



**GREAT OAK FARM HOMEOWNER'S ASSOCIATION INC.**  
**Wednesday August 17th, 2022**  
**Executive Session 7:00pm**  
**Regular Board Meeting 7:30pm**  
**Location: United Methodist Church of Monroe - 515 Cutler's Farm Rd**  
**(Remote access provided via TEAMS)**

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Call to Order

Roll Call of Board Members

Executive Session to discuss ARB Violations

Review of Minutes from 6/23/22

Finance Committee: Eddy Rodriguez

- Old Business
  - Split of bank accounts due to FDIC limit
- New Business
- Questions comments from the board or residents

Landscape Committee: Anthony DePalma

- Old Business
  - Pergola update
  - Landscaping of areas around utility boxes
- New Business
- Questions / comments from the board or residents

ARB Committee: Brian Lindwall-Thomas

- Old Business
  - Solar panels - ARB setting criteria for board to review
  - Spring walk-through - violation letters sent
  - Shed discussion
  - Guardhouse renovation and cleanout
- New Business
- Questions / comments from the board or residents

Septic Committee: Russell Simpkins

- Old Business
  - Cost of septic damage on Great Oak Farm Rd - vote needed

- New Business
  - Creation of a rule regarding backflow prevention systems and insurance
    - Septic / sewage back flow damage rider
    - Backflow prevention system cost
- Questions / comments from the board or residents

Streets Committee: David Orr

- Old business
  - Fence, sign, and pump-house power washing completed
  - Speed bumps -
    - Committee update
  - Stop sign resetting estimate from CEO Landscaping
    - Old Colony / GOF Rd, Secret Hollow / Marsh Pond Ln
  - Curb repair update
- New business
  - Snow removal contract renewal
- Questions /comments from the board or residents

Website: Eddy Rodriguez

- Old Business - Phone number listed on Google needs to be removed
- Questions / comments from the board or residents

Social: David Orr & Adrienne Stepkoski

- New Business
  - Oktoberfest date?
- Old Business
  - Newsletter
- Questions / comments from the board or residents

Bookkeeping: Janice Elliott

- Record retention and shredding costs

Open comment

Adjournment



**GREAT OAK FARM HOME OWNERS ASSOCIATION**

**SNOW REMOVAL CONTRACT 2022/23-24/25**

**1. INTENT**

It is the intent of the Great Oak Farm Homeowners Association, Monroe, CT (hereinafter defined as "Owner") to secure a reliable and reasonable contractor (hereinafter defined as "Contractor") to perform snow removal services for the 2022-2023, 2023-2024, and 2024-2025 seasons.

**2. SCOPE OF WORK**

The contractor shall supply all labor, equipment and materials including but not necessarily limited to such items as gas, tools, sand, salt, and chains to perform any and all snow removal services for all roads at Great Oak Farm (i.e., sand, salt when icy conditions, and roads cleared whenever approximately 2" of snow falls) to insure safe passage for vehicular traffic at all times between 6 AM and 11 PM per attached **Schedule A**.

**3. TERMS OF CONTRACT**

This contract shall be for the 2022-2023, 2023-2024, and 2024-2025 snowplowing seasons, which begins approximately:  
November 1<sup>st</sup>, 2022 and runs through approximately April 30<sup>th</sup>, 2023,  
November 1<sup>st</sup>, 2023 and runs through approximately April 30<sup>th</sup>, 2024  
November 1<sup>st</sup>, 2024 and runs through approximately April 30<sup>th</sup>, 2025

**4. CONTRACT PAYMENT SCHEDULE**

A) Payment Schedule:

**2022-2023 \$19,800.00**

Four monthly payments in the amount of \$3,800.00 and final payment of \$4,600.00.

12/15/22	\$3,800.00
01/15/23	\$3,800.00
02/15/23	\$3,800.00
03/15/23	\$3,800.00
04/15/23	\$4,600.00

**2023-2024 \$19,800.00**

Four monthly payments in the amount of \$3,800.00 and final payment of \$4,600.00.

12/15/23	\$3,800.00
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**GREAT OAK FARM HOME OWNERS ASSOCIATION**

01/15/24	\$3,800.00
02/15/24	\$3,800.00
03/15/24	\$3,800.00
04/15/24	\$4,600.00

**2024-2025 \$19,800.00**

Four monthly payments in the amount of \$3,800.00 and final payment of \$4,600.00.

12/15/24	\$3,800.00
01/15/25	\$3,800.00
02/15/25	\$3,800.00
03/15/25	\$3,800.00
04/15/25	\$4,600.00

B) All prices, including per hour, lump sum and unit prices, shall include all costs of operation including but not necessarily limited to such costs as insurance, gas, sand, salt, overtime and repairs.

C) The contractor shall maintain all prices throughout the term of the contract, unless there needs to be a fuel surcharge to cover extraordinary fuel price increases. This will be mutually agreed upon.

**5. GENERAL REQUIREMENTS**

The Contractor shall:

- A) Obtain any and all permits and/or licenses as required to complete the work defined herein.
- B) Assure that all work shall conform to the minimum requirement of any and all applicable laws, regulations and codes.
- C) Assure that there shall be no interruption of utilities, parking or other residential services during any stage of snow removal between 6:00 AM and 11:00 PM, unless prior notification has been given to the Owner and/or an authorized agent.
- D) Have all work performed by experienced and, where applicable, licensed personnel who will use the best practices of the trade.
- E) Shall not create or cause to happen any circumstances or situation that could affect or cause to threaten the safety of any person or property that is in the vicinity of the work site. All equipment shall be maintained in good and safe operating condition.
- F) Repair or replace all property damage (i.e., mailboxes, fences, curbs, shrubs, etc.) incurred as a result of performing this contract.



## **GREAT OAK FARM HOME OWNERS ASSOCIATION**

G) Shall not store any equipment, material, and/or supplies on the property without written permission.

### **6. INSURANCE**

The Contractor shall maintain the following insurance coverage throughout the term of the contract:

- A) Comprehensive liability insurance including complete operations with limits of not less than \$1,000,000 single limit liability.
- B) Automobile liability insurance in an amount not less than \$1,000,000.
- C) Property and casualty insurance with a limit not less than \$50,000.
- D) Within 10 days of notification of the contract award, the Contractor shall provide the Owner with certificates of insurance showing the above liability coverage in effect during the term of the contract. Certificates of Insurance shall name the Owners as additionally insured.
- E) If the Contractor should subcontract any of his responsibilities, he shall assure and assume all legal and liability responsibilities for all subcontractors.

### **7. HOLD HARMLESS AGREEMENT**

The Contractor does, in conjunction with his snow removal activities, hereby indemnify, hold harmless and agree to protect and defend the Owner, its Board of Directors, its residents and the Owners agent(s) from any and all claims or demands for damages that arise as a result of snow removal. This Hold Harmless Clause shall include, but not be limited to investigations, defense, and settlement, payment of judgment, of any legal liabilities heretofore mentioned.

### **8. TERMINATION OF CONTRACT**

The Owner retains the right to terminate this contract at any time and without cause. The Contractor herein agrees to provide not less than sixty (60) days notice of termination. The Contractor does hereby agree to be held responsible for damages occurring because of his failure to provide proper termination notice.

### **9. CONTRACT PERFORMANCE**

Snowplowing includes all roadways as specified per attached **Schedule A** and shall include sanding and salting as required. Salt/Sand must meet minimum DOT standards.



*GREAT OAK FARM HOME OWNERS ASSOCIATION*

**10. CONTRACT SPECIFICATIONS**

- A) Contractor agrees to make roads accessible by 6:00AM and then perform final cleanup.
- B) Completion of snow removal, sanding, cleanup, etc. must be completed, under normal conditions, within a three (3) to six (6) hour period after each storm.
- C) Heavy snow conditions, including snow, sleet, and freezing rain combinations may require multiple visits (as conditions require to maintain safe passage of all roads) or approximately 2" of snowfall. Such storms may take longer than three to six hours to complete clearing.
- D) Contractor must remove wet snow and accumulated slush buildup before ice forms on road surfaces.
- E) In the event of an extreme snowfall condition, the Owner and Contractor will mutually agree upon whether subcontracted equipment will be required to clear the roads. The Contractor is responsible for payment to the Subcontractor. Owner will in turn pay the Contractor for Subcontractor work.
- F) In the event of property damage, Owner will provide reasonable documentation to Contractor (i.e. pictures and repair quotes) for insurance and/or administrative purposes.

**11. RESIDENT DRIVEWAYS**

The contractor hereby agrees to plow home site driveways for a price range of \$45.00 to \$60.00 depending on size. It is here by agreed that homeowners will make their own financial arrangements with the contractor.



**GREAT OAK FARM HOME OWNERS ASSOCIATION**

**SIGNATURES**

NAME:  
Lou Anthony  
Monroe Auto Appearance

NAME:  
David Orr  
Great Oak Farm  
Home Owners Association

ADDRESS:  
165 Main Street  
Monroe, CT 06468

ADDRESS:  
P.O. Box 616  
Monroe, CT 06468

PHONE:  
203-452-5354

PHONE:  
203-583-1935

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**CONTRACTOR**

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**GREAT OAK FARM  
HOME OWNERS ASSOCIATION**

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**DATE**

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**DATE**



*GREAT OAK FARM HOME OWNERS ASSOCIATION*

**SCHEDULE A**

The following roads are to be plowed in their entirety:

1. Charter Road
2. Secret Hollow Road
3. Marsh pond Lane
4. Rustic Lane
5. Grassy Hill Road
6. Jamianna Lane
7. Old Colony Road
8. Great Oak Farm Road
9. Pequot Court
10. Cherry Hill Circle
11. Aspetuck Land
12. Cannon Way\*\*

\*\* Due the unique configuration of Cannon Way, the residence at #11 must have their driveway plowed as part of this contract.



**SCANNING SERVICE AGREEMENT**  
(1.2 CuFt Document Boxes)

This Service Agreement is designed to outline the processes which ARC will implement, to complete a successful capture and conversion of targeted hard copy documents into electronic form, for Great Oak Farm Association; hereinafter referred to as "Customer".  
In addition, this agreement will indicate team responsibilities and expectations as the documents are being processed.

**1. Project Details:**

**A. Basic Project Information**

Project Name: Great Oak Farm Association  
 Effective Date: \_\_\_\_\_  
 Estimate Box Count: 5  
 Estimated Project Term: One month  
 Customer/Contact Name: Eddy Rodriguez  
 Phone or Email: eorodrigues24@hotmail.com  
 Customer Address: 3 Cherry Hill Circle  
Monroe, CT 06468  
 ARC Sales Consultant: Mike Solenzio  
 ARC Service Center: Farmington, CT  
 Project Start Date: 06/30/2022  
 Target Completion Date: 06/30/2022

**B. Standard Service Included:**

- i. At Customer request, empty boxes will be provided to customer
- ii. When boxes are ready for pick-up, and at the request of Customer, ARC will make arrangements for boxes to be transported to ARC location for processing
- iii. Once received at ARC service center, documents will be prepared by removing and discarding all document binding materials, post-it notes and flags. Binding materials will not be re-applied to hard copy when completed  
*For the purposes of this agreement, one document will be defined as all papers contained within: a file folder, a binder, and/or a bound book, with a limit of 50 documents per box*
- iv. Prepared documents will be scanned at a pixel density of 200 DPI, using a programmatic Auto-color mode, where documents containing a moderate amount of color will be imaged in color, and all others will be imaged as Black & White
- v. Documents will be indexed (up to 25 characters per field) as determined in the "Index Values Definition" Section below
- vi. The Index Values must be easily identifiable on the tab of the folder, cover of book, or on the first page of the document
- vii. Scanned documents will be processed to generate one multi-page, Image Only PDF file for each document
- viii. Output PDF files will be named, and foldered as defined in the Index Values Definition section below
- ix. A .CSV file will be generated for each batch of PDF files, where the .CSV file will contain all indexed values for each document, and the digital path to where the PDF file is placed
- x. The resultant files will be compressed into one zipped file and transmitted to customer via a download link sent within an e-mail message
- xi. ARC will make arrangements for boxes to be returned to customer

**C. Index Values Definition:**

- i. Index Value #1: Last name, First name  
 Found where?: On folder  
 Used as:  Parent Folder  Sub Folder  File Name
- ii. Index Value #2: Street Address  
 Found where?: Folder  
 Used as:  Parent Folder  Sub Folder  File Name
- iii. Index Value #3: \_\_\_\_\_  
 Found where?: \_\_\_\_\_  
 Used as:  Parent Folder  Sub Folder  File Name

**D. Optional Services: (Check options)**

- Additional Index Fields (define and attach)
- Create Searchable Image PDF files
- Shred Original Documents (Certificate provided)
- HIPAA Compliant Service (Originals contain PHI)
- Return files on USB thumb drive
- Create Batch Load File for specific hosting platform
- Document Transport beyond mileage limit

**E. HIPAA Verification: (one of the following must be checked)**

- Box Content does not include PHI and/or is NOT subject to HIPAA Regulations
- Box Content is subject to, and MUST be processed in accordance with HIPAA Regulations

**2. Pricing Schedule:**

ARC Document Scanning Standard Service	Price
Standard Service (per Box)	\$199.00
ARC Document Scanning Optional Services	
Additional Index Fields (per field, per Box)	
Searchable Image PDF output (per Box)	\$5.00
Certified Document Shredding (per Box)	\$7.50
HIPAA Compliant Service (per Box)	
Thumb Drive Deliverable (per Drive)	\$25.00
Create Custom Batch Load File (Quoted)	
Document Transport beyond mileage limit (Quoted)	\$125.00
<b>Estimated Total Cost for Project</b>	<b>\$1,207.50</b>

\*Prices do not include applicable taxes

**Terms and Conditions:**

**1. General:**

- A. ARC's pricing for scanning services is based on a per box basis, where the box contains paper-based business documents, in relatively good condition, and where box measures 10"x12"x15", is reasonably full, not overstuffed.
- B. Boxed documents requiring low to medium levels of preparation (such as having not more than an average of 1 staple for every 20 pages), will qualify for this service. Boxed documents requiring high levels of preparation (such as having an average of more than 1 staple for every 20 pages), will be subject to additional charges. Customer will be notified by ARC, and a Change Order will be offered to Customer for approval, which will cover costs for additional work effort.
- C. ARC reserves the option to provide apply additional costs if the box contents does not meet the criteria defined in this Service Agreement, and/or if the Customer requirements exceed the specifications defined herein.
- D. A paper document storage option is not contemplated or included in services provided under this Agreement. Should Customer delay providing the approval for document shredding (or delay the authorization of the return of hard copy original documents upon project completion) beyond 30 days of completion, Customer will incur and be responsible for payment of document storage fees.
- E. If document shredding services are elected with this service agreement, ARC will destroy all hard copies of the Customer documents provided to ARC, and Customer shall indemnify and hold harmless ARC from any claim or liability arising from such destruction.

**2. Pick-up & Delivery of Hard Copy Originals**

- A. Pick-up and return delivery (if required) of originals is included if the point of pick-up is within 20 miles of an ARC service center
- B. If the point of pick-up is outside the 20-mile limit, ARC will utilize the most efficient means for transport of the originals to the ARC service center, at which costs will be added to the Price Schedule above

**3. Timeline:**

- A. ARC will exercise its best efforts to complete services and deliver files within the following timeframes:
  - 1 to 5 boxes, within 10 Business Days
  - 5 to 10 boxes, within 15 Business days
  - 11 to 20 boxes, within 20 Business Days
  - Over 20 boxes, (Quote)
- B. If an alternate timeframe is required, ARC will be open to discuss with Customer to determine best way to meet the requirement

**4. Change Orders:**

Specific technical details relative to various processes are addressed in this Service Agreement and are open to change, pending Customer needs. Once agreed upon, and signed below, any future change requests must be made in writing, submitted to ARC, and a change order form will be completed so as to document the change. If the change is significant enough to affect the costs and/or timeline for the project, then the change order form will be submitted to the Customer, indicating the affects, where the change order would be confirmed by the Customer via authorized signature.

**5. Responsibilities of Parties:**

**A. Customer:**

Customer represents and warrants that (i) Customer owns or has sufficient legal right to the intellectual property rights in the Customer documents, and (ii) the Customer documents, including any use thereof by ARC in performing these services, does not violate applicable law or the rights of any third party.

Services to be performed on materials received from Customer that fall outside the scope of the material outlined in this Service Agreement will be identified.

Customer will be notified so that ARC may receive additional instruction and provide Customer with pricing (if appropriate) for the handling of those extraordinary materials outside the scope of Services contemplated under this Agreement. ARC expects the documents to be of reasonably good quality which will not require extraordinary preparation prior to scanning. Should the condition of the documents require extraordinary document preparation, ARC will provide the Service for these types of documents at our published rates via a change order that will identify pricing and timeline.

**B. ARC:**

ARC will be responsible for executing the production requirements as defined herein, maintaining the level of accuracy, and providing the image reproduction as defined in this agreement. In the event that any unforeseen issues arise, which might jeopardize the outcome of the project (quality, accuracy, timeline and/or costs); ARC will notify the Customer who will work together to resolve such issues in a mutually beneficial manner.

**6. Service Warranty:**

All work produced will be covered for a 30-day warranty period from the deliverable date. Once delivered, Customer will have 30 days to review any or all documents scanned to verify the contents, completeness, and accuracy of the service provided.

At any time, Customer can request to designate a time for document review, and ARC will make the hard copy documents, and the resultant images available for review. It is encouraged that Customer randomly select a series of documents; from which Customer will run a "page-by-page" review of the hard copy documents comparing to the resultant image file, for completeness, quality and accuracy.

This document review must be completed within 30 days after delivery. Therefore, any warranty claims must be made within this 30-day period, and before authorization of destruction of the source documents.

The warranty period will end either at the close of the 30<sup>th</sup> calendar day, or upon receipt of authorization for destruction, whichever comes first.

**7. Limitation of Liability:**

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY FOR ANY CAUSE RELATED TO OR ARISING OUT OF THIS AGREEMENT, WHETHER IN AN ACTION BASED ON A CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR ANY OTHER LEGAL THEORY, HOWEVER ARISING, FOR ANY DAMAGES BASED ON USE OR ACCESS, INTERRUPTION, DELAY OR INABILITY TO USE THE SERVICE, LOST REVENUES OR PROFITS, DELAYS, INTERRUPTION OR LOSS OF SERVICES, BUSINESS OR GOODWILL, LOSS OR CORRUPTION OF DATA, LOSS RESULTING FROM SYSTEM OR SYSTEM SERVICE FAILURE, MALFUNCTION OR SHUTDOWN, FAILURE TO ACCURATELY TRANSFER, READ OR TRANSMIT INFORMATION, FAILURE TO UPDATE OR PROVIDE CORRECT INFORMATION, SYSTEM INCOMPATIBILITY OR PROVISION OF INCORRECT COMPATIBILITY INFORMATION OR BREACHES IN SYSTEM SECURITY OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT SUCH DAMAGES WERE FORESEEABLE OR A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY, ARC'S maximum liability shall not exceed the aggregate amounts paid or payable to ARC pursuant to this Agreement. NOTWITHSTANDING THE FOREGOING, THIS SECTION SHALL NOT APPLY WITH RESPECT TO DAMAGES FOR BODILY INJURY (INCLUDING DEATH) AND DAMAGE TO REAL PROPERTY AND TANGIBLE PERSONAL PROPERTY.

IN WITNESS WHEREOF, the parties hereto have executed this Service Agreement, as of the dates specified below:

ARC Document Solutions:

Customer:

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

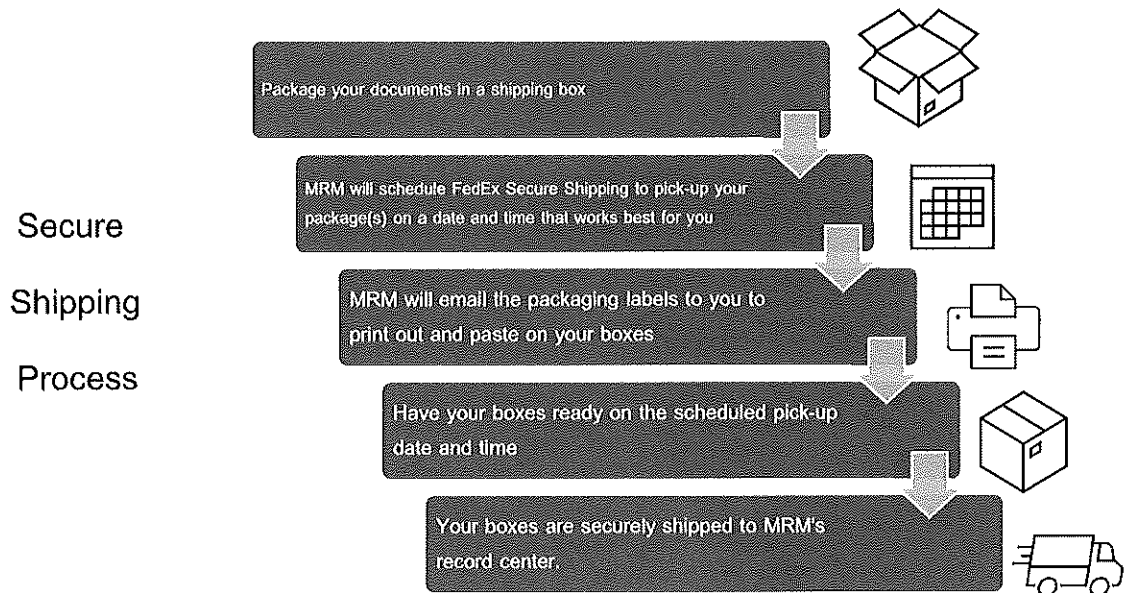
Date: \_\_\_\_\_

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

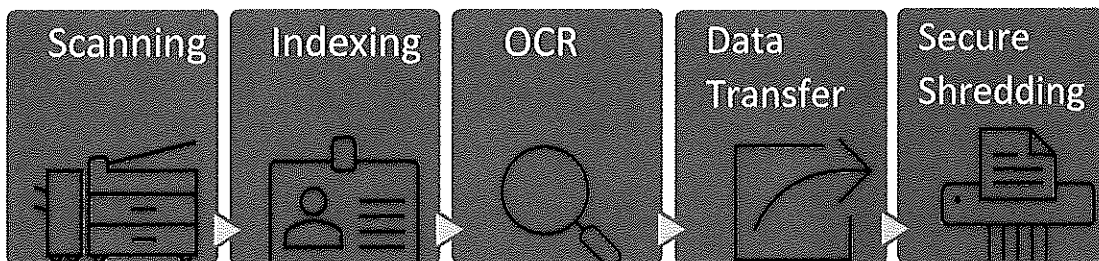
*By Signing, Customer Acknowledges having read and understood all Project Details, Pricing Schedule & Terms and Conditions stated herein.*



## Ship & Scan



## Document Scanning Process



1. Your documents are scanned.
2. Each PDF is named according to your requirements.
3. Files are converted to searchable OCR PDF format.
4. You will receive email notification once processing is complete.
5. Your documents are transferred to you via SFTP or on an encrypted external drive.
6. Your documents are securely shredded or securely shipped back to you.



**Trust Our Experience  
to Manage Your Records**  
SINCE 1997



**Ship & Scan Service Agreement**

Sales Representative: Tanner Murray

Customer Name: Great Oak Farm Association

Billing Address:

Contact Name: Eddy Omar Rodriguez

City: Monroe

Tel: 203-521-9929

State: Connecticut

Email: Eorodriguez@hotmail.com

Zip: 06468

<b>Project Description</b>	5 Boxes of HOA Records		
<b>Scanning Service Fees</b>			
<b>Unit Type</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Unit Total Charge</b>
Size 1 Box -- Up to 1.2 cubes	\$170.00	5	\$850
Size 2 Box -- 1.3 to 2.4 cubes	\$240.00		
Size 3 Box -- 2.5 to 3.6 cubes	\$300.00		
<b>Scanning Project Total</b>			<b>\$850</b>

*Unit pricing includes secure shipping with tracking information to MRM, document prep, imaging, sheets returned loose to original holder, quality control, flat-bed scanning, file indexing\*, OCR, SFTP, and document shredding. Physical and electronic storage options available separately.*

*\* all unmarked files are indexed sequentially according to date scanned - \$0.50 fee per PDF for every indexed file count over 100 per size 1 box, 200 per size 2 box, and 300 over size 3 box.*

**Communication:**

- Immediate electronic project confirmation issued upon MRM Ship & Scan payment submittal.
- Email confirmation of document receipt at MRM facility.
- Email confirmation of project completion, login credentials for access to digital files, and shred date.

\* Email address for all communication: \_\_\_\_\_

**Shipping Disclaimer:** *Ownership of packages turned over to shipping carrier transfers to the buyer. MRM is not responsible for lost, held, or damaged packages. MRM is not responsible for mis-delivery errors via carrier, or incorrect shipping info. Any shipping issues must be handled directly with the carrier.*

**In Witness Whereof,** this agreement has been duly executed on the day, month and year written below.

**Customer Information**

Morgan Records Management, LLC

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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



Trust Our Experience  
to Manage Your Records  
SINCE 1997



Terms and Conditions

Morgan Records Management, LLC (Company) and \_\_\_\_\_ (Client) hereby enter into and agree as provided in this Service Agreement (the "Agreement") according to the date of execution

- 1. Document Scanning Services. Company will provide document scanning services for client according to their service order including secure shipping setup, document intake, document preparation, document imaging, document sheets returned loose to original holder, file indexing, optical character recognition, secure file transfer, and secure document shredding of original files. All documents will be scanned in color PDF format at 300 dpi. All file folders will be scanned as one (1) PDF and indexed as labeled on the file folder. All bound (stapled, clipped, coiled) non-folder documents will be scanned as one (1) PDF each and indexed sequentially according to date scanned. All bound (stapled, clipped, coiled) mechanical drawings will be scanned as one (1) PDF each and indexed according to the project name located in the title block or indexed sequentially according to date scanned if no project name is noted. All additional services will require an amendment to this agreement approved by both parties. Digital files will be delivered to Client via SFTP. Access to the SFTP will be available to Client for 30 days following the completion of the project. All documents will be shredded after 30 days of the scanning project completion, unless other arrangements have been made by Client.
2. Pricing. Client will be invoiced for the services fees set forth on page 1 ("Scanning Service Fees") at the time of the execution of this Agreement, unless other arrangements have been made and approved in writing by the Company. Any additional materials received above the quoted number of boxes will be invoiced upon intake and payment to be received according to payment terms.
3. Payment Terms. Payment in full by Client is required at the time of execution of the Agreement, and must be received in order to start scanning, unless other arrangements have been made and approved in writing by the Company. Incurred charges resulting from indexed file count over 100 per size 1 box will be invoiced separately and paid in full prior to digital file access.
4. Limitation of Liability. Company does not warranty the integrity of the data contained in Client's files and will be held harmless for any consequential damages that may arise as a result of faulty data within those files or poor condition of documents provided by Client. Unless caused by intentional acts or gross negligence of the Company or its employees, Client hereby agrees to fully indemnify and hold Company harmless, and without liability, for any resulting damages, including any attorney's fees and costs incurred by the Company with respect to any such indemnified matter.
5. Miscellaneous Provisions.
a. This instrument constitutes the entire Agreement between the parties, and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. No modification of this Agreement shall be binding unless in writing and signed by both parties.
b. No waiver of any right or remedy shall be effective unless in writing and signed by the waiving party; and nevertheless, shall not operate as a waiver of any other right or remedy on a future occasion.
c. Every provision of this Agreement is intended to be severable.
d. This Agreement shall be construed in accordance with the laws of the State of New Hampshire and shall be deemed a contract made in New Hampshire without giving effect to its conflict of law principles. The parties agree that any dispute arising under this Agreement or involving the work performed hereunder shall be determined by the Courts of the State of New Hampshire. TRIAL BY JURY IS HEREBY WAIVED.
e. In the event any legal action is commenced by any party to enforce rights and obligations under this Agreement, the prevailing party in any such action shall be entitled to reimbursement for all costs and expenses associated with such enforcement action, including reasonable attorneys' fees and costs.
f. All notices under this Agreement shall be in writing and hand delivered or sent via federally recognized overnight courier (i.e. FedEx, UPS) or via certified, first class US mail. Notices shall be deemed to have been received when received

MRM Shred Authorization

Upon scanning project completion, I will be notified of the availability of the electronic PDFs for download and review. My physical documents will be held for 30 days and then be released for immediate shred.

x\_\_\_\_\_ I agree to the shred terms stated Signature \_\_\_\_\_ Date \_\_\_\_\_



## Document Management Box Sizes

### Size 1 (up to 1.2 cubic feet):

- Fits up to 2,500 sheets
- Cost to return box of documents - \$30.00
- Up to 40 Pounds



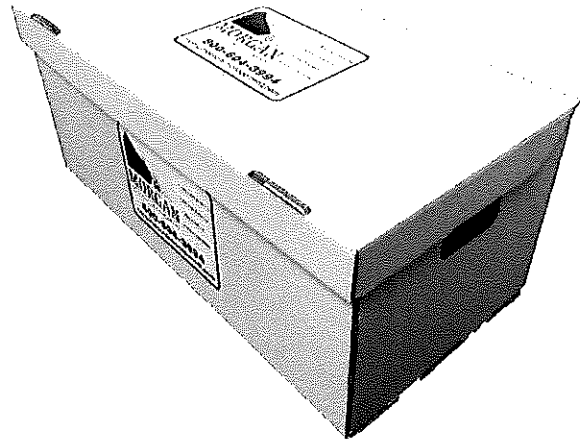
### Size 2 (1.3 to 2.4 cubic ft):

- Fits up to 4,500 sheets
- Cost to return box of documents - \$60.00
- Up to 60 Pounds



### Size 3 (2.5 to 3.6 cubic feet):

- Fits up to 5,500 sheets
- Cost to return box of documents - \$70.00
- Beyond 60 Pounds

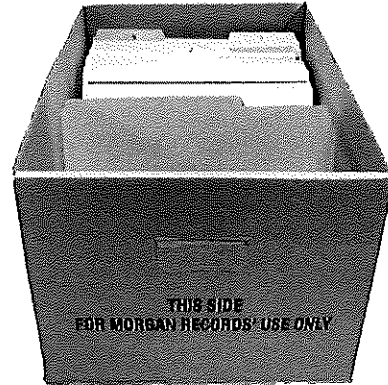




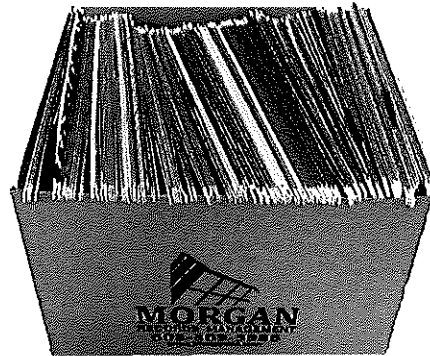
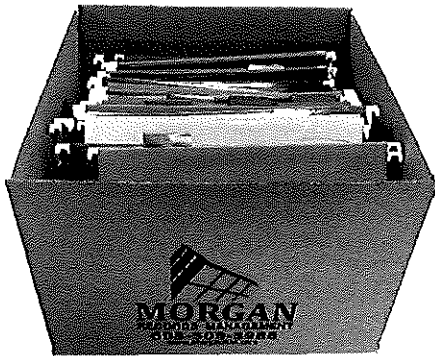
**Trust Our Experience  
to Manage Your Records**  
SINCE 1997



Whether there are 4 files per box or 11 files (as shown below), we will charge the same amount for indexing until the count reaches 100 files, then we will charge \$0.50 per file from then on.



When boxing up files with hangers attached, please make sure the hangers are not showing or hooked over the box. This compromises the integrity of the box and could result in damaged files.



**Watch our Ship & Scan video tutorial for a clear visual on the services we provide!**

<https://www.youtube.com/watch?v=UhuZbazHWFc>



**Trust Our Experience  
to Manage Your Records**  
SINCE 1997



## Frequently Asked Questions

### **Where will my documents be shipped to?**

Email confirmation of document receipt and all scanning operations are executed at our corporate office in New Hampshire, where we have no state sales tax added to your invoice.

### **How do I know my documents will be securely shipped?**

We are very familiar with handling confidential documents. Our Medical Department handles Custodianships for retired doctors across the US and our Operations team continues to securely process sensitive documents across all industry types. We provide pick-up and delivery services throughout the country with all MRM vehicles being equipped with GPS tracking and highly trained transportation specialists. The Ship & Scan service enables our customers to digitize their personal or work files irrelevant of document type, schedules, or quantity. With this service, the transportation is handled through UPS or FedEx allowing additional scheduling flexibility for pick-up and delivery, parcel tracking, and highly trained specialists. Both UPS and FedEx have comprehensive GPS tracking that offers a strong sense of security and can show exactly where the package is.

### **Are my documents insured?**

Shipping carriers independently insure each box for \$100. If more insurance is required, let us know. The extra insurance charges will be added to your invoice and agreement.

### **What boxes can I use?**

We do not require customers to use our MRM boxes. Any USPS, office supply, moving box, or Amazon box is acceptable.

### **Do I have to prepare any of the documents?**

Document preparation and document imaging are both included in this service – including staple / paperclip removal & moving post-it style papers for full document visibility. All documents will be returned to original folder on projects being returned.

### **How long will it take to get my documents digitized?**

You can expect 3-5 business days for your records to reach our records center. Once at our facility, it is dependent on our small projects queue. Typically, the scanning of 1 or 2 file boxes will take 2 business days and 6 standard file boxes will take 7 business days. Ask your sales representative about expediting options.





**Trust Our Experience  
to Manage Your Records**  
SINCE 1997



**How will you index files that are not labelled clearly?**

Files we cannot identify are indexed as "NO NAME FILE", allowing you to name them accordingly.

**What is OCR and why do I need it?**

OCR stands for Optical Character Recognition. It converts printed characters into digital text, allowing your scanned PDF image to become a searchable document. Ask your sales representative about potential OCR for handwritten documents,

**How do I know that my original files are shredded?**

Morgan Records provides a Certificate of Destruction.

**Can you send me the digital files on a thumb drive?**

Yes - Morgan Records can send an encrypted thumb drive to your location, according to the agreement.

**Why Should I Choose Morgan Records?**

Our family-owned business has been successful in providing a full suite of records management services since 1997 because we treat our employees and clients the right way. Providing an exceptional customer service experience is always our top priority. Dedicated project managers and direct points of contact save time and frustration. No outsourced customer service lines or call center support. Through our FedEx partnership, we provide pick-up and delivery for businesses throughout the United States, and for projects of all sizes. Additionally, we setup custom service solutions for our client's because we realize each of their needs are unique. Lastly, we offer all our services at affordable and competitive rates to fit any budget.

**Partner with a full-service records and information management company to support the lifecycle of your records, from creation to destruction. If you have questions or need additional information, please call me at 603-854-8895. I look forward to hearing from you soon!**



Tanner Murray  
Morgan Records Management  
(603) 854-8895  
TMurray@MorganRecords.com



MORA'S PAINTING LLC  
11 Grange St. - Greenwich, CT 06830  
Mail address: 248 Seymour Rd, Port Chester NY 10573  
Cell: 203-621-4160 Fax: 914-933-0232  
EMAIL: [moraspaintingllc@gmail.com](mailto:moraspaintingllc@gmail.com)

February 21, 2022

Resident of	JOB LOCATION
12 Marsha Pond Lane	12 Marsha Pond
Lane	
Monroe, CT	Monroe, CT
EMAIL: <a href="mailto:gameface25@yahoo.com">gameface25@yahoo.com</a>	

**ESTIMATE**  
**EXTERIOR PAINT**

**GATE, WINDOWS AND TRIM**

Sand windows and trim  
Power wash exterior gate house  
Apply primer where needed  
Apply two coats of finish

**WALLS /GATE**

Apply two coats of finish

**LABOR AND**

**MATERIAL**                      \$ 2,300.—

**EXTRA: CARPENTRY WORK PER HOUR \$ 45.-/ONE**

**CARPENTER W/TOOLS**

**EXTRA: MATERIAL**

Thank you for your business!!

# SMART CARE EXTERIORS LLC.

36



HIC.0621408

PO BOX 913

MONROE, CT 06468

203-445-1133

Find us on the web at [www.RoofersCT.com](http://www.RoofersCT.com)

David Orr

Great Oaks Farm Carriage House

Monroe, Ct 06468

203-829-7925

gameface25@yahoo.com

4/5/22

## PROPOSAL

1. Replace all rotted wood (As discussed during estimate)
2. Install new vents at top of structure (2 in total)
3. Clean up and debris removal

**Total for Project: \$ 2,500.00**

**\*\*Smart Care doesn't believe you have faulty flashing's on chimney, but if flashing needs to be replaced pricing will have an additional \$1,550.00 added\*\*\***

***The above estimate will only be honored up to 30 days beyond the proposal date due to the consistently changing prices of metal products***



---

# JAIRO'S HOME IMPROVEMENT LLC

# ESTIMATE

5424 Park avenue, Bridgeport Ct 06604

Tel: 203 543-6264

Email: [jujaruiz@yahoo.com](mailto:jujaruiz@yahoo.com)

Website: <http://www.jairosremodeling.com>



To:

Anne Brakeman

5 Secret Hollow rd, Monroe CT

08/01/2022

## GUARD HOUSE

- Power wash
- Repair rotten wood sill windows and fascia trim.
- Stain roofing and shingles walls.
- Paint trim, windows and door.
- Replace two the lights.

**TOTAL      \$4.800**

**NOTA: THIS PROPOSAL INCLUDE ALL MATERIALS.**

**NOT INCLUDE THE LIGHTS.**

**Thank you for your business**

---



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10010

Search



Cart | 0 items

- Home Decor
- Furniture
- Wall Decor
- Small Kitchen Appliances
- Kitchenware & Tableware
- Bedding & Bath
- Lighting**
- Window Treatments
- Shop By Room

Home / Lighting / Outdoor Lighting / Outdoor Wall Lighting / Outdoor Sconces

Internet #307622974 Model #A03278S Store SKU #1003891568

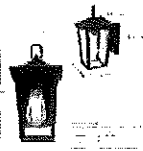
♡ 389

### LNC 1-Light Outdoor Lantern Sconce Wall Light with Clear Glass for Patio or Porch

★★★★★ (43) Questions & Answers (14)

Live Chat

Feedback



Hover Image to Zoom

\$92<sup>69</sup>



Pay \$67.69 ~~\$92.69~~ when you open a new card. ⓘ  
Apply for a Home Depot Consumer Card

How to Get It

Delivering to: 10010 | Change

**Ship to Store**

Pickup  
Aug 17 - Aug 22

**FREE**

**Ship to Home**

Get it by  
Fri, Aug 19

**FREE**

**Scheduled Delivery**

Not available for this  
item

We'll send up to 176 to **Manhattan West 23rd St** for free pickup  
Change Store



**Need a Professional? We Can Help!** What to Expect ⓘ

Get Referred to a Local Pro

Add Pro Referral



**Protect This Item** Learn more ⓘ

Select a Home Depot Protection Plan by Allstate for:

2 Year / \$12.00

No thanks

- 1 +

- or -

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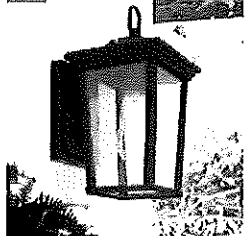
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Feedback

## Frequently Bought Together

Select **This item**

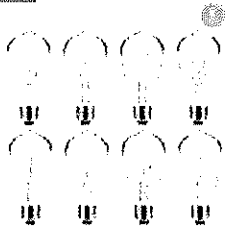


1-Light Outdoor  
Lantern Sconce  
Wall Light with

**\$92<sup>69</sup>**

+

Select



YANSUN UL  
Listed 60-Watt  
Equivalent ST58

**\$47<sup>42</sup>**

+

Select



Globe Electric 60-  
Watt Incandescent  
S60 Vintage

**\$6<sup>97</sup>**

Price for all three:

**\$147<sup>08</sup>**

Add all three to cart

## Specifications



### Number of Lights

1 Light

[See Similar Items](#)

### Sconce Type

Lantern

[See Similar Items](#)

[Live Chat](#)

[Feedback](#)

---

## Power Type

Hardwired

[See Similar Items](#)

---

## Fixture Material

Metal

[See Similar Items](#)

---

## Light Direction

Down

[See Similar Items](#)

---

## Style

Transitional

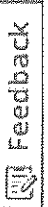
[See Similar Items](#)

## Dimensions

Mounting Deck Height (in.)	6.3
Mounting Deck Width (in.)	4.3
Product Depth (in.)	8.7 in
Product Height (in.)	11.8 in
Product Width (in.)	6.8 in

## Details

Compatible Bulb Type	Eco-Incandescent, Incandescent, LED
Damp/Wet Rating	Wet Rated
Durability	Rust Resistant, Weather Resistant





Exterior Lighting Product Type	Outdoor Sconce
Fixture Color/Finish	Black
Fixture Material	Metal
Glass Type	Clear Glass
Included	Hardware Included
Indoor/Outdoor	Indoor,Outdoor
Light Bulb Base Code	E26
Light Bulb Type Included	No Bulbs Included
Light Direction	Down
Maximum Bulb Wattage	60 W
Maximum Wattage (watts)	0
Number of Lights	1 Light
Outdoor Lighting Features	Dimmable
Package Quantity	1
Power Source	Hardwired
Power Type	Hardwired
Product Size	Medium
Product Weight (lb.)	3.3 lb
Recommended Light Bulb Shape Code	E26
Returnable	90-Day
Sconce Type	Lantern
Shade Material	Glass
Shape	Geometric,Rectangle
Style	Transitional
Voltage Type	Line Voltage



## Warranty / Certifications



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Manhattan W...  
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10010

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Home Decor Furniture Wall Decor Small Kitchen Appliances

Kitchen

Enter delivery ZIP Code



Shop By Room

Home / Lighting / Outdoor Lighting / Outdoor Wall Lighting

Update

SKU #1002067341

3.7k



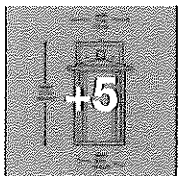
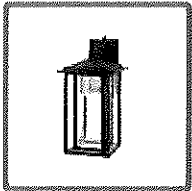
Your ZIP Code helps us to provide the most up-to-date product and delivery information.

Home Decorators Collection  
Mauvo Canyon Collection Black Outdoor Scenic Lantern Sconce

★★★★★ (648) Questions & Answers (111)

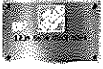
Live Chat

Feedback



Hover Image to Zoom

# \$114<sup>00</sup>



Pay \$89.00 \$114 when you open a new card. ⓘ  
Apply for a Home Depot Consumer Card

Product Height (in.): 15.5 in

11 in

15.5 in

### How to Get It


Delivering to: 10010 | Change

 **Store Pickup**  
Available  
(4.2 mi)  
**FREE**

 **Ship to Home**  
Get it by  
Tue, Aug 16  
**FREE**

 **Scheduled Delivery**  
As soon as  
Tomorrow  
Starting at \$8.99

Not in stock at Manhattan West 23rd St  
4 in stock at **Long Island City** (4.2 mi away)  
Check Nearby Stores

 This item may not be available for pickup until **tomorrow**.



### Need a Professional? We Can Help! ⓘ What to Expect ⓘ

Get Referred to a Local Pro

Add Pro Referral



### Protect This Item ⓘ Learn more ⓘ

Select a Home Depot Protection Plan by Allstate for:

2 Year / \$18.00

No thanks

- | 1 | +

Live Chat

Feedback

 Add to Cart

— or —

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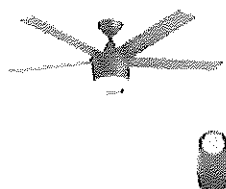
Loading Recommendations

 Live Chat  
 Feedback

Frequently Bought Together



+



+



Price:

Add to cart

**This item:** Mauvo Canyon Collection Black Outdoor Seeded Glass Dusk to Dawn Wall Lantern Sconce  
**\$114.00**

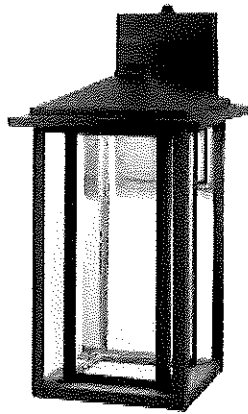
Home Decorators Collection Merwry 52 in. Integrated LED Indoor Matte Black Ceiling Fan with Light Kit and Remote Control  
**\$125.00**

Home Decorators Collection Blakeley Transitional 2-Light Black Outdoor Wall Lantern with Beveled Glass  
**\$84.97**

Live Chat

Feedback

## Specifications



### Number of Lights

1 Light

See Similar Items

---

## Sconce Type

Lantern

See Similar Items

---

## Outdoor Lighting Features

Dusk to Dawn

See Similar Items

---

## Power Type

Hardwired

See Similar Items

---

## Fixture Material

Metal

See Similar Items

---

## Light Direction

Down

See Similar Items

## Dimensions

Product Depth (In.)	8.5 in
Product Height (In.)	15.5 in
Product Width (In.)	7.5 in

## Details

Actual Color Temperature (K)	3123
Color Rendering Index (CRI)	80

Live Chat

Feedback

Color Temperature	Bright White
Exterior Lighting Product Type	Outdoor Sconce
Fixture Color/Finish	Black
Fixture Material	Metal
Included	Hardware Included
Light Direction	Down
Lumens	690
Number of Lights	1 Light
Outdoor Lighting Features	Dusk to Dawn
Package Quantity	1
Power Type	Hardwired
Product Size	Medium
Product Weight (lb.)	3.52 lb
Returnable	90-Day
Sconce Type	Lantern
Shade Material	Glass
Style	Transitional
Voltage Type	Line Voltage
Watt Equivalence	100

## Warranty / Certifications

Certifications and Listings	ETL Listed,FCC Listed
Manufacturer Warranty	3 Year Limited Warranty

How can we improve our product information? Provide feedback.



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10010

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Home Decor Furniture Wall Decor Small Kitchen Appliances

Kitchen

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Home / Lighting / Outdoor Lighting / Outdoor Wall Lighting

Enter Zip Code

Update

SKU #1003542258

534

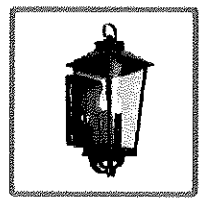


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Home Decorators Collection  
Williamsburg Gas Style 2-Light Outdoor Wall Light

★★★★★ (73) Questions & Answers (21)



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\$84.97



Pay \$59.97 ~~\$84.97~~ when you open a new card. ⓘ  
Apply for a Home Depot Consumer Card

How to Get It

Delivering to: 10010 | Change

**Ship to Store**

Pickup  
Aug 24 - Aug 29

**FREE**

**Ship to Home**

Get it by  
Tue, Aug 16

**FREE**

**Scheduled Delivery**

Not available for this  
item

We'll send up to 56 to **Manhattan West 23rd St** for free pickup  
Change Store



**Need a Professional? We Can Help!** What to Expect ⓘ  
Get Referred to a Local Pro

Add Pro Referral



**Protect This Item** Learn more ⓘ

Select a Home Depot Protection Plan by Allstate for:

2 Year / \$12.00

No thanks

- 1 +

— or —

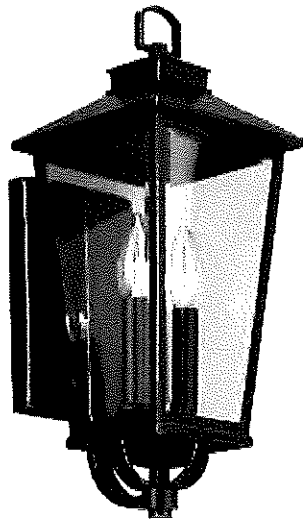
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## Specifications



---

### **Number of Lights**

2 Lights

[See Similar Items](#)

---

### **Sconce Type**

Coach

[See Similar Items](#)

---

## Fixture Material

Aluminum

See Similar Items

---

## Light Direction

Down

See Similar Items

---

## Style

Modern

See Similar Items

---

## Outdoor Lighting Features

Dimmable

See Similar Items

## Dimensions

Mounting Deck Height (in.)	5.236
Mounting Deck Width (in.)	7.992
Product Depth (in.)	7.87 in
Product Height (in.)	17.12 in
Product Width (in.)	7 in

## Details

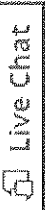
Compatible Bulb Type	CFL,Incandescent,LED
Damp/Wet Rating	Damp Rated
Durability	Weather Resistant



Exterior Lighting Product Type	Outdoor Sconce
Fixture Color/Finish	Oil-Rubbed Bronze
Fixture Material	Aluminum
Glass Type	Clear Glass
Included	Hardware Included
Indoor/Outdoor	Outdoor
Light Bulb Base Code	E12
Light Bulb Type Included	No Bulbs Included
Light Direction	Down
Maximum Bulb Wattage	60 W
Maximum Wattage (watts)	0
Number of Lights	2 Lights
Outdoor Lighting Features	Dimmable
Package Quantity	1
Power Source	Hardwired
Product Size	Medium
Product Weight (lb.)	4.66 lb
Recommended Light Bulb Shape Code	B10
Returnable	90-Day
Sconce Type	Coach
Shade Material	Glass
Shape	Rectangle
Style	Modern
Voltage Type	Line Voltage

## Warranty / Certifications

Certifications and Listings	cUL Listed
-----------------------------	------------





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10010

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Cart | 0 items

Home Decor

Furniture

Wall Decor

Small Kitchen Appliances

Kitchen

Enter delivery ZIP Code



Shop By Room

Home / Lighting / Outdoor Lighting / Outdoor Wall L

Enter Zip Code

Update

SKU #1005698306



Live Chat

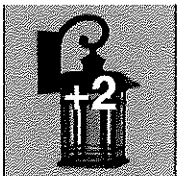
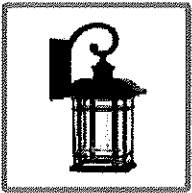
Feedback

CWI Lighting (Brand Rating: 4.1/5)   
1-Light Black Outdoor Wall Lantern Sconce




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★★★★★ (4) Questions & Answers



Hover Image to Zoom

**\$129<sup>00</sup>** /box

 **Pay \$104.00** ~~\$129~~ when you open a new card. ⓘ  
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Product Height (in.): **17 in**

- 10 in
- 11 in
- 11.4 in
- 13 in
- 13.5 in
- 16 in
- 17 in**

**How to Get It**

Delivering to: **10010** | [Change](#)

 <b>Ship to Store</b> Pickup <b>Aug 23 - Aug 26</b> <b>FREE</b>	 <b>Ship to Home</b> Get it by <b>Thu, Aug 25</b> <b>FREE</b>	 <b>Scheduled Delivery</b> Not available for this item
--	--	--

We'll send up to 289 to **Manhattan West 23rd St** for free pickup  
[Change Store](#)

 **Protect This Item** [Learn more](#) ⓘ

Select a Home Depot Protection Plan by Allstate for:

- 2 Year / \$18.00
- No thanks

-
1
+
 **Add to Cart**

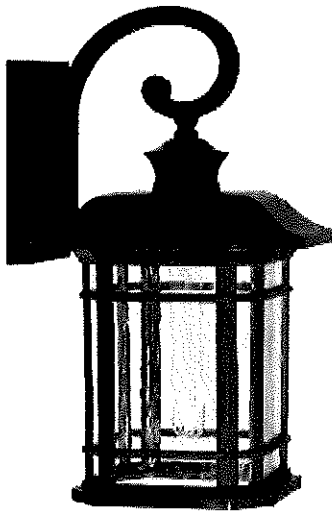
— or —

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[Read our Return Policy](#)

[Specifications](#)

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---

**Number of Lights**

1 Light

[See Similar Items](#)

---

**Sconce Type**

Lantern

[See Similar Items](#)

---

**Power Type**

Hardwired

[See Similar Items](#)

---

**Fixture Material**

Metal

[See Similar Items](#)

---

**Outdoor Lighting Features**

Dimmable

[See Similar Items](#)

## Voltage Type

Line Voltage

See Similar Items

## Dimensions

Product Depth (in.)	10 in
Product Height (in.)	17 in
Product Width (in.)	9 in

## Details

Compatible Bulb Type	Incandescent,LED
Exterior Lighting Product Type	Outdoor Sconce
Fixture Color/Finish	Black
Fixture Material	Metal
Included	No additional accessories
Light Bulb Base Code	E26
Maximum Bulb Wattage	60
Maximum Wattage (watts)	0
Number of Lights	1 Light
Outdoor Lighting Features	Dimmable
Package Quantity	1
Power Type	Hardwired
Product Size	Medium
Product Weight (lb.)	5 lb
Recommended Light Bulb Shape Code	A19
Returnable	90-Day





**Sconce Type**

Lantern

**Shade Material**

Glass

**Voltage Type**

Line Voltage

## Warranty / Certifications

**Certifications and Listings**

ETL Listed

**Manufacturer Warranty**

1 Year

How can we improve our product information? Provide feedback.

