

Lake Huntington Summer Community Maintenance Contract

Agreement between Reeves Mountain Construction (“RMC”) and Lake Huntington Summer Community (“LHSC”) dated December 22, 2022.

Term of agreement: November 1, 2022 through October 31, 2024

RMC and LHSC agree that RMC will perform the tasks described below for the total sum of \$87,091.20. The parties further agree to fulfill their respective responsibilities as described below.

TASKS AND RESPONSIBILITIES

Coordination and Communication

- RMC will respond in a timely manner to LHSC Board emails, texts and calls. Phone calls are to be made to the office line to leave a message. Texts are to be made to the mobile phone.
- RMC will track and manage projects together with LHSC Grounds and Maintenance using a mutually agreed upon tool such as Google Sheets.
- RMC will coordinate and communicate with contractors and the LHSC Board for the smooth operation of LHSC.
- LHSC will assign two contacts per season to provide instructions via email or text to RMC to authorize additional work requests.

Billing and Payments

- LHSC will make monthly payments for the amount of \$3,628.80 for the tasks described in this contract.
- LHSC will make separate payments for each invoice received from RMC.
- LHSC will provide RMC with a credit or debit card which should be used to purchase materials whenever possible.
- Any work by RMC approved by the LHSC Board in addition to work specified in this contract (“additional work”), will be billed at the following rates for RMC employees:
 - Skilled tradespeople, to be used for when tasks require skills or special equipment (pressure washer, tractor, etc) or tools.
 - Skilled employees - \$60 per hour
 - Assistants - \$50 per hour
 - Cleaners/unskilled employees
 - Monday - Friday - \$35 per hour
 - Saturday/Sunday - \$40 per hour
- For additional work, RMC will provide a detailed invoice showing hourly labor charges and the breakdown of materials, including original invoices or receipts. Where applicable, invoices must allocate costs by unit to allow LHSC to bill individual shareholders.
- For additional work, RMC will send invoices weekly.
- Whenever possible, RMC will have contractors send invoices to the LHSC Treasurer and accept payment from LHSC. Contractors paid by LHSC will be billing LHSC directly eliminating any forwarding of invoices or association with RMC in regards to billing. The contractor’s responsibility to send invoices directly to the LHSC Treasurer at an email address provided by LHSC will be clearly stated at the onset of work. Supervision of work, if necessary, and scheduling to be done by RMC.
- In the event that the contractor refuses to directly invoice and be paid by LHSC, RMC will pay the contractor and bill LHSC plus a 20% charge to cover tax/income liabilities. RMC will provide original invoices to the LHSC Treasurer.

- LHSC will pay RMC within 15 days of receiving an invoice with the detail as specified in this contract. Late payments will be subject to 1.5% monthly interest.
- In the event that LHSC fails to pay a contractor within 15 days, RMC may pay the contractor to maintain LHSC's good standing in the community.
- RMC will not charge any markup if late payment by LHSC is due to RMC's failure to forward invoice(s) to the LHSC Treasurer in a timely manner.

Record Keeping

A small office on stage will be provided where the large storage closet for electronics/fans is. The office will be equipped by RMC with all office supplies and items belonging to RMC.

- Maintain records of walk-throughs and notes by year.
- Keep daily log during season and maintenance log during off-season of all work/tasks completed.
- Maintain all water testing records both on site when required and a duplicate copy at RMC's office.
- Daily posting of the water numbers will be in hardcopy form if required by DOH as well as in a Google document for easy access by LHSC Board.

Liability and Insurance

- RMC is not responsible for any injuries to any persons on LHSC property. RMC accepts liability for all RMC employees that are on LHSC property. Only RMC employees are covered by RMC liability and workers compensation insurance, even when arranging or allowing access for others.
- For any contractor that RMC engages to perform work under this contract, RMC will confirm that the contractor has current liability insurance and, if applicable, current workers compensation insurance, that covers Lake Huntington Summer Community. RMC will obtain current insurance certificates for all such contractors and email a copy to the LHSC Board.
- RMC assumes no responsibility for contractors hired by individual shareholders or by LHSC.

Tools and Equipment at LHSC

LHSC will provide the following tools and equipment for use by RMC

- Leaf blower
- Pressure washer
- Tractor
- Rakes, shovels, brooms, wheelbarrows, etc.
- First aid kit
- Eye wash station

Other

- This contract overrides any previous written or spoken arrangements.
- Except in the event of an emergency, neither the LHSC Board, LHSC shareholders, their families nor anyone else shall make requests for work to employees of RMC while on LHSC property.
- Any requests for work, whether part of this contract or in addition to it, must be made by one of the assigned LHSC Board contacts to RMC.

Opening Procedures - (April 1st - May 15th)

Pump & Tank Houses	<ul style="list-style-type: none"> ➤ Turn on and set up 3 pump and tank houses, check for leaks; arrange for repairs if needed; any repairs to be billed at additional expense ➤ Coordinate with Valley Water and current plumbing contractor to: <ul style="list-style-type: none"> ➤ Set up treatment tanks and fill ➤ Fill chlorine tanks with requested amount of water ➤ Install meters ➤ Open wells ➤ Open community pipes and water in each building ➤ Check each building and open each well line separately ➤ Authorizing and overseeing repairs if needed ➤ Check for leaks ➤ Prepare all on-demand units, making sure that water supply and power are on. ➤ Begin water testing 15 days prior to opening to stabilize & adjust chlorine levels and get DOH water permit: <ul style="list-style-type: none"> ➤ Submit pre-season water samples from each well to lab ➤ Submit results to DOH ➤ Submit bacterial and nitrate samples as required by DOH for operating permit
Propane	<ul style="list-style-type: none"> ➤ Schedule propane company to turn on service for the Community. ➤ Provide access to each unit and oversee ➤ Open and relock units ➤ Take note of possible issues and inform the LHSC Board
Electricity	<ul style="list-style-type: none"> ➤ Turn on multiple mains for electrical power ➤ Check that any unnecessary lights are off
Laundry Rooms	<ul style="list-style-type: none"> ➤ Set up both laundry rooms ➤ Open water lines ➤ Clean room and machines ➤ Make sure that all machines are operational ➤ Inform Grounds and Maintenance if repairs are needed. Arrange for and oversee repairs
Grounds	<ul style="list-style-type: none"> ➤ Walk the grounds to identify required maintenance work/repairs and inform LHSC Board ➤ Inspect and pressure wash paths and sidewalks ➤ Place carts at parking areas. Check for needed repairs. ➤ Schedule Cintas to check and service the fire extinguishers then hang them around the community ➤ Install lakefront docks, set up lake furniture and signs on both lakefronts and make ready for use. ➤ Clear snake path and dog run ➤ Unlock tennis courts, hang nets, clear and pressure wash as needed ➤ Open water fountains at tennis courts, pool and baseball field ➤ Check all playground equipment to ensure safety. Advise LHSC Board if repairs are needed ➤ Remove and store security cameras
Units	<ul style="list-style-type: none"> ➤ Open and relock as needed

	<ul style="list-style-type: none"> ➤ Check all sink, shower faucets, toilets and underneath each unit ➤ Check for storm and/or vandal damage and advise LHSC Board of any issues found ➤ Check for leaks and needed plumbing repairs in individual units to be billed to individual shareholders. Invoices must indicate building and unit number
Casino	<ul style="list-style-type: none"> ➤ Bring defibrillator back to community, hang in the casino ➤ Deep clean casino prior to opening. Removing pool furniture and other items stored in casino over winter months
Trash	<ul style="list-style-type: none"> ➤ Confirm garbage pick-up schedule for the season with trash company. ➤ Schedule an extra bulk trash dumpster pickup. Coordinate the date with the LHSC Board. ➤ Install lights and sensors in both garbage areas ONE WEEK prior to opening; make sure that they are working

Please note:

Please alert the LHSC Board if any maintenance or repairs are required in the community or individual units during the opening procedures.

Amount: See table on page 8

In-Season/Ongoing Procedures - (May 16th - October 15th)

Daily Tasks	<p>Provide onsite caretaker to check, clean and maintain/repair:</p> <ul style="list-style-type: none"> ➤ Check both lakefronts for garbage removal and replace bag ➤ Tennis courts - remove debris, leaves, etc ➤ Laundry rooms - wipe down machines, clean the floor, empty trash, replace bag, clean out the sinks ➤ Casino and restrooms – clean, inform RMC if there are leaks, replace toilet paper, paper towels and soap bought by RMC ➤ Check grounds for debris and remove, check for needed repairs and inform RMC ➤ Check and clean pool area and remove trash, change bags ➤ Check fencing and gates around the property to see if working properly ➤ Check carts; inform RMC if needing repair ➤ Check and clear paths and sidewalks, snake path; keep weed free with natural weed killer paid for by LHSC ➤ Check and keep tidy all dumpster area ➤ Check that garbage is being picked up. Report any failure to pick up to RMC; RMC to notify LHSC Board of the failure and keep LHSC Board apprised of efforts to fix the problem.
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	<ul style="list-style-type: none"> ➤ Perform small repairs/maintenance as identified by RMC on regular walk-throughs – see section on Coordination
Pool	<ul style="list-style-type: none"> ➤ Power wash pool deck, furniture & cushions - June date to be scheduled with the Pool Committee ➤ Clean and place pool furniture at pool
Water Testing	<ul style="list-style-type: none"> ➤ Testing & documenting levels of three wells ➤ Alert the LHSC Board if levels are off ➤ Deliver samples to the lab & Department of Health - follow DOH schedule: <ul style="list-style-type: none"> ➤ Submit monthly water numbers by 10th of the following month ➤ Purchase testing drops as needed ➤ Replace kit as needed
Trash	<ul style="list-style-type: none"> ➤ Schedule an extra bulk trash dumpster pickup. Coordinate the date with the LHSC Board.
Coordination	<ul style="list-style-type: none"> ➤ Walk-through the community with LHSC Board member to identify small repairs/maintenance to be done by the caretaker and other issues/projects at least once every two weeks. RMC prefers Tuesdays or Thursdays. ➤ Walk-through with arborist & Landscape Committee - to be scheduled by the Committee to coordinate tree removal ➤ Final walk-through of the Community in August with LHSC Board members(s) to identify issues & projects to address during the off season

Please note:

No noise, power tools or equipment should be operated prior to 9 AM for daily maintenance. Whenever possible, tools and equipment should be operated on mowing days.

Amount: See table on page 8

Closing Procedures - (October 16th - October 31st)

Pump & Tank Houses	<ul style="list-style-type: none"> ➤ Shut down and drain community water & plumbing systems ➤ Shut down Elvin, Schaeffer and Miller water pumps and tanks ➤ Blow out new water main lines ➤ Check for leaks
Propane	<ul style="list-style-type: none"> ➤ Schedule company to turn off service ➤ Turn off tank mains at each location
Electricity	<ul style="list-style-type: none"> ➤ Shut down electrical systems ➤ Check that any unnecessary lights are off
Laundry Rooms	<ul style="list-style-type: none"> ➤ Disconnect all washing machines & dryers ➤ Winterize machines & laundry room
Grounds	<ul style="list-style-type: none"> ➤ Walk the grounds to identify required maintenance work/repairs

	<ul style="list-style-type: none"> ➤ Collect and store all carts ➤ Collect and store the fire extinguishers ➤ Bring all pool furniture and recreational devices into the casino ➤ Remove lakefront dock, furniture, staircase and signs on both lakefronts. Disconnect sections of plastic dock, float around and reattach to outermost dock, tie off dock to bulkhead with rope & remove all steel pipes ➤ Remove & store tennis court nets and lock tennis courts ➤ Disconnect, drain & antifreeze water fountains at tennis courts, pool & baseball field
Units	<p>Winterize all 60 units (80 bathrooms, 60 kitchens):</p> <ul style="list-style-type: none"> ➤ Close the water by opening all valves and using a compressor to blow out all lines ➤ Pour antifreeze into required water areas - sinks toilets and traps ➤ Follow appropriate procedures for on-demand water heaters to prevent damage from late spring frosts ➤ Open and relock units as needed ➤ Note any issues and contact LHSC Board
Casino	<ul style="list-style-type: none"> ➤ Winterize kitchen & bathrooms ➤ Remove and store defibrillator and batteries ➤ Bring pool furniture, cushions & pool toys to the casino
Landscaping/Trees	<ul style="list-style-type: none"> ➤ Supervise tree pruning/removal
Trash	<ul style="list-style-type: none"> ➤ Confirm dumpster pick-up with trash company ➤ Remove & store sensors & lights
Security	<ul style="list-style-type: none"> ➤ Install & test motion activated cameras around grounds ➤ Lock all units and buildings
Temperature-controlled Storage	<p>Remove and store:</p> <ul style="list-style-type: none"> ➤ Defibrillator and batteries ➤ Pressure washer ➤ Valley Water to store <ul style="list-style-type: none"> ➤ Chlorine tanks ➤ Meters

Please note:

Please alert the LHSC Board if any maintenance or repairs are required in the community or individual units during the closing procedures.

Amount: See table on page 8

Off-Season Duties - (November 1st - March 31st)

Snow Removal	<p>During/after significant snowfalls:</p> <ul style="list-style-type: none"> ➤ Plow roads to allow emergency vehicles and deter vandalism and/or theft
Security	<ul style="list-style-type: none"> ➤ Site visit every three days from October 15-April 15

	<ul style="list-style-type: none"> ➤ Check that cameras are working, repair if needed, review photos
Coordination	<ul style="list-style-type: none"> ➤ Communicate with the Board, landscaping committee, pool committee and grounds and maintenance liaison to develop plans and work lists for the next season ➤ Schedule opening contractors ➤ Use Google sheet to track projects and repairs identified at August walk through ➤ Arrange for tree removal

Please note:

Please alert the LHSC Board if any maintenance or repairs are required in the community or individual units during the off-season.

Amount: See table on page 8

The following table shows the amount for each contract year. Total is double the amounts shown.

Description	Dates	Amount
Pre-opening	April 1 - April 15	\$ 1,540
Opening	April 16 - May 15	\$ 13,480
In-season caretaker	May 16 - Oct 15	\$ 15,960
Closing	Oct 16 - Oct 31	\$ 6,090
Off-season security	Nov 1 - March 31	\$ 1,750
Off-season snow plowing	Nov 1 - March 31	\$ 1,500
Total for regular contracted work		\$ 40,320.00
Tax for regular contracted work		3,225.60
Total amount of regular contract		\$ 43,545.60
Additional work hourly as outlined above		
Materials purchased plus 20% as outlined above		
*Tax NYS 8% where applicable		

Reeves Mountain Construction

Signature

Title

Lake Huntington Summer Community

Signature

Title