



March 5, 2020

Joe Harn
El Dorado County
Auditor/Controller Department
360 Fair Lane
Placerville, CA 95667

In regards to: Funds needed from Index Code# 80310317; \$113,459.61

Dear Joe Harn,

Please release funds from index code # 80310317, in the amount of \$113,459.61, for capital project expenditures through December 31, 2019. The request includes reimbursements related to Bass Lake Community Park, Kalitheia Park Restrooms, Valley View Village Park expenditures, Heritage Village Park, and the 2% Project Administration Fee (July 2019 – December 2019) as approved by the El Dorado Hills Community Services District Board of Directors in the Park Impact Fee Capital Projects budget, Nexus Study dated August 21, 2017, and Master Plan dated June 2016.

To assist you in locating and reviewing the pertinent documents associated with the District Board's findings and approvals for the aforementioned capital projects the following is provided to you:

FY 19/20 Budget, which includes the capital projects. Found on the District's website here:

https://eldoradohillscsd.org/images/board_of_directors/archive/2019/agendas/2019_06_13_bod_agenda_packet.pdf

Page 54-75 of budget and pages 427-448 of the June 2019 Board Meeting packet, cover the District's Capital projects.

FY 19/20 Budget Approval – Signed Minutes from June 2019 Board of Directors Meeting. Minutes may be found on the District's website here:

https://eldoradohillscsd.org/images/board_of_directors/archive/2019/minutes/2019_06_13_signed_minutes.pdf please see Item #17.

The District Board of Directors has approved a Nexus Update on January 11, 2018, see here http://eldoradohillscsd.org/images/board_of_directors/archive/2018/agendas/00_2018_01_11_Agenda_Combined_Packet_for_Posting.pdf and signed Minutes here http://eldoradohillscsd.org/images/board_of_directors/archive/2018/minutes/2018_01_11_signed_minutes

[.pdf](#) . This update has also been submitted and approved by the El Dorado County Board of Supervisors on July 17, 2018 through Resolution 135-2018.

El Dorado Hills Community Services District Master Plan, found here

<http://eldoradohillscsd.org/component/content/article/17-upcoming-events-blog/284-master-plan.html> and approved in June 2016, see here

http://eldoradohillscsd.org/images/board_of_directors/archive/2016/agendas/2016_06_09_bod_agenda_packet.pdf and here

http://eldoradohillscsd.org/images/board_of_directors/archive/2016/minutes/2016_06_09_bod_minutes.pdf

El Dorado Hills has seen significant growth since the previous CSD Parks and Recreation Facilities Master Plan (Plan) was completed in 2007 and is expected to see an increase of another 13,111 residents by 2035. The increase in population has placed an additional demand for public facilities and the aforementioned projects are being constructed to accommodate the new development within the community. Valley View Village Park and Bass Lake Community Park are upcoming parks planned to serve new residents. The District is also reinvesting in Kalithea Park by adding Restrooms. These projects, and the administration of them, are therefore funded at 100% Park Impact Fees.

When updating the Plan in 2016 the District sought community involvement, evaluated recreation trends and best practices, and reviewed past planning efforts to establish a future vision. The Master Plan is a guide and planning tool for the CSD to follow when prioritizing future projects. The projects for which the District has submitted this funding request are identified within the Master Plan as follows:

(see excerpts below)

This Master Plan establishes the goal of developing and maintaining diverse park and recreation facilities and program opportunities and provides recommendations for increasing the number and diversity of parks and programming in El Dorado Hills. Throughout the Master Planning process, community members emphasized the important role that the District's recreation facilities play in exercise, sports, recreation and social opportunities in El Dorado Hills. Stakeholders expressed the need for additional pool, sports fields, bocce ball courts, and senior center capacity. Community input revealed that El Dorado Hills and Promontory Community Parks are the most frequently used parks in the system. Residents value these large parks for their many and diverse features, including sports facilities and casual athletic opportunities, open spaces and well-maintained water features that can be enjoyed by all family members.

A.6 Apply the design guidelines contained in Appendix C when developing new parks, reviewing private park proposals and reinvesting in existing parks.

- Neighborhood parks should at minimum have a playground, picnic shelter, sports court and an internal pathway system.
- Village parks should have all of the amenities of a neighborhood park plus at least two additional compatible recreation facilities (see the design guidelines). Restrooms are provided. Sports fields may be included.

Village Parks

- There are six (as well as three Special Use Parks that are counted in the Neighborhood Park acreage) Village Parks in El Dorado Hills comprising a total of 64.69 acres resulting in a current LOS of 1.47.
- This acreage nearly meets the Village Park LOS standard of 1.5 acres/1,000 residents.
- At the District's projected 2035 population, the District should include an additional 20.51 acres of village park land to meet the 1.5 acre LOS.

Table 7: Recommendations for Existing District Parks (cont.)

Site	Recommended Enhancements
Village Parks	
Peter Bertelsen Memorial Park	Landscape renovation and sustainability enhancements, park amenity enhancements, major maintenance and reinvestment
Kallithea Park	Landscape renovation and sustainability enhancements, major maintenance and reinvestment
Lake Forest Park	No additions recommended
Stephen Harris Tennis Courts Park	Landscape renovation and sustainability enhancements, park amenity enhancements, major maintenance and reinvestment
Oak Knoll Park	Landscape renovation and sustainability enhancements, park amenity enhancements
Village Green @ Serrano	Landscape renovation and sustainability enhancements, park amenity enhancements

Table 12: Proposed New Parks

Site	Size (acres)	Recommendation	Planning-Level Cost*
Neighborhood Parks			
Saratoga Estates Lot F Park	1.10	Acquire and develop in accordance with Neighborhood Park design guidelines	\$487,000
Saratoga Estates Lot I Park	1.90	Acquire and develop in accordance with Neighborhood Park design guidelines	\$823,000
Village Parks			
Carson Creek (Heritage) Park	4.65	Acquire and develop in accordance with Village Park design guidelines	\$3,154,800

Table 12: Proposed New Parks (cont.)

Site	Size (acres)	Recommendation	Planning-Level Cost*
East Ridge @ Valley View Village Park	9.80	Acquire and develop in accordance with Village Park design guidelines	\$6,615,600
Saratoga Estates Lot M Park	5.30	Acquire and develop in accordance with Neighborhood Park design guidelines	\$3,591,600
Valley View South Village Park	13.60	Acquire and develop in accordance with master plan	\$4,599,600
Valley View North Village Park	13.00	Acquire and develop in accordance with master plan	\$4,398,000

Community Parks

- At the time of the 2007 Master Plan, the District's only developed community park was the EDH Community Park. Promontory Park added 18.72 acres to the District's Community Park inventory and provides a variety of facilities including playgrounds, a splash pad, picnic areas, bocce ball courts and fields.
- EDH now has 58.22 acres of Community Park land, resulting in a current LOS of 1.33 acres/1,000 residents.
- This acreage does not meet the 2.0 acres/1,000 residents Community Park LOS standard.
- Based on that standard, the District should add 29.5 acres of Community Park land to meet the LOS standard.
- The current Community Park acreage offers an LOS of .99 for the projected 2035 population. The District would need an additional 59.44 acres to meet the current LOS standard for the projected 2035 population².

C.3 Pursue management of Bass Lake as a regional park maintained through a regional public/private partnership.

- Explore development of an environmental education or nature center in coordination with local schools at Bass Lake Park and New York Creek, including development of nature programs.
- Support preparation and implementation of a natural resource management plan for this site to enhance the health of the Bass Lake ecosystem.
- If land ownership or management responsibility is transferred to the District, it would be optimal to be accompanied by a funding package.

Within the District's Nexus Study, David Taussig & Associates (DTA) includes an AB 1600 Nexus Test on page 10, Table 3, as depicted below:

TABLE 3
EL DORADO HILLS COMMUNITY SERVICES DISTRICT

Public Park and Recreational Facilities AB 1600 Nexus Test	
Identify Purpose of Fee	Park and Recreational Facilities.
Identify Use of Fee	The design, acquisition, installation, and construction of public park and recreational facilities.
Demonstrate how there is a reasonable relationship between the need for the public facility, the use of the fee, and the type of development project on which the fee is imposed	New development will generate additional residents who will increase the demand for active and passive park and recreational facilities within the District. Land will have to be purchased and improved to meet this increased demand, thus a reasonable relationship exists between the need for park and open space facilities and the impact of development. Fees collected from new development will be used exclusively for park, recreational, and open space facilities identified here in Section IV.

Identified on page 13, Table 7, of the District's Nexus Study, are Cost Assumptions for New Park Development and related administration.

TABLE 7
DEVELOPMENT IMPACT FEE SUMMARY

Fees Per Unit			
	Park Fees	Admin. (3%)	Total Fees
Single Family Residential	\$11,377	\$341	\$11,718
Multi-Family Residential	\$7,509	\$225	\$7,734
Age-Restricted	\$6,649	\$199	\$6,848

*Numbers may not sum due to rounding.

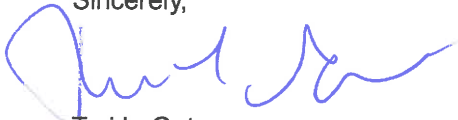
The District would like the requested funds wired to our account at Five Star Bank at your earliest convenience. Wire instructions are as follows:

Five Star Bank
6810 Five Star Boulevard
Rocklin, CA 95677

Bank Account # 3508498
Routing # 121143037

Should you have any questions in regards to this wire transfer please contact me at (916) 614-3217. Thank you for your assistance.

Sincerely,



Teri L. Gotro
Controller

General Ledger

Detailed Trial Balance

User: sherrys
 Printed: 01/29/2020 - 2:02PM
 Period: 01 to 06, 2020



El Dorado Hills
 Community Services District

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
018	Impact Fees					
REVENUE						
018-3						
018-3-31-3200-3100	Property Tax Revenue	1,850,000.00				
7/31/2019 GL	1 132 Park Impact Fees cash collected at El Dorado Count:			0.00	62,922.00	
8/31/2019 GL	2 149 Park Impact Fees cash collected and interest earned :			0.00	243,564.00	
9/30/2019 GL	3 119 Park Impact Fees cash collected and interest earned :			0.00	162,247.00	
10/31/2019 GL	4 131 Park Impact Fees cash collected and interest earned :			0.00	625,268.00	
11/30/2019 GL	5 115 Park Impact Fees cash collected and interest earned :			0.00	121,782.00	
12/31/2019 GL	6 105 Park Impact Fees cash collected and interest earned :			0.00	1,221,659.28	
	018-3-31-3200-3100 Totals: Var: -587,442.28	1,850,000.00	0.00	0.00	2,437,442.28	-2,437,442.28
	018-3 REVENUE Totals:	1,850,000.00	0.00	0.00	2,437,442.28	-2,437,442.28
	REVENUE Totals:	1,850,000.00	0.00	0.00	2,437,442.28	-2,437,442.28
	018 Totals:	1,850,000.00	0.00	0.00	2,437,442.28	-2,437,442.28
	Report Totals:	1,850,000.00	0.00	0.00	2,437,442.28	-2,437,442.28

..... + P
 2,437,442.28 x
 2.0%
 48,748.84*

① CSD Administration Fee
 (July - December 2019)

Bass Lake Community Park #962

DATE	CK/INV	EXPENDITURES	DESCRIPTION	
FY2020		Project Management		64.40
10/10/2019	70120483	Fuhrman Leamy Land Group	Schematic design	4,890.00
12/3/2019	70120766	Cal-Card: Fast Signs	Park signs	438.39
		Expenditures 7/1/19-12/31/19		
			②	<u>\$ 5,392.79</u>



FUHRMAN LEAMY
LAND GROUP
 DESIGN • SERVICE • SOLUTIONS

September 23, 2019

INVOICE #9143

Kevin Loewen
 El Dorado Hills Community Services district
 1021 B Harvard Way
 El Dorado Hills, CA 95762-4353

Subject: **BASS LAKE COMMUNITY PARK**
 Project #: **EHD:18060**

Invoice for Professional Services rendered and identified by phase of services below:
 Professional Services for the Period: 10/1/18 – 8/31/19.

PHASE OF SERVICES	PHASE FEE	PERCENT OF TOTAL FEE	% COMPLETE	FEE EARNED	PRIOR BILLING	CURRENT FEE
SCHEMATIC DESIGN	\$4,890.00	100%	100%	\$4,890.00	\$0.00	\$4,890.00
TOTAL SERVICES CONTRACT		\$4,890.00			SERVICE PHASE TOTAL	\$4,890.00
REIMBURSABLE EXPENSES	DATE	BILL UNITS	UNIT RATE	TOTAL		
REPRODUCTION		1.00		\$0.00		
					REIMBURSABLE EXPENSE TOTAL	\$0.00
TOTAL BALANCE DUE						\$4,890.00

962 - 5171

Janifera
 9/30/19



420 E Bidwell St
Folsom, CA 95630
(916) 608-4455

More than fast. More than signs. ®
fastsigns.com/457

**PAID
IN
FULL**

**INVOICE
457-29542**

Payment Terms: Cash Customer

Created Date: 10/24/2019

DESCRIPTION: Bass Lake Construction

Bill To: El Dorado Hills Community Service District
1021 Harvard Way
El Dorado Hills, CA 95762
US

Pickup At: FASTSIGNS
420 E Bidwell St
Folsom, CA 95630
US

Ordered By: Ryan Kukkola
Email: rkukkola@edhcsd.org
Work Phone: (916) 643-4361

Salesperson: Shelley Saddler

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Set Up/Proof/Production File	1	\$35.00	\$35.00	\$35.00
1.1	Design Set-Up Fee - Part Qty: 1				
2	Bass Lake Sign	10	\$37.186	\$371.86	\$371.86
2.1	Aluminum .063 - white on brown Part Qty: 1 Width: 12.00" Height: 18.00" Sides: 1 Text: see client file in folder please make logo in white				

Subtotal:	\$406.86
Taxable Amount:	\$406.86
Taxes:	\$31.53
Grand Total:	\$438.39
Amount Paid:	\$438.39
BALANCE DUE:	\$0.00

TRANSACTIONS		
Date	Type	Amount
10/24/2019	Visa (Online) - 5062	\$438.39

962-7-70-9000-5290

Kalihea Restrooms #951

DATE	CK/INV	EXPENDITURES	DESCRIPTION	
9/13/2019	5026	El Dorado County	Permit	279.45
11/7/2019	70120618	El Dorado Irrigation District	Sewer installation costs	9,325.37
12/19/2019	70120780	Wesley Beebe	Restroom plans	1,800.00
		Expenditures 7/1/19-12/31/19	(3)	<u>11,404.82</u>



Cash Register Receipt

County of El Dorado

Receipt Number
R14608

DESCRIPTION	ACCOUNT	QTY	PAID
PermitTRAK			\$279.45
-0312616 Address: 4980 GILLETT DR APN: 12405101			\$279.45
BUILDING SERVICES			\$279.45
BLD FEE-APPLICATION	3710100 0220	0	\$167.45
PLNG MISC NON RES	3710100 1400	0	\$112.00
TOTAL FEES PAID BY RECEIPT: R14608			\$279.45

Date Paid: Friday, September 13, 2019

Paid By: EL DORADO HILLS COMM SERV DIST

Cashier: TRE

Pay Method: CHK-PLACERVILLE 5026

Pursuant to Government Code section 66020, you are hereby notified that the 90-day protest period has begun. If you fail to file a timely protest within that period regarding any of the fees, dedication requirements, reservation requirements, or other exactions imposed on your project, complying with all the requirements of Government Code section 66020, you will have failed to exhaust your administrative remedies and will be legally barred from later challenging such exactions in court.





El Dorado Irrigation District

REQUEST FOR SEWER SERVICES

October 23, 2019

DS1019-210

Agent's Name, Address & Phone Number
El Dorado Hills Community Services District
Attn: Ryan Kukkola
1021 Harvard Way
El Dorado Hills, CA 95762
E-mail address: rkukkola@edhcsd.org
Phone No: 916-643-4361
Contact Person: Ryan K or Tauni Fessler

Property Owner's Name, Address & Phone No.
Same as agent

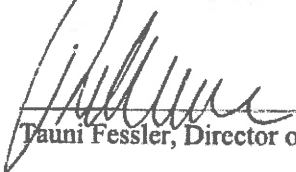
E-mail address: _____
Phone No.: _____
E-mail address: _____

Assessor's Parcel No(s). 124-051-001 aka 4980 Gillett Drive, El Dorado Hills CA 95762
Deposit Amount Requested: \$9,325.37

Purpose of Request: After beginning excavation it was discovered that the sewer lines are deeper than anticipated. Sub-contracting is required. We will also need to oversee the installation and will ask for a \$1,000 deposit for inspections. We received an initial deposit of \$29,174.63 for installation of the sewer stub and the sub-contractor is quoting \$37,500; therefore, \$9,325.37 is needed to satisfy the new quote.

Should costs exceed the deposit, additional funds may be requested in order to continue review of the proposed project. Any costs that exceed the deposit will be billed to the applicant and project review will proceed once payment in full has been received. Any remaining credit upon completion of the review shall be refunded to the applicant.

ACCEPTED AND AGREED:

 11/4/2019
Tauni Fessler, Director of Parks and Planning

951-9-90-9000-5142

*******OFFICE USE ONLY*******

Deposit Paid: _____
Check No.: _____
Payee: _____
Date Received: _____
By: _____
Development Services Project No/Work Order No: _____

WESLEY BEEBE ARCHITECTURE
P.O. BOX 1743
KING CITY, CA 93930

Invoice

Date	Invoice #
11/20/2019	19169

Bill To
EL DORADO HILLS COMMUNITY SERVICE DISTRICT 1021 HARVARD WAY EL DORADO, CA 95762

Project No.	Terms
15-55	

Description	Amount
4980 GILLETTE DRIVE PLANS FOR RESTROOM 5900-5171 <i>Wesley Beebe</i> 12/11/19 951-9-90-9000-5171	1,800.00

		Total	\$1,800.00
Phone #	Fax #	Payments/Credits	\$0.00
831-385-0810	831-385-0688	Balance Due	\$1,800.00

Valley View Village Park #958

DATE	CK/INV	EXPENDITURES	DESCRIPTION	
FY2020		Project Management		10.86
12/19/2019	70120835	Stantec Consulting Services Inc.	Survey, landscape design, environmental fieldwork	45,779.79
		Expenditures 7/1/19-12/31/19		
				(4)
				<u>\$ 45,790.65</u>

Invoice Number 1591093
Invoice Date November 25, 2019
Purchase Order 2042535301
Customer Number 25986
Project Number 2042535301

Bill To

El Dorado Hills Community Services District
 Tauni Fessler
 1021 Harvard Way
 El Dorado Hills CA 95762
 United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Valley View VP *958-5171*
12/11/19
11/12/19

Project	Valley View Park CD			
	Project Manager	Marcillac, Paul A	Contract Upset	274,750.00
	Current Invoice Total (USD)	45,779.79	Contract Billed to Date	45,779.79
			For Period Ending	November 17, 2019

Top Task	200	Survey	Total Invoiced	Previously Invoiced	Current Invoice
Low Task	200	Survey			
Progress Charge	9,550.00 x	100.00 % Complete	9,550.00	0.00	9,550.00
Low Task Subtotal	Survey				9,550.00 ✓
Top Task Subtotal	Survey				9,550.00

Top Task	202	Environmental	Total Invoiced	Previously Invoiced	Current Invoice
Low Task	202.001	Environ Field Work			
Progress Charge	7,641.00 x	99.72 % Complete	7,619.50	0.00	7,619.50
Low Task Subtotal	Environ Field Work				7,619.50 ✓

Low Task	202.002	Environ 404	Total Invoiced	Previously Invoiced	Current Invoice
Progress Charge	1,581.00 x	13.47 % Complete	213.00	0.00	213.00
Low Task Subtotal	Environ 404				213.00 ✓

Low Task	202.003	Environ 401	Total Invoiced	Previously Invoiced	Current Invoice
Progress Charge	1,597.00 x	9.20 % Complete	147.00	0.00	147.00
Low Task Subtotal	Environ 401				147.00 ✓

Low Task	202.004	CDFW	Total Invoiced	Previously Invoiced	Current Invoice



INVOICE

Invoice Number 1591093
Invoice Date November 25, 2019
Purchase Order 2042535301
Customer Number 25986
Project Number 2042535301

Progress Charge 1,697.00 x 69.03 % Complete 1,171.50 0.00 1,171.50
 Low Task Subtotal **CDFW** 1,171.50

Low Task 202.005 **Stantec**

			Total Invoiced	Previously Invoiced	Current Invoice
Progress Charge	1,984.00 x	100.00 % Complete	1,984.00	0.00	1,984.00

Low Task Subtotal **Stantec** 1,984.00

Top Task Subtotal **Environmental** 11,135.00

Top Task 203 **35% Design**
Low Task 203.001 **Landscape**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Channell, John	59.50	137.00	8,151.50
LaVoie, Dalton M	5.50	166.00	913.00
Manitta, Christine Elizabeth	23.50	166.00	3,901.00
Marcillac, Paul A	13.00	216.00	2,808.00
Subtotal Professional Services	101.50		15,773.50

Low Task Subtotal **Landscape** 15,773.50 ✓

Low Task 203.002 **Civil**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Channell, John	1.00	137.00	137.00
Johnson, Jillian R (Jill)	11.50	137.00	1,575.50
Marcillac, Paul A	34.50	216.00	7,452.95
Subtotal Professional Services	47.00		9,165.45

Low Task Subtotal **Civil** 9,165.45

Top Task Subtotal **35% Design** 24,938.95 ✓

Top Task 990 **Expenses**

Low Task

Disbursements

Direct - Printing	2.89
Direct - Vehicle (mileage)	152.95
	155.84

Invoice Number	1591093
Invoice Date	November 25, 2019
Purchase Order	2042535301
Customer Number	25986
Project Number	2042535301

Subtotal Disbursements	<u>155.84</u>	✓
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Low Task Subtotal	Expenses	<u>155.84</u>
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Top Task Subtotal	Expenses	<u>155.84</u>
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Total Fees & Disbursements	<u>45,779.79</u>
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INVOICE TOTAL (USD)	<u>45,779.79</u>	✓
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Due upon receipt or in accordance with terms of the contract

Lawrence
12/11/19
958-5721
7/4 12-11-19

Heritage Village Park #959

DATE	CK/INV	EXPENDITURES	DESCRIPTION	
FY2019		Project Management		44.51
FY2020		Project Management		2,038.85
9/26/2019	70120447	Cal-Card: Berco Redwood Inc.	Supplies for temporary sign	39.15
		Expenditures 6/1/19-12/31/19		
				<u>\$ 2,122.51</u>

5



1091 White Rock Rd
El Dorado Hills, CA 95762
www.bercoredwood.com
PHONE: (916) 933-3333

**See Reverse for
Terms & Conditions**
Questions on Your Delivery?
916-417-4885

CUST NO: *4	JOB NO: 000	PURCHASE ORDER:	REFERENCE:	TERMS: CASH/CHECK/BANKCARD	CLERK: GC	DATE / TIME: 8/28/19 8:10
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DUE DATE: 8/29/19 TERMINAL: 575

SOLD TO:
**** CASH ****

SHIP TO:
EL DORADO HILLS CSD

SALESPERSON: 18 GUSTAVO
TAX: 002 7.25% SALESTAX

916-825-4801

LUMBER TAX 0.32
7.25% SalesTax 2.62

INVOICE: A27808/4

LINE	QTY	UM	ITEM	DESCRIPTION	UNITS	PRICE/	PER	EXTENSION
1	1	EA	2416DF	2x4x16 DF Std/B S4S GRN	16	0.45	/LF	7.20
2	1	EA	248DF	2x4x8 DF Std/B S4S GRN	8	0.45	/LF	3.60
3	1	EA	4416DF	4X4X16' DOUG FIR #2&BTR S4S GREN	16	1.32	/LF	21.12
4	0.75	LB	QB300	LBS QB 9x3 RED/BRN SCREW 87	.75	5.72	/LB	4.29
5				87 SCREWS PER/LB				
				<i>supplies for temp. Sign @ Heritage</i>				
				<i>959-9-90-9000-3890</i>				

TAXABLE	36.21	SUBTOTAL	36.21
NON-TAXABLE	0.00		

**** PAID IN FULL **** 39.15

SUBTOTAL 36.21

TAX AMOUNT 2.94

39.15 **TOTAL 39.15**



BANKCARD PAYMENT
BKCRD# XXXXXXXXXXXX9947

TOT WT: 52.00
MID: ***0803

APP: 074488 XR: 027808

X *[Signature]*
Received By

IN-STORE ACCOUNTS TERMS: All accounts are due and payable on the 10th of the month following the month of purchase unless otherwise specified in writing. All sales are subject to approval by seller's credit manager prior to shipment. All claims or rejection of goods must be in writing and delivered to seller within 5 days from the date of invoice and shall describe all defects in the goods on which buyer intends to rely in making such claim or notice of rejection. A service charge of 18% per annum will be charged on all past due sums from "NET DUE DATE" of invoice. No merchandise may be returned for credit without prior written approval of seller. Merchandise approved for return is subject to return policy described in the back of this document. In the event the services of an attorney are required for collection of monies due or for the enforcement of buyer's obligations hereunder, buyer agrees to pay a reasonable attorney fee and all costs and expenses.

VEHICLE LOADING: When materials are picked up, we will not be held responsible for improper loading of vehicle. This includes, but is not limited to securing, over extending, weight limitations, proper weight distribution, and warning devices. SEE REVERSE FOR SALE CONDITIONS AND HEALTH WARNINGS.