



September 18, 2025

Ms. Abigail Helman
Nepenthe HOA
1131 Commons Drive
Sacramento, CA 95825

RE: Roof, gutter, and downspout cleaning of 590 units, two pool houses and the clubhouse.

Dear Ms. Helman

Thank you for the opportunity to be of assistance on this project. We are pleased to present this proposal for roof, gutter, and downspout cleaning to you and the Board for your consideration.

SCOPE OF WORK:

1. Clear roof of all debris using backpack blowers. Debris will be blown into the common areas. We will do our best to avoid excess debris from falling into the private patios. If the private patios are accessible (gates unlocked), our crews will pick the roof debris blown into these areas. We recommend coordinating the cleaning ahead of the Landscapers' major clean-ups.
 - a. Inspect all roof areas for defects and or damage from tree branches, rodents, other trades etc.
 - b. Make minor repairs as needed during the cleaning process. Including but not limited to missing shingles (Limit of 2 per unit), replace damaged or worn storm collars, apply sealant to penetrations that may be potential sources of water intrusion.
 - c. Repairs needed deemed more than minor will be noted in a summary report presented to Management along with a proposal for these repairs for the Boards consideration.
2. Clear all gutters of debris. Debris will be removed by hand, bagged, and disposed of offsite.
3. Ensure all downspouts are free flowing.
 - a. Clear all downspouts of debris as necessary.
 - b. Confirm proper function by means of water flushing and or air blowing to confirm they are free flowing.
 - c. If we cannot guarantee a downspout located in a private patio area that is inaccessible due to a locked gate or cannot be accessed from the common area. We will note the location in the summary report. Please note that if there is an excessive number of these locations, an additional charge may apply for the crew to return to these locations once access is granted.
4. Provide summary report to Management. Summary report to include all deficiencies needing further attention and those areas where the scope could not be completed due to lack of access.

Cost for cleaning: \$58,800.00

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NOTE: Unless otherwise noted, all leaves blown off roofs to ground areas will be cleaned up by others and is not part of this proposal and bid. An additional cost to clean up ground areas around the buildings after the roofs are cleaned off can be supplied upon request.

Clarifications:

NOTE: Permits, permit services, related fees, asbestos testing requirements and/or other request by the local building department to secure the proper permits are not included in the contract price and will be charged at cost with no mark-up for profit or overhead.

NOTE: Executed contracts with Advanced Roof Design Inc. may be subject to change at any point during the project due to the erratic price increases in the cost of all roofing-related materials at this time. Our material and subcontractor prices included in this contract are current as of the date on this contract, but due to shortages and supply chain issues, our suppliers and subcontractors are unable to guarantee their pricing until the materials are delivered to the jobsite. Any unforeseen increases in material costs or subcontractor costs that are outside of our control will be submitted as a change order and billed in addition to the contract price.

NOTE: Contractor's scope of work shall not include the identification, detection, abatement, encapsulation, or removal of asbestos or similar hazardous substances. If contractor encounters any such products or materials while performing its work and contractor determines that such materials present a hazard to its employees, contractor shall have the right to discontinue its work and remove its employees from the job site until such products or material, and any hazards connected therewith, are located, and abated, encapsulated, or removed. The contractor shall receive an extension of time to complete its work thereunder and compensation for removal costs and delays encountered because of such a situation and correction.

PAYMENT TERMS: Progress payments will be billed monthly based on the percentage of completed work, materials delivered to the job site and change orders completed. Progress payments are due in thirty (30) days of invoice date. Progress payments that are received after the invoice due date will be charged interest on the balance due at the rate of 1-1/2% per month or 18% per annum. Any other arrangements must be made by either party before the job has begun or prior to the delivery of any materials. Customer agrees to pay for all attorney fees which may be incurred to collect any past due amounts.

ATTORNEY'S FEES: In the event that it is necessary for either party to engage the services of an attorney regarding the breach of the payment terms of this agreement by the other, the enforcement of the terms hereunder, or a declaration of the rights and duties hereunder, whether arbitration proceedings or a lawsuit be instituted or not, the prevailing party, in addition to the other rights it may have, shall be entitled to all costs incurred in connection therewith including actual attorney's fees and costs of suit.

ARBITRATION: All parties agree that any dispute arising under this contract will be resolved by submission to binding arbitration under the Construction Rules of the American Arbitration Association. The parties agree that arbitration must be initiated within one year after the claimed breach occurs and that the failure to initiate arbitration within the one-year period constitutes an absolute bar to the institution of any proceedings.

Again, thank you for the opportunity to be of assistance on this project. Please call if you have any questions or if we can be of further service.

Sincerely,

Craig Herson

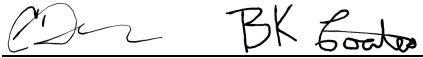
Vice President

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AGREED TO AND ACCEPTED BY:

Authorized Agent/Owner

Advanced Roof Design Inc. Agent/Owner


Authorized Agent/Owner Signature

Authorized Agent/Owner Signature

Courtenay Delfin Brian Coates

Print Name

Craig Hersom

Print Name

President Vice President

Title

Vice President

Title

10/1/2025

Date

Date