

Name: Mr. Samuel Radcliffe
Billing & Worksite Address: 2912 E Belleview Place, Milwaukee, WI 53211
Phone Number: (414) 964-6400

Job #: 5848 Date: 10/16/2021

Thank you for the opportunity to earn your business. We propose to meticulously complete the following:

Low-Slope Roofing Specifications:

1. Remove the existing 1-2 layer(s) of low-slope roofing material.
2. Remove asphalt shingles that are adjacent to EPDM roofing material as needed to install the new material(s) behind.
 - a. New similar-to-existing shingles will be installed after the new EPDM is installed, where existing were removed.
3. Once the existing materials are removed the exposed structure will be inspected. Only as needed, rotted and/or missing materials will be replaced. If unforeseen carpentry work is needed to properly complete the project, it will be completed. If this additional work is necessary, it will be completed and charged for upon final invoice on a time and materials basis. Time being \$82.50 per hour. Materials being purchased at prevailing rates.
4. Install high density **tapered** polyisocyanurate insulation where the existing low-slope roofing material was removed.
5. Install fully adhered 60-MIL EPDM over the newly installed cover board.
6. Install 16-ounce copper perimeter flashings (not termination bar) to all exposed edges of the new low-slope roof.
 - a. This includes custom fabricated copper coping flashing to adjacent masonry walls.
 - b. This includes custom fabricated copper drip-edge and/or apron.
 - c. This includes custom fabricated copper flashings to adjacent chimney as needed.
7. Install uncured rubber and/or EPDM flat roofing cover tape detail as needed.
8. Install all caulks and/or sealants as needed.
9. Clean job site daily. Remove and dispose of all job-related debris.
10. Warranty: Your low-slope roofing system comes with a manufacturer-backed material warranty and a lifetime Community Roofing & Restoration Workmanship Warranty.

The cost for "Low-Slope Roofing Specifications" is \$6,495.00

Miscellaneous Downspout Specifications:

1. As directed by the customer (Dominic to meet with customer on-site to be sure the scope of work is as the customer desires) CRR repair technician will replace a "**defective y joint and dinged-up downspout above it on the east side of the house**"
 - a. Downspout repairs are to be made with Pebblestone Clay materials, which is similar-to-existing downspouts, but not perfect because the existing downspouts have been painted (no perfect pre-finished color). If the customer desires he can have the new downspouts painted to match after project completion (not part of this contract).

* The cost work labeled "Miscellaneous Downspout Specifications" will be completed and charged for on a time-and-material basis. Time being \$98.50 per working man hour. Materials being purchased at local prevailing rates. Minimum total service fee of \$250.00. Billable man hours may include (but are not limited to) on-site working time, drive time to/from the job site, material trips to/from hardware stores and/or the CRR warehouse *

* The cost of the above work = \$6,495.00 + T&M charges for "Miscellaneous Downspout Specifications" *

* Down payment of \$3,045.00 (already collected) *

* The final invoice (remaining project balance) will be sent upon completion of the project *

* The above cost reflects applicable taxes, permits, and disposal fees *

Accepted: X Samuel A. Radcliffe Date: 10/20/21 X _____ Date: _____

(1) Binding Mediation and Arbitration Process... In our nearly 45 years and over 10,000 projects we have been blessed with experiences that find us and our clients very happy to have had a meeting of the minds and partnered to create restoration products and services with beauty and durability. In the rare instance where there are disagreements or misunderstandings, we insist upon a binding arbitration process, with the help of neutral Wisconsin professional associations to help us select a binding arbitrator and binding arbitration process. If, for whatever reason, the arbitration process does not lead to a satisfactory resolution, the client will be responsible for client's legal fees and Community will be responsible for its legal fees.

(2) Lien Rights... We and others who furnish labor and/or materials for this project may have lien rights on the land and buildings if not paid. Late payment charges of 1.5% per month for past due balances, annual charge of 18%, and, if client does not pay as agreed any/all guarantees/warranties are null and void.

(3) Substantial Project Completion... On projects over \$5,000.00 that are substantially complete, (e.g., 95% of the work has been done and the house is not in danger from the elements, but not able to be totally completed for reasons outside of our control, e.g., bad weather, or awaiting the arrival of a small part for a small issue that will take a month to arrive, etc.), we would like to be paid the contract price, minus double the cost of the unfinished item. For example, let's say the contract included a copper weathervane that won't arrive for one month. If the total project cost was \$10,000.00 and we are finished, except for the weathervane, and the weathervane labor and material cost \$500, we would be happy to find you withholding \$1,000 until the weathervane is installed and pay us \$9,000 of the contract price. Prices may change after 30 days from date of our proposal. Guarantees apply only to the original purchaser of our services and products.

(4) Misrepresentations and Product Substitutions... There may be occasions where there is a misunderstanding about some of the finer, subtler points of the project. For example, it is understood that we are expected to follow the manufacturer's instructions in applying your shingles in the case of a roofing project, but we want you to completely understand that there are phrases in the instructions that are sometimes impossible to actualize in the real world. Let us say, for example, that the instructions call for "shingle exposures" of 5 inches. That means that each course of shingles has 5 inches of material exposed to the weather. But the reality of roof projects in the real world is that "there is no such thing as a perfectly straight line in nature", and that goes even more for roof decks on houses. The roof deck is never without some swaying or swelling. It is impossible to install every course of shingles exactly five inches. Product Substitutions: Here too reality sometimes finds it impossible for us to follow the strictest letter of the contract. Let's imagine that the contract language says we will use "solar seal" to caulk the joint between the shingles and a masonry surface. Let us imagine that our supplier has run out of "solar seal" but has a product that is essentially the same. In such a situation we insist that our clients waive the right to sue us for double damages plus attorney's fees. If it turned out that one of our foremen betrayed our trust and used an inferior substitution, the cost of such a "deviation from perfection" on our part would be determined by a mediator and the homeowner would waive his/her right to seek double damages plus legal fees for such imperfections in our work on their behalf.

(5) Extra Layer(s)... If there are extra layers of roofing found, there will be an additional charge of \$82.50 per square (10ft x 10ft area) to remove those layers, unless a different rate is quoted to you within the body of the written contract.

(6) Ice Dam Problems... There have been a couple of winters since our founding in 1975 when so much snow and huge ice dams overloaded the system's capacity on a handful of our nearly 10,000 projects. In such circumstances we removed the ice dams at cost and encouraged the owners to consider electric cables. We would only advise that if your roof turned out to be among that minority that required cables.

(7) Miscellaneous... We will be responsible for fixing any damage to your inside that comes from a leak clearly caused by workmanship errors on our part. However, we will not be responsible for such inside work if the leak was caused by other aspects of the roof system, e.g., faulty shingles, chimney, siding, gutters, etc. that we did not contract to fix. Likewise, we will not be responsible for any mold that occurs in your house, given the many variables contributing to the emergence of mold, e.g., excessive humidity, insufficient ventilation, etc. Before work begins it is the homeowner's responsibility to cover any items in the attic and/or garage with a tarp to protect them from dust & debris that may occur during roofing projects. The customer should also use their best judgement regarding removing pictures from the walls inside your home, which may come loose during the installation.

Accepted: X *Jammal A Radcliffe* Date: 10/20/21 X _____ Date: _____

Customer Pre-Project Checklist

The following requests are made by Community Roofing & Restoration to the occupants in the interest of ensuring the project is completed to the best possible outcome. We kindly ask that you complete the following prior to the project's start date:

- Attic Items:
 - If you have storage or other items in your attic, we suggest that you cover the items with plastic (or a tarp) prior to the project start. During the roof-tear-off process some debris can fall through the small gaps in the existing roof decking and end up in your attic. Furthermore, even if your roof decking is not gapped, there is usually at least some sort of dust or debris that is currently adhered to the inside of the roof decking, which can release during the project. Covering your items with plastic (or a tarp) will prevent them from becoming dusty and dirty.

- Lawn Items:
 - If you have items in your lawn, we suggest moving them into the garage, a shed, or far away from the roof to prevent damage. Although our workers are especially careful, there is always the possibility of a tool or building material being accidentally dropped during the project. We want your lawn items (patio furniture, grills, fireplaces, garden décor, etc.) to be safe during the project, so we ask that you move the items if possible.

- Trees, Bushes, Plants:
 - Although our workers are top-of-the-line exterior remodelers, they are not trained arborists. It is our customers' responsibility to trim and/or cut back any trees, bushes, plants, etc., before the project begins. If this is not done, our workers may be forced (if their workspace is impeded) to cut back the interfering foliage. Avoid this situation by taking care of this prior to project start.

- Wall Items:
 - Please use discretion regarding what items you leave hanging on your interior walls during the project. Most of the time this is not an issue, but occasionally, we will have a customer make mention that a picture or other item found its way off the wall and onto the floor during the project. Again, this is rare, but it does happen occasionally. If you have a fragile or sentimental item hanging on your wall, please consider removing for the project's duration.

- Grass & Pet Waste:
 - We ask that you cut the grass and remove pet waste prior to the project start. Also, if possible, please lower the lawnmower blade when cutting. We ask this because having low-cut grass significantly helps us perform a more thorough cleanup. Some nails inevitably fall off the roof. We try hard to find them all before leaving, but having the grass cut short makes it much easier for us to find the nails. Our workers also use a "magnetic rolling rake" to pick up nails in the grass that we can't see. Long grass interferes with the tool's ability to effectively pick up the nails. Lastly, pet waste (if not picked up) finds its way onto our boots, then onto our ladders, then onto your new roof.

Thank you for choosing Community Roofing & Restoration!