | C | R |
| | Crown Thin | LRG | Podocarpus - Gracilior | APR/JUN | 5 | 70.00 | 350.00 | C | |
| | Crown Thin | XLRG | Podocarpus - Gracilior | APR/JUN | 1 | 90.00 | 90.00 | C | |

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Laurelmont Community Association (PRO424-18077) -

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Interior Pepperwood

R - Recommended A - Approved
 C - Complete * - Other Company

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|---------------------------------|------|---|---------|-----|--------|------------------|----|----|
| | LANDSCAPER | SML | Brachychiton - Bottle Tree | JAN/MAR | 2 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 7 | 45.00 | 315.00 | | |
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 3 | 45.00 | 135.00 | C | |
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 4 | 45.00 | 180.00 | C | |
| | Crown Thin | LRG | Brachychiton - Bottle Tree | JAN/MAR | 2 | 65.00 | 130.00 | C | |
| | LANDSCAPER | SML | Crape Myrtle | JAN/MAR | 10 | | == LANDSCAPER == | | |
| | Crown Thin | LRG | Cypress - Italian | JAN/MAR | 1 | 60.00 | 60.00 | | |
| | Crown Thin | MED | Jacaranda | JAN/MAR | 4 | 50.00 | 200.00 | C | |
| | Crown Thin | LRG | Jacaranda (Touching Light Pole) | JAN/MAR | 2 | 90.00 | 180.00 | C | |
| | LANDSCAPER | SML | Magnolia 'Little Gem' | JAN/MAR | 1 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Pittosporum - Victorian Box | JAN/MAR | 1 | 50.00 | 50.00 | C | |
| | LANDSCAPER | SML | Willow - Australian | JAN/MAR | 2 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Acacia - Shoestring | APR/JUN | 1 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Acacia - Shoestring | APR/JUN | 4 | 40.00 | 160.00 | | R |
| | Crown Thin / Selective Tip Back | MED | Carrotwood | APR/JUN | 10 | 60.00 | 600.00 | | R |
| | Crown Thin / Selective Tip Back | MED | Carrotwood | APR/JUN | 2 | 60.00 | 120.00 | C | |
| | Crown Thin / Selective Tip Back | MED | Carrotwood | APR/JUN | 8 | 60.00 | 480.00 | C | |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood | APR/JUN | 18 | 75.00 | 1,350.00 | C | R |
| | Crown Thin | LRG | Liquidambar | APR/JUN | 1 | 70.00 | 70.00 | | |
| | Crown Thin | LRG | Melaleuca | APR/JUN | 1 | 70.00 | 70.00 | | R |
| | Crown Thin | MED | Pepper - California | APR/JUN | 1 | 60.00 | 60.00 | | R |
| | Crown Thin | LRG | Pepper - California | APR/JUN | 1 | 80.00 | 80.00 | | R |
| | Crown Thin | MED | Tristania (Brisbane Box) | APR/JUN | 2 | 50.00 | 100.00 | | R |
| | Crown Thin | LRG | Tristania (Brisbane Box) | APR/JUN | 2 | 65.00 | 130.00 | | R |
| | Crown Thin | XLRG | Tristania (Brisbane Box) | APR/JUN | 1 | 90.00 | 90.00 | | R |
| 4 | Remove and Grind | LRG | Tristania (Brisbane Box) (Close to house & utility) | REMOVE | 1 | 695.00 | 695.00 | C | |

Primrose Entrance

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|--------------|------|--------------------------------|---------|-----|-------|------------------|----|----|
| | LANDSCAPER | SML | Rhaphiolepis - Majestic Beauty | JAN/MAR | 5 | | == LANDSCAPER == | | |
| | Crown Thin | LRG | Ficus - Rubiginosa (Multi) | APR/JUN | 1 | 70.00 | 70.00 | C | R |
| | Crown Thin | MED | Melaleuca (Topped) | APR/JUN | 5 | 50.00 | 250.00 | | R |
| | Crown Thin | MED | Melaleuca (Topped) | APR/JUN | 3 | 50.00 | 150.00 | | R |
| | Crown Thin | LRG | Pepper - Brazilian | APR/JUN | 5 | 90.00 | 450.00 | C | R |

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Laurelmont Community Association (PRO424-18077) -

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Interior Primrose

R - Recommended A - Approved
 C - Complete * - Other Company

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|---------------------------------|------|--|---------|-----|--------|------------------|----|----|
| | Crown Thin | MED | Jacaranda | JAN/MAR | 4 | 50.00 | 200.00 | C | |
| | Crown Thin | LRG | Jacaranda | JAN/MAR | 5 | 90.00 | 450.00 | C | |
| | LANDSCAPER | SML | Magnolia 'Little Gem' | JAN/MAR | 8 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Willow - Australian | JAN/MAR | 2 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Acacia - Shoestring | APR/JUN | 2 | 40.00 | 80.00 | | R |
| | Crown Thin / Selective Tip Back | MED | Carrotwood | APR/JUN | 1 | 60.00 | 60.00 | C | R |
| | Crown Thin | LRG | Ficus - Rubiginosa | APR/JUN | 1 | 70.00 | 70.00 | C | R |
| | LANDSCAPER | SML | Melaleuca (Topped) | APR/JUN | 2 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Melaleuca (Topped) | APR/JUN | 14 | 50.00 | 700.00 | | R |
| | Crown Thin | LRG | Melaleuca | APR/JUN | 8 | 70.00 | 560.00 | | R |
| | Crown Thin | XLRG | Melaleuca | APR/JUN | 2 | 95.00 | 190.00 | | R |
| | Crown Thin | MED | Pepper - Brazilian | APR/JUN | 5 | 60.00 | 300.00 | C | R |
| | Crown Thin | LRG | Pepper - Brazilian | APR/JUN | 13 | 90.00 | 1,170.00 | | R |
| | Crown Thin | LRG | Pepper - Brazilian | APR/JUN | 7 | 90.00 | 630.00 | C | |
| | Crown Thin | LRG | Pepper - Brazilian | APR/JUN | 6 | 90.00 | 540.00 | C | |
| | Crown Thin | XLRG | Pepper - Brazilian | APR/JUN | 3 | 125.00 | 375.00 | C | R |
| | Crown Thin | MED | Podocarpus - Gracilior | APR/JUN | 5 | 50.00 | 250.00 | C | |
| | Crown Thin | LRG | Podocarpus - Gracilior | APR/JUN | 13 | 70.00 | 910.00 | | |
| | Crown Thin | LRG | Podocarpus - Gracilior | APR/JUN | 7 | 70.00 | 490.00 | C | |
| | Crown Thin | LRG | Podocarpus - Gracilior | APR/JUN | 6 | 70.00 | 420.00 | C | |
| | Crown Thin | XLRG | Podocarpus - Gracilior | APR/JUN | 4 | 90.00 | 360.00 | C | |
| | LANDSCAPER | SML | Tristania (Brisbane Box) | APR/JUN | 7 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Tristania (Brisbane Box) | APR/JUN | 24 | 50.00 | 1,200.00 | | R |
| | Crown Thin | LRG | Tristania (Brisbane Box) | APR/JUN | 13 | 65.00 | 845.00 | | R |
| | Crown Thin | XLRG | Tristania (Brisbane Box) | APR/JUN | 1 | 90.00 | 90.00 | | R |
| | Building Clearance | XLRG | Tristania (Brisbane Box) | OCT/DEC | 1 | 125.00 | 125.00 | C | |
| | Side Trim | XLRG | Tristania (Brisbane Box) (50 Primrose) | OCT/DEC | 1 | 150.00 | 150.00 | C | |
| 5 | Remove and Grind | MED | Acacia - Shoestring (76 Primerose) (H/O Request) | REMOVE | 1 | 395.00 | 395.00 | C | |
| 6 | Remove and Grind | LRG | Tristania (Brisbane Box) (Close to house) | REMOVE | 1 | 695.00 | 695.00 | C | |

Laurelmont Perimeter

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|--------------|------|----------------------------|---------|-----|-------|--------|----|----|
| | Crown Thin | MED | Brachychiton - Bottle Tree | JAN/MAR | 3 | 45.00 | 135.00 | C | |
| | Crown Thin | LRG | Brachychiton - Bottle Tree | JAN/MAR | 1 | 65.00 | 65.00 | C | |
| | Crown Thin | LRG | Jacaranda | JAN/MAR | 1 | 90.00 | 90.00 | C | |

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Laurelmont Perimeter

R - Recommended A - Approved
 C - Complete * - Other Company

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|---------------------------------|------|--------------------------|---------|-----|-------|--------|----|----|
| | Crown Thin | MED | Camphor | APR/JUN | 2 | 40.00 | 80.00 | | R |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood | APR/JUN | 12 | 75.00 | 900.00 | | R |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood | APR/JUN | 8 | 75.00 | 600.00 | C | |
| | Crown Thin / Selective Tip Back | LRG | Carrotwood | APR/JUN | 4 | 75.00 | 300.00 | C | |
| | Crown Thin | MED | Tristania (Brisbane Box) | APR/JUN | 1 | 50.00 | 50.00 | | R |
| | Crown Thin | LRG | Tristania (Brisbane Box) | APR/JUN | 11 | 65.00 | 715.00 | | R |
| | Crown Thin | XLRG | Tristania (Brisbane Box) | APR/JUN | 1 | 90.00 | 90.00 | | R |

Ramona Slope

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|--------------|-------|--------------------------------------|---------|-----|--------|------------------|----|----|
| | Crown Thin | LRG | Eucalyptus - Nicholi (Willow-Leafed) | JAN/MAR | 1 | 120.75 | 120.75 | | |
| | Crown Thin | LRG | Eucalyptus - Red Gum | JAN/MAR | 3 | 149.50 | 448.50 | | |
| | Crown Thin | LRG | Eucalyptus - Red Ironbark | JAN/MAR | 6 | 149.50 | 897.00 | | |
| | Crown Thin | XXLRG | Eucalyptus - White Ironbark | JAN/MAR | 2 | 207.00 | 414.00 | | |
| | Crown Thin | LRG | Eucalyptus White Peppermint | JAN/MAR | 1 | 120.75 | 120.75 | | |
| | Crown Thin | XLRG | Eucalyptus White Peppermint | JAN/MAR | 1 | 149.50 | 149.50 | | |
| | Crown Thin | LRG | Fig - Edible | APR/JUN | 1 | 80.50 | 80.50 | | |
| | LANDSCAPER | SML | Liquidambar | APR/JUN | 2 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Pepper - California | APR/JUN | 2 | | == LANDSCAPER == | | |

Backslope

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|--------------|-------|---|---------|-----|--------|------------------|----|----|
| | LANDSCAPER | SML | Eucalyptus - Nicholi (Willow-Leafed) | JAN/MAR | 1 | | == LANDSCAPER == | | |
| | Crown Thin | LRG | Eucalyptus - Nicholi (Willow-Leafed) (Multitrunk) | JAN/MAR | 7 | 131.25 | 918.75 | | |
| | Crown Thin | LRG | Eucalyptus - Nicholi (Willow-Leafed) | JAN/MAR | 6 | 131.25 | 787.50 | | |
| | Crown Thin | XLRG | Eucalyptus - Nicholi (Willow-Leafed) | JAN/MAR | 5 | 162.50 | 812.50 | | |
| | Crown Thin | XXLRG | Eucalyptus - Nicholi (Willow-Leafed) | JAN/MAR | 1 | 225.00 | 225.00 | | |
| | Crown Thin | MED | Eucalyptus - Red Gum | JAN/MAR | 12 | 112.50 | 1,350.00 | | |
| | Crown Thin | LRG | Eucalyptus - Red Gum | JAN/MAR | 13 | 162.50 | 2,112.50 | | |
| | Crown Thin | XLRG | Eucalyptus - Red Gum | JAN/MAR | 4 | 225.00 | 900.00 | | |
| | Crown Thin | LRG | Eucalyptus - Red Ironbark | JAN/MAR | 3 | 162.50 | 487.50 | | |
| | Crown Thin | XLRG | Eucalyptus - Red Ironbark | JAN/MAR | 4 | 225.00 | 900.00 | | |
| | Crown Thin | XXLRG | Eucalyptus - Red Ironbark (Multitrunk) | JAN/MAR | 2 | 281.25 | 562.50 | | |
| | Crown Thin | MED | Eucalyptus White Peppermint | JAN/MAR | 28 | 112.50 | 3,150.00 | | |
| | Crown Thin | LRG | Eucalyptus White Peppermint | JAN/MAR | 36 | 131.25 | 4,725.00 | | |

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BILLING ADDRESS

LAURELMONT COMMUNITY ASSOCIATION
 C/O: OTIS HOA MANAGEMENT
 ATTN: RAYNA SCHONWIT
 23120 ALICIA PARKWAY SUITE 215
 MISSION VIEJO, CA 92692

PHONE: 888-516-6532
 RAYNA@OTISHOA.COM

JOB SITE ADDRESS

LAURELMONT COMMUNITY ASSOCIATION
 (PRO424-18077)
 2 WILLOW
 ALISO VIEJO, CA 92656
 (714) 643-2793

NOTES

Backslope

R - Recommended A - Approved
 C - Complete * - Other Company

| ID | Type of Work | Size | Tree Type | Month | Qty | Price | Total | 20 | 21 |
|----|---------------------------------|------|--|---------|-----|--------|------------------|-------------------------------------|--------------------------|
| | Crown Thin | XLRG | Eucalyptus White Peppermint | JAN/MAR | 8 | 162.50 | 1,300.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| | Crown Thin / Selective Tip Back | LRG | Pine - Canary Island | JAN/MAR | 3 | 112.50 | 337.50 | <input type="checkbox"/> | <input type="checkbox"/> |
| | LANDSCAPER | SML | Carrotwood | APR/JUN | 5 | | == LANDSCAPER == | | |
| | Crown Thin | MED | Dodonaea - Purple Hopseed | APR/JUN | 1 | 50.00 | 50.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| | Crown Thin | MED | Koelreuteria - Bipinata | APR/JUN | 1 | 68.75 | 68.75 | <input type="checkbox"/> | <input type="checkbox"/> |
| | Crown Thin | LRG | Liquidambar | APR/JUN | 1 | 87.50 | 87.50 | <input type="checkbox"/> | <input type="checkbox"/> |
| | Trim Fronds and Seedpods | MED | Palm - Mexican Fan | APR/JUN | 1 | 62.50 | 62.50 | <input type="checkbox"/> | <input type="checkbox"/> |
| | LANDSCAPER | SML | Pepper - Brazilian | APR/JUN | 1 | | == LANDSCAPER == | | |
| | LANDSCAPER | SML | Pepper - California | APR/JUN | 1 | | == LANDSCAPER == | | |
| 1 | Remove and Flush Cut | MED | Eucalyptus - Red Gum (Behind 39 Pepperwood/Poor Structure) | REMOVE | 1 | 180.00 | 180.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| BILLING ADDRESS | JOB SITE ADDRESS | NOTES |
|------------------------|-------------------------|--------------|

LAURELMONT COMMUNITY ASSOCIATION
 C/O: OTIS HOA MANAGEMENT
 ATTN: RAYNA SCHONWIT
 23120 ALICIA PARKWAY SUITE 215
 MISSION VIEJO, CA 92692

 PHONE: 888-516-6532
 RAYNA@OTISHOA.COM

LAURELMONT COMMUNITY ASSOCIATION
 (PRO424-18077)
 2 WILLOW
 ALISO VIEJO, CA 92656

 (714) 643-2793

Total Trees: 707

| Totals | C - Complete | | R - Recommended | | Fiscal Year: January - December | |
|--------------|--------------------|------------------|-----------------|--|---------------------------------|--|
| | 2020 | 2021 | | | | |
| JAN/MAR | | | | | | |
| APR/JUN | 10,235.00 C | 16,705.00 R | | | | |
| AUG/SEP | 4,280.00 C | | | | | |
| OCT/DEC | 675.00 C | | | | | |
| REMOVE | 3,055.00 C | 1,295.00 R | | | | |
| TOTAL | 18,245.00 C | 18,000.00 | | | | |

Signature - Approval Signature - Approval Signature - Approval

PLEASE INITIAL APPROVED WORK (EACH SECTION APPROVED) IN THE ABOVE TOTALS BOX.
 A SIGNATURE BELOW THE "CONTRACT APPROVAL" AREA IS REQUIRED FOR ALL FULL YEAR CONTRACTS, IN ADDITION TO INITIALING APPROVED WORK IN TOTALS BOX.

**** UPON ACCEPTANCE OF THIS PROPOSAL, PLEASE SIGN AND RETURN TO US**

| | |
|---|--|
| <p>CUSTOMER SIGNATURE</p> <p>_____ Garrett Cornish GREAT SCOTT TREE SERVICE, INC.</p> | <p>DATE</p> <p>_____ A SERVICE FEE OF 1 1/2 PERCENT PER MONTH SHALL BE CHARGED ON ALL ACCOUNTS 30 DAYS PAST DUE. IN THE EVENT THIS ACCOUNT BECOMES DELINQUENT AND IT IS NECESSARY TO INSTITUTE LEGAL PROCEEDINGS, PURCHASER AGREES TO PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS. UNLESS OTHERWISE INDICATED ABOVE, ALL PERMIT FEES AND OR ANY FEES INCURRED BY MUNICIPALITIES ARE NOT INCLUDED IN THIS PROPOSAL, AND AS SUCH ARE THE SOLE RESPONSIBILITY OF THE CUSTOMER.</p> |
|---|--|

WE CANNOT BE HELD LIABLE FOR SUBTERRANEAN PIPES AND LINES ON STUMP REMOVAL JOBS, UNLESS PREARRANGED IN WRITING. STUMP REMOVAL AND ROOT PRUNING DOES NOT INCLUDE RESEEDING OR SOD REPLACEMENT.

TERMS: DUE UPON RECEIPT OF INVOICE

Fom No. 15

This proposal and the pricing estimated herein are valid for acceptance within sixty days and, thereafter, are subject to equipment and resource availability. Great Scott reserves the right to negotiate an equitable adjustment beyond sixty days.

PLEASE NOTE: IF THE SCOPE OF WORK THAT IS PROPOSED IS CHANGED, THE PRICES MAY BE SUBJECT TO CHANGES AS WELL. A NEW ESTIMATE WILL BE SENT TO YOU.

PRICING IS VALID FOR THE FIRST YEAR ONLY. ALL SUBSEQUENT YEARS ARE BUDGET ESTIMATES AND ARE SUBJECT TO A 5% INCREASE PER YEAR, COMPOUNDED.

Laurelmont Community Assn Work Order History - 07/21/2021

Detailed Report

| | | | | | |
|--|---------------------------------------|--|---|-------------------------------|-------------------------------|
| W/O # 143 | <u>Create Date</u> 06/24/2021 | <u>W/O Type</u> WOR Work Order | <u>Lot/Unit #</u> 060 | <u>Account #</u> 145533760 | <u>Active</u> YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Blow Leaves off of Driveway | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> 9 Primrose # | | <u>Contact Name</u> Kimberly Razi | | Phone (1) : INC |
| Detailed Description: 6/24/21- Homeowner reports her driveway has not been blown for weeks. Please blow the leaves off of her driveway this week. Thank you! | | | | | |
| W/O # 145 | <u>Create Date</u> 06/25/2021 | <u>W/O Type</u> WOR Work Order | <u>Lot/Unit #</u> 168 | <u>Account #</u> 235466168 | <u>Active</u> YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Broken Sprinklers | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> 62 Willowood # | | <u>Contact Name</u> Prमित Adhikari | | Phone (1) : INC |
| Detailed Description: 6/25/21- Homeowner reports: 2 sprinklers outside of my backyard are broken and it sprinkles unwanted water in force to my backyard and ruined every plant I have put in. Please go out to repair these two sprinklers. | | | | | |
| W/O # 146 | <u>Create Date</u> 06/25/2021 | <u>W/O Type</u> RFP Request for Proposal | <u>Lot/Unit #</u> 168 | <u>Account #</u> 235466168 | <u>Active</u> YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Tree Damaging Concrete | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> 62 Willowood # | | <u>Contact Name</u> Prमित Adhikari | | Phone (1) : INC |
| Detailed Description: 6/25/21- Please go out to 62 Willowood to inspect a tree causing damage to this Homeowner's back gate. Please provide a proposal to remove. Thank you. | | | | | |
| W/O # 149 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> BOD Board Approved Proposal | <u>Lot/Unit #</u> 085 | <u>Account #</u> 145584585 | <u>Active</u> YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : MGC |
| | Summary: | Approved Proposal Interior Drywall | | | MG CONSTRUCTION |
| | <u>Job Location</u> 41 Primrose # | | <u>Contact Name</u> Kevin Kacinskas | | Phone (1) : 9492154114 |
| Detailed Description: 6/29/21- Approved proposal to repair the interior drywall at 41 Primrose in the amount of \$1,350.00. Please contact the Homeowner to schedule at (949)322-7968. Thank you. | | | | | |
| W/O # 150 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> BOD Board Approved Proposal | <u>Lot/Unit #</u> 085 | <u>Account #</u> 145584585 | <u>Active</u> YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : MGC |
| | Summary: | Approved Proposal Exterior Repair | | | MG CONSTRUCTION |
| | <u>Job Location</u> 41 Primrose # | | <u>Contact Name</u> Kevin Kacinskas | | Phone (1) : 9492154114 |
| Detailed Description: 6/29/21- Approved proposal to do TEMPORARY exterior repairs. Please only repair so that water does not enter (please make watertight). Amount not to exceed \$500.00. Thank you! | | | | | |
| W/O # 152 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> BOD Board Approved Proposal | <u>Lot/Unit #</u> 069 | <u>Account #</u> 145553169 | <u>Active</u> YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : ALPHA |
| | Summary: | Approved Proposal Concrete Grinding | | | ALPHA REGIONAL, INC. |
| | <u>Job Location</u> 18 Primrose # | | <u>Contact Name</u> Kathleen A Garrett | | Phone (1) : 9496805777 |
| Detailed Description: 6/29/21- Approved proposal to grind the lifted concrete in front of 18 Primrose in the amount of \$350.00. Thank you. | | | | | |

Laurelmont Community Assn Work Order History - 07/21/2021

Detailed Report

| | | | | | |
|------------------------------|---|--|--------------------------|-------------------------------|---------------------------------|
| W/O # 153 | Create Date 06/30/2021 | W/O Type BOD Board Approved Proposal | Lot/Unit # 016 | Account # 145484616 | Active YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Approved Proposal 21 Pepperwood | | | HARVEST LANDSCAPE ENT. |
| | Job Location | 21 Pepperwood # | Contact Name | | Phone (1) : 714-412-2118 |
| | | | Douglas A Sikes | | Phone (2) : 949-215-4537 |
| Detailed Description: | 6/29/21- Approved proposal to plant a 15gallon Little Gem Dwarf Southern Magnolia in the amount of \$285.00 at 21 Pepperwood. Thank you. | | | | |
| | 7/20/21 - Per Harvest Landscape, this job is scheduled for July 26th. | | | | |
| W/O # 154 | Create Date 06/30/2021 | W/O Type BOD Board Approved Proposal | Lot/Unit # 175 | Account # 145411175 | Active YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Approved Proposal #89322 | | | HARVEST LANDSCAPE ENT. |
| | Job Location | 69 Willowood # | Contact Name | | Phone (1) : 9496367695 |
| | | | Jeff Dooley | | |
| Detailed Description: | 6/29/21- Approved proposal on #89322 to plant (11) 1 gallon blue Plumbago in the amount not to exceed \$300.00. Thank you. | | | | |
| W/O # 157 | Create Date 06/30/2021 | W/O Type BOD Board Approved Proposal | Lot/Unit # 019 | Account # 145487519 | Active YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Approved Proposal #89379 | | | HARVEST LANDSCAPE ENT. |
| | Job Location | 27 Pepperwood # | Contact Name | | Phone (1) : 7146432047 |
| | | | Lorraine Passero | | Phone (2) : 9496337502 |
| Detailed Description: | 6/29/21- Approved proposal #89379 to plant a 15gallon Tristania at 27 Pepperwood in the amount of \$122.50. | | | | |
| | Approved proposal to plant (9) 1 gallon blue Plumbago behind 77 Willowood on the slope in the amount not to exceed \$250.00. | | | | |
| W/O # 159 | Create Date 06/30/2021 | W/O Type RFP Request for Proposal | Lot/Unit # 060 | Account # 145533760 | Active YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : MGC |
| | Summary: | 9 Primrose Temporary Repair Proposal | | | MG CONSTRUCTION |
| | Job Location | 9 Primrose # | Contact Name | | Phone (1) : |
| | | | Kimberly Razi | | |
| Detailed Description: | 6/29/21- Please provide an updated proposal for 9 Primrose to do only temporary repairs to make watertight to prevent water intrusion. Thank you. | | | | |
| W/O # 160 | Create Date 06/30/2021 | W/O Type RFP Request for Proposal | Lot/Unit # 060 | Account # 145533760 | Active YES |
| | Authorization: | RAY Rayna Schonwit | | | Assign to : SFR |
| | Summary: | 9 Primrose Temporary Repair Proposal | | | SERVICE FIRST RESTORATION, |
| | Job Location | 9 Primrose # | Contact Name | | Phone (1) : |
| | | | Kimberly Razi | | |
| Detailed Description: | 6/29/21- Please provide an updated proposal for 9 Primrose to do only temporary repairs to make watertight to prevent water intrusion. Thank you. | | | | |

Laurelmont Community Assn
Work Order History - 07/21/2021

Detailed Report

| | | | | | |
|------------------|---|--|---|--------------------------------------|---------------------------------|
| W/O # 162 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> RFP Request for Proposal | <u>Lot/Unit #</u> 110 | <u>Account #</u> 145566110 | <u>Active</u> YES |
| | Authorization: ANG | Angie Ramos | | | Assign to : MGC |
| | Summary: | Request for Proposal | | | MG CONSTRUCTION |
| | <u>Job Location</u> 76 Primrose # | | <u>Contact Name</u> Cesar D Diaz Jordan | | Phone (1) : 949-933-4746 |
| | | | | | Phone (2) : 949-285-4746 |

Detailed Description: 6/30/21 - Please provide a proposal for 76 Primrose to do only temporary repairs to make watertight to prevent water intrusion.

Thank you.

| | | | | | |
|------------------|---|--|--|--------------------------------------|-------------------------------|
| W/O # 165 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> WOR Work Order | <u>Lot/Unit #</u> 090 | <u>Account #</u> 210901990 | <u>Active</u> YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Clean Up Debris | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> 46 Primrose # | | <u>Contact Name</u> Danette Perrotta | | Phone (1) : 8054522108 |

Detailed Description: 6/30/21- Please go back out to 46 Primrose and neighboring homes to clean up debris, leaves, and trimmings/clippings that were left on the front lawns. Thank you.

| | | | | | |
|------------------|---|--|----------------------------|-------------------------|-----------------------------|
| W/O # 166 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> WOR Work Order | <u>Lot/Unit #</u> | <u>Account #</u> | <u>Active</u> YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Clean Up More Debris | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> | | <u>Contact Name</u> | | Phone (1) : |

Detailed Description: 6/30/21- Please go out to pick up and DISPOSE of leaves and debris on the ground throughout the community. These are being blown into the bushes and onto the grass and left there. Per our contract, please dispose of them. Please see the photos attached (walkway between Pepperwood and Willowood), this does not look good. Thank you.

| | | | | | |
|------------------|--|--|--|--------------------------------------|---------------------------------|
| W/O # 170 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> RFP Request for Proposal | <u>Lot/Unit #</u> 170 | <u>Account #</u> 145424170 | <u>Active</u> YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : MGC |
| | Summary: | Cracks in Exterior of Home | | | MG CONSTRUCTION |
| | <u>Job Location</u> 64 Willowood # | | <u>Contact Name</u> Brian J Salmen | | Phone (1) : 415-847-0642 |

Detailed Description: 6/30/21- Please provide a proposal to seal the cracks in the exterior of 64 Willowood to prevent water intrusion. Homeowner reports the structure is separating. Please contact the Homeowner to schedule. Thank you.

| | | | | | |
|------------------|---|--|----------------------------|-------------------------|-----------------------------|
| W/O # 172 | <u>Create Date</u> 06/30/2021 | <u>W/O Type</u> WOR Work Order | <u>Lot/Unit #</u> | <u>Account #</u> | <u>Active</u> YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : MGC |
| | Summary: | Replace BBQ Grill | | | MG CONSTRUCTION |
| | <u>Job Location</u> | | <u>Contact Name</u> | | Phone (1) : |

Detailed Description: 6/30/21- Please go out to Laurelmont and replace the (2) grates in the BBQs at the pool in the amount not to exceed \$350.00. Lockbox code is 6847. Thank you!

7/20/21 - Per telephone call with Martin, the cost would be a NTE \$400.00. Per Rayna, okay to proceed the replacement of the BBQ grates. AMR

Laurelmont Community Assn Work Order History - 07/21/2021

Detailed Report

| | | | | | |
|------------------|--|---|--|-------------------------------|---------------------------------|
| W/O # 174 | Create Date 07/01/2021 | W/O Type WOR Work Order | Lot/Unit # 113 | Account # 145560113 | Active YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : HLE |
| | Summary: | 81 Primrose Trim bushes | | | HARVEST LANDSCAPE ENT. |
| | Job Location 81 Primrose # | | Contact Name Gissela Liliana Wolf | | Phone (1) : 949-903-0083 |
| | Detailed Description: 7/1/21- Please trim the bushes by this Homeowner's front gate and side of the garage nicely. Please see photos attached. Thank you. | | | | |
| W/O # 175 | Create Date 07/01/2021 | W/O Type WOR Work Order | Lot/Unit # | Account # | Active YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Debris and Trimmings Left Behind | | | HARVEST LANDSCAPE ENT. |
| | Job Location | | Contact Name | | Phone (1) : |
| | Detailed Description: 7/1/21- Numerous Homeowners are reporting that debris, trimmings, and leaves are behind left behind or blown onto Homeowner's front lawns and left there. Please see the below photo. Please address this immediately and ensure it does not happen again. Thank you. | | | | |
| W/O # 177 | Create Date 07/06/2021 | W/O Type WOR Work Order | Lot/Unit # | Account # | Active YES |
| | Authorization: ANG | Angie Ramos | | | Assign to : AEL |
| | Summary: | Bollard light is staying on | | | ACCESS ELECTRICAL & LIGHTING |
| | Job Location | | Contact Name | | Phone (1) : |
| | Detailed Description: 7/6/21 - There is a bollard light that is staying on. Scott was there at 10:00am and bollard light was on. The bollard light is located next to the Edison box as you enter Primrose street. Please see attached photo. | | | | |
| | If you could please inspect and repair, if applicable. Thank you. | | | | |
| | 7/21/21 - Sent follow up to Sibyl regarding the bollard light. AMR | | | | |
| W/O # 180 | Create Date 07/13/2021 | W/O Type RFP Request for Proposal | Lot/Unit # 021 | Account # 145488821 | Active YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Trim Tree 29 Pepperwood | | | HARVEST LANDSCAPE ENT. |
| | Job Location 29 Pepperwood # | | Contact Name Beverly Ann Satterlee-Heene | | Phone (1) : 9496838336 |
| | Detailed Description: 7/13/21- Per Homeowner request, The tree in front of my home is growing lopsided, so I am requesting that the longer limbs get trimmed. | | | | |
| | please provide a proposal to trim the tree in front of 29 Pepperwood. | | | | |
| W/O # 181 | Create Date 07/13/2021 | W/O Type RFP Request for Proposal | Lot/Unit # 021 | Account # 145488821 | Active YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : HLE |
| | Summary: | Trim tree 29 & 27 Pepperwood | | | HARVEST LANDSCAPE ENT. |
| | Job Location 29 Pepperwood # | | Contact Name Beverly Ann Satterlee-Heene | | Phone (1) : 9496838336 |
| | Detailed Description: 7/13/21- Per Homeowner request, The limbs of the tree between 29 and 27 have not only grown out over my driveway, but are very low and when anyone walks through my driveway, they are hit in the face. | | | | |
| | Please provide a proposal to trim the tree in between 29 and 27 Pepperwood that is hanging too low. Thank you. | | | | |

Laurelmont Community Assn Work Order History - 07/21/2021

Detailed Report

| | | | | | |
|------------------|---|---|----------------------------|-------------------------|-----------------------------|
| W/O # 184 | <u>Create Date</u> 07/15/2021 | <u>W/O Type</u> SER Service Request | <u>Lot/Unit #</u> | <u>Account #</u> | <u>Active</u> YES |
| | Authorization: ANG | Angie Ramos | | | Assign to : HLE |
| | Summary: | Landscape Maintenance Pool Area | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> | | <u>Contact Name</u> | | Phone (1) : |
| | | | | | INC |

Detailed Description: 7/15/21 - We having been getting several calls regarding the landscape maintenance in the pool area,especially by the spa. There are a lot weeds growing and dead weeds as well. Please see attached photos.

If you could please have your landscape crew inspect and remove the weeds and submit a proposal to place new plants. Thank you.

| | | | | | |
|------------------|---|--|---------------------------------|--------------------------------------|-------------------------------|
| W/O # 185 | <u>Create Date</u> 07/16/2021 | <u>W/O Type</u> WOR Work Order | <u>Lot/Unit #</u> 173 | <u>Account #</u> 145412173 | <u>Active</u> YES |
| | Authorization: RAY | Rayna Schonwit | | | Assign to : HLE |
| | Summary: | dead/dying tree | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> | | <u>Contact Name</u> | | Phone (1) : 9492151917 |
| | 67 Willowood # | | Lynda E Elkins | | Phone (2) : 9495008040 |

Detailed Description: 7/16/21- There is a dead/dying tree at 67 Willowood. Please see the photos attached. Please send someone out from the tree division to see if it can be saved or if it should be removed.

If it needs to be removed, please provide a proposal to remove. Thank you.

| | | | | | |
|------------------|---|--|---------------------------------|--------------------------------------|-------------------------------|
| W/O # 186 | <u>Create Date</u> 07/16/2021 | <u>W/O Type</u> RFP Request for Proposal | <u>Lot/Unit #</u> 191 | <u>Account #</u> 215030191 | <u>Active</u> YES |
| | Authorization: ANG | Angie Ramos | | | Assign to : BMP |
| | Summary: | Request for Proposal | | | BILL METZGER PLUMBING |
| | <u>Job Location</u> | | <u>Contact Name</u> | | Phone (1) : 4257491180 |
| | 90 Willowood # | | Michael S Bowman | | |

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

Detailed Description: 7/16/21 - We would like to request a proposal to install a new water service line due to a water leak from a water heater. I am including a copy of the scope of work.

If you could please contact the homeowner Mr. Michael Bowman at 425-749-1180.

Thank you.

| | | | | | |
|------------------|---|--|---------------------------------|--------------------------------------|---------------------------------|
| W/O # 187 | <u>Create Date</u> 07/20/2021 | <u>W/O Type</u> WOR Work Order | <u>Lot/Unit #</u> 026 | <u>Account #</u> 216061826 | <u>Active</u> YES |
| | Authorization: ANG | Angie Ramos | | | Assign to : HLE |
| | Summary: | Trim down tree & remove dead bushes/ivy | | | HARVEST LANDSCAPE ENT. |
| | <u>Job Location</u> | | <u>Contact Name</u> | | Phone (1) : 818-636-9603 |
| | 34 Pepperwood # | | George A Saer | | INC |

Detailed Description: 7/20/21 - Homeowner Reports: the tree in front of his home needs major trimming, it is overgrown and he is concerned it will cause damage to his home. He would also like the dead bushes and dead ivy in the common area removed.

If you could please have your crew take a look at the tree and submit a proposal to have the tree trimmed.

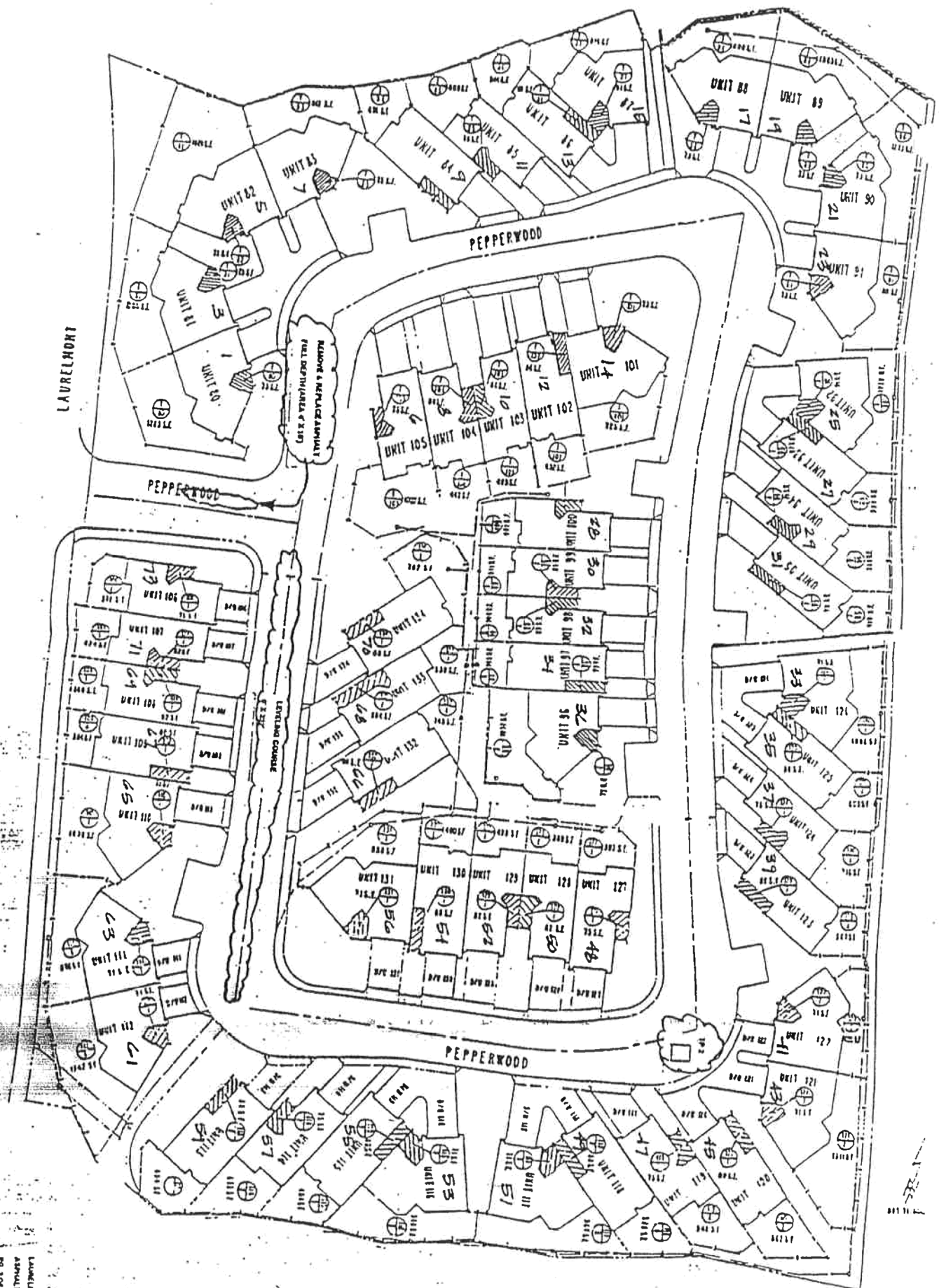
Thank you.

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

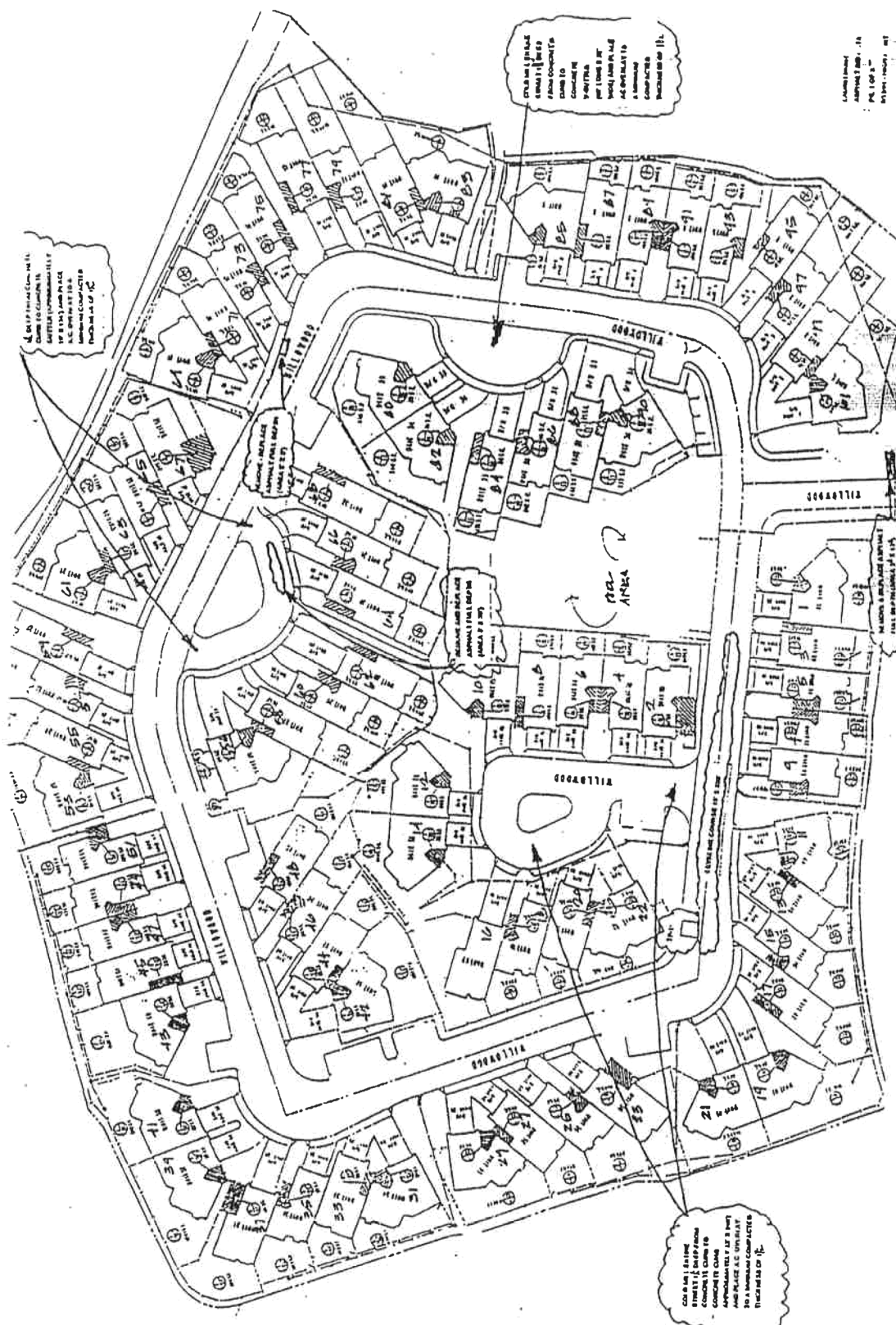
| | 2021 Budget |
|---|---------------------|
| Assessment Income | |
| 4000 - Residential Assessments | 1,134,365.40 |
| Total Assessment Income | 1,134,365.40 |
| User Fee Income | |
| 4225 - Key Fees | 0.00 |
| Total User Fee Income | 0.00 |
| Collections Income | |
| 4700 - Collection Processing 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
 ASHLEY ROAD DATA
 PG. 3 OF 3
 01/28/2010



1. ALL LOTS TO BE DEVELOPED BY THE
 SAME DEVELOPER.
 2. ALL LOTS TO BE DEVELOPED BY THE
 SAME DEVELOPER.
 3. ALL LOTS TO BE DEVELOPED BY THE
 SAME DEVELOPER.
 4. ALL LOTS TO BE DEVELOPED BY THE
 SAME DEVELOPER.

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 SAME DEVELOPER.

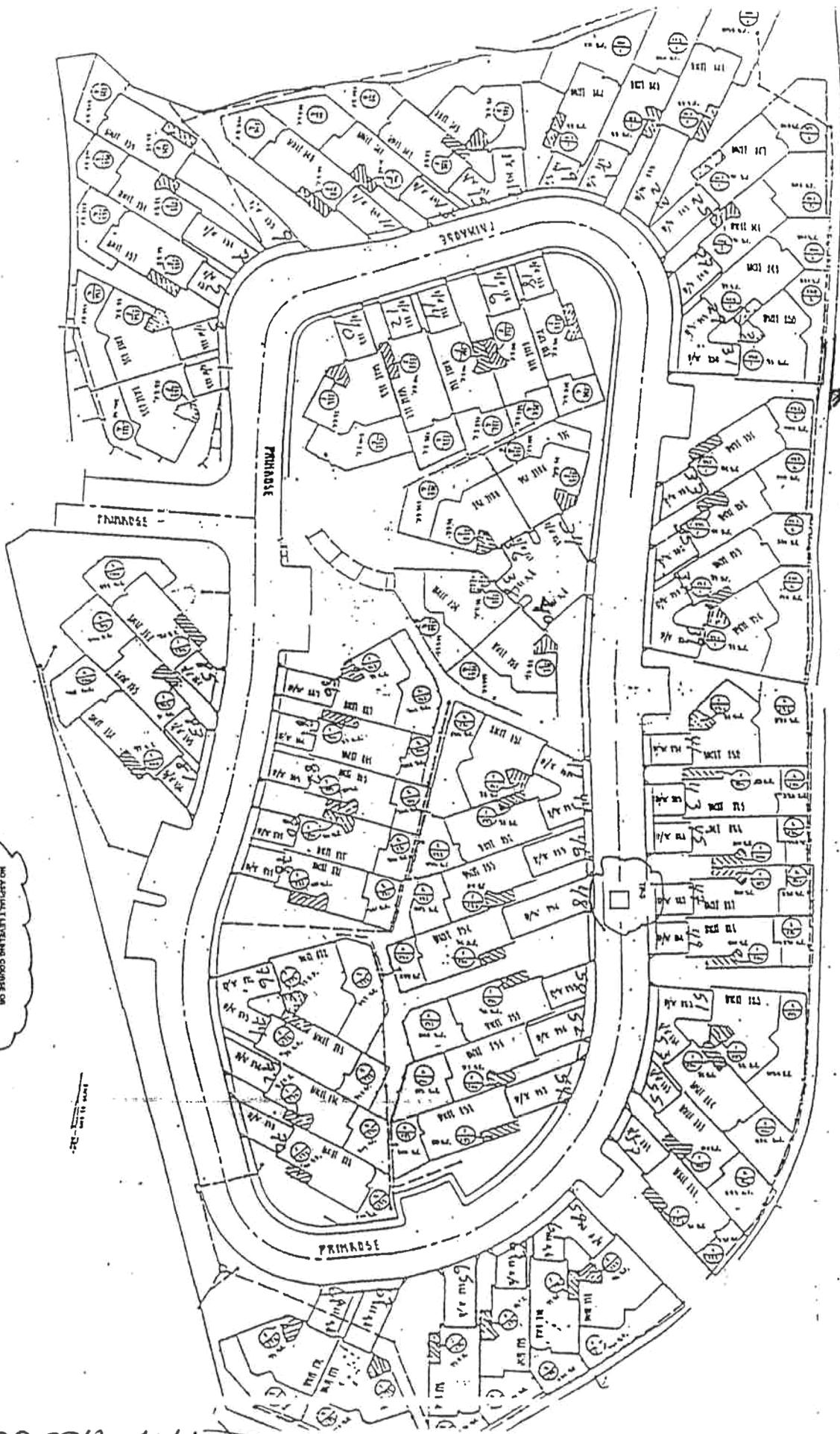
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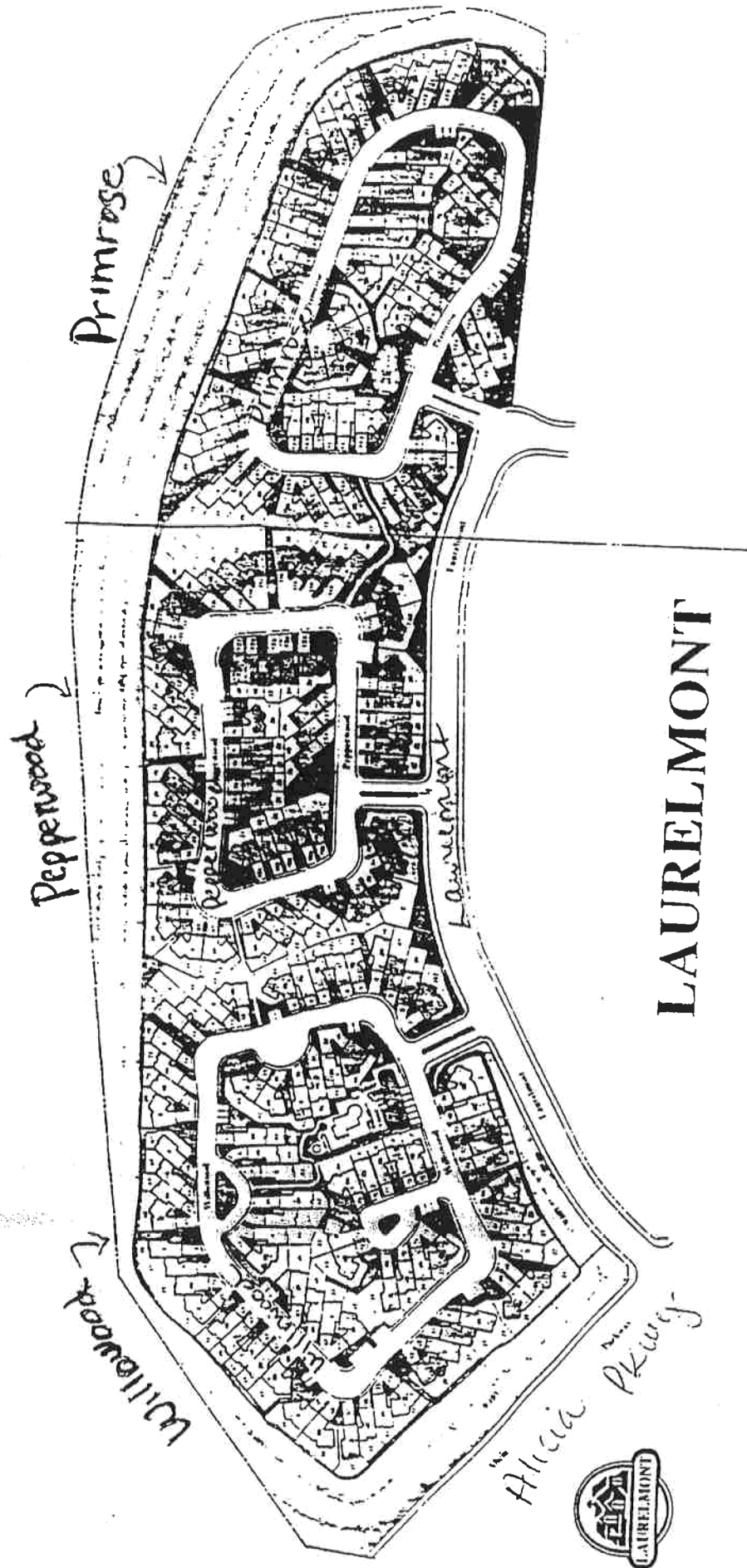
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 SAME DEVELOPER.

LABELLIGNIT
ASPHALT TO DATA
PC 3 09 2
81204 - INCH PPM

NO ASPHALT LEVELING COURSE OR
REMOVABLE REPLACEMENT REQUIRED
ON PRIMROSE

PRIMROSE





LAURELMONT



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 • FHA renewal 3/26/24 • 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 |