



**CROFTON**

Associates, Inc.

111 Marsh Road, Suite 1  
Pittsford, New York 14534

September 21, 2015

One Step Tree & Lawncare  
Attn: Chris Tucker  
4343 Buffalo Road  
North Chili, NY 14514

Re: Wood Creek Homeowners Association

Dear Chris:

The Board of Directors at Wood Creek has approved your 2-year proposal for landscaping services, as described in the attached proposal. It is understood you will provide these services in accordance with the enclosed specifications. Total annual cost for these services will be \$9,562.00 +tax.

Please make your invoicing out to "Wood Creek" and mail to Crofton Associates.

I look forward to working with you at Wood Creek Homeowners Association.

Very truly yours,

CROFTON ASSOCIATES, INC.

Daniel Buccieri  
Property Manager

DB/to

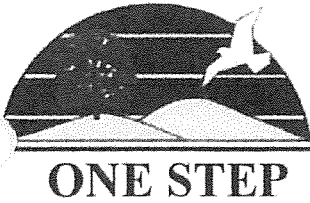
Enc.

2016

**COMMERCIAL TREE & SHRUB CARE PROPOSAL**

4343 Buffalo Road, North Chili, NY 14514

Phone: (585) 594-1095 Fax: (585) 594-9523 Toll Free: (800) 725-9436



**Acct. No.:** 76167

Service Name & Address	Billing Information
Property: <b>Wood Creek HOA</b>	Name: <b>Crofton Perdue Associates</b>
Address: <b>121 Wood Creek Dr.</b>	Address: <b>111 Marsh Rd.</b>
City, State: <b>Pittsford, NY</b>	City, State: <b>Pittsford, NY</b>
Zip: <b>14534</b>	Zip: <b>14534</b>
Contact: <b>Rick Thomas</b>	Contact: <b>Rick Thomas</b>
Phone: <b>248-3840</b>	Phone: <b>248-3840</b>
Email: <b>248-3666</b>	Email: <b>248-3666</b>

SERVICE	DESCRIPTION	COST
T-1	Spring Feeding and Site Inspection: Complete fertilizer injected into the root zone to maximize new growth and color.	\$ 1,450.00
T-1A	Spring Insect Control: A target application for season-long insect control.	
T-2	Horticultural Oil and Site Inspection: Horticultural Oil spray application to help control over-wintering eggs and insects.	\$ 870.00
T-4	Summer Treatment and Site Inspection: Complete inspection and treatment as needed for plant materials.	\$ 870.00
T-6	Summer Treatment and Site Inspection: Complete inspection and treatment as needed for plant materials.	\$ 870.00
T-	Summer Treatment and Site Inspection: Complete inspection and treatment as needed for plant materials.	
T-9	Fall Insect Control: A target application for season-long insect control for next season.	
T-10	Fall Fertilization: Complete fertilizer injected into the root zone to encourage good root growth and increase overall plant vigor.	
T-11/12	Winter Protection: Protective coating applied to shrubs for holding moisture on plant foliage and stems.	
<b>PROGRAM TOTAL (Does not include Sales Tax)</b>		<b>\$ 4,060.00</b>

NOTE: Treatment for trees and shrubs over 15 ft. would be an additional charge. Consult your salesperson for a specific charge. This program does not include treatment of trees that bear edible fruit or rose bushes.

**Chris Tucker**

**1/27/2015**

Representative Signature

Date

*[Handwritten Signature]* Per Bob 9/18/15

Customer Signature

Date

**Two Year Option**

Yes, Please schedule me for this program for the next two years.

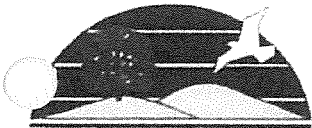
2016

**COMMERCIAL LAWN CARE PROPOSAL**

4343 Buffalo Road, North Chili, NY 14514

Phone (585) 594-1095 Fax # (585) 594-9523 Toll Free (800) 725-9436

[www.onesteptreeandlawn.com](http://www.onesteptreeandlawn.com)



**ONE STEP**

Acct. No.: **76167**  
**CJT387k**

Service Name & Address	
Property:	Wood Creek HOA
Address:	121 Wood Creek Dr.
City, State:	Pittsford, NY
Zip:	14534
Contact:	Rick Thomas
Phone:	248-3840
Fax:	248-3666

Billing Information	
Name:	Crofton Perdue Associates
Address:	111 Marsh Rd.
City, State:	Pittsford, NY
Zip:	14534
Contact:	Rick Thomas
Phone:	248-3840
Fax:	248-3666

APPLICATION	DATE	DESCRIPTION	COST
Spring	March 28- April 16	<input type="checkbox"/> Balanced Liquid Feeding OR <input type="checkbox"/> Controlled Granular Feeding <input type="checkbox"/> Crabgrass Control* <input type="checkbox"/> Weed Control*	
Late Spring	May 2 - May 21	<input checked="" type="checkbox"/> Balanced Liquid Feeding OR <input checked="" type="checkbox"/> Controlled Granular Feeding <input checked="" type="checkbox"/> Crabgrass Control* <input checked="" type="checkbox"/> Weed Control <input type="checkbox"/> Surface Insect Control*	\$ 1,751.00
Summer	June 13 - July 2	<input type="checkbox"/> Balanced Liquid Feeding OR <input checked="" type="checkbox"/> Controlled Granular Feeding <input checked="" type="checkbox"/> Crabgrass Control* (SPOT TREAT) <input checked="" type="checkbox"/> Weed Control* <input checked="" type="checkbox"/> Merit™ for Guaranteed Grub Control**	\$ 2,218.00
Late Summer	July 25 - Aug 13	<input type="checkbox"/> Balanced Liquid Feeding OR <input type="checkbox"/> Controlled Granular Feeding <input type="checkbox"/> Crabgrass Control* (SPOT TREAT) <input type="checkbox"/> Weed Control* <input type="checkbox"/> Surface Insect Control*	
Fall	Sept 5 - Sept 24	<input checked="" type="checkbox"/> Balanced Liquid Feeding OR <input checked="" type="checkbox"/> Controlled Granular Feeding <input checked="" type="checkbox"/> Weed Control	\$ 1,533.00
Late Fall	Oct 1 - Oct 15	<input type="checkbox"/> Balanced Liquid Feeding OR <input type="checkbox"/> Controlled Granular Feeding	
Post-Emergent Grub Control	Aug 31 - Oct 31	Post-Emergent Grub Control to be applied as needed. The cost would be <input type="text"/>	

**ADDITIONAL RECOMMENDATIONS:**

\*These controls are applied as needed.  
 \*\*Guaranteed Grub Control is only possible with the purchase of the Merit™ application.  
 If Merit™ is not purchased, we can provide Post-Emergent Grub Control, however, there will be no guarantee against damage due to grubs.

**Program Total**  
(Does not include Sales Tax)  
**\$ 5,502.00**

**Chris Tucker**

**1/27/2015**

Representative Signature

Date

*[Signature]* Per BOS 9/18/15

Customer Signature

Date

**Two Year Option**

Yes, please schedule me for this program for the next two years.

**WOOD CREEK HOMEOWNERS ASSOCIATION**  
**Fertilization Specifications**

**General Requirements**

Property must be marked with flags after each application

Contractor to provide Labels and MSDS sheets for all applications to the Property Manager

One week notice to be provided to the Property Manager for notification to all homeowners of type of treatment and watering requirements applicable.

Contractor responsible for reporting to the Property Manager any problems with the lawn requiring additional treatments or attention. The Association relies on the expertise of the contractor to supply timely information and the associated cost to rectify any problem which may develop.

Certificates of Insurance for Liability and Workers Comp with Wood Creek and Crofton Associates, Inc. as the named insured, required.

**LAWN APPLICATIONS – early spring, spring, early summer & early fall**

An IPM program is requested. Contractor is to monitor the lawn for signs of problems which may require action and inform Property Manager. Please describe proposed program. It is suggested this be a four-application program.

**SHRUB & TREE Fertilization**

- 1) Dormant oil - spring treatment to all evergreens, shrubs & crabapples.
- 2) Insect & Disease visit – Spring, Summer & Late Summer

**NOTE:** Contractor is One Step Tree & Lawncare, Mike Heimberger (594-1095)

## CONTRACT NOTES:

1. If your bid to provide services is accepted by the Board of Directors, the Managing Agent, Crofton Associates, Inc will issue you an Award Letter. Once awarded, the contract shall consist of this specification, the award letter, and the contractor's bid document(s). In the event of inconsistencies between the documents, the specification shall take precedence, then the award letter, then the contractor's bid document(s).  
  
The documents, specified above, represent the complete contract and cannot be altered by any verbal agreement. Any changes to the contract must be in writing and signed by both parties.
2. The Board of Directors for **Wood Creek HOA** reserves the right to accept or reject any portion or portions of the contractor's itemized bid to provide services outlined by this specification provided that the contractor's bid document(s) doesn't specify otherwise.
3. No portion or portions of the work outlined by this specification may be subcontracted or assigned by the contractor without the written consent of the Managing Agent.
4. The Managing Agent for **Wood Creek HOA** reserves the right to cancel this agreement, with written notification delivered to the contractor's place of business, for nonperformance or poor performance of the specifications contained herein. The quality of the contractor's work shall be based solely upon the Board's and the Managing Agent's discretion.
5. Unless otherwise specified, the contract period shall be for  2  year(s) to commence on the day the contract is awarded by letter.
6. Unless otherwise specified, itemized bills are to be presented monthly for all work done during the period. Crofton Associates, Property Manager, shall be notified within 24 hours of each visit. Bills should be sent to **Wood Creek HOA**, c/o Crofton Associates, Inc., 111 Marsh Road, Pittsford, NY 14534.
7. It is understood that there may be items, not mentioned in the specification, which may require maintenance. Crofton Associates and the **Wood Creek HOA** shall approve these items, in writing, BEFORE any work is done.
8. A supervisor is to inspect the site after servicing to insure all work is complete and in accordance with the **Wood Creek HOA** specifications. No work shall be considered complete unless it is inspected by the Property Manager and accepted. Any portion or portions of the work found to be unacceptable shall not be accepted until the contractor has corrected the work to the Property Manager's satisfaction.
9. Please ensure that you will be able to provide the managing agent, Crofton Associates, Inc. with proof of workers compensation, general liability, automobile and umbrella liability insurance coverage. Your policy coverages, limits of insurance & certificate additional comment provision must be identical to those that appear on the attached sample certificate and comment language as required under contract. It is your responsibility to provide Crofton Associates, Inc. with updated certificates of coverage upon renewal of all policies.
10. No payment will be authorized unless all insurance documentation has been received and accepted by Crofton Associates, Inc.