September 24, 2018

Precision Overhead Garage Door Service

Attn: Mary Kull

650 Mile Crossing Blvd. Suite 2

Rochester, NY 14624

Dear Mary:

Your proposal for replacement of the garage doors at the following homes at the The Drumlins HOA has been approved. The cost for this work will be $7,200.00.

* 5 Brookline Drive
* 1, 2 and 3 Medford Way
* 1268 and 1316 Wellington Drive

Crofton Perdue Associates requires proof of workers’ compensation, auto liability and general liability insurance as well as umbrella liability coverage in the amount of $1,000,000.00. The certificate holder should read “Forrest Hills HOA” & Crofton Perdue Associates, Inc." on all certificates.

The certificate of general liability must include Additional Insured, Waiver of Subrogation and Primary/Non-Contributory coverage. If you are doing roofing, painting, siding or tree work the required amount for umbrella liability coverage is $2,000,000.00.

We must have your current certificates on file along with a signed Addendum before any work can commence.  Authorization is granted to withhold payments until these are received.

If you should have any questions regarding our insurance requirements please contact Sharon Rahimi (585) 248-3840 or sharon@croftoninc.com.

**Please make sure your invoice is billed to “The Drumlins “ and mailed to Crofton Perdue Associates.**

Please keep me updated on scheduling of the project.

Very truly yours,

CROFTON PERDUE ASSOCIATES, INC.

Rick Thomas

Property Manager

RT/mb