

CULVER CITY HOUSING AUTHORITY

STANDARD GENERAL SERVICES AGREEMENT

WITH: METROPOLITAN PROPERTY SERVICES, LLC

FOR: PROPERTY MANAGEMENT SERVICES

LOCATION: 4031 JACKSON AVENUE, CULVER CITY, CA 90232  
(NINE UNIT MULTI-FAMILY DWELLING)

THIS AGREEMENT is made and entered into by and between THE CULVER CITY HOUSING AUTHORITY, a public body corporate and politic, existing under and pursuant to the laws of the State of California, hereinafter referred to as "Authority," and METROPOLITAN PROPERTY SERVICES, LLC, a California Corporation, hereinafter referred to as "Contractor."

1. CONTRACTOR'S SERVICES. Contractor agrees to perform, during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Service" attached to and incorporated into this Agreement as Exhibit "A."
2. TERM OF AGREEMENT. The term of this Agreement shall be from July 1, 2021 until June 30, 2023. This Agreement shall remain in full force and effect until terminated; provided, that the indemnification and hold harmless provisions shall survive the termination.
3. PAYMENT FOR SERVICES. Authority shall pay for the services performed by Contractor pursuant to the terms of this Agreement, the compensation set forth in the "Schedule of Compensation" attached to and incorporated into this Agreement as Exhibit "B." The compensation shall be paid at the time and manner set forth in said Exhibit "B."
4. TIME FOR PERFORMANCE. Contractor shall not perform any work under this Agreement until (a) Contractor furnishes proof of insurance as required under Section 7 of this Agreement; and, (b) Authority gives Contractor a written and signed Notice to Proceed.
5. DESIGNATED REPRESENTATIVE(S). Krista Williams, or her successor, shall be the designated Contractor Representative, and shall be responsible for job performance, negotiations, contractual matters, and coordination with the Authority. Contractor Representative shall actually perform, or provide immediate supervision of Contractor's performance of, the Scope of Service.
6. INDEMNITY: To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole expense, with legal counsel approved by Housing Authority Counsel) and hold harmless the Culver City Housing Authority, the City of Culver City, members of their respective

boards and commissions, officers, agents, and employees (hereinafter, "Indemnitees"), from and against all loss, damage, cost, expense, liability, claims, demands, suits, attorneys' fees and judgments arising out of or in any manner related to this Agreement. This indemnification includes, but is not limited to, tort liability to a third person for bodily injury and property damage.

Contractor agrees that this obligation to indemnify, defend and hold harmless extends to liability and/or claims arising from Indemnitees' active or passive negligence.

Notwithstanding the foregoing, nothing herein shall be construed to require Contractor to indemnify an Indemnitee from any claim arising from the sole negligence or willful misconduct of that Indemnitee.

The duty to defend referenced herein is wholly independent from the duty to indemnify, arises upon written notice by Authority to Contractor of a claim within the potential scope of this indemnification provision, and exists regardless of any determination of the ultimate liability of Contractor, Authority, City or any Indemnitee.

7. INSURANCE. Without limiting its obligations pursuant to Section 6 of this Agreement, the Contractor shall procure and maintain, at Contractor's own cost and expense and for the duration of this Agreement, insurance coverage as set forth in "Insurance Requirements" attached to and incorporated into this Agreement as Exhibit "C."
8. INDEPENDENT CONTRACTOR STATUS. Authority and Contractor agree that Contractor, in performing the services herein specified, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Contractor shall be free to contract for similar service to be performed for other employers while under contract with Authority. Contractor is not an agent or employee of Authority, and is not entitled to participate in any pension plan, insurance, bonus, worker's compensation or similar benefits Authority provides for its employees. Contractor shall be responsible to pay and hold Authority harmless from any and all payroll and other taxes and interest thereon and penalties therefor which may become due as a result of services performed hereunder.
9. NON-APPROPRIATION OF FUNDS. Payment due and payable to Contractor for current services is within the current budget and within an available, unexhausted and unencumbered appropriation of Authority. In the event Authority has not appropriated sufficient funds for payment of Contractor services beyond the current fiscal year, this Agreement shall cover only those costs incurred up to the conclusion of the current fiscal year.
10. ASSIGNMENT. This Agreement is for the specific services with Contractor as set forth herein. Any attempt by Contractor to assign the benefits or

burdens of this Agreement without written approval of Authority shall be prohibited and shall be null and void; except that Contractor may assign payments due under this Agreement to a financial institution.

11. RECORDS AND INSPECTIONS. Contractor shall maintain full and accurate records with respect to all services and matters covered under this Agreement. Authority shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Contractor shall maintain an up-to-date list of key personnel and telephone numbers for emergency contact after normal business hours.
12. OWNERSHIP OF CONTRACTOR'S WORK PRODUCT. Authority shall be the owner of any and all computations, plans, correspondence and/or other pertinent data, information, documents and computer media, including disks and other materials gathered or prepared by Contractor in performance of this Agreement, or at any earlier or later time when the same may be requested by Authority. Such work product shall be transmitted to Authority within ten (10) days after a written request therefor. Contractor may retain copies of such products. All written documents shall be provided to Authority in digital and in hard copy form.
13. NOTICES. All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail. Notice sent by mail shall be addressed as follows:  
  
To Authority: Culver City Housing Authority  
Attention: Sol Blumenfeld  
Assistant Executive Director  
9770 Culver Boulevard  
Culver City, CA 90232-0507  
  
To Contractor: Metropolitan Property Services, LLC  
11520 Jefferson Boulevard  
Culver City, CA 90230
14. TAXPAYER IDENTIFICATION NUMBER. Contractor shall provide Authority with a complete Request for Taxpayer Identification Number ("TIN") and Certification, Form W-9, as issued by the Internal Revenue Service.
15. PERMITS AND LICENSES. Contractor, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement including, but not limited to, a Culver City business tax certificate.

16. APPLICABLE LAWS, CODES AND REGULATIONS. Contractor shall perform all work in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over such work.
17. NON-DISCRIMINATION REQUIREMENTS. During the performance of this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of ancestry, age, color, physical and/or mental disability, genetic information, gender identity, gender expression, marital status, medical condition, military and/or veteran status, national origin, race, religion, sex/gender, or sexual orientation.
18. RIGHT TO UTILIZE OTHERS. Authority reserves the right to utilize others to perform work similar to the services provided hereunder.
19. MODIFICATION OF AGREEMENT. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties hereto.
20. WAIVER. If at any time one party shall waive any term, provision or condition of this Agreement, either before or after any breach thereof, no party shall thereafter be deemed to have consented to any future failure of full performance hereunder.
21. COVENANTS AND CONDITIONS. Each term and each provision of this Agreement to be performed by Contractor shall be construed to be both a covenant and a condition.
22. RIGHT TO TERMINATE. Authority may terminate this Agreement at any time, with or without cause, in its sole discretion, with thirty-days' (30-days') written notice.
23. EFFECT OF TERMINATION. Upon termination as stated in Section 22 of this Agreement, Authority shall be liable to Contractor only for work satisfactorily performed by Contractor up to and including the date of termination of this Agreement, unless the termination is for cause, in which event Contractor need be compensated only to the extent required by law.
24. GOVERNING LAW. The terms of this Agreement shall be interpreted according to the laws of the State of California. If litigation arises out of this Agreement, then venue shall be in the Superior Court of Los Angeles County.
25. LITIGATION FEES. If litigation arises out of this Agreement for the performance thereof, then the court shall award costs and expenses, including reasonable attorney's fees, to the prevailing party. In awarding attorney's fees, the court shall not be bound by any court fee schedule but shall award the full amount of costs, expenses and attorney's fees paid or incurred in good faith.

26. INTEGRATED AGREEMENT. This Agreement represents the entire Agreement between Authority and Contractor regarding the subject matter hereof, and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to the subject matter. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement, and any subsequent successors and assigns.
27. EFFECTIVE DATE. The effective date of this Agreement is July 1, 2021.
28. AUTHORITY TO ENTER INTO AGREEMENT. The individual(s) executing this Agreement on behalf of each party is (are) authorized to execute this Agreement on behalf of said party. Each party has taken all actions required by law to approve the execution of this Agreement.

METROPOLITAN PROPERTY  
SERVICES, LLC

Dated: \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

CULVER CITY HOUSING AUTHORITY

Dated: \_\_\_\_\_

By \_\_\_\_\_

John Nachbar  
Executive Director

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sol Blumenfeld  
Assistant Executive Director

\_\_\_\_\_  
Carol A. Schwab  
Housing Authority Counsel

EXHIBIT A

CULVER CITY HOUSING AUTHORITY

STANDARD GENERAL SERVICES AGREEMENT

WITH: METROPOLITAN PROPERTY SERVICES, LLC

FOR: PROPERTY MANAGEMENT SERVICES

LOCATION: 4031 JACKSON AVENUE, CULVER CITY, CA 90232  
(NINE UNIT MULTI-FAMILY DWELLING)

SCOPE OF SERVICE

Contractor shall perform property management services at 4031 Jackson Avenue, Culver City, CA 90232, a (9) nine unit multi-family building, (the "Property"), as set forth in Contractor's proposal dated August 1, 2021; which is attached hereto, and incorporated herein by reference as though fully set forth.

EXHIBIT B

CULVER CITY HOUSING AUTHORITY

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SCHEDULE OF COMPENSATION

1. AMOUNT OF COMPENSATION. For performing and completing all work and services described in Exhibit A, Authority shall pay Contractor an amount of 10% of actual gross rents collected.

Routine and emergency maintenance and repair costs shall be billed at \$60.00 per hour, subject to change, plus a \$15.00 one-time per day service charge. Reimbursement for parts will be billed at Contractor's cost. Time and one half surcharge for evening or weekend work. There shall be no add-on for sub-contracting.

2. REPORTS AND METHOD OF PAYMENT TO AUTHORITY. At the end of each calendar month in which services are performed or expenses are incurred under this Agreement, and prior to the 10<sup>th</sup> day of the following month, Contractor shall prepare a monthly accounting report to verify income and expenses of the Property and submit, along with payment to Authority, the total amount of monthly rents received, minus the portion retained pursuant to Paragraph 1, at the following address:

Culver City Housing Authority  
Attn: Tevis Barnes, Housing Programs Administrator  
9770 Culver Boulevard,  
Culver City, CA 90232

EXHIBIT C

CULVER CITY HOUSING AUTHORITY

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INSURANCE REQUIREMENTS

**A. Policy Requirements.**

Contractor shall submit duly executed certificates of insurance for the following:

1. An occurrence based Commercial General Liability ("CGL") policy, at least as broad as ISO Form CG 0001, in the minimum amount of One Million Dollars (\$1,000,000) each occurrence, with not less than Two Million Dollars (\$2,000,000) in annual aggregate coverage.

The CGL Policy shall have the following requirements:

- a. The policy shall provide coverage for personal injury, bodily injury, death, accident and property damage and advertising injury, as those terms are understood in the context of a CGL policy. The coverage shall not be excess or contributing with respect to City's self-insurance, commercial liability insurance, or any pooled risk arrangements;
- b. The policy shall provide \$1,000,000 combined single limit coverage for owned, hired and non-owned automobile liability;
- c. The policy shall include coverage for liability undertaken by contract covering, to the maximum extent permitted by law. Contractor's obligation to indemnify the Indemnitees as required under Paragraph 6 of this agreement;
- d. Reserved; and
- e. **The Culver City Housing Authority, The City of Culver City, members of their respective boards and commissions, officers, agents, and employees will be named as an additional insured** in an endorsement to the

policy, which shall be provided to the Authority and approved by the Authority's Counsel.

2. Reserved.
3. Reserved.
4. If the Agreement will have Contractor employees working within the City limits, Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least one million dollars [\$1,000,000] per accident.) Contractor shall submit to Authority, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City and Authority and their officers, agents, employees and volunteers.

**B. Waiver by Authority.**

Authority may waive one or more of the coverages listed in Section A, above. This waiver must be express and in writing, and will only be made upon a showing by the Contractor that its operations in and with respect to Authority are not such as to impose liability within the scope of that particular coverage.

**C. Additional Insurance Requirements.**

1. All insurance listed in Paragraph A shall be issued by companies licensed to do business in the State of California, with a claims paying ability rating of "BBB" or better by S&P (and the equivalent by any other Rating Agency) and a rating of A-:VII or better in the current Best's Insurance Reports;
2. Contractor shall provide Authority with at least thirty (30) days prior written notice of any modification, reduction or cancellation of any of the Policies required in Paragraph A, or a minimum of ten (10) days' notice for cancellation due to non-payment.
3. Authority may increase the scope or dollar amount of coverage required under any of the policies described above, or may require different or additional coverages, upon prior written notice Contractor.

EXHIBIT D

CULVER CITY HOUSING AUTHORITY

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UPGRADE PROPOSALS REQUESTED BY CCHA

1. NEW ROOF AND A/C PROJECT.

- a. New roof \$53,450.00 plus an addition \$1-2,000 for wood and permits
- b. A/C units \$17,515.00
- c. Metropolitan Administrative Fee \$500
  - i. Estimated total cost = \$73,465.00

2. NEW CABINETS, COUNTER AND FLOORS TOPS PROJECT.

- a. Cabinets
  - i. Maple Material Option
    - 1. \$10,500 per unit x 8 units = \$84,000
    - 2. \$11,500 per unit x 1 unit = \$11,500
  - ii. Poplar Material Option
    - 1. \$10,000 per unit x 8 units = \$80,000
    - 2. \$11,000 per unit x 1 unit = \$11,000
- b. Quartz Snow Color Counter Tops (kitchens and bathrooms),  
Stainless Steel Sinks, Ceramic Bathroom Sinks
  - i. Five units (larger dimensions) (\$3,000 per unit x 5 units =  
\$15,000.00 plus 10% tax)
  - ii. Four units (smaller dimensions) (\$2,600 per unit x 4 units =  
\$10,400.00 plus 10% tax)
- c. Vinyl Plank Flooring (grey or brown options)
  - i. 8 units total \$37,316 plus 10% tax
  - ii. Unit 101 already has this new floor
- d. Metropolitan Administrative Fee \$500
  - i. Estimated total cost with Maple option = \$164,587.60
  - ii. Estimated total cost with Poplar option = \$160,087.60

*\*Bids, costs, and pricing are subject to change.*



HARRPRO-01

JDELUNA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/12/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0M10410 Armstrong/Robitaille/Riegle Business and Insurance Solutions 830 Roosevelt, Suite 200 Irvine, CA 92620	CONTACT NAME: PHONE (A/C, No, Ext): (949) 381-7700 FAX (A/C, No): (949) 487-6151 E-MAIL ADDRESS: arrinfo@aleragroup.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : Continental Casualty Company	NAIC # 20443
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED  
  
Metropolitan Property Services, LLC  
11520 Jefferson Blvd # 200  
Culver City, CA 90230

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6021090786	6/1/2021	6/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6021090786	6/1/2021	6/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Employment Practices			6021090786	6/1/2021	6/1/2022	\$2,500 Deductible 500,000
A	Prof. Errors & Omiss			596673448	6/1/2021	6/1/2022	\$5,000 Deductible 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location: 4031 Jackson Avenue, Culver City, CA 90232

The Culver City Housing Authority, The City of Culver City, members of their respective boards and commissions, officers, agents, and employees are named as an additional insured where required by a written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Culver City Housing Authority  
9770 Culver Blvd  
Culver City, CA 90232

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT – CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be \$ 100

Schedule

Any person or organization that you perform work for that is liable for an injury, covered by this policy, that prior to the injury has written contract requiring a waiver of our right to recover from them.

**Person or Organization****Job Description**

CITY OF CULVER  
9770 CULVER BLVD  
CULVER CITY CA 90232

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective 10/01/2020

Policy No. WCV 5503755

Endorsement No. 002

Insured METROPOLITAN PROPERTY SERVICES

Insurance Company COMPWEST INSURANCE COMPANY

Countersigned by \_\_\_\_\_

### **Tenant Selection**

The most important job the manager does is the thoughtful selection of qualified tenants. Upon this decision rests the profitability of the project. A poor decision can result in-early vacancy or worse still, a costly eviction, upset to other tenants, and even property damage.

We carefully evaluate each application for credit worthiness, job stability, prior tenant relationships, pets, and number of persons applying.

All accepted applications and credit reports are reviewed and approved by the highly qualified Property Manager(s) of Metropolitan Property Services ("MPS").

### **Financial Management**

#### Collections

Collections are recorded and deposited as received, in a trust account.

#### Disbursements

All expenditures, aside from monthly operating items, are paid subject to an approved purchase order or work order subject to your approved pre-authorized limit.

#### Monthly Reporting

Each owner receives financial reports monthly, consisting of an operating statement, income statement, cash flow report, rent roll, delinquency report, and copies of all paid invoices to permit verifying every transaction.

#### Other Reports

We also prepare all Federal and State required 1099s.

#### Benefit

A tight financial management system is essential to preserve the owner's investment.

### **Delinquencies**

We have developed automated routines to track delinquent rents.

Upon authority from the owner, delinquent accounts are sent to an attorney to file an unlawful detainer (eviction) action.

This action is necessary to ensure that the property can be recovered as quickly as possible to be re-rented.

## Summary

The management of delinquent accounts requires a clear understanding of the processes and quick and automatic responses to save the owner from losses. Vigorous follow-up makes the difference.

## **Building Maintenance**

### Maintenance Contracts

As directed, the manager will develop specifications for all service contracts including landscaping, maintenance, etc. We will secure qualified bids and supervise these vendors.

### Preventive Maintenance

Site inspections are performed monthly to detect defects and initiate preventive maintenance procedures.

Cost of site inspections is included in our full-service management fee.

Schedules are developed for the regular servicing of timers, water heaters, pumps, drain lines, gutters and downspouts.

### Routine Repair

MPS maintains a full-time staff of uniformed handymen who are skilled to handle common area repairs including plumbing, electrical, stucco, masonry, fixtures and appliances - and in the same visit

For more extensive repair projects such as roofing, security gates and entry systems, we employ from among a group of reliable outside professionals.

### Emergency Repairs

Emergency service is available 24 hours per day by calling our regular office number.

Anyone placing an emergency call receives a call back within 30 minutes to acknowledge that the call is received and that service efforts are underway.

### The Benefit

Most owners realize large savings in repairs through our low-cost service.

In addition, the service level enjoyed by the owners is enhanced because they come to know our employees who become very familiar with each property's unique characteristics. Moreover, since we are directing our own employees, we have neither scheduling conflicts nor confusion over keys, and we guarantee their work.

# HULL BROTHERS ROOFING COMPANY

A SUBSIDIARY OF JOHN-BELL, INC.

**9034 Lindblade St., Culver City, CA 90232**

310-553-1999. 323-870-5754. FAX 310-836-3577

E-MAIL ADDRESS: [info@hullbrothersroofing.com](mailto:info@hullbrothersroofing.com)

STATE CONTRACTOR'S LICENSE #589827 FULLY INSURED

*Now Serving the Westside for over*

**92 YEARS**

**[www.hullbrothersroofing.com](http://www.hullbrothersroofing.com)**

Date:03/23/2021

This Contract is made by and between Hull Brothers Roofing, referred to herein as "Contractor" and;

**METROPOLITAN PROPERTY SERVICES ATTN: MIKE PELINO**

Referred to herein as "Owner" and whose mailing address is;

**11520 Jefferson Boulevard Ste. 200 Culver City,**  
Street City

**CA 90230**  
State Zip

**310 915 9595**

**MIKE@METROPROPERTY.SERVICES**

Home#

Cell#

Business#

Fax#

Email Address

Address where work under this Contract will be performed;

**4031 JACKSON AVE. CULVER CITY**

Referred to herein as "Project"

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**PROJECT: ON THE MULTI-FAMILY RESIDENCE COMPOSITION SHINGLE AND LOW SLOPPED MODIFIED BITUMEN ROOF SYSTEMS.**

**SCOPE OF WORK: COMPLETE REMOVAL OF EXISTING COMPOSITION SHINGLE AND MODIFIED BITUMEN ROOF SYSTEMS (1-LAYERS), INSTALL NEW WOOD SHEATHING AS NEEDED, INSTALL SYNTHETIC UNDERLAYMENT, INSTALL 30 YEAR COMPOSITION DIMENSIONAL SHINGLES. AND INSTALL NEW HEAT APPLIED MODIFIED BITUMEN; INSTALLED FOR A 15 YEAR SPECIFICATION. (COLOR TO BE SELECTED BY OWNER)**

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## **ROOF TEAR OFF:**

As necessary, tarp and protect grounds and landscaping. Protect interior using plastic film to ensure no dust or debris get inside.

Tear-off and remove all existing layers of roofing materials and haul all debris from site.

Inspect the wooden roof deck surfaces, including eave boards.

As necessary, replace any obviously dry rotted or badly damaged roof sheathing or eave boards with new wood of similar dimensions.

Remove any abandoned pipes, vents or antennas and sheath over openings.

Install all new pipe and vent flashings and vent caps.

The re-use of any existing flashing to be approved by the Owner.

Leave the premises clean at the end of each work day.

**EXTRA TO CONTRACT.** The cost of replacing any obviously dry rotted or badly damaged roof sheathing or eave boards shall become an EXTRA TO CONTRACT. This cost shall be in addition to the price quoted in this contract.

The cost shall be charged at:

\$9.50 per lineal foot of dimensional lumber.

\$35.00 per lineal foot z bar installation.

\$45.00 per lineal foot fascia board replacement.

\$95.00 per board of plywood

### **ON CLEANED SHEATHING:**

#### **\*\*\*NEW PALISADES SYNTHETIC BRAND “GREEN” UNDERLAYMENT\*\*\***

PROVIDE ALL NEW PALISADES SYNTHETIC BRAND “GREEN” UNDERLAYMENT WITH “KOOL BLUE” TECHNOLOGY. REDUCES THE CARBON FOOTPRINT OF THE PROJECT. REDUCES ATTIC TEMPERATURES. ADDS NO COST TO THE PROJECT VERSUS TRADITIONAL #30 TYPE ASPHALT FELT UNDERLAYMENT. INSTALL AS PER THE MANUFACTURER’S SPECIFICATIONS.

### **30 YEAR COMPOSITION SHINGLES (COOL ROOF COMPLIANT): (LIMITED LIFETIME) COMPOSITION SHINGLE.**

Mechanically fasten one layer of synthetic type underlayment to all roof decks.

Valleys, hips and ridges will be finished with two layers of the synthetic type underlayment.

Install new two-way type metal edging at all eave and gable edges.

Install new metal valley flashings into all roof valley areas.

Install starter material at all eave edges to prepare for first course of shingles.

Install new fiberglass reinforced, double laminated, self-sealing, fire resistant composition shingles on all roof surfaces.

The new shingles will be installed to the Manufacturer's installation specifications, including weather exposure and nailing requirements.

Install individual shingles on all hips and ridges.

Double flash all pipe and vent flashings with plastic cement and embed roof granules.

As necessary, seal all other features to provide waterproofing.

This scope of work will provide a Class "A" fire rated roof.

The selection of the Manufacturer, product name and color of the new shingles to be made by the Customer.

MANUFACTURER: \_\_\_\_\_ INITIALS: \_\_\_\_\_

PRODUCT NAME: \_\_\_\_\_ INITIALS: \_\_\_\_\_

SHINGLE COLOR: \_\_\_\_\_ INITIALS: \_\_\_\_\_

### **INSTALLED TO COUNTYS REGULATIONS AND CODES. (COOL ROOF AND CLASS A FIRING RATING)**

#### **NEW MASONRY CHIMNEY FLASHING DETAIL.**

REMOVE AND DISCARD ALL EXISTING METAL FLASHINGS IN AND AROUND BOTH CHIMNEYS. SAW CUT ALL SIDES OF THE MASONRY CHIMNEY INTERSECTING THE ROOF AT APPROXIMATELY 6” ABOVE THE ROOF DECK TO CREATE NEW RIGLETS. PROVIDE NEW TWO-WAY METAL COUNTER FLASHINGS AND INSTALL INTO THE NEW RIGLETS. PROVIDE ALL REPAIRS TO THE CHIMNEY SURFACING AND GROUT JOINTS. PROVIDE AND INSTALL ALL REQUIRED NEW METAL ROOF FLASHINGS.

#### **PIPE AND VENT FLASHING DETAIL.**

PROVIDE ALL NEW APPROPRIATE METAL FLASHINGS FOR ALL IN-SERVICE PIPES AND VENTS. INSTALL NEW AC FLASHINGS AS NEEDED.

#### **EDGING FLASHING DETAIL.**

INSTALL ONE 10” WIDE STRIP OF UNDERLAYMENT AT ALL ROOF EAVE LINES AND TURN DOWN 1” TO COVER THE EXPOSED EAVE BOARD EDGE. PROVIDE NEW METAL DRIP EDGING FLASHING AND INSTALL OVER STRIP OF UNDERLAYMENT. NAIL AT 6” ON CENTER.

**HIGH PROFILE SHINGLES.**

PROVIDE ALL NEW "HIGH PROFILE" SHINGLES AND INSTALL ONTO ALL HIP AND RIDGE LINES USING 1 ¾" NAIL AND AS PER THE MANUFACTURER'S SPECIFICATIONS

**HIP, RIDGE AND RAKE BOARD DETAIL.**

AS NECESSARY, PROVIDE ALL NEW 2" X 6" HIP AND RIDGE BOARDS AND INSTALL ONTO HIP AND RIDGE LINES. WRAP ALL BOARDS WITH NEW UNDERLAYMENT. PROVIDE NEW 2" X 2" BOARDS AND INSTALL ONTO RAKE EDGES AS NAILERS.

**PAINT PIPE AND VENT FLASHINGS.**

PROVIDE PAINT IN A COLOR TO COMPLIMENT THE NEW ROOF COLOR AND PAINT ALL NEW PIPE AND VENT ROOF FLASHINGS.

**SYSTEM SPECIFICATIONS**  
**POLYGLASS POLYFRESKO APP MODIFIED BITUMUN**

<b><u>NEW BASE SHEET:</u></b>	<b>POLYGLASS #28 SANDED BASE SHEET</b>	<b>TWO -LAYERS</b>
<b><u>NEW PLY SHEET:</u></b>	<b>POLYGLASS SMOOTH APP POLYFLEX STRIPPING PLUS TARGETS</b>	
<b><u>NEW CAP SHEET:</u></b>	<b>POLYGLASS POLYFRESKO APP CAP SHEET</b>	<b>ONE LAYER</b>
<b><u>FASTENER:</u></b>	<b>1 1/4" CAP NAILS</b>	<b>PER NAILING SCHEDULE</b>
<b><u>FLASHINGS:</u></b>	<b>PROPERLY SIZED GALVANIZED</b>	<b>PER FLASHING</b>
<b><u>CAPS AND COLLARS:</u></b>	<b>PROPERLY SIZED GALVANIZED</b>	<b>PER FLASHING</b>

**\*\*\*ALL PIPE AND VENT FLASHINGS TO BE PAINTED WHITE TO COMPLIMENT NEW ROOF\*\*\***

**CLEAN AND REMOVE ALL DEBRIS FROM JOBSITE**

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**TIME FOR COMPLETION:**

The work to be performed by Contractor pursuant to this Contract shall be commenced within **60** working day(s) from Owner's acceptance of this Contract and shall be substantially completed within **08** day(s) of the commencement of work. The commencement of all work shall be defined as;

Contractor's failure to substantially commence work without lawful excuse, such as inclement weather, within twenty (20) days after the above projected commencement period has expired is a violation of Contractor's License Law. Generally, it is the policy of the Contractor to perform work in the order that contracts are signed and accepted by the Owner and received by the Contractor.

**WARRANTY.**

Provided the Contract price is paid in full and in accordance with the terms and conditions of this Contract, Hull Brothers Roofing will warrant the new work at the above described Project address for a period of **5 YEARS** from the date of completion. Hull Brothers Roofing guarantees that should the new work leak during the warranty period due to workmanship, Hull Brothers Roofing will repair the same free of charge provided Hull Brothers Roofing is given reasonable notice. This warranty shall cover only workmanship and shall not extend to damages from any other cause or any act of nature. This guarantee/warranty does not extend beyond the flashing lines of the new work or to adjoining walls, windows, doors, air conditioners, etc. The Owner will incur a charge if Hull Brothers Roofing is called to repair damages determined to have been caused by others or finds the leak to originate from sources other than the new work proper.

**IMPORTANT: THIS WARRANTY/GUARANTEE SHOULD NOT BE CONSTRUED TO COVER ANY LIABILITY FOR DAMAGE OR**

INJURY TO ANY INTERIOR CEILINGS, FIXTURES, DECORATIONS, WALLS, FLOORINGS, CONTENTS OF OR ANY PART OF THE STRUCTURE CAUSED BY A ROOF LEAKAGE. THIS WARRANTY IS NON-TRANSFERABLE WITHOUT THE WRITTEN CONSENT OF HULL BROTHERS ROOFING. THIS WARRANTY IS IN LIEU OF ANY EXPRESSED OR IMPLIED WARRANTY.

**PROTECTION FROM WEATHER. EXTRA COST TO CONTRACT.**

Hull Brothers Roofing shall work closely with the Owner to schedule the contracted roof project. This includes scheduling the Owner's roof project in consideration of forecasts for inclement weather. Hull Brothers Roofing and the Owner shall agree, based upon weather forecasts and other factors, to determine the opportunity to proceed with the Owner's roof project. However, it is our experience that weather forecasts change quickly and dramatically. Additionally, other factors beyond our control can delay progress on the Owner's roof project. These conditions can result in the need for Hull Brothers Roofing to stop the roof project and provide on the roof project temporary protection from forecasted precipitation. The Owner agrees that because Hull Brothers Roofing cannot, at the minimum control the weather, the cost of this temporary protection *is not included in this contract price and must be quoted separately.* Additionally, the Owner agrees, the temporary protection provided *is not a guarantee against leaking and/or interior damages and Hull Brothers Roofing will not be held liable for leaking and/or interior damages should they occur.*

**GENERAL.**

In the event the work to be performed herein is not begun within thirty days from the date of this Contract, due to delay caused by the Owner and/or his Agent, the Contract price is subject to change to meet any increase in the cost of labor and/or materials occasioned thereby. This Contract sets forth the entire agreement between the parties hereto and there have been no representations made and there are no other agreements, verbal or written, other than as set forth in writing herein. Satellite and/or communication dishes/devices and television aerals are moved at Owner's Risk.

**PAYMENT: Owner agrees to pay Contractor a total cash price of:**  
**\$53,450.00**  
**PLUS PERMITS**

**PAYMENT SCHEDULE: 25% PROGRESS PAYMENT DUE ON FIRST DAY OF PROJECT.**  
**ADDITIONAL PROGRESS PAYMENTS ARE DUE UPON PRESENTATION AND BASED UPON THE PERCENTAGE OF WORK COMPLETED. NET PAYMENT IS DUE UPON COMPLETION. ALL CHARGES ARE DUE WHEN BILLED AND BECOME PAST DUE IF UNPAID AFTER FIVE (5) DAYS. A SERVICE CHARGE OF 1 1/2% PER MONTH WILL BE CHARGED ON UNPAID BALANCES. THIS IS AN ANNUAL PERCENTAGE RATE OF 18%.**

Upon satisfactory payment being made for any portion of the work performed, the Contractor at your request shall, prior to any further payment being made, furnish to the person contracting for the improvement a full and unconditional release from any claim or mechanic's lien pursuant to Section 3114 of the California Civil Code for that portion of the work for which payment has been made.

"YOU, THE HOME-OWNER (BUYER) OR TENANT HAVE THE RIGHT TO REQUIRE THE CONTRACTOR TO FURNISH YOU WITH A PERFORMANCE BOND." "YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION OR IF THIS IS A CONTRACT FOR THE REPAIR OF DAMAGES RESULTING FROM AN EARTHQUAKE, FLOOD, FIRE, HURRICANE, RIOT, STORM, TIDAL WAVE, OR OTHER SIMILAR CATASTROPHIC OCCURRENCE, YOU THE BUYER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE SEVENTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION."

THIS ESTIMATE BECOMES VOID IF NOT ACCEPTED WITHIN 15 DAYS OF THE DATE APPEARING ON THE ESTIMATE.  
PLEASE SIGN AND RETURN ONE COPY:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner / Agent

By \_\_\_\_\_ Date: 03/23/2021  
**ROBERT POTASH - HULL BROTHERS ROOFING COMPANY**

**Contract Rider A**

**\*\*CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT IS FILED WITHIN THREE YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR OF CONTRACTOR STATE LICENSE BOARD, P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826\*\*.**

**\*\*Under the California Mechanics Lien Law any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his/her work or supplies, has a right to enforce a claim against your property. This can happen even if you have paid your contractor 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". Original (or 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. (Generally, the maximum time allowed for filing a claim or lien against your property is ninety (90) days after completion of your project.)

**TO ENSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:**

- (1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damaged up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection.
- (2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Any joint control agreement should include the addendum approved by the Registrar of Contractors.
- (3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. This will help to ensure that all parties due payment are actually paid.
- (4) After making payment on any completed phase of the project, and before making further payments, require your contractor to provide you with unconditional lien releases signed by each material supplier, subcontractor and laborer involved in that portion of the work for which payment was made. On projects involving improvements to a single-family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a claim against your property. In other types of construction this protection may still be important but may not be as complete. **TO PROTECT YOURSELF UNDER THIS OPTION YOU MUST BE CERTAIN THAT ALL MATERIAL SUPPLIERS, SUBCONTRACTORS AND LABORERS HAVE SIGNED.**

**\*\*CHANGES IN THE WORK.** Should the owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly. Modification or addition to the work shall be executed only when a Contract Change Order has been signed by both the Owner and the Contractor. The change in the Contract Price caused by such Contract Change Order shall be as agreed to in writing, or if the parties are not in agreement as to change in Contract Price, the contractor's actual cost of all labor, equipment, subcontracts and materials, plus a contractor's fee of 160% shall be the change in Contract Price.

Contractor shall promptly notify the Owner of (a) latent physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. Any expense incurred due to such conditions shall be paid for by Owner as added work. Any such Change Order is incorporated and becomes a part of this contract.

**\*\*Owner agrees to allow and provide contractor and his equipment access to the property. Owner agrees to protect all property of contractor while contractor's property is on the owner's property. The owner is responsible for having sufficient funds to comply with this agreement. This is a cash transaction unless otherwise specified.**

**\*\*Contractor agrees to start and diligently pursue work through to completion, but shall not be responsible for delays for any of the following reasons; failure of the issuance of all necessary building permits within a reasonable length of time, funding of loans, disbursement of funds into funding control or escrow, acts of neglect or omission of Owner or Owner's employees or Owner's agent, acts of God, stormy or inclement weather, strikes, lockouts, boycotts, or other labor union activities, extra work ordered by Owner, acts of public enemy, riots or civil commotion, inability to secure material through regular recognized channels, imposition of Government priority or allocation of materials, failure of Owner to make payments when due, or delays caused by inspection or changes ordered by the inspectors of authorized governmental bodies, or for acts of independent contractors, or holidays, or other causes beyond Contractor's reasonable control.**

**\*\*If plans and specifications are prepared for this job, they shall be attached to and become a part of the agreement. Contractor will obtain all required building permits.**

**\*\*The Contractor may subcontract portions of this work to properly licensed and qualified subcontractors.**

**\*\*Taxes and assessments of all descriptions will be paid for by Owner. Contractor will obtain all required building permits, but owner will pay assessments and charges required by public bodies and utilities for financing or repaying the cost of sewers, storm drains, water service, schools and school facilities, other utilities, hook-up charges and the like.**

**\*\*Owner will procure at his own expense and before the commencement of any work hereunder, fire insurance with course of construction, vandalism and malicious mischief clauses attached, such insurance to be a sum at least equal to the contract price with loss, if any, payable to any beneficiary under any deed of trust covering the project, such insurance shall also name the contractor and his subcontractors as additional insured, and to include sufficient funds to protect owner, contractor and his subcontractor and construction lender as their interests may appear; should owner fail to do so, contractor may procure such insurance as agent for and at the expense of owner, but is not required to do so. If the project is destroyed or damaged by accident, disaster or calamity, such as fire, storm, earthquake, flood, landslide, or by theft or vandalism, any work done by the contractor in rebuilding or restoring the project shall be paid by the owner as extra work. Contractor shall carry Worker's Compensation Insurance for the protection of contractor's employees during the progress of the work. Owner shall obtain and pay for insurance against injury to his own employees and persons under owner's discretion and persons on the job site at Owner's Invitation.**

**\*\*Contractor shall have the right to stop work if any payment shall not be made, when due, to Contractor under this Agreement; Contractor may keep the job idle until all payments due are received. This remedy is in addition to any other right or remedy that the Contractor may have. Such failure to make payment, when due, is a material breach of this Agreement.**

**\*\*Contractor will remove from owner's property debris and surplus materials created by his operation and leave it in a neat and broom clean condition.**

**\*\*No action of any character arising from or related to this contract, or the performance thereof, shall be commenced by either party against the other more than 30 days after completion or cessation of work under this contract.**

**\*\*In connection with the performance of his duties pursuant to this Agreement, Contractor shall obtain all permits and comply with all federal, state, county and local laws, ordinance and regulations.**

**\*\*In the event there is any litigation or an arbitration arising out of this Agreement, then the prevailing party shall be entitled to its reasonable attorney's fee and costs.**

**\*\*NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE A DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE BUSINESS AND PROFESSIONS CODE OR OTHER APPLICABLE LAWS. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY. WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION.**

#### **I (WE) AGREE TO ARBITRATION**

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

Any controversy or claim arising out of or related to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered into any court having jurisdiction thereof. Claims with the monetary limit of the Small Claims Court shall be litigated in such court at the request of either party, so long as both parties limit their right to recovery to the jurisdiction of the Small Claims Court.

Any claim filed in Small Claims Court shall not be deemed to be a waiver of the right to arbitrate, and if a counter claim in excess of the jurisdiction of the Small Claims Court is filed in the Municipal or Superior Court, then the party filing in Small Claims Court may demand arbitration pursuant to this paragraph.

\*\*In case one or more of the provisions of this Agreement or any application thereof shall be invalid, unenforceable or illegal, the validity, enforceability and legality of the remaining provisions and any other application shall not in any way be impaired thereby. Any damages for which Contractor may be liable to Owner shall not, in any event, exceed the cash price of this contract.

\*\*Unless the contract specifically calls for the removal, disturbance, or transportation of asbestos, polychlorinated biphenyl (PCB), or other hazardous substances, the parties acknowledge that such work requires special procedures, precautions, and/or licenses. Therefore, unless the contract specifically calls for same, if Contractor encounters such substances, Contractor shall immediately stop work and allow the owner to obtain a duly qualified asbestos and/or hazardous material contractor to perform work or do the work himself at contractor's option. Said work will be treated as an extra under this contract.



# A1 Service Appliances, Inc.

12478 W. Washington Blvd, | Los Angeles, CA, 90066

310-390-7870 | info@a1serviceappliance.com | http://www.a1serviceappliance.com/

## RECIPIENT:

### Metropolitan Property Services

11520 Jefferson Bl

# 200

Culver City, Ca 90230

Phone: 310-915-9595

## SERVICE ADDRESS:

Isabel De La Fuente - (310)525-0037

4031 Jackson Avenue

Culver City, California 90232

## Estimate #874

Sent on

02/12/2021

**Total**

**\$17,515.00**

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
New! Heat Pump Package Unit	2.5 Ton Package Unit [on roof]	2	\$3,975.00	\$7,950.00
Central Heater & A/C Parts	Sheet Metal Plenum - Modification	2	\$475.00	\$950.00
Sheet Metal Plenum - Modification	**Disconnection Fee	2	\$195.00	\$390.00
Central Heater & A/C Parts	New! Unit Platform	2	\$495.00	\$990.00
Central Heater & A/C Parts	New! Drain Line - Modifications	2	\$295.00	\$590.00
PERMIT	City Permit	2	\$395.00	\$790.00
Crane Service	2.5 ton unit located on roof - Crane Service	2	\$495.00	\$990.00
Labor Charges	Labor charge: Troubleshoot, diagnose and replace 2.5 Ton Package Unit & all modifications	2	\$1,800.00	\$3,600.00*

50% Deposit will need to be collected before install

Balance will need to be paid once the install is completed

Deposit \$ 8,757.50

Balance \$ 8757.50

The unit will need to be ordered along with other equip and supplies.

1 week for all material and unit to arrive

Job # 6859



# A1 Service Appliances, Inc.

12478 W. Washington Blvd, | Los Angeles, CA, 90066  
310-390-7870 | info@a1serviceappliance.com | http://www.a1serviceappliance.com/

\* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$16,250.00
Sales Tax (10.0%)	\$1,265.00
Total	\$17,515.00

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Invoice

**Lemus Design**

**1412 W Slouson Ave  
Los Angeles CA 90047**

**Phone 323-707-0936**

**Submitted To:**

Metropolitan

**Invoice**

#8141021

**Date:**

08/14/21

**Street:**

11520 Jefferson Boulevard Ste. 200

**Job Location:**

4031 Jackson Ave

**City, state, zip code**

Culver City, CA 90230

**Job City, State, Zip code**

Culver City, CA

***We Herby Submit Specifications and Estimates for:***

8 Units \$10,500.00 Each Total \$84,000.00

Material Wood:Maple

Color: White

Door: Shaker

1 Unit \$11,500.00

Wood: Maple

Color: White

Door: Shaker

***We propose Herby to furnish material and Labor complete in accordance with the above specifications for the sum of:\$95,500.00***

***Deposit:\$00***

***Balance Due:\$95,500.00***

The above prices, specifications and conditions are satisfactory and are herby accepted.

Authorized Signature\_\_\_\_\_

Date\_\_\_\_\_

# Invoice

**Lemus Design**

**1412 W Slouson Ave  
Los Angeles CA 90047**

**Phone 323-707-0936**

**Submitted To:**

Metropolitan

**Invoice**

#8141021

**Date:**

08/14/21

**Street:**

11520 Jefferson Boulevard Ste. 200

**Job Location:**

4031 Jackson Ave

**City, state, zip code**

Culver City, CA 90230

**Job City, State, Zip code**

Culver City, CA

***We Herby Submit Specifications and Estimates for:***

8 Units \$10,000.00 Each Total \$80,000.00

Material Wood: poplar

Color: White

Door: Shaker

1 Unit \$11,000.00

Wood: poplar

Color: White

Door: Shaker

***We propose Herby to furnish material and Labor complete in accordance with the above specifications for the sum of:\$91,000.00***

***Deposit:\$00***

***Balance Due:\$91,000.00***

The above prices, specifications and conditions are satisfactory and are herby accepted.

Authorized Signature\_\_\_\_\_

Date\_\_\_\_\_

Jonathan Gutierrez, Owner

731 W 109th St Los Angeles CA, 90044

Estimate #10089

Customer: Metropolitan Property Services

Francisco Daniel  
Metropolitan Property Services  
11520 Jefferson Blvd STE 200  
Culver City CA, 90232  
310-915-9595 x26

Quote / Project Description

Install cabinets in 9 units  
Job Location  
4031 Jackson Blvd  
Culver City CA, 90232

DESCRIPTION	Line Item
Install plywood 3/4" on each counter top Cut holes for sinks and faucet Install stainless steel kitchen and ceramic sinks in the bathrooms Install quartz snow color counter top in kitchens and bathrooms	
	\$15,000.00
	\$10,400.00
Units 101, 103, 201, 203, 204 Large dimensions \$3,000 each Units 102, 202, 205, 206 Small dimensions \$2,600 each	

\$25,400.00

Notes / Terms and Conditions	
	\$2540.00
	10.00%
	\$27,540

Above information is not an invoice and only an estimate of services/goods described above.

Payment will be collected in prior to provision of services/goods described in this quote.

Please confirm your acceptance of this quote by signing this document

Signature

Print Name

Date

If you have any questions concerning this quote, contact Jonathan Gutierrez

Thank you for your business!

# Grisel Mayroga

1437 E 52 St

Culver City CA, 90011

Estimate #

5455

DATE

8/16/2021

## BILL TO

Francisco Daniel  
Metropolitan Property Services  
11520 Jefferson Blvd Suite 200  
Culver City CA, 90230  
310-915-9595 x26

Job Site

4031 Jackson Blvd  
Culver City CA, 90232

TERMS

Due Upon Receipt

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
# 102 910 square feet		\$4,495	4,495.00
# 103 990 square feet		\$4,800	4,800.00
# 201 990 square feet		\$4,800	4,800.00
# 202 993 square feet		\$4,810	4,810.00
# 203 923 square feet		\$4,553	4,553.00
# 204 923 square feet		\$4,553	4,553.00
# 205 993 square feet		\$4,810	4,810.00
# 206 910 square feet		\$4,495	4,495.00
			-
			-
			-
			-
			-
			-
			-

*Thank you for your business!*

SUBTOTAL

37,316.00

TAX RATE

10.000%

TAX

3,731.60

TOTAL

\$ 41,047.60

If you have any questions about this invoice, please contact

**Grisel Mayroga**