To: Subcontractors

Transmittal

Date: January 1, 2019

Regarding: The Caronna Residence

Few important things;

First, starting immediately; please mail all invoices/waivers & releases to our business address or send it to our dedicated invoices email address: [sponginvoices@hpeprint.com](mailto:sponginvoices@hpeprint.com) Any invoices/waivers sent to Rob ([spongoffice@gmail.com](mailto:spongoffice@gmail.com)) or Zach ([me@zachspong.com](mailto:me@zachspong.com)) will be disregarded. Estimates, Quotes, and general communication may still be emailed to Rob or Zach.



Secondly, starting immediately we will only be doing one billing to a homeowner a month. Any invoices received before the 15th will go out that month, any received after that will be sent the following monthly bill. All monthly bills will go out either the third or fourth week each month.

Also, as a reminder to all, our Business Administrator works two jobs, and only does paperwork for Spong Construction once a week, she can only do so much that one day. Please also remember any invoices mailed/emailed to the address above without a correct waiver and release (progressive or finial) we cannot bill that invoice to any home owner, therefore we cannot pay you. Please do not make us ask for waivers anymore, please just automatically send them.

*Insurance Requirements:*

1. Certificate of Liability naming Spong Construction and Mr. and Mrs. Tony Caronna, and Country Club Estates as additional insured for work to be completed at:

The Caronna Residence

60 Sierra Madre Way

Rancho Mirage, CA 92270

1,000,000 each occurrence, general aggregate 2,000,000, personal and adv. Injury, products-com/op 1,000,000, damage to rented premises (ea. Occurrence) 50,000.00

1. Worker’s Compensation insurance including employer’s liability which complies with the applicable worker’s compensation laws governing each contractor and subcontractor, as applicable, and employer’s liability with a limit of One Million Dollars ($1,000,000) each accident and disease.
2. Automobile Liability insurance, including all owned, non-owned and hired vehicles used in conjunction with the performance of the Work, for bodily injury or property damage with a combined single limit of One Million Dollars (1,000,000) each occurrence.

Kindly mail these certificates to our office or email to spongoffice@gmail.com and **mail the originals to our address below.**

***Preliminary Information:***

Project: The Caronna Residence

Location: 60 Sierra Madre Way

Rancho Mirage, CA 92270

Owner: Mr. and Mrs. Tony Caronna

60 Sierra Madre Way

Rancho Mirage, CA 92270

Lender: None