

110 NW 1<sup>st</sup> Avenue  
High Springs, Florida 32643



Telephone: (386) 454-1416  
Facsimile: (386) 454-2126  
Web: [highsprings.us](http://highsprings.us)

**HIGH SPRINGS  
COMMUNITY REDEVELOPMENT AGENCY  
AGENDA  
City Hall  
110 NW 1<sup>st</sup> Avenue**

**DECEMBER 4, 2014**

**6:00 PM**

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**CALL TO ORDER:** SUE WELLER, CRA CHAIR

**INVOCATION:**

**PLEDGE OF ALLEGIANCE:** SUE WELLER, CRA CHAIR

**ROLL CALL:** JENNY L. PARHAM, CITY CLERK

**CONSIDER NOMINATIONS AND ELECTION OF 2014/2015 CHAIR**

**CONSIDER NOMINATIONS AND ELECTION OF 2014/2015 VICE-CHAIR**

**BUSINESS ITEM**

- 1. REVIEW AND APPROVE CONTRACT WITH AMANDA RODRIGUEZ TO SERVE AS THE CRA EXECUTIVE DIRECTOR.**
- 2. CONSIDER CRA FAÇADE IMPROVEMENT GRANT FOR SUSIE BLANKENSHIP/HAIR & NAIL DEPOT AT 310 N. MAIN STREET.**

**ADJOURN.**

**PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.**

**IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN COMMUNITY REDEVELOPMENT AGENCY MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY MANAGER (CRA EXECUTIVE DIRECTOR), 110 N.W. 1ST AVENUE, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386) 454-1416.**

## **EMPLOYMENT AGREEMENT**

### **Executive Director City of High Springs Community Redevelopment Agency**

**THIS AGREEMENT**, dated this \_\_\_\_\_ day of ~~December~~ ~~November~~, 2014, is made by and between the **CITY OF HIGH SPRINGS, FLORIDA**, a municipal corporation ("City"), the **HIGH SPRINGS COMMUNITY REDEVELOPMENT AGENCY** ("CRA"), and **AMANDA RODRIGUEZ** ("Executive Director") as follows:

**WHEREAS**, the CRA desires to employ an Executive Director; and

**WHEREAS**, the Executive Director has demonstrated the level of professional competency desired by the CRA Board; and

**WHEREAS**, the City expects the Executive Director to perform all of the responsibilities and obligations required of the Executive Director of the City of High Springs CRA pursuant to the City Charter, Code of Ordinances, CRA Plan, and applicable State and Federal regulations; and

**WHEREAS**, the City desires to execute a contract of employment for the Executive Director as the CRA's Executive Director upon the terms and conditions set forth herein; and

**WHEREAS**, Executive Director desires to work for the City as the CRA's Executive Director upon the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

#### **Section 1: Term**

1. The term of this Agreement shall be for an initial period of one (1) year from December 1, 2014 through November 30, 2015.
2. The initial term of this Agreement will commence as described above, and unless terminated sooner pursuant to the provisions hereof, end one (1) year from the effective date. The parties shall have the right, subject to their mutual agreement, to extend the term for one successive year renewal terms. In the event the Agreement is not renewed, all compensation, benefits and requirements of the Agreement shall remain in effect until the expiration of the term of the Agreement unless Executive Director voluntarily resigns.

#### **Section 2: Duties and Authority**

1. The City agrees to employ **Amanda Rodriguez** as Executive Director to perform the functions and duties specified in the duties and responsibilities enumerated herein and to perform other legally permissible and proper duties and functions. The Executive

*Employment Contract*  
*Executive Director*  
*High Springs CRA*

Director agrees to perform all such functions and duties faithfully, competently, professionally and promptly to the best of the Executive Director's ability.

2. General Description: The Executive Director is responsible for managing the CRA, including overseeing CRA projects and budget as well as providing management, planning, and economic development services to the CRA. The Executive Director is responsible for initiating, planning, and coordinating the implementation of redevelopment plans. The Executive Director's goal is to market the CRA district, communicate with and foster business participation, develop excitement about the changes, and promote events and activities that will attract citizens and visitors to the CRA district.
  
3. Specifically, the Executive Director shall:
  - a. Work with the CRA, Chamber of Commerce, City government and all appropriate City departments to formulate, recommend and carry out policies relative to programs in the CRA district;
  - b. Work with other appropriate government agencies, bankers, real estate and commercial brokers acting as a liaison to facilitate productive interactions with the CRA;
  - c. Prepare reports and make appropriate monthly and annual status presentations to CRA, Chamber, and City as necessary;
  - d. Compile databases and relevant planning and economic information regarding housing, retail, industrial, and office development activity;
  - e. Direct the implementation of the Economic Development Programs outlined in the CRA Plan;
  - f. Meet, confer and provide detailed information to new businesses contemplating a relocation or expansion into the CRA district;
  - g. Assist private developers and business owners with site planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development;
  - h. Represent the CRA with outside agencies or private developers and other interested parties;
  - i. Provide support to the City in order to fulfill the CRA's Economic Development Programs within the CRA Plan, including developing strategies, identifying the community competitive advantages, targeting industries, identifying prospects, and using marketing tools;
  - j. Assist in the marketing and negotiations for development of CRA-owned properties;
  - k. Serve as a resource for the public, including the development community, business, property owners, community organizations and make public presentations to help educate local residents, the business community, and the City staff about the benefits of a planned economic development efforts;

- l. Respond to inquiries regarding economic data, trends and resources such as industrial and commercial development opportunities;
- m. Review and process applications for the various CRA Economic Incentive/Grant Programs;
- n. Write, justify, and budget for annual requests for CRA funding for economic development to support High Springs economic development marketing plans and overall economic development efforts;
- o. Review finance data submitted in relating to development proposals utilizing CRA properties; and
- p. Perform other related duties as assigned.

### **Section 3: Director Report**

The Executive Director shall report directly to the CRA Board, and all authority for action binding the CRA or the City must come from the CRA Board.

### **Section 4: Evaluation**

The CRA, acting through its Board, shall review and evaluate the performance of the Executive Director annually, but may evaluate performance at any time. The CRA Board shall define the goals and performance objective necessary for the proper operation of the Executive Director position. The review is subject to a process, form, criteria, and format for the format which shall be mutually agreed upon by the CRA Board and the Executive Director. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation; (2) meet and discuss the evaluation; and (3) present a written summary of the evaluation results. The final evaluation should be completed and delivered to the Executive Director within 30 days of the evaluation meeting.

### **Section 5: Compensation**

1. City agrees to pay Executive Director an annual base salary of Twenty-Five Thousand (\$25,000.00) Dollars, payable in installments at the same time the other regular employees of the City are paid. If the Executive Director resigns or is terminated prior to one year, she will be paid pro rata for the time she remained employed.
2. The Executive Director is an exempt, salaried employee.
3. The CRA Board may increase the Executive Director's salary, by motion, in its sole discretion within the confines of the budget.
4. The CRA shall provide errors and omissions coverage applicable to omissions of the Executive Director arising out of her employment. The City shall also defend, save

harmless and indemnify the Executive Director against any claim, suit, action, demand and/or liability arising out of any act, alleged act, alleged failure to act, omission or any other incident, involving or arising out of the scope of her employment and/or the performance of her duties as Executive Director.

5. The CRA shall pay the Executive Director for her travel mileage based on established standard travel reimbursement rates in Florida Statute §112.061 (and as it may be amended from time to time) for travel outside of the City of High Springs in furtherance of CRA business. The Executive Director where possible shall inform the Board of travel plans and expenses prior to incurring the same. The Executive Director is responsible for paying for the expense associated with any automobile liability insurance, property damage, etc.

#### **Section 6: Health, Disability and Life Insurance Benefits**

The Executive Director waives any and all benefits related to health insurance, disability insurance, and life insurance which are provided to all other employees of the City. The Executive Director is not entitled to benefits as a part-time employee.

#### **Section 7: PTO**

The Executive Director as a part-time employee is not entitled to paid time off.

#### **Section 8: Retirement**

The Executive Director is entitled to all retirement benefits which are provided to all other employees of the City; election to participate in the Florida State Retirement Investment Plan.

#### **Section 9: Social Security; Deductions and Taxes**

The CRA shall pay the employer share of Social Security (FICA and MICA) benefits. Deductions shall be made from the Executive Director's compensation for withholding tax and other taxes as may from time to time be required by federal, state, and or local governmental authorities. Except as set forth above, the Executive Director shall be responsible for any and all personal income, estate, gift and or other taxes of any kind whatsoever due and payable with respect to any compensation received by the Executive Director from the CRA.

#### **Section 10: General Business Expenses**

The City shall provide the Executive Director with an office, computer, software, fax/modem, and any other such device as required by the Executive Director to perform her job and maintain communications for job purposes. The CRA shall offer the Executive Director a personal smart

phone or similar device and subscription plan for the same for CRA Business. This phone shall be used for CRA business and the Executive Director shall continue to provide her own phone for personal use.

### **Section 11: Dues and Subscriptions**

The CRA agrees to budget and pay for professional dues and subscriptions of the Executive Director necessary for continuation and participation in national, regional, state, and local associations necessary and desirable for the Executive Director's continued professional participation, growth, and advancement, and for the good of the CRA. The CRA has budgeted \$500 for the fiscal year 2014-2015 for such dues and subscriptions.

### **Section 12: Professional Development**

The CRA agrees to pay the reasonable and customary travel and subsistence expenses for the Executive Director's travel and attendance at conferences, committee meetings and other reasonably necessary seminars, conferences and committee meetings customary to the position of Executive Director, as shall be approved in the CRA budget. The CRA has budgeted \$2,500 for the fiscal year 2014-2015 for such training and travel.

### **Section 13: Termination of Employment**

1. It is understood and agreed that the CRA Board will be the sole judge as to the effectiveness and efficiency with which the Executive Director performs her employment. The Executive Director serves at the pleasure of the CRA Board.
2. The Executive Director may be removed from her position *without cause* at any time by a majority of the CRA Board at any regular meeting of the CRA.
3. Nothing in this Agreement shall prevent, limit or otherwise interfere with the absolute right of the CRA Board to terminate the services of the Executive Director at any time, with or without cause.
4. A vote of "no confidence" by the CRA Board may be considered by the Executive Director as a termination under this Agreement.
5. The Executive Director is subject to the same discipline process as all other employees of the City.

### **Section 14: Resignation**

In the event that the Executive Director voluntarily resigns her position with the City, the Executive Director shall provide a minimum of 30 days notice unless the parties agree otherwise.

### **Section 15: Expectation of Work Hours**

Executive Director acknowledges and understands that she is expected to work part-time ([average of 20 hours per week](#)), but has flexibility to work whatever hours are necessary to complete the duties and responsibilities assigned to her as the Executive Director of the CRA. It is recognized that the Executive Director must devote a great deal of time outside the normal office hours on business for the CRA, and to that end the Executive Director shall be allowed to establish an appropriate work schedule. However, the Executive Director is expected to attend all regular and special CRA meetings, workshops, and all other CRA related meetings which require her attendance.

### **Section 16: Public Records**

The Executive Director acknowledges and understands that as an employee of the City of High Springs, she is responsible for abiding by all Florida statutes including provisions relating to public records, Government in the Sunshine, and ethics laws.

### **Section 17: Work Product**

1. The Executive Director agrees that the CRA shall have the perpetual and nonexclusive right to use Executive Director's ideas, concepts, methods and techniques relating to the development and/or operation of the CRA. The Executive Director shall not be entitled to any additional compensation for the same. Any development by the Executive Director of patentable or copyrightable material shall be considered "work for hire" under the United States patent and copyright laws, and the patent or copyright in and to such material shall belong to the CRA. To the extent the development may not be deemed a "work for hire," the Executive Director shall execute all documents required by CRA to effect such assignment. [This provision does not apply to work performed by the Executive Director in pursuit of her advanced degree, unless the work is also used for CRA business.](#)
2. All documents including any computer digital records relating thereto, prepared by the Executive Director pursuant to this Agreement, shall be the sole and exclusive property of the CRA. Upon request of the CRA and/or upon the termination or completion of this Agreement, the Executive Director shall promptly deliver to the CRA all or any portion of the above referenced documents including the digital information relating thereto.

### **Section 18: Other Terms and Conditions of Employment**

The City, only upon Agreement with Executive Director, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of

*Employment Contract  
Executive Director  
High Springs CRA*

the Executive Director, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of High Springs Charter or any other law.

**Section 19: Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) CITY: CRA Chair City of High Springs, 110 NW 1st Avenue, High Springs, FL 32643

(2) Executive Director:

Amanda Rodriguez  
4611 NW 30th Terrace  
Gainesville, FL 32605

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section 20: General Provisions**

1. Integration. This Agreement sets forth and establishes the entire understanding between the City, CRA, and the Executive Director relating to the employment of the Executive Director by the City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written Agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

2. Binding Effect. This Agreement shall be binding on the City, CRA and the Executive Director as well as their heirs, assigns, executors, personal representatives and successors in interest.

3. Effective Date. This Agreement shall become effective on December 1, 2014.

4. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if

*Employment Contract  
Executive Director  
High Springs CRA*

they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

5. This Agreement shall be construed and administered with the laws of the State of Florida.

**Section 21: Waiver**

No express or implied consent or waiver by a party to or of any breach or dealt by the other party in the performance by such other party of its obligations under this Agreement will be deemed or construed to be a consent or waiver to or of any other breach or dealt in the performance by such other party of the same or any other obligations of such other party hereunder. Failure by a party to complain of any act of failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues will not constitute a waiver by such party of its rights hereunder. The giving of consent by a party in any one instance will not limit or waive the necessity to obtain such party's consent in any future instance.

**Section 22: Representations and Warranties**

The Executive Director represents and warrants to the CRA and City that the Executive Director is fully qualified and possesses the requisite skills and experience to perform his duties as set forth herein.

DATED this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Amanda Rodriguez

Approved by me as Mayor of the City of High Springs,  
Florida this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2014.

\_\_\_\_\_  
Byran Williams, Mayor



110 NW 1st Avenue  
High Springs, Florida 32643



Telephone: (386) 454-1416  
Facsimile: (386) 454-2126  
Web: highsprings.us

**CRA FAÇADE IMPROVEMENT GRANT PROGRAM**  
**GRANT APPLICATION**  
**Business Application**  
**(Revised September 6, 2013)**



**I. Applicant / Business Information**

Please type or print

**Applicants' Name:** Susie Blankenship

**Mailing Address:** P.O. Box 2054

**City / State / Zip Code:** High Springs FL 32655

**Phone / Fax / Email:** 386-454-7416, - hairandnaildepot@gmail.com

**Property Address:** 310 n. main street

**City / State / Zip Code:** High Springs FL 32643

**Business Name:\*** The Hair and nail Depot

**Business Owner:** Susie + marvin Blankenship

**City / State / Zip Code:** High Springs FL 32643

**Phone / Fax / Email:** 352-538-4438 hairandnaildepot@gmail.com

**Property Owner:** Susie + marvin Blankenship .com

**Mailing Address:** P.O. Box 2054

**City / State / Zip Code:** High Springs FL

**Phone / Fax / Email:** 352-538-4438 hairandnaildepot@gmail.com

\*If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.

\*If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer.

who owns any portion of the corporate stock. Publicly held companies are exempt.

## II. Description of Façade Improvement

Please provide a brief description of the planned façade improvement: [attach sheets as necessary]

adding new awnings for shade + beaut for exterior also  
replacing broken window + front doors - improving the facade (13)  
Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.

Attach at least two (2) photos of the building façade in its current condition.

Estimated time of completion of entire project: 4 weeks

## III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements.

Architectural Façade Renovation: <u>replace facade / rotten boards</u>	\$ <u>920.52</u>	
Replacement or Installation of Windows and/or Doors: <u>Window - 645.07</u> <u>doors - 2,502.10</u>	\$ <u>3,147.17</u>	} 3167.117
Replacement or Installation of Permanent Awnings: <u>4350.24</u>	\$ <u>4350.24</u>	
Structural Alterations or Accessibility Improvements: <u>Caulk + Paint front siding</u>	\$ <u>500.00</u>	
Landscaping and Irrigation: <u>gen seal + stripe front parking lot</u>	\$ <u>2200.00</u>	
Other: <u>sign</u>	\$ <u>595.00</u>	
Total Project Cost: <u>replace fence (decorative + side)</u>	\$ <u>500.00</u>	
Grant Funds Requested: (See page 3 for grant limits)	\$ <u>12,232.87</u>	

Please attach an itemized listing of costs or estimates from a minimum of two (2) licensed contractors.

## IV. Applicant's Acknowledgements

Please read and initial all of the following:

83 The undersigned applicant agrees to enter into a Façade Improvement Agreement with the Community Redevelopment Agency ("CRA") should it receive a grant from this Program.

83 The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the CRA.

82 The undersigned applicant acknowledges that the grant application must receive approval by the CRA before any construction can commence. No grant will be awarded on an application if work has been started or completed.

83 The undersigned applicant acknowledges that if the grant application is for buildings/properties within the Historic District, the undersigned applicant must receive all applicable Certificates of Appropriateness from the Historic Preservation Board before any construction can commence.

83 The undersigned applicant acknowledges he/she shall be required to obtain proper permitting through the Planning, Development and Codes Department before any application will receive an "approved" grant award. This includes any changes required to obtain a building permit. Variances and/or zoning change requests must be handled prior to award approval.

83 The undersigned applicant acknowledges that "cash receipts" submitted for reimbursement will not be accepted due to auditing requirements - NO EXCEPTIONS. The undersigned applicant shall pay for materials and services by check, money order or by credit card. Verification of payment shall be submitted with reimbursement request.

83 Only properties located within the Community Redevelopment Area are eligible for this grant.

82 All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

83 The project must be completed in a timely fashion in strict accordance with the timeframe specified by the CRA within the Façade Improvement Agreement. In the event an extension is needed beyond the timeframe set in the Façade Improvement Agreement, the Grant Recipient must petition the CRA for approval documenting the reason for the delay.

82 The CRA shall disburse funds to the grant recipient only upon demonstration that the work has been completed, but the entire project is not required to be completed prior to the distribution of funds. The CRA may distribute funds throughout the project.

83 The CRA shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

82 The undersigned applicant agrees to allow the CRA to photograph the project for use in future publications should the undersigned receive a grant under this Program.

## V. Funding

Please read and initial all of the following indicating your acknowledgment and acceptance of the guidelines below:

83 Under this grant program the applicant may request up to \$35,000 for single story buildings or up to \$40,000 for two story buildings. Please check the appropriate box below.

- ✓ .. Single Story Building
- .. Two Story Building

8 Grant funds shall be used for up to 50% of total project costs, not to exceed \$35,000 for single story buildings and \$40,000 for two story buildings.

8 Applicants must match grant funds dollar-for-dollar for goods and/or services.

8 Work done by building owner or applicant will not be funded for labor.

8 Applications will be evaluated by the CRA at a public meeting and scope and amount of grant will be determined on a case by case basis.

8 The CRA may make disbursements of funds to the Grant Recipient based upon the percentage of project completion.

## VI. Checklist

Only completed applications will be accepted so please be sure you submit the following with this application:

- .. List of all business owners including name, address and telephone number.
- .. Drawings or renderings of the planned façade improvements, as well as any additional descriptive material. Additional drawings or renderings may be required at the request of the CRA depending on the scope and nature of the project.
- .. Two (2) current photographs of the façade in its current condition.
- .. Itemized list of costs or estimates from a minimum of two (2) licensed contractors.
- .. Completed W-9 Tax Form.

## VII. Applicant's Signature

Susie Blankenship  
Applicant's Name (Printed or Typed)

10/21/14  
Date

[Signature]  
Applicant's Signature

10/24/14  
Date

STATE OF FLORIDA  
COUNTY OF ALACHUA

Sworn to and subscribed before me by Susie Blankenship who is  
personally known to me  
or produced \_\_\_\_\_ as identification, this 21 day of  
October, 2014.

Notary's Signature [Signature]

SEAL:



THANKS

Jenny!

Sorry so sloppy

I have estimates  
& invoices  
also -

Again, THANKS!

Front Awning \$ 4350.24

(2d 1/2) Tent Doctor  
Balance due

already approved

Back Awning \$ 6,500.00

Scott Rosenbaum

Replace rotten siding on front of Bldg

\$ 920.52

(pd) Buddy Wells

new french doors

\$ 2502.10

(pd) Whitfield Glass

new large window (broken)

\$ 665.01

(pd) Glass

paint + caulk

\$ 500.00

(pd) Buddy Wells

replace fence (side)

\$ 500.00

(pd) Lowes

replace fence (front)

\$ 300.00

Gen seal + stripe parking lot

\$ 2,200.00

Petty Asphalt

tree removal

\$ 2475.00

(pd) Johnson

replace sign on top of shop

\$ 595.00

(The Tent Dr. estimate not ordered or pd yet)

# JOB PROPOSAL

**Buddy Wells**  
25384 NW 173<sup>rd</sup> Ave  
High Springs, FL 32643

**Hair and Nail Depot**  
Downtown High Springs, Fl

Product	Plywood Siding 4X8 sheet	6	42.92	257.52
Product	Rough Cut Cypress 2X6X8 Exterior window seals	5	12.60	63.00
Labor	Removal of old structure, Install new Plywood Siding; Instal rough cut cypress For window seals			600.00

Product Total: 320.52

Labor Total : 600.00

Total : \$920.52



1105 SW 4th St  
High Springs, FL 32643

# Invoice

<i>Date</i>	<i>Invoice #</i>
10/6/2014	6858

<i>Bill To</i>
Hair & Nail Depot

<i>Ship To</i>
Hair & Nail Depot

<i>S.O. No.</i>	<i>P.O. No.</i>	<i>Terms</i>	<i>Due Date</i>	<i>Rep</i>	<i>Ship Date</i>
		Due on receipt	10/6/2014	AF	10/6/2014

<i>Qty.</i>	<i>Item</i>	<i>Description</i>	<i>Rate</i>	<i>Amount</i>
1	K911TL15	KWIKSET 911 TUSTIN LEVER ELECTRONIC KEYLOCK X US15	161.00	161.00T
1	Labor	Labor to Adjust Back Door, Install New Weatherstripping, & replace Lock	35.00	35.00T
1	K98015	KWIKSET 980 DEADBOLT * US15 *	39.75	39.75T
1	K740H15	KWIKSET 740 HANCOCK KEYLOCK X 15	34.25	34.25T
1	Labor	Labor to Replace Door Hardware on Front Door	15.00	15.00T

Thank you for your business.	<b>Subtotal</b>	\$285.00
	<b>Sales Tax (6.0%)</b>	\$17.10
	<b>Total</b>	\$302.10
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$302.10

<i>Phone #</i>	<i>Fax #</i>
386-454-0295	386-454-0395



1105 SW 4th St  
High Springs, FL 32643

# Invoice

Date	Invoice #
9/30/2014	6824

<b>Bill To</b>
Hair & Nail Depot

<b>Ship To</b>
Hair & Nail Depot

<b>S.O. No.</b>	<b>P.O. No.</b>	<b>Terms</b>	<b>Due Date</b>	<b>Rep</b>	<b>Ship Date</b>
	3014	Due on receipt	9/30/2014	CW	9/30/2014

Qty.	Item	Description	Rate	Amount
1	GLASS1035	68 1/2" X 83 1/2" X 1/4 CLEAR TEMPERED	302.37	302.37T
	Labor	Labor to Replace Glass in existing wood frame - Includes NEW Trim Material	325.00	325.00
1	DR1933	6068 LHOS SFG W-2 FULL C/O DOORS 4-9/16 COMPOSITE JAMB DB ACT	475.00	475.00T
2	ODL686EX	ODL 686 22X64 EXPRESSION INSERT SATIN NICKLE CAMING HP FRAME	550.00	1,100.00T
1	Labor	Labor to replace front door - Includes Trim material	550.00	550.00

Thank you for your business.	<b>Subtotal</b>	\$2,752.37
	<b>Sales Tax (6.0%)</b>	\$112.64
	<b>Total</b>	\$2,865.01
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$2,865.01

<b>Phone #</b>	<b>Fax #</b>
386-454-0295	386-454-0395

# TENT Doctor INC

P.O. Box 485  
 High Springs, FL 32655  
 Ph: 386-454-7775 Fax: 386-454-2924  
[www.tentdoctor.com](http://www.tentdoctor.com)  
 email: tentdoctor@windstream.net

Date: 9-23-2014

*Blue*  
 CP 2747  
~~CP 2725 Brown~~

NAME: Susie Blankenship for The Hair & Nail Depot  
 ADDRESS: hairandnaildepot@gmail.com  
 CITY: High Springs  
 STATE: FL  
 PHONE: 352-538-4438

PROPOSAL	
TYPE	Door: Flat front arch walkway canopy      2-Window awnings: traditional w/valance (no panel)
WIDTH	Approx. 7'      within 14' each
PROJECTION	Approx. 9'      within 4'
DROP	Within 3'      within 2'
PRICE	Apx. 9' proj. \$1800.00 + tax      \$1152.00 each + tax (see below)
VALANCE	Standard 8" (choose style)
FABRIC	Coastline Plus
ACCENT COLOR	Close match
LETTERING	Text lettering for flat front arch "310 N. Main": \$25.00.
<b>SPECIAL INSTRUCTIONS</b> Door walkway canopy: For the 9' projection: 1800. + 108. = \$1908.00 ✓ Window awnings: \$1152.00 each x 2 = \$2304 + 138.24 = \$2442.24 ✓ Text Lettering for flat-front arch (pressure sensitive vinyl): Special price \$25.00: "310 N. Main" No logo. ✓ Remove old window lettering: \$75.00 ✓ Idea for Sign Panel (non-backlit) to mount on fascia board area over door area up to approx. 15' x 12", with lettering: \$595.00. ✓ Idea for white panel with blue lettering, close match to blue vinyl on awnings <b>Total for walkway, 2 windows, sign panel and remove lettering per this proposal: \$4799.00 + 287.94 = \$5086.94 (+ permits)</b> <b>50% DOWN (+permits) REQUIRED TO START, BALANCE DUE AT INSTALLATION.</b> <b>PERMIT(S) EXTRA IF REQUIRED.</b>	

Price quotes are valid for 30 days. As the material necessary to fill this order is custom made, it is understood and agreed that this order is not subject to cancellation except as noted below. It is further understood and agreed that if the Buyer breaches this contract prior to installation for any reason whatsoever, the Buyer will pay to the Tent Doctor, Inc., a sum of not less than fifty (50) percent of the total selling price herein agreed upon to be paid, as fixed, liquidated and ascertained, damages without proof of loss or damages.

I/We further agree that the Seller shall not be responsible for loss or delay, due to strikes, fires, accidents or other causes including failure of dependent third parties, beyond its control.

This instrument shall become binding on Tent Doctor, Inc. upon the acceptance thereof by Tent Doctor, Inc. or upon commencing performance of work; it being understood that this instrument upon such acceptance, contains all and the only agreements between Tent Doctor, Inc. and that no representatives of Tent Doctor, Inc. has made any representations, warranties or agreements oral or written, modifying or adding to, the terms and conditions herein set forth on the copy.

It is further understood and agreed by the parties thereto that if any payment as here and elsewhere set forth is not made in accordance with the terms hereof, the purchaser agrees to pay all cost of collection including reasonable attorney's fee.

Special conditions: Buyer agrees to pay the company installer with a check the total "balance due" at the time and date of installation. Any violation of this agreement with regard to payment, the Buyer agrees to pay daily interest at a rate of 18% annum on the balance due. The seller may exercise his right to lien if the balance due plus interest is not paid within 30 days thereafter. Buyer and seller agree that the attached worksheet(s), if any, are part of this contract.

DATE: \_\_\_/\_\_\_/\_\_\_ BUYER SIGNATURE: \_\_\_\_\_  
 PLEASE PRINT NAME: \_\_\_\_\_ Thank you for calling Tent Doctor, Inc.



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