



## **Copper Built-In Gutter, Copper Flat Ledge, and Rubber Roof Proposal**

**Date:** 1/27/26

**For:**

Isaac Rowlett  
2508 Grant Blvd  
Milwaukee, WI 53210  
Phone: \_\_\_\_\_  
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**Company Mission:**

*Thoughtful Craftsmen's mission is to maintain the historic housing stock of Milwaukee and its older suburbs through comprehensive restoration that treats a home as a living organism composed of interconnected systems. Using the highest quality materials, applied and installed with a thoughtful eye to historical and architectural details, we endeavor to return homes to their original appearance in a way that will survive for decades to come.*

**Work Proposed:**

New copper built-in gutters/downspouts for main home. New rubber roof and built in gutters/downspouts over entry of main home. New west bump out roof and gutters/downspouts. Not including main roof asphalt shingle, garage roof, or any flashings not specifically described below.

Work marked by an asterisk (\*) and highlighted in green to be performed on the basis of time and materials.



East Side

North Side



West Side



South Side



## **Job Description:**

### **Set Up**

Set up for the safe and complete execution of work, including scaffolding and ladders.

### **Built-In Gutters and Entry Flat Roof**

Remove 1–2 courses of asphalt shingles around the perimeter of the home as needed to properly access, remove, and re-flash the new built-in gutters.

Remove existing built-in gutter systems and EPDM roof materials and dispose of all removed materials.

Inspect exposed sheathing, framing, trough pitch, and drainage paths. (\*) Any required repairs to damaged substrate/framing or re-pitching to ensure proper capture/drainage will be completed on a time-and-materials basis, in consultation with the owner and added to the price below.

Install ice-and-water barrier and red-rosin slip sheet throughout the built-in gutter troughs.

Install new fiber-board underlayment over the entryway roof area in preparation for EPDM.

Roll out and fully adhere 60-mil EPDM rubber on the flat roof, turning up the wall intersection approximately 8 inches. All seams and transitions will be sealed with EPDM flashing tape and appropriately flashed with heavy gauge aluminum at the roof to wall intersections of flat roof.

Custom-bend new built-in gutter sections from 16-oz copper sheeting and install into existing troughs to follow the current drainage plan. Install new outlets, solder all seams, and connect to new copper downspouts. All new downspouts will be soldered at seams and include straps fastened to home where necessary.

### **Metal Ledge at South Dormer**

Cut back 6-8" of stucco at South dormer bottom for ledge flashing.

Custom bend and install new 16 oz copper flat metal ledges running metal up roof to wall intersection of south gable. Solder fully and seal leading edge of copper to wall with epdm flashing tape.

Apply new stucco matching existing texture as closely where removed leaving 2-3" of flashings exposed. Clean stucco thoroughly of any lingering dust/debris and paint with LOXON from Sherwin Williams to match current color blending into surrounding areas. If color of gable known please list here: \_\_\_\_\_

Re-install or replace asphalt shingles to match existing as closely as possible in all areas where removed. If known, existing shingle brand and color may be noted here:  
\_\_\_\_\_

### **West Bump Out Roof**

Remove existing metal roofing, built in gutter sections and flashings; dispose.

(\*)Any underlying damage to existing sheathing, roof framing discovered will be repaired on the basis of time and materials, and added to price below. All repairs will be made in consultation with owner.

Install grace ice and water barrier over built in gutter trough and cover with red rosin slip sheet paper.

Custom bend and install new gutter liner from 16 oz copper. Install outlets in new gutter troughs and attach to new copper downspouts; solder all seams.

Roll out and fully adhere 60 mil EPDM rubber membrane running up roof to wall intersection.

Install custom cut and bent copper counterflashing over rubber at roof to wall intersection, cut into existing mortar of brick; seal.

### **Carpentry**

With roofing elements fully restored, we may proceed to (\*) repair or replace any underlying damaged woodwork as necessary. Replacement materials will be exterior-grade lumber, primed, installed with stainless fasteners, caulked, and painted to match the existing color scheme. Due to the variable nature of this work, it will be performed on a time-and-materials basis with daily logs provided and only with owner approval.

### **Clean Up**

Dispose of all waste and clean-up thoroughly.

**Totals:** (\*) **Not including any time and materials work.**

Unless otherwise specified, includes all materials and labor for the items described above. Does not include any items not specifically mentioned above nor shown in plans; does not include repair to underlying or preexisting damage not seen or discussed at time of estimate. Items marked with an asterisk (\*) and highlighted in green are to be performed on the basis of time and materials and are not included in the set price.

Time and materials work will be billed at the rate of **\$100/hr.** including the cost of any materials +20%.

#### A Note On Time and Materials Work:

This process has proved to be very successful for going-on 20 years, but requires that we each “do our part.” Thoughtful Craftsmen’s part is to keep you informed about the job progress and the time spent and materials used. We do this through daily “Time and Material Logs,” which are made available to you. We provide the information and can answer questions about it, but we cannot know if it is meeting your expectations or staying within your budget.

That’s where “your part” comes in. We encourage you to read the logs as you receive them, ask any and all questions that occur to you. If you want to expand or contract the scope of work, let’s talk so we can find a good stopping point. If you want us to pursue a lower degree of perfection in order to speed things up, please let us know. We can make adjustments while the work is in progress. If you wait until you receive the invoice to tally hours and consider your budget, it is too late for us to make changes. While we don’t bill for any mistakes or gross inefficiencies, we do invoice for all hours we worked unless adjustments are made at the time.

Most of all, please communicate whenever you have a question or concern. Both you and we share this common goal: we do not want to do any work that you don’t want to pay for. . . but we cannot read your mind. Please share with us what is on it.

**AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER’S LAND MAY HAVE LIEN RIGHTS ON THE OWNER’S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE BELOW**

**SIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS/HER MORTGAGE LENDER, IF ANY, TO SEE THAT ALL POTENTIAL CLAIMANTS ARE DULY PAID.**

**Compliance with Wis. Admin. Code Chapter DHS 163:** Thoughtful Craftsmen Inc. shall comply with Wis. Admin. Code Chapter DHS 163 while performing paint and/or restoration work as provided for in the attached Proposal upon property that is covered under Wis. Admin. Code Chapter DHS 163. A copy of said Chapter DHS 163 is attached, as is the "Renovate Right" pamphlet. By signing below, you acknowledge, admit and agree that you have been provided a copy of Wis. Admin. Code Chapter DHS 163, and a copy of the "Renovate Right" pamphlet.

**Bonding and Insurance Coverage:** Thoughtful Craftsmen Inc. maintains workers compensation insurance as well as general and excess liability insurance; proof of said insurance is attached to this Proposal. Thoughtful Craftsmen Inc. does not maintain Bonding Insurance.

**Animal or Pest Policy:** If critters are found during construction and pose a safety risk, delay the project, or need special handling, Thoughtful Craftsmen will inform the property owner. The owner is responsible for their removal unless otherwise agreed in writing. We are not liable for any extra costs or delays related to critter removal unless included in the original contract. Additionally, Thoughtful Craftsmen is not responsible for damage to installed materials caused by animals or insects during or after installation. It is the property owner's responsibility to protect materials from such damage. Consulting a pest management professional is recommended.

**Landscaping Liability Disclaimer:** Thoughtful Craftsmen shall not be held liable for any damage to existing landscaping, including but not limited to trees, shrubs, lawns, and garden features, that may occur during the course of the construction project. While every reasonable effort will be made to minimize impact, the client acknowledges that certain damage may be unavoidable. The responsibility for any necessary repairs or restoration of landscaping shall rest solely with the client unless otherwise specified in the contract.

**Social Media Policy:** Thoughtful Craftsmen may capture photos or videos of the project for marketing, including social media and websites. We ensure no sensitive information about the property is shared without written consent. The property owner can request removal of any content they find objectionable. If the owner wishes to opt out of media use, they must notify the Contractor in writing before work begins.

**Sign Policy:** Thoughtful Craftsmen may place a sign in the yard during the project, which will be removed two weeks after completion or upon request. If you prefer not to have a sign, please initial here: \_\_\_\_\_

Proposal may be amended and withdrawn after 10 days for date sent.

### **Payment Schedule:**

25% down payment, which is non-refundable to order materials and serve as a schedule retainer.

25% upon commencement.

25% due near half completion

Remainder due in full upon substantial completion, less punch-list retainer if needed.

(\* ) Time & materials work Invoiced and paid weekly as needed.

Payments due directly upon receipt of invoice.

1+1/2% interest per month on all payments 5 days overdue.

Scheduling is based on date of signed proposal and received down payment. For this, check is best and can be made out to Thoughtful Craftsmen and sent to P.O. Box 11537 Shorewood, WI 53211.

Authorized Signature, Thoughtful Craftsmen, INC.

*Jake Meils*

1/27/26

I agree to these terms and authorize the work described above.

\_\_\_\_\_ Date \_\_\_\_\_ Owner/Agent  
**(Please sign and return with down payment)**

