

**Vintage Township HOA Regular Monthly Board Meeting
January 10, 2022 – 7:00 pm
Meeting Minutes**

1. **Call to Order at 7:00 P.M. by President Chase Marberry**
2. **Establish quorum & Approval of December Meeting Minutes**
 - Board members present: Chase Marberry; Brad Phipps; Briana Cooper; John Russell; and Nick Bigham
 - Property Manager present: Mackenzie Payton
 - Chase made a motion to approve the December Meeting Minutes; John seconded and all were in favor.
3. **Resident Comments**
 - Comment from a resident in the Bungalows: HOA is supposed to be in charge of the watering certain areas of the bungalows; however, for one particular resident it is backwards and the HOA sprinklers water her personal yard but not the area it is supposed to; Troy said he could cap the sprinklers in personal yard and rewire the sprinkler system; waiting for estimate before voting
 - What is the Board's email? Board@vintagetownship.net
 - Neighborhood Coffee has gone really well; can we move that into the events committee? [Every second Tuesday – we have a neighborhood coffee and visit; been having 15-20 people come]
4. **Property Manager's Report**
 - Working to get the new Buildium up and running
 - Residents will get an email welcoming them to the portal, so residents can sign up on the portal and get registered for automatic payments
 - Light pole is down by the pool; need to find someone to repair it [Westco maybe repaired it in the past? Maybe we can look in the records and see who repaired it in the past?]

Officer Reports

President's Report:

- No report; general comment on Communications between officers and managers – if you want to address a specific person in an email, please address that person directly.

Vice President Report:

- No report

Secretary Report:

- No report

Treasurer Report:

- Having to enter all residents individually into the new Buildium to facilitate the transfer from Hawkize to Helen
- Helen closed \$3,000 in resale certificates which goes directly to the HOA
- Financial Report
 - Operating Account \$53,957
 - Reserve Account \$224,810
 - [\$129,876 of that came from the City of Lubbock for tearing down our trees on 114th]
 - Venue Account \$27,004
 - Event Account \$10,268
 - Current Liabilities \$3,267

Sargent of Arms:

- On the security – looked into some different options
- LBK Defense - they don't have anyone near our neighborhood so they would be hourly and 6 hours a night; \$30 an hour; which gets to be about \$1250 a week
- Onsite Security Patrol Services - company operates out of Amarillo – they do Kelsey park as well and they randomly come through the neighborhood 3 – 5 times a night, and we could call them as needed. That is \$300 to 350 a week.

5. Committee Reports

- Events Committee:
 - Events committee meeting: January 19, 2023; Amanda and Mackenzie are both transitioning out of the events committee
 - Current Goal: One person to head up each event, so it spreads out the responsibility and time commitment so one person isn't haven't to do all the events

- Amanda asked: How much money does the events committee have left over from the last few years? She suggested having a bigger event with some of that extra money
- How do we use money left over from previous years?
- On the Winter Wonderland – the 10% of the Events budget is supposed to go into a savings account for Winter Wonderland
- Can Events Committee Members who purchase events items with their own money get reimbursed from the HOA via Venmo; as that would make it easier for people to volunteer instead of waiting a long time for a reimbursement?
- Winter Wonderland Committee
 - Mary Wischkaemper and Becky Koehler resigned from Winter Wonderland Committee; HOA thanked them for their service for many years
 - Lisa Burgess still on committee
 - We are looking for volunteers for the WW committee

6. Design Review Board

- No report

7. Old Business

- Rachel gets paid \$600 a month to empty the outside trash cans; if she did the pet relief stations, she wants more money; need clarification on how much
- Reviewing Landscape Proposals
- We cannot do a 3-year contract under Texas law, as the annual contract is over \$50,000, so we are required by law to review it every year
- We want to see Recon's proposal
- HOA Board asks Mackenzie: Make sure you get Christmas lights quote from Mission and Recon
- John moves that we table the landscaping bid decision until we get more information; Briana seconded John's motion; all in favor.

8. New Business

- Apex Quote for repairs to the restrooms in Town Hall to upgrade the appearance of the flooring \$2,900; Brad makes a motion to approve Apex bid presented by Lisa Burgess; Nick seconded; all in favor; this is coming out of Venue Income and Venue account; it is upkeep to the Town Hall Venue

Briana made motion to adjourn and all were in favor.

Minutes submitted by: Briana Cooper on January 22, 2023

Minutes approved by: John, Nick

Balance Sheet

As of 12/31/2022, Accrual Basis

Vintage Township Assembly, Inc.

Assets

Current Asset

Accounts Receivable	(2,592.00)
FB&T - Vintage Township Operating	53,957.61
FB&T - Vintage Township Operating - Pending EFTs	254.75
FB&T - Vintage Township - Event Account	10,268.15
FB&T - Vintage Township - Reserve Account	224,810.98
FB&T - Vintage Township - Venue Account	27,004.55
Owner Held Deposits	(148.00)
Undeposited Funds	93.00
Total Current Asset	\$313,649.04

Fixed Asset

Accumulated Depreciation	(54,792.00)
Land	262,816.00
Property and Equipment	534,234.00
Total Fixed Asset	\$742,258.00
Total Assets	\$1,055,907.04

Liabilities

Current Liability

Accounts Payable	532.00
Accounts Payable - Texas Hawkize Property Mgmt	276.02
Prepayments	(1,116.00)
Venue Rental Deposits	3,575.00
Total Current Liability	\$3,267.02
Total Liabilities	\$3,267.02

Equity

Opening Balance Equity	866,184.23
Retained Earnings	26,687.05
Net Income	159,768.74
Total Equity	\$1,052,640.02
Total Liabilities & Equity	\$1,055,907.04

Income Statement

1/1/2022 - 12/31/2022, By Year, Accrual basis

Vintage Township Assembly, Inc.

	2022	Total
Income		
Association Fee Income		
Association Fee Income - Other	\$283055.71	\$283055.71
Total for Association Fee Income	\$283055.71	\$283055.71
Association Late Fee Income	\$230.00	\$230.00
Association Resale Income	\$3466.00	\$3466.00
Capital Reserve Assessment Fee	\$11154.00	\$11154.00
Event Fee Income	\$25536.06	\$25536.06
Key Income	\$75.00	\$75.00
NSF Fee Income - Associations	\$210.00	\$210.00
Other Income	\$130706.59	\$130706.59
Winter Wonderland Advertising	\$5000.00	\$5000.00
Zone Fee Income	\$28416.00	\$28416.00
Total Income	\$487849.36	\$487849.36
Expense		
Advertising	\$102.94	\$102.94
Bank Fees	\$22.97	\$22.97
Cleaning and Maintenance	\$8605.23	\$8605.23
Commissions	\$4525.00	\$4525.00
Computer & Internet Expenses		
Computer & Internet Expenses - Other	\$590.83	\$590.83
Total for Computer & Internet Expenses	\$590.83	\$590.83
Contract Labor	\$3210.00	\$3210.00
Dues & Subscriptions	\$3798.86	\$3798.86
Filing Fees	\$540.82	\$540.82
Insurance Expense	\$15881.62	\$15881.62
Interest Expense	\$179.98	\$179.98
Janitorial Supplies	\$788.42	\$788.42
Landscaping		
Irrigation Repairs	\$1800.00	\$1800.00
Irrigation Repairs Expense	\$2360.00	\$2360.00
Landscape Maintenance Contract	\$46800.00	\$46800.00
Landscaping - Other	\$23655.14	\$23655.14
Total for Landscaping	\$74615.14	\$74615.14
Legal and Professional Fees	\$736.53	\$736.53
Licenses and Permits	\$650.00	\$650.00
Management Fees	\$33264.00	\$33264.00
Office Supplies	\$451.23	\$451.23
Other Expenses	\$2612.13	\$2612.13
Pest Control	\$574.88	\$574.88

Pool Contract Expense	\$18320.00	\$18320.00
Postage and Delivery	\$1787.90	\$1787.90
Property Tax Expense	\$12813.83	\$12813.83
Rental Expense	\$3540.00	\$3540.00
Repairs		
Repairs - Other	\$39161.71	\$39161.71
Repairs Expense	\$1006.67	\$1006.67
Total for Repairs	\$40168.38	\$40168.38
Security Services	\$9175.88	\$9175.88
Special Events & Holiday Lighting	\$28864.75	\$28864.75
Special Improvement Projects	\$8128.39	\$8128.39
Supplies		
Supplies - Other	\$2633.04	\$2633.04
Total for Supplies	\$2633.04	\$2633.04
Swimming Pool Expenses		
Swimming Pool Chemicals	\$8127.24	\$8127.24
Swimming Pool Expenses - Other	\$580.81	\$580.81
Swimming Pool Repairs	\$2820.60	\$2820.60
Swimming Pool Supplies	\$7497.84	\$7497.84
Total for Swimming Pool Expenses	\$19026.49	\$19026.49
Utilities	\$33345.52	\$33345.52
Total Expense	\$328954.76	\$328954.76
Net Operating Income	\$158894.60	\$158894.60
Non-operating Income		
Venue Rentals-1	\$53925.15	\$53925.15
Total Non-operating Income	\$53925.15	\$53925.15
Non-operating Expense		
Venue Expenses		
Venue Cleaning	\$6201.29	\$6201.29
Venue Commission Expense	\$16675.00	\$16675.00
Venue Expense - Other	\$10812.06	\$10812.06
Total for Venue Expenses	\$33688.35	\$33688.35
Winter Wonderland Expenses		
Winter Wonderland Expenses - Other		
Winter Wonderland Expenses - Other		
Total for Winter Wonderland Expenses	\$19644.52	\$19644.52
Total Non-operating Expense	\$53332.87	\$53332.87
Net Non-operating Income	\$592.28	\$592.28
Net Income	\$159486.88	\$159486.88

2023 Landscape Bids Overview

	GM Landscaping	Mission	RECON
Landscape & Maintenance	\$7,200/month \$86,400 Annual	\$6,343.75/month \$76,125.03 Annual	
Fertilization	Overseed Bungalows Only *Included in total	Overseed Fescue Areas \$18,644.38 (annually) \$2,071.60/application	
Irrigation/Sprinkler	Program 2x/year Maintain above ground portion of sprinkler systems Additional cost for going below ground	\$177/hr for additional (Special rate of \$142/hr before January 31)	
Total	\$86,400	\$94,769.41 *w/o tax*	
Mulch	\$5,711 (Based on October Bid for Phase 1)	\$5,111 at least once per year, recommends 2x if needed	
Christmas	\$15,000 (estimated) 700 man hours	Waiting on Price Competitive on Price, Can meet the budget	
Trash/Pet Relief	Included	Included (if remove, - \$568/month)	Not Included
Contract Terms	3 year term, automatic renewal, 60 Days Cancellation Notice	1 year term, 30 Day Cancellation Notice	
Payment	Monthly Check	Required to have card or bank account on file, can pay by check or venmo	
Notes/Additional Charges	Fuel Charge above \$4/gal, charges subject to minimum wage increases, labor charges can apply to monthly price.		

Mission:

- Mulch Pricing: Piper Park & 121st Round-a-bout - **\$813**, Broadfield Court - **\$532**, Brownstones Park & 117th Fountain & Playground - **\$1,476**, Pool/Commons - **\$1,004**, Bungalows - **\$663**, Salisbury Park Playground - **\$622**. **These prices include one** Re-mulch. We could either do this on an "as needed" basis or could add this into the agreement price if y'all know y'all will want the service. We typically re-mulch in the Spring and in the Fall.
- No shrub trimming at Piper Park and Broadfield – this can be changed – if we included this, it would add: \$5,411. Can waive this fee.

2023 Landscape Bids Overview

- Overseeding: Does this include the all area with fescue: Pool, Bungalow, Townhall – areas with green grass year round.
- Christmas Needs – confident he can do it, just needs more details.
- \$142/inspection to figure out how the system works, 8-12 hours. concerns about current status of irrigation system, need to k
- We have to trust who we are going with – it can get hairy with the number of repairs are needed.
- Regular maintenance checks – after inspection – regular checks in spring, summer, fall included, would be an hour worth of checking. \$142/hourly rate
- Irrigation work is not included in the contract total.
- Tax Exempt – other communities are tax exempt so he can waive taxes if we have the state ID. They maintain the Cove at Oakmont – they have tax exempt status.
- Quality issues – really feels like they would be a great fit for us, their price reflects the quality they will give. Very confident in their ability to handle our landscape.
- Let them know if there are areas they need to come down on price before we decline them, we need to let them know.

GM Landscaping:

- Lawn Maintenance – 44x/year
- Flowerbed Maintenance – 26x/year
- Leaf and Debris Clean up – Weekly
- Spot Spraying – Monthly
- Scalping 1x/year
- Trimming: As required, March – October – no more than 6ft
- Overseed Bungalows included, charge for any other areas
- Flowerbeds: Pull weeds
- Spot Spray: Monthly
- Fertilization: Pre- Emergent, Weed Spray 4x
- Flowerbeds: weekly as needed
- Overseeds Bungalows only
- Trash – he said he will do this now in the new price, we currently pay a resident \$600/month to take out the trash and she would like extra to add pet relief stations to her duties.



MISSION

Mission Landscape & Maintenance, LLC
Annual Lawn Care Agreement
April 2023 - March 2024.

806.632.2468
general@missionservice.co
www.missionservice.com

Prices are set for the length of the agreement.

- Vintage Township

Services	Jan 2024	Feb 2024	March 2024	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023
Weekly Lawn Maintenance				✓	✓	✓	✓	✓	✓	✓		
Flowerbed Maintenance			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Leaf & Debris Cleanup	✓	✓									✓	✓
Spot Spraying (Hard Surfaces)				✓	✓	✓	✓	✓	✓	✓		
Scalping (Feb OR March)		✓										
Trimming & Pruning (Monthly)			✓	✓	✓	✓	✓	✓	✓	✓		

Lawn Maintenance (33) - Flower Bed Maintenance (35) - Leaf Cleanup (8)
Spot Spraying (33) - Scalping (1) - Trimming & Pruning (16) (Piper Park & Broadfield court alley trimming only)

Piper Park & 121st Round-a-bout - \$7,449.84

Broadfield Court - \$6,206.29

TownHomes (Salisbury Park) - \$8,985

The Bungalows - \$5,877.50

Brownstones & 117th Fountain - \$15,022.05

Pool/Commons - \$13,255.55

Town Hall - \$9,552.25

Savannah Road - \$9,776.55

Total - \$76,125.03 / 12 month = \$6,343.75 per month.

*Taxes not included

Service descriptions Included in this agreement:

Weekly Lawn Maintenance - Our weekly lawn maintenance that runs from April through October includes everything you would expect from a quality lawn service, and extra attention you may not. Our crews will follow our step by step process and always use our company issued commercial grade equipment to best take care of your grass. *Maintenance includes:* mowing, edging, weed-eating and blowing of the yard, side walks, porches and parking areas. We always strive to remove any trash that is on the property and pick up where we can. If there is something else we can help with, let us know! Trash pick up at Parks, Pool and receptacles included.

Flower Bed Maintenance - Additionally, our packaged flower bed services are offered to all of our weekly maintenance clients. Once the initial clean up is complete, our crews will remove any weeds / trash from the beds, and keep them in top condition week in and week out.

Leaf & Debris Cleanup - Leaf and debris cleanup is offered twice a month throughout the winter months Nov - Feb (additional by request). West Texas leaves begin to fall at the end of October as well as many of the trees releasing their various leaves, nuts and fruits. We will remove all leaves and debris from the grass, beds, porches and hard surfaces those months.

Spot Spraying - Our winds are no secret, and they carry the seeds of our seasonal weeds throughout our properties. Each week our crews will spot-spray any weeds on your hard surfaces to keep your home well kept. Not to worry, this is a commercial product that we will only use on porches, sidewalks, curbing and driveways.

Scalping - Removes all winter thatch and grass buildup from bermuda yards. This process is done once a year in February or March to prepare the grass for a spring green up, and provide room for healthy grass to grow. Included in all bermuda annual plans, it is a must in this area for a quality yard.

Trimming/Pruning - All shrubs, plants and flowers need maintenance periodically throughout the year, and while we realize this is not generally included in most maintenance plans, it is something we include to properly take care of your plants. After your initial trimming each spring, our crews will keep a careful eye on your landscape to keep your home looking its best year round. The pricing above does not include trimming Piper Park or Broadfield court shrubs.

Included in your agreement, ensures there are no additional charges for the services listed above.

Optional Services Provided by our Maintenance Crews:

Aerating - In short, Aerating is the process of punching holes in the ground to allow water, air and nutrients to penetrate to the grassroots. This helps roots grow deeply and produces a stronger more vigorous lawn and reduces soil compaction. This can be done once a year in the warmer months, but we recommend every 2-3 years. If you have any high traffic areas, it may be a good time to add aerating to your plan.

Seasonal Flowers - Spring and Fall flowers can really set your curb appeal apart, and is something we would be glad to assist with. We can pick the flowers and design the layout for your beds, or we can help your vision come to life. Set a budget, let us know your likes (and dislikes) and we will help make it happen!

Ground Cover - Mulch, rock and other ground cover products are essential for fresh landscaping and keeping weeds away. We recommend adding new mulch each Spring & Fall, as it tends to fade and diminish over time and can help insulate roots in the extreme weather months.. A cost effective service that really makes a big impact on your home's flowerbeds.

Christmas Lighting - Friendly Reminder (actually shameless plug) that we can take the purchasing, installation, removing and storage of your Christmas lights completely off your hands. Tell us where you would like them, approve our free estimate and pick which colors / pattern you would like and we will do the rest. While we store them, you own the lights, and we can drop them off at any time. They will be custom cut to fit your roof.

If interested in any additional services, please let us know and we will add it to your agreement.

Next Steps:

Confirm Plan - If you agree to the plan listed above, AWESOME! We are happy to have you on board and will do our best to treat your lawn like it is our own. Just reply to this email (or any other way you have communicated with us) and we will complete the process.

Deny Plan - If our plan did not meet expectations, cost more than you expected, or any other reason, will you please let us know why? We realize our opinion is not the one that matters, but yours, the prospective customer. We have used years of experience to decide what products / services we offer, and to price them fairly. Your opinion will help us refine those beliefs even more.

DocuSign - If YES, then we will send you an agreement through DocuSign, for you to seamlessly complete. This agreement must be signed for your home to be added to our schedules.

Card on File - Along with the agreement, you will get a form to complete for a card on file, which you may also call into our office if that is easier. Unfortunately, due to spending several days tracking down payments, and customers disappearing on us, we do require a card or bank account to be held on file for all new customers. Your information is secure with Mission and we will run ACH payments before the 7th of each month. (Credit and Debit cards will have a 3% added). If you would like to pay by check or venmo, that is fine, but if not received by the end of each month, we will run the account on file. Venmo is an option too (@missionseviceco) but will need the 3% fee added as well.

FAQ:

Cancellation Policy - This agreement is built to allow our customers to have a high end lawn year round, but we do understand sometimes things change. Either party can cancel this agreement at any time with one months notice. If canceled, this agreement will end on the last visit of the next month. (Ex - Canceled on August 5th, ending on September 30th). If suspending services earlier, 100% of the remaining months invoice, and 50% of next months will be required.

Weather - We will take all the rain we can get, but realize that it can interfere with your maintenance plan. Not to worry, as we will adjust our schedules to still be at your home each week. With multiple days of bad weather, we may have to pause (which would be good for all parties in the long run) 1 whole week. Fair is fair, as we also allow our customers 1 week to punt on us as well. If the weather interferes, expect us the next day, which will be communicated to you.

Warranty - Our goal is to offer high quality maintenance services at all times. If you care about your yard looking pristine 24/7, then we do too. Realizing we will make some mistakes along the way, we have built into our schedules certain times to return to correct any mistakes made. Please send a picture to the number on our invoice and we will return to fix your concern as soon as we are able.

Days of Week - We will do our best to accommodate any days of the week request, however, to keep prices down we have to strategically optimize our routes to cut down on wasted driving. If the day of the week we offer does not work for you, we will try to adapt, but will need to honor that day in respect to all customers.

Gates Locked - Gate locks we understand, and encourage, and even our owner forgets to unlock his for our crews from time to time. Unfortunately, it is a headache for all parties to either have to wait, or stop what they are doing to return home to unlock gates. To solve this, we

are happy to purchase a coded lock for one of your gates. We will allow you to set the code, and keep it between Mission and you to save everyone time and frustration.

Dogs - We love man's best friend, but they do not always reciprocate those feelings, even when our customers assure us they will. In an effort to keep our team members safe we must ask that dogs remain inside or in a part of the yard where they cannot get to the crews. We will do our best to keep your gates closed (taking pictures before we leave each week of previously mentioned closed gates) to ensure their safety and ask that you do the same for us.

*If our crews must wait each week on locks or gates, we may need to discuss an increase in rates, but not to worry, we have yet to do this, and it would have to be in excess!

Other Services Provided by Mission Service Companies:

Friendly Reminder, we offer several other services at Mission through our separate entities. For more information, please visit our website at www.mission-service.co, or simply reply to this email.

Mission Turf Solutions - Weed Control. Fertilizing. Hydro-Mulching.

Mission Exteriors - Full Landscaping Services.

Mission Irrigation - Full Irrigation / Spring System installation and repairs. Water Features. Ponds.

Mission Energy - Ground Sterilant on any property that needs to remain weed free.



MISSION

Mission Turf Solutions, LLC

806.632.2468

9 Application Turf Plan Agreement.

general@missionservice.co

Feb. 2023 - March 2024.

www.missionservice.com

Prices are set for the length of the agreement.

Vintage Township 22-TR-0081

	Jan 2024	Feb 23/24	March 23/24	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023
9 Applications												
Pre-Emergent (Bermuda)		✓	✓							✓	✓	
Post-Emergent					✓		✓				✓	
Fertilizer				✓	✓		✓					
Overseed (Fescue)				✓						✓		
Flowerbed Fertilization					✓		✓					

Pre-Emergent (6) - Post-Emergent (3) - Fertilizer (3) - Overseeding (2) - Flowerbed Fertilization (2)

Total - \$18,644.38 / 9 applications = \$2,071.60 application

**Taxes not included*

Next Steps:

Confirm Plan - If you agree to the plan listed above, AWESOME! We are happy to have you on board and will do our best to treat your lawn like it is our own. Just reply to this email (or any other way you have communicated with us) and we will complete the process.

Deny Plan - If our plan did not meet expectations, cost more than you expected, or any other reason, will you please let us know why? We realize our opinion is not the one that matters, but yours, the prospective customer. We have used years of experience to decide what products / services we offer, and to price them fairly. Your opinion will help us refine those beliefs even more.

DocuSign - If YES, then we will send you an agreement through DocuSign, for you to seamlessly complete. This agreement must be signed for your home to be added to our schedules.

Card on File - Along with the agreement, you will get a form to complete for a card on file, which you may also call into our office if that is easier. Unfortunately, due to spending several days tracking down payments, and customers disappearing on us, we do require a card or bank account to be held on file for all new customers. Your information is secure with Mission and we will run ACH payments before the 7th of each month. (Credit and Debit cards will have a 3% added). If you would like to pay by check or venmo, that is fine, but if not received by the end of each month, we will run the account on file. Venmo is an option too (@missionserviceco) but will need the 3% fee added as well.

FAQ:

Cancellation Policy - This agreement is built to allow our customers to have a high end lawn year round, but we do understand sometimes things change. Either party can cancel this agreement at any time with one months notice. If canceled, this agreement will end on the last visit of the next month. (Ex - Canceled on August 5th, ending on September 30th). If suspending services earlier, 100% of the remaining months invoice, and 50% of next months will be required.

Weather - We will take all the rain we can get, but realize that it can interfere with your Turf plan spray date. Not to worry, as we will adjust our schedules to still be at your home each scheduled month. If the weather interferes, we will contact you to let you know when we have rescheduled the spray.

Warranty - Our goal is to offer high quality maintenance services at all times. If you care about your yard looking pristine 24/7, then we do too. If, for any reason, we need to re-apply an application, we are happy to do so, but please keep in mind that watering instructions must be followed for warranties to be honored.

Days of Week - We will do our best to accommodate any days of the week request, however, to keep prices down we have to strategically optimize our routes to cut down on wasted driving. If the day of the week we offer does not work for you, we will try to adapt, but will need to honor that day in respect to all customers.

Gates Locked - Gate locks we understand, and encourage, and even our owner forgets to unlock his for our crews from time to time. Unfortunately, it is a headache for all parties to either have to wait, or stop what they are doing to return home to unlock gates. To solve this, we are happy to purchase a coded lock for one of your gates. We will allow you to set the code, and keep it between Mission and you to save everyone time and frustration.

Dogs - We love man's best friend, but they do not always reciprocate those feelings, even when our customers assure us they will. In an effort to keep our team members safe we must ask that dogs remain inside or in a part of the yard where they cannot get to the crews. We will do our best to keep your gates closed (before we leave each week, we take pictures of your closed gates) to ensure their safety and ask that you do the same for us.

*If our crews must wait each week on locks or gates, we may need to discuss an increase in rates, but not to worry, we have yet to do this, and it would have to be in excess!

Other Services Provided by Mission Service Companies:

Friendly Reminder, we offer several other services at Mission through our separate entities. For more information, please visit our website at www.mission-service.co, or simply reply to this email.

Mission Landscape & Maintenance - Annual Lawn / Flower Bed Maintenance. One time cleanups.

Mission Exteriors - Full Landscaping Services.

Mission Irrigation - Full Irrigation / Sprinkler System installation and repairs. Water Features. Ponds.

Mission Energy - Ground Sterilant on any property that needs to remain free of vegetation.

PROFFESIONAL RESIDENTIAL AND COMMERCIAL LANDSCAPE MAINTENANCE CONTRACT

GM LANDSCAPING LLC.

WOULD LIKE TO THANK YOU FOR THE OPPURTUNITY TO SERVE YOU.

We have over 20 of experience in the landscape maintenance industry.

We want to give you worry free service that will enhance the curb appeal of your property

**You have a dedicated manager for your property if you have any questions or concern
what so ever please call your manager**

**Your property will be managed by Troy Scott
His Cell phone number is 806-317-2055**

Lawn Areas

The lawn areas will be mowed, edged and string trimmed each week during the growing season and as required during the remainder of the year. Approximately 44 times each year.

We will low mow or scalp your lawn once per year before the growing season in early spring.

Fertilization and Weed Control

We will fertilize your Lawn as needed throughout the year. During a normal growing season we will fertilize four times per year. **We need to fertilize at least four times**

We will apply a pre-emergence weed control two times per year.

We will apply a post-emergence weed control two times each year.

Trees and Shrubs

We will trim sucker growth as required during the growing season, on the lower trunk portion of the tree, No more than six feet in height.

We will trim your shrubs each month.

We will examine your trees and shrubs regularly for diseases and insects. If we notice any diseases or insects we will prescribe a treatment at an additional cost.

Bed Areas

We will weed and maintain all beds every other week throughout the year.

Sprinklers

We will program the sprinkler system two times each year to go along with seasonal requirements.

We will maintain the above ground portion of the sprinkler system as required. We will bill for above ground parts as needed except for the ones damaged during regular Lawn care. This does not include sprinkler renovation or repairs below the surface. Those will be billed separately for parts and labor.

OTHER

We have a full scale plant nursery with over 1200 trees in shrubs in stock.

We do complete and full landscaping and have all landscaping service available at An additional charge.

GREEN MAKER LANDSCAPING will maintain Insurance and all license required to perform Sprinkler repair, Pesticide and weed control. We will maintain Liability Insurance and employee accident coverage as required.

Payment

Payment is to be made as follows: Invoices will be submitted to coincide with the beginning of each month including monthly fees and or additional labor and materials provided. Owner's payment of invoice will be made within seven days after receiving Gm Landscaping invoice.

Increases

Your current price is effective until 30 days notice is given to increase. However, if the minimum wage increases or gasoline prices increase above \$4.00 per gallon. There will be a labor or fuel surcharge applied to your monthly price. Your contract is based on a fuel cost of \$2.50 per Gallon.

Termination

Either party upon giving a (60) day written notice may terminate this contract.

Owner Promises

No solicitation of employees: During or 1 Year after the term of this agreement, Customer will not solicit the employment of, or employee, or contract with any employee, any of the company's personnel, without the company's prior written consent.

Non-Disclosure: It is mutually agreed that Green Maker Landscaping (GM Landscaping LLC) (Contractor) and Vintage Township (Owner) will not share this contract, nor discuss the terms of this contract with anyone outside of current management of Green maker Landscaping (Gm Landscaping LLC) and the current Home Owners Association Board Members and current Home Owners Association Manager of Vintage Township.

Monthly Cost

Green Maker Landscaping hereby agrees to furnish labor, supplies and equipment in accordance with the specifications listed above, for a monthly fee of 7200 excluding tax. This contract price is good for thirty days or upon signing by GM Landscaping LLC and The owner /Property manager.

Our contract is for 36 months with an automatic renewal. Either party can cancel the contract with a 60 day written notice.

Property Name Vintage Township

Property Address

Contact name _____

Phone _____

By: _____
GM Landscaping LLC

By: _____
Property owner or manager

Date _____