



Rizzetta & Company

Rookery Community Development District

**Board of Supervisors'
Meeting
March 10, 2026**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.rookerycdd.org

ROOKERY COMMUNITY DEVELOPMENT DISTRICT

City of Green Cove Springs City Hall
321 Walnut Street
Green Cove Springs, FL 32043

Board of Supervisors	Bob Porter John Gislason Anthony Sharp Mark Dearing Greg Matovina	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher Danielle Wasilewski	Rizzetta & Company, Inc. Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Glen Wieger	Live Oak Engineering, Inc.

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

ROOKERY COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
WWW.ROOKERYCDD.ORG

**Board of Supervisors
Rookery Community
Development District**

March 03, 2026

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Rookery Community Development District will be held on **March 10, 2026 at 2:00 p.m.** at the City of Green Cove Springs City Hall, 321 Walnut Street, Green Cove Springs, FL 32043.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held February 10, 2026Tab 1
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Landscape Report – BrightViewTab 2
 - E. Pond Maintenance Report - Florida WaterwaysTab 3
- 5. BUSINESS ITEMS**
 - A. Consideration of BrightView Landscape Enhancement Proposals
 1. Spring AnnualsTab 4
 2. Revised Proposal for Freeze Damaged PlantsTab 5
 - B. Consideration of BrightView Proposal for Additional Services
(under separate cover)
 - C. Consideration of Florida Waterways Additional Treatment Proposals *(under separate cover)*
 - D. Consideration of Water Feature Maintenance Proposals
(under separate cover)
 - E. Discussion of Setting Up District Accounts
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 7. ADJORNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

Very truly yours,
Lesley Gallagher
District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**ROOKERY
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of Rookery Community Development District was held on **February 10, 2026 at 2:00 p.m.** at City of Green Cove Springs City Hall, 321 Walnut Street, Green Cove Springs, FL 32043.

Present and constituting a quorum:

Bob Porter	Board Member, Chairman
John Gislason	Board Member, Vice Chairman
Mark Dearing	Board Member, Assistant Secretary
Anthony Sharp	Board Member, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Danielle Wasilewski	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock – <i>via phone</i>
Hunter Hurley	District Counsel, Kutak Rock – <i>via phone</i>
Royce Peaden	Associate Branch Manager, BrightView Landscape

No audience members present.

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Porter opened the Board of Supervisors' meeting at 2:00 p.m.

SECOND ORDER OF BUSINESS

AUDIENCE COMMENTS ON AGENDA ITEMS

There were no audience members present.

THIRD ORDER OF BUSINESS

**CONSIDERATION OF THE MINUTES OF THE
BOARD OF SUPERVISORS' SPECIAL
MEETING HELD JANUARY 13, 2026**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the Minutes of Supervisors' special meeting held January 13, 2026, for Rookery Community Development District.

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FOURTH ORDER OF BUSINESS

**RATIFICATION OF OPERATION AND
MAINTENANCE EXPENDITURES FOR
DECEMBER 2025**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board ratified the Operations and Maintenance Expenditures for December 2025 in the amount of \$30,692.70, for Rookery Community Development District.

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FIFTH ORDER OF BUSINESS

STAFF REPORTS

A. DISTRICT COUNSEL

Ms. Buchanan did not have a report but was available for any questions.

B. DISTRICT ENGINEER

Not requested to attend.

C. DISTRICT MANAGER

Ms. Gallagher reviewed her report which included a request to transfer a City of Green Cove Springs electric meter for the round about to the CDD. She also noted that an additional meter request came in prior to the meeting today for 2071 Pearce. The board approved moving forward with both requests.

Ms. Gallagher also updated the board about a request received to have a Little Library installed once the amenity center is open. The board had no objection to this and directed staff to work with Mr. Shiver on this once the facility opens.

D. Pond Maintenance - Florida Waterways Report

There were no questions on the report dated January 20th.

E. Landscape - BrightView Landscape Report

Mr. Peaden reviewed his report dated February 22, 2026.

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SIXTH ORDER OF BUSINESS

**CONSIDERATION OF LANDSCAPE
ENHANCEMENT PROPOSALS**

The board reviewed proposals for replacement of cold damaged plant material totaling \$20,287.99. Discussion ensued regarding timing and potential additional freezing temperatures.

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SEVENTH ORDER OF BUSINESS

CONSIDERATION OF LANDSCAPE AND IRRIGATION MAINTENANCE PHASE 2 PROPOSAL

On a motion by Mr. Gislason, seconded by Mr. Dearing, with all in favor, the Board approved the BrightView landscape maintenance proposal for additional phase 2 areas and the Florida Waterways pond maintenance proposal for additional phase 2 ponds both subject to District Counsel and the District Engineer signing off on, for Rookery Community Development District.

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On a motion by Mr. Gislason, seconded by Mr. Dearing, with all in favor, the Board authorized the District Manager to work with the Chairman between meetings to add the amenity center to the property schedule and the amenity center area should landscape turnover be requested between meetings subject to District Counsel and the District Engineer signing off on, for Rookery Community Development District.

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The board moved back to agenda item 5A – Consideration of Landscape Enhancement Proposals.

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the BrightView proposal to replace freeze damaged plants in the amount of \$20,287.99 but requested that this work not be completed until March, for Rookery Community Development District.

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NINTH ORDER OF BUSINESS

Ratification of Amenity Policies – Playgrounds

It was noted that this amended the previously adopted policies to include policies for playgrounds as well.

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board ratified the amendment to the previously adopted amenity policies to include playground policies, for Rookery Community Development District.

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SUPERVISOR REQUESTS

There were no supervisor requests.

TENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board adjourned the meeting at 2:14 pm, for Rookery Community Development District.

DRAFT

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2



Quality Site Assessment

Prepared for: Rookery CDD

General Information

DATE: Monday, Mar 02, 2026
NEXT QSA DATE: Monday, Mar 09, 2026
CLIENT ATTENDEES:
BRIGHTVIEW ATTENDEES: Royce Peaden

Customer Focus Areas

Entrance, Dog Park, Road Frontage, Lake behind Models

Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>

Maintenance Items



- 1** Crew has completed all Winter cutbacks throughout site. Left are Dwarf oleander at the dog park and blue daze at dog park and community entrance.
- 2** Turf is starting to wake up from dormancy throughout site.
- 3** Builder replaced bulk of cold damaged plant material throughout site. Revised proposal submitted to replace Blue Daze at dog park and entrance monument.
- 4** Annuals are doing well throughout site. Proposal is being submitted for Spring annuals install.

Maintenance Items



5 Mulch is wearing thin in majority of beds. Proposal will be submitted in April for mulch application property.

6 Approved Plumbago replacement is scheduled to be completed in April after temperatures have stabilized.

7 Crew will lightly prune/shape Crape Myrtles this season before they leaf out for health and aesthetics.

Tab 3



Customer Service Report

Customer: Rookery
 Tech: Brandon Sixto

Date of Visit: 2/16/2026
 Weather: 64 °F High
40% ☁

Waterway and Ditch Treatments

Site	1	2	3	4	5	6									
Algae		X	X	X	X	X									
Submersed Weeds															
Shoreline Grasses & Brush															
Floating Weeds															
Mosquito Larvicide															
Pond Dye															
Inspection	X														
Debris Removal															

Comments: Ponds were treated for matted algae

- Carp Program**
- Carp Observed
 - Barriers Inspected

- Flow**
- None
 - Slight
 - Visible

- Water Clarity**
- < 1'
 - 1-2'
 - 2-4'
 - >4'

- Water Levels**
- High
 - Normal
 - Low

Fish/Wildlife Observations

- | | | | | |
|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Bass | <input type="checkbox"/> Anhinga | <input type="checkbox"/> Woodstork | <input type="checkbox"/> Turtles | <input type="checkbox"/> Other Species:
<hr style="border: 0; border-top: 1px solid black;"/> <hr style="border: 0; border-top: 1px solid black;"/> <hr style="border: 0; border-top: 1px solid black;"/> |
| <input type="checkbox"/> Bream | <input type="checkbox"/> Cormorant | <input type="checkbox"/> Ducks | <input type="checkbox"/> Snakes | |
| <input type="checkbox"/> Catfish | <input type="checkbox"/> Egrets | <input type="checkbox"/> Osprey | <input type="checkbox"/> Alligator | |
| <input type="checkbox"/> Gambusia | <input type="checkbox"/> Herons | <input type="checkbox"/> Ibis | <input type="checkbox"/> Frogs | |

Native/Beneficial Vegetation Noted

- | | | | |
|---------------------------------------|---------------------------------------|---|--|
| <input type="checkbox"/> Arrowhead | <input type="checkbox"/> Bulrush | <input type="checkbox"/> Lotus | <input type="checkbox"/> Slender Spikerush |
| <input type="checkbox"/> Cordgrass | <input type="checkbox"/> Lily | <input checked="" type="checkbox"/> Chara | <input type="checkbox"/> Blue Flag Iris |
| <input type="checkbox"/> Bacopa | <input type="checkbox"/> Golden Canna | <input type="checkbox"/> Naiad | <input type="checkbox"/> Bladderwort |
| <input type="checkbox"/> Pickerelweed | <input type="checkbox"/> Spadderdock | <input type="checkbox"/> Eelgrass | <input type="checkbox"/> Pondweed |

Did you know? The manatee is Florida's official marine mammal. Fossils indicate they have been in Florida waters for millions of years.



Customer Service Report

Customer: Rookery
Tech: Brandon Sixto

Date of Visit: 2/16/2026
Weather: 64 °F High
40% ☁️



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Did you know? The manatee is Florida's official marine mammal. Fossils indicate they have been in Florida waters for millions of years.

Tab 4

Proposal for Extra Work at Rookery CDD

Property Name	Rookery CDD	Contact	Lesley Gallagher
Property Address	4202 S Oakridge Ave Green Cove Springs, FL 32043	To Billing Address	Rookery CDD 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Spring 2025 Annuals Install		
Project Description	Spring 2025 Annuals Install		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
500.00	EACH	Installation of 500 Annuals at Front Entrance bed	\$3.00	\$1,499.95
1,120.00	EACH	Installation of 1120 Annuals along Boulevard beds	\$3.00	\$3,359.89

For internal use only

SO# 8862829
JOB# 346100654
Service Line 140

Total Price \$4,859.84

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

	Senior District Manager
Signature _____	Title _____
Lesley Gallagher	March 02, 2026
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

	Account Manager - Exterior
Signature _____	Title _____
Royce Peaden	March 02, 2026
Printed Name _____	Date _____

Job #:	346100654		
SO #:	8862829	Proposed Price:	\$4,859.84

Tab 5

Proposal for Extra Work at Rookery CDD

Property Name	Rookery CDD	Contact	Lesley Gallagher
Property Address	4202 S Oakridge Ave Green Cove Springs, FL 32043	To Billing Address	Rookery CDD 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Rookery - Replacement of cold damaged plant material - updated 3-2-26		
Project Description	Rookery - Replacement of cold damaged plant material		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Delivery, Material, Staging - Labor to remove existing plant material and prep bed spaces for planting	\$1,070.69	\$1,070.69
1.00	EACH	Irrigation - Ensure proper coverage of plant material following install, programming of controller	\$494.83	\$494.83
60.00	EACH	Mulch - installed - Designer Brown	\$8.50	\$510.13
Main entrance			Subtotal	\$3,191.44
350.00	EACH	1 gal Liriope - Installed	\$9.12	\$3,191.44
Dog Park Entrance			Subtotal	\$1,048.62
115.00	EACH	1 gal Liriope - replacement installed	\$9.12	\$1,048.62

For internal use only

SO# 8862805
JOB# 346100654
Service Line 130

Total Price \$6,315.71

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

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2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
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5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
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Customer

	Senior District Manager
Signature	Title
Lesley Gallagher	March 02, 2026
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager - Exterior
Signature	Title
Royce Peaden	March 02, 2026
Printed Name	Date

Job #:	346100654		
SO #:	8862805	Proposed Price:	\$6,315.71