

August 1, 2013

J. HERSEY ARCHITECTURE
615 E. Park Avenue, Suite 200
Libertyville, IL 60048 0554

RE: THE DANA POINT CONDOMINIUM
ASSOCIATION

Dear J. HERSEY ARCHITECTURE:

Thank you for submitting your proposal for garage structural review. The Board of Directors has approved your bid based on the proposal submitted and the specifications provided. Enclosed is a copy of the fully executed contract. It is the vendor's responsibility to:

1. Obtain any necessary permits from the appropriate governmental agencies.
2. Forward a Certificate of Insurance to the Property Manager. The certificate must include the Association as the Certificate Holder. Lieberman Management Services, Inc. and all managed Associations and Cooperatives under contract must be listed as the additional insured. Worker's Compensation Insurance of at least \$500,000.00 and General Liability of at least \$1,000,000.00/\$2,000,000.00 is required.
3. Payment cannot be made until we receive a W-9 form.
4. If the invoice amount exceeds \$5,000.00, a Waiver of Lien is required.

Work cannot commence until the Certificate of Insurance and any necessary permits are received.

In order to receive payment, you must be enrolled in the LMS Preferred Vendor Program. If you have not already been approved as a Preferred Vendor, please enroll at www.LiebermanManagement.com. Just locate the "I am a Vendor" tab to open tab "Vendor Program" and select "Complete Application". You will be able to complete the application on-line and will be required to remit a nominal processing fee of \$100. Once approved, your company name can be added to our LMS Vendor Database, which is used by Property Managers to select vendors.

We look forward to working with you.

Sincerely,

LIEBERMAN MANAGEMENT SERVICES INC. as
Agent

Lisette Ray