



SAN FRANCISCO PLANNING DEPARTMENT

PRE-APPROVAL INSPECTION REPORT

Report Date: May 23, 2018
Inspection Date: May 22, 2017; 3:30pm
Filing Date: May 1, 2018
Case No.: 2018-006629MLS
Project Address: 2253 Webster Street
Block/Lot: 0612/001
Eligibility: Contributor to the Webster Street Historic District
Zoning: RH-2 – Residential-House, Two-Family
Height & Bulk: 40-X
Supervisor District: District 2 (Catherine Stefani)
Project Sponsor: Virginia Hong Revocable Living Trust
Address: 2253 Webster Street
San Francisco, CA 94115
415-819-3746
Virg_888@yahoo.com
Staff Contact: Shannon Ferguson – (415) 575-9074
shannon.ferguson@sfgov.org
Reviewed By: Tim Frye – (415) 575-6822
tim.frye@sfgov.org

PRE-INSPECTION

- Application fee paid
 - Record of calls or e-mails to applicant to schedule pre-contract inspection
- 5/17/17: Email applicant to schedule site visit.
- 5/19/2017: Email applicant to follow up on scheduling site visit.
- 5/23/17: Confirm site visit for 5/24/17 at 11:00am.

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

INSPECTION OVERVIEW

Date and time of inspection: Tuesday, May 22, 2018, 3:30pm

Parties present: Shannon Ferguson, Virginia Hong

- Provide applicant with business cards
- Inform applicant of contract cancellation policy
- Inform applicant of monitoring process

Inspect property. If multi-family or commercial building, inspection included a:

- Thorough sample of units/spaces
- Representative
- Limited
- Review any recently completed and in progress work to confirm compliance with Contract.
- Review areas of proposed work to ensure compliance with Contract.
- Review proposed maintenance work to ensure compliance with Contract.
- Identify and photograph any existing, non-compliant features to be returned to original condition during contract period. **n/a**

- Yes** **No** Does the application and documentation accurately reflect the property's existing condition? If no, items/issues noted:
- Yes** **No** Does the proposed scope of work appear to meet the Secretary of the Interior's Standards? If no, items/issues noted: See below
- Yes** **No** Does the property meet the exemption criteria, including architectural style, work of a master architect, important persons or danger of deterioration or demolition without rehabilitation? If no, items/issues noted: **n/a**
- Yes** **No** Conditions for approval? If yes, see below.

NOTES

2253 Webster Street (District 2) is located on the west side of Webster Street between Washington and Clay streets, Assessor's Block 0612, Lot 001. The subject property is located within a RH-2 (Residential-House, Two-Family District) zoning district and a 40-X Height and Bulk district. The subject property is a contributing building to the Webster Street Historic District. It is a two-story, plus basement, wood-frame, single-family dwelling designed in the Italianate style and built in circa 1900.

The subject property is currently valued by the Assessor's Office at under \$3,000,000. Therefore, an exemption from the tax assessment value is not required.

The applicant has completed dry rot repair at the basement and first floor of the west elevation and northwest corner of the building, and exterior painting in 2017. The rehabilitation plan proposes to replace flashing on window and front door, repair roofing, add compatible handrails to front steps, replace the roof, repair/replace the front door, and paint. The estimated cost of the proposed rehabilitation work is \$67,364.31.

The maintenance plan proposes to inspect and make any necessary repairs to the siding, windows, front porch, and roof on an annual basis. The estimated cost of maintenance work is \$3,500 annually.

- Seismic work should be included; however property owner does not want to include because cost of seismic work may be more than the reduction in property taxes.

PHOTOGRAPHS



MILLS ACT HISTORICAL PROPERTY CONTRACT

Application Checklist:

Applicant should complete this checklist and submit along with the application to ensure that all necessary materials have been provided. Saying "No" to any of the following questions may nullify the timelines established in this application.

1 Mills Act Application	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Has each property owner signed? Has each signature been notarized?	
2 High Property Value Exemption Form & Historic Structure Report	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Required for Residential properties with an assessed value over \$3,000,000 and Commercial/Industrial properties with an assessed value over \$5,000,000. Have you included a copy of the Historic Structures Report completed by a qualified consultant?	
3 Draft Mills Act Historical Property Contract	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Are you using the Planning Department's standard "Historical Property Contract?" Have all owners signed and dated the contract? Have all signatures been notarized?	
4 Notary Acknowledgement Form	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Is the Acknowledgement Form complete? Do the signatures match the names and capacities of signers?	
5 Draft Rehabilitation/Restoration/Maintenance Plan	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Have you identified and completed the Rehabilitation, Restoration, and Maintenance Plan organized by contract year, including all supporting documentation related to the scopes of work?	
6 Photographic Documentation	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> 2
Have you provided both interior and exterior images (either digital, printed, or on a CD)? Are the images properly labeled?	
7 Site Plan	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Does your site plan show all buildings on the property including lot boundary lines, street name(s), north arrow and dimensions?	
8 Tax Bill	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Did you include a copy of your most recent tax bill?	
9 Rental Income Information	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Did you include information regarding any rental income on the property, including anticipated annual expenses, such as utilities, garage, insurance, building maintenance, etc.?	
10 Payment	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Did you include a check payable to the San Francisco Planning Department? Current application fees can be found on the Planning Department Fee Schedule under Preservation Applications.	
11 Recordation Requirements	YES <input type="checkbox"/> NO <input type="checkbox"/>
A Board of Supervisors approved and fully executed Mills Act Historical Property contract must be recorded with the Assessor-Recorder. The contract must be <u>accompanied</u> by the following in order to meet recording requirements: - All approvals, signatures, recordation attachments - Fee: Check payable to the Office of the Assessor-Recorder" in the appropriate recording fee amount Please visit www.sfassessor.org for an up-to-date fee schedule for property contracts. - Preliminary Change of Ownership Report (PCOR). Please visit www.sfassessor.org for an up-to-date PCOR (see example on page 20).	

APPLICATION FOR Mills Act Historical Property Contract

Applications must be submitted in both hard copy and digital copy form to the Planning Department at 1650 Mission St., Suite 400 by May 1st in order to comply with the timelines established in the Application Guide. Please submit only the Application and required documents.

1. Owner/Applicant Information (If more than three owners, attach additional sheets as necessary.)

PROPERTY OWNER 1 NAME: VIRGINIA HONG	TELEPHONE: 415 819.3746
PROPERTY OWNER 1 ADDRESS: 2253 WEBSTER ST, SF CA 94115	EMAIL: VIRG_888@YAHOO.COM

PROPERTY OWNER 2 NAME:	TELEPHONE: ()
PROPERTY OWNER 2 ADDRESS:	EMAIL:

PROPERTY OWNER 3 NAME:	TELEPHONE: ()
PROPERTY OWNER 3 ADDRESS:	EMAIL:

2. Subject Property Information

PROPERTY ADDRESS: 2253 WEBSTER ST, SF, CA 94115	ZIP CODE: 94115
PROPERTY PURCHASE DATE: May 17, 2013	ASSESSOR BLOCK/LOT(S): 0612/001
MOST RECENT ASSESSED VALUE: 2,093,855	ZONING DISTRICT: RH2

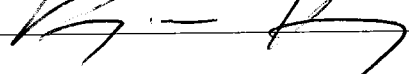
Are taxes on all property owned within the City and County of San Francisco paid to date? YES NO

Is the entire property owner-occupied? YES NO
If No, please provide an approximate square footage for owner-occupied areas vs. rental income (non-owner-occupied areas) on a separate sheet of paper.

Do you own other property in the City and County of San Francisco? YES NO
If Yes, please list the addresses for all other property owned within the City of San Francisco on a separate sheet of paper.

Are there any outstanding enforcement cases on the property from the San Francisco Planning Department or the Department of Building Inspection? YES NO
If Yes, all outstanding enforcement cases must be abated and closed for eligibility for the Mills Act.

I/we am/are the present owner(s) of the property described above and hereby apply for an historical property contract. By signing below, I affirm that all information provided in this application is true and correct. I further swear and affirm that false information will be subject to penalty and revocation of the Mills Act Contract.

Owner Signature: 
 Owner Signature: _____
 Owner Signature: _____

Date: April 27, 18
 Date: _____
 Date: _____

3. Property Value Eligibility:

Choose one of the following options:

The property is a Residential Building valued at less than \$3,000,000.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
The property is a Commercial/Industrial Building valued at less than \$5,000,000.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

*If the property value exceeds these options, please complete the following: Application of Exemption.

Application for Exemption from Property Tax Valuation

If answered "no" to either question above please explain on a separate sheet of paper, how the property meets the following two criteria and why it should be exempt from the property tax valuations.

1. The site, building, or object, or structure is a particularly significant resource and represents an exceptional example of an architectural style, the work of a master, or is associated with the lives of significant persons or events important to local or natural history; or
2. Granting the exemption will assist in the preservation of a site, building, or object, or structure that would otherwise be in danger of demolition, substantial alteration, or disrepair. (A Historic Structures Report, completed by a qualified historic preservation consultant, must be submitted in order to meet this requirement.)

4. Property Tax Bill

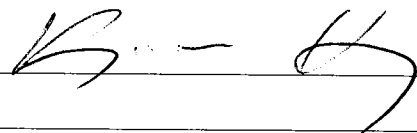
All property owners are required to attach a copy of their recent property tax bill.

PROPERTY OWNER NAMES:
VIRGINIA HONG REVOCABLE LIVING TRUST
MOST RECENT ASSESSED PROPERTY VALUE:
2,093,855
PROPERTY ADDRESS:
2253 WEBSTER ST SF CA 94115

5. Other Information

All property owners are required to attach a copy of all other information as outlined in the checklist on page 7 of this application.

By signing below, I/we acknowledge that I/we am/are the owner(s) of the structure referenced above and by applying for exemption from the limitations certify, under the penalty of perjury, that the information attached and provided is accurate.

Owner Signature: 
Owner Signature: _____
Owner Signature: _____

Date: April 27, 18
Date: _____
Date: _____

5. Rehabilitation/Restoration & Maintenance Plan

A 10 Year Rehabilitation/Restoration Plan has been submitted detailing work to be performed on the subject property	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
A 10 Year Maintenance Plan has been submitted detailing work to be performed on the subject property	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Proposed work will meet the <i>Secretary of the Interior's Standards for the Treatment of Historic Properties</i> and/or the California Historic Building Code.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Property owner will ensure that a portion of the Mills Act tax savings will be used to finance the preservation, rehabilitation, and maintenance of the property	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Use this form to outline your rehabilitation/restoration plan. Copy this page as necessary to include all items that apply to your property. Begin by listing recently completed rehabilitation work (if applicable) and continue with work you propose to complete within the next ten years, followed by your proposed maintenance work. Arranging all scopes of work in order of priority.

Please note that *all applicable Codes and Guidelines apply to all work*, including the Planning Code and Building Code. If components of the proposed Plan require approvals by the Historic Preservation Commission, Planning Commission, Zoning Administrator, or any other government body, these **approvals must be secured prior to applying for a Mills Act Historical Property Contract**. This plan will be included along with any other supporting documents as part of the Mills Act Historical Property contract.

# _____ (Provide a scope number)	BUILDING FEATURE:		
Rehab/Restoration <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Completed <input type="checkbox"/>	Proposed <input type="checkbox"/>
CONTRACT YEAR FOR WORK COMPLETION:			
TOTAL COST (rounded to nearest dollar):			
DESCRIPTION OF WORK:			

Draft Rehabilitation/Restoration/Maintenance Plan (Continued)

# _____ (Provide a scope number)	BUILDING FEATURE:		
Rehab/Restoration <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Completed <input type="checkbox"/>	Proposed <input type="checkbox"/>
CONTRACT YEAR WORK COMPLETION:			
TOTAL COST (rounded to nearest dollar):			
DESCRIPTION OF WORK:			

# _____ (Provide a scope number)	BUILDING FEATURE:		
Rehab/Restoration <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Completed <input type="checkbox"/>	Proposed <input type="checkbox"/>
CONTRACT YEAR WORK COMPLETION:			
TOTAL COST (rounded to nearest dollar):			
DESCRIPTION OF WORK:			

# _____ (Provide a scope number)	BUILDING FEATURE:		
Rehab/Restoration <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Completed <input type="checkbox"/>	Proposed <input type="checkbox"/>
CONTRACT YEAR WORK COMPLETION:			
TOTAL COST (rounded to nearest dollar):			
DESCRIPTION OF WORK:			

6. Draft Mills Act Historical Property Agreement

Please complete the following Draft Mills Act Historical Property Agreement and submit with your application. A final Mills Act Historical Property Agreement will be issued by the City Attorney once the Board of Supervisors approves the contract. The contract is not in effect until it is fully executed and recorded with the Office of the Assessor-Recorder.

Any modifications made to this standard City contract by the applicant or if an independently-prepared contract is used, it shall be subject to approval by the City Attorney prior to consideration by the Historic Preservation Commission and the Board of Supervisors. This will result in additional application processing time and the timeline provided in the application will be nullified.

Recording Requested by,
and when recorded, send notice to:
Director of Planning
1650 Mission Street
San Francisco, California 94103-2414

California Mills Act Historical Property Agreement

PROPERTY NAME (IF ANY)

2253 WEBSTER ST SF CA 94115

PROPERTY ADDRESS

San Francisco, California

THIS AGREEMENT is entered into by and between the City and County of San Francisco, a California municipal corporation ("City") and Virginia Hong ("Owner/s").

RECITALS

Owners are the owners of the property located at 2253 WEBSTER ST, in San Francisco, California
0612/001. The building located at 2253 WEBSTER ST

BLOCK NUMBER

LOT NUMBER

PROPERTY ADDRESS

is designated as Historic District (e.g. "a City Landmark pursuant to Article 10 of the Planning Code") and is also known as the WEBSTER Street Historic District.

HISTORIC NAME OF PROPERTY (IF ANY)

Owners desire to execute a rehabilitation and ongoing maintenance project for the Historic Property. Owners' application calls for the rehabilitation and restoration of the Historic Property according to established preservation standards, which it estimates will cost approximately ~~Five~~ One Hundred Twenty Eight Thousand Seven Hundred Thirty Four Dollars and Thirty One Cents (\$ 128,734.31). See Rehabilitation Plan, Exhibit A.

AMOUNT IN WORD FORMAT

AMOUNT IN NUMERICAL FORMAT

Owners' application calls for the maintenance of the Historic Property according to established preservation standards, which is estimated will cost approximately One Thousand Four Hundred (\$ 1,400) annually. See Maintenance Plan, Exhibit B.

AMOUNT IN WORD FORMAT

AMOUNT IN NUMERICAL FORMAT

The State of California has adopted the "Mills Act" (California Government Code Sections 50280-50290, and California Revenue & Taxation Code, Article 1.9 [Section 439 et seq.] authorizing local governments to enter into agreements with property owners to potentially reduce their property taxes in return for improvement to and maintenance of historic properties. The City has adopted enabling legislation, San Francisco Administrative Code Chapter 71, authorizing it to participate in the Mills Act program.

Owners desire to enter into a Mills Act Agreement (also referred to as a "Historic Property Agreement") with the City to help mitigate its anticipated expenditures to restore and maintain the Historic Property. The City is willing to enter into such Agreement to mitigate these expenditures and to induce Owners to restore and maintain the Historic Property in excellent condition in the future.

NOW, THEREFORE, in consideration of the mutual obligations, covenants, and conditions contained herein, the parties hereto do agree as follows:

1. Application of Mills Act.

The benefits, privileges, restrictions and obligations provided for in the Mills Act shall be applied to the Historic Property during the time that this Agreement is in effect commencing from the date of recordation of this Agreement.

2. Rehabilitation of the Historic Property.

Owners shall undertake and complete the work set forth in Exhibit A ("Rehabilitation Plan") attached hereto according to certain standards and requirements. Such standards and requirements shall include, but not be limited to: the Secretary of the Interior's Standards for the Treatment of Historic Properties ("Secretary's Standards"); the rules and regulations of the Office of Historic Preservation of the California Department of Parks and Recreation ("OHP Rules and Regulations"); the State Historical Building Code as determined applicable by the City; all applicable building safety standards; and the requirements of the Historic Preservation Commission, the Planning Commission, and the Board of Supervisors, including but not limited to any Certificates of Appropriateness approved under Planning Code Article 10. The Owners shall proceed diligently in applying for any necessary permits for the work and shall apply for such permits not less than six (6) months after recordation of this Agreement, shall commence the work within six (6) months of receipt of necessary permits, and shall complete the work within three (3) years from the date of receipt of permits. Upon written request by the Owners, the Zoning Administrator, at his or her discretion, may grant an extension of the time periods set forth in this paragraph. Owners may apply for an extension by a letter to the Zoning Administrator, and the Zoning Administrator may grant the extension by letter without a hearing. Work shall be deemed complete when the Director of Planning determines that the Historic Property has been rehabilitated in accordance with the standards set forth in this Paragraph. Failure to timely complete the work shall result in cancellation of this Agreement as set forth in Paragraphs 13 and 14 herein.

3. Maintenance.

Owners shall maintain the Historic Property during the time this Agreement is in effect in accordance with the standards for maintenance set forth in Exhibit B ("Maintenance Plan"), the Secretary's Standards; the OHP Rules and Regulations; the State Historical Building Code as determined applicable by the City; all applicable building safety standards; and the requirements of the Historic Preservation Commission, the Planning Commission, and the Board of Supervisors, including but not limited to any Certificates of Appropriateness approved under Planning Code Article 10.

4. Damage.

Should the Historic Property incur damage from any cause whatsoever, which damages fifty percent (50%) or less of the Historic Property, Owners shall replace and repair the damaged area(s) of the Historic Property. For repairs that do not require a permit, Owners shall commence the repair work within thirty (30) days of incurring the damage and shall diligently prosecute the repair to completion within a reasonable period of time, as determined by the City. Where specialized services are required due to the nature of the work and the historic character of the features damaged, "commence the repair work" within the meaning of this paragraph may include contracting for repair services. For repairs that require a permit(s), Owners shall proceed diligently in applying for any necessary permits for the work and shall apply for such permits not less than sixty (60) days after the damage has been incurred, commence the repair work within one hundred twenty (120) days of receipt of the required permit(s), and shall diligently prosecute the repair to completion within a reasonable period of time, as determined by the City. Upon written request by the Owners, the Zoning Administrator, at his or her discretion, may grant an extension of the time periods set forth in this paragraph. Owners may apply for an extension by a letter to the Zoning Administrator, and the Zoning Administrator may grant the extension by letter without a hearing. All repair work shall comply with the design and standards established for the Historic Property in Exhibits A and B attached hereto and Paragraph 3 herein. In the case of damage to twenty percent (20%) or more of the Historic Property due to a catastrophic event, such as an earthquake, or in the case of damage from any cause whatsoever that destroys more than fifty percent (50%) of the Historic Property, the City and Owners may mutually agree to terminate this Agreement. Upon such termination, Owners shall not be obligated to pay the cancellation fee set forth in Paragraph 14 of this Agreement. Upon such termination, the City shall assess the full value of the Historic Property without regard to any restriction imposed upon the Historic Property by this Agreement and Owners shall pay property taxes to the City based upon the valuation of the Historic Property as of the date of termination.

5. Insurance.

Owners shall secure adequate property insurance to meet Owners' repair and replacement obligations under this Agreement and shall submit evidence of such insurance to the City upon request.

6. Inspections.

Owners shall permit periodic examination of the exterior and interior of the Historic Property by representatives of the Historic Preservation Commission, the City's Assessor, the Department of Building Inspection, the Planning Department, the Office of Historic Preservation of the California Department of Parks and Recreation, and the State Board of Equalization, upon seventy-two (72) hours advance notice, to monitor Owners' compliance with the terms of this Agreement. Owners shall provide all reasonable information and documentation about the Historic Property demonstrating compliance with this Agreement as requested by any of the above-referenced representatives.

7. Term.

This Agreement shall be effective upon the date of its recordation and shall be in effect for a term of ten years from such date ("Initial Term"). As provided in Government Code section 50282, one year shall be added automatically to the Initial Term, on each anniversary date of this Agreement, unless notice of nonrenewal is given as set forth in Paragraph 10 herein.

8. Valuation.

Pursuant to Section 439.4 of the California Revenue and Taxation Code, as amended from time to time, this Agreement must have been signed, accepted and recorded on or before the lien date (January 1) for a fiscal year (the following July 1-June 30) for the Historic Property to be valued under the taxation provisions of the Mills Act for that fiscal year.

9. Termination.

In the event Owners terminates this Agreement during the Initial Term, Owners shall pay the Cancellation Fee as set forth in Paragraph 15 herein. In addition, the City Assessor-Recorder shall determine the fair market value of the Historic Property without regard to any restriction imposed on the Historic Property by this Agreement and shall reassess the property taxes payable for the fair market value of the Historic Property as of the date of Termination without regard to any restrictions imposed on the Historic Property by this Agreement. Such reassessment of the property taxes for the Historic Property shall be effective and payable six (6) months from the date of Termination.

10. Notice of Nonrenewal.

If in any year after the Initial Term of this Agreement has expired either the Owners or the City desires not to renew this Agreement that party shall serve written notice on the other party in advance of the annual renewal date. Unless the Owners serves written notice to the City at least ninety (90) days prior to the date of renewal or the City serves written notice to the Owners sixty (60) days prior to the date of renewal, one year shall be automatically added to the term of the Agreement. The Board of Supervisors shall make the City's determination that this Agreement shall not be renewed and shall send a notice of nonrenewal to the Owners. Upon receipt by the Owners of a notice of nonrenewal from the City, Owners may make a written protest. At any time prior to the renewal date, City may withdraw its notice of nonrenewal. If in any year after the expiration of the Initial Term of the Agreement, either party serves notice of nonrenewal of this Agreement, this Agreement shall remain in effect for the balance of the period remaining since the execution of the last renewal of the Agreement.

11. Payment of Fees.

Within one month of the execution of this Agreement, City shall tender to Owners a written accounting of its reasonable costs related to the preparation and approval of the Agreement as provided for in Government Code Section 50281.1 and San Francisco Administrative Code Section 71.6. Owners shall promptly pay the requested amount within forty-five (45) days of receipt.

12. Default.

An event of default under this Agreement may be any one of the following:

- (a) Owners' failure to timely complete the rehabilitation work set forth in Exhibit A in accordance with the standards set forth in Paragraph 2 herein;
- (b) Owners' failure to maintain the Historic Property in accordance with the requirements of Paragraph 3 herein;
- (c) Owners' failure to repair any damage to the Historic Property in a timely manner as provided in Paragraph 4 herein;
- (d) Owners' failure to allow any inspections as provided in Paragraph 6 herein;
- (e) Owners' termination of this Agreement during the Initial Term;
- (f) Owners' failure to pay any fees requested by the City as provided in Paragraph 11 herein;
- (g) Owners' failure to maintain adequate insurance for the replacement cost of the Historic Property; or
- (h) Owners' failure to comply with any other provision of this Agreement.

An event of default shall result in cancellation of this Agreement as set forth in Paragraphs 13 and 14 herein and payment of the cancellation fee and all property taxes due upon the Assessor's determination of the full value of the Historic Property as set forth in Paragraph 14 herein. In order to determine whether an event of default has occurred, the Board of Supervisors shall conduct a public hearing as set forth in Paragraph 13 herein prior to cancellation of this Agreement.

13. Cancellation.

As provided for in Government Code Section 50284, City may initiate proceedings to cancel this Agreement if it makes a reasonable determination that Owners have breached any condition or covenant contained in this Agreement, has defaulted as provided in Paragraph 12 herein, or has allowed the Historic Property to deteriorate such that the safety and integrity of the Historic Property is threatened or it would no longer meet the standards for a Qualified Historic Property. In order to cancel this Agreement, City shall provide notice to the Owners and to the public and conduct a public hearing before the Board of Supervisors as provided for in Government Code Section 50285. The Board of Supervisors shall determine whether this Agreement should be cancelled. The cancellation must be provided to the Office of the Assessor-Recorder for recordation.

14. Cancellation Fee.

If the City cancels this Agreement as set forth in Paragraph 13 above, Owners shall pay a cancellation fee of twelve and one-half percent (12.5%) of the fair market value of the Historic Property at the time of cancellation. The City Assessor shall determine fair market value of the Historic Property without regard to any restriction imposed on the Historic Property by this Agreement. The cancellation fee shall be paid to the City Tax Collector at such time and in such manner as the City shall prescribe. As of the date of cancellation, the Owners shall pay property taxes to the City without regard to any restriction imposed on the Historic Property by this Agreement and based upon the Assessor's determination of the fair market value of the Historic Property as of the date of cancellation.

15. Enforcement of Agreement.

In lieu of the above provision to cancel the Agreement, the City may bring an action to specifically enforce or to enjoin any breach of any condition or covenant of this Agreement. Should the City determine that the Owners has breached this Agreement, the City shall give the Owners written notice by registered or certified mail setting forth the grounds for the breach. If the Owners do not correct the breach, or if it does not undertake and diligently pursue corrective action, to the reasonable satisfaction of the City within thirty (30) days from the date of receipt of the notice, then the City may, without further notice, initiate default procedures under this Agreement as set forth in Paragraph 13 and bring any action necessary to enforce the obligations of the Owners set forth in this Agreement. The City does not waive any claim of default by the Owners if it does not enforce or cancel this Agreement.

16. Indemnification.

The Owners shall indemnify, defend, and hold harmless the City and all of its boards, commissions, departments, agencies, agents and employees (individually and collectively, the "City") from and against any and all liabilities, losses, costs, claims, judgments, settlements, damages, liens, fines, penalties and expenses incurred in connection with or arising in whole or in part from: (a) any accident, injury to or death of a person, loss of or damage to property occurring in or about the Historic Property; (b) the use or occupancy of the Historic Property by the Owners, their Agents or Invitees; (c) the condition of the Historic Property; (d) any construction or other work undertaken by Owners on the Historic Property; or (e) any claims by unit or interval Owners for property tax reductions in excess those provided for under this Agreement. This indemnification shall include, without limitation, reasonable fees for attorneys, consultants, and experts and related costs that may be incurred by the City and all indemnified parties specified in this Paragraph and the City's cost of investigating any claim. In addition to Owners' obligation to indemnify City, Owners specifically acknowledge and agree that they have an immediate and independent obligation to defend City from any claim that actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false, or fraudulent, which obligation arises at the time such claim is tendered to Owners by City, and continues at all times thereafter. The Owners' obligations under this Paragraph shall survive termination of this Agreement.

17. Eminent Domain.

In the event that a public agency acquires the Historic Property in whole or part by eminent domain or other similar action, this Agreement shall be cancelled and no cancellation fee imposed as provided by Government Code Section 50288.

18. Binding on Successors and Assigns.

The covenants, benefits, restrictions, and obligations contained in this Agreement shall be deemed to run with the land and shall be binding upon and inure to the benefit of all successors and assigns in interest of the Owners.

19. Legal Fees.

In the event that either the City or the Owners fail to perform any of their obligations under this Agreement or in the event a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the prevailing party may recover all costs and expenses incurred in enforcing or establishing its rights hereunder, including reasonable attorneys' fees, in addition to court costs and any other relief ordered by a court of competent jurisdiction. Reasonable attorneys fees of the City's Office of the City Attorney shall be based on the fees regularly charged by private attorneys with the equivalent number of years of experience who practice in the City of San Francisco in law firms with approximately the same number of attorneys as employed by the Office of the City Attorney.

20. Governing Law.

This Agreement shall be construed and enforced in accordance with the laws of the State of California.

21. Recordation.

The contract will not be considered final until this agreement has been recorded with the Office of the Assessor-Recorder of the City and County of San Francisco.

22. Amendments.

This Agreement may be amended in whole or in part only by a written recorded instrument executed by the parties hereto in the same manner as this Agreement.

23. No Implied Waiver.

No failure by the City to insist on the strict performance of any obligation of the Owners under this Agreement or to exercise any right, power, or remedy arising out of a breach hereof shall constitute a waiver of such breach or of the City's right to demand strict compliance with any terms of this Agreement.

24. Authority.

If the Owners sign as a corporation or a partnership, each of the persons executing this Agreement on behalf of the Owners does hereby covenant and warrant that such entity is a duly authorized and existing entity, that such entity has and is qualified to do business in California, that the Owner has full right and authority to enter into this Agreement, and that each and all of the persons signing on behalf of the Owners are authorized to do so.

25. Severability.

If any provision of this Agreement is determined to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each other provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

26. Tropical Hardwood Ban.

The City urges companies not to import, purchase, obtain or use for any purpose, any tropical hardwood or tropical hardwood product.

27. Charter Provisions.

This Agreement is governed by and subject to the provisions of the Charter of the City.

28. Signatures.

This Agreement may be signed and dated in parts

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

CARMEN CHU
ASSESSOR-RECORDER
CITY & COUNTY OF SAN FRANCISCO

Date

JOHN RAHAIM
DIRECTOR OF PLANNING
CITY & COUNTY OF SAN FRANCISCO

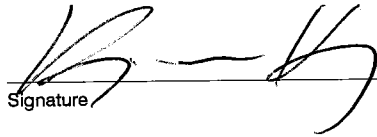
Date

APPROVED AS PER FORM:
DENNIS HERRERA
CITY ATTORNEY
CITY & COUNTY OF SAN FRANCISCO

Signature

Date

Print name
DEPUTY CITY ATTORNEY


Signature

April 27, 18
Date

Signature

Date

Print name
OWNER

Print name
OWNER

Owner/s' signatures must be notarized. Attach notary forms to the end of this agreement.
(If more than one owner, add additional signature lines. All owners must sign this agreement.)

7. Notary Acknowledgment Form

The notarized signature of the majority representative owner or owners, as established by deed or contract, of the subject property or properties is required for the filing of this application. (Additional sheets may be attached.)

State of California

County of: San Francisco

On: 04-27-2018 before me, Alvin Benjamin Banker
DATE INSERT NAME OF THE OFFICER

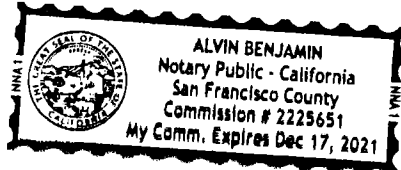
NOTARY PUBLIC personally appeared: Virginia Hong
NAME(S) OF SIGNED(S)

who proved to me on the basis of satisfactory evidence to be the person(s) who name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Alvin Benjamin
SIGNATURE



(PLACE NOTARY SEAL ABOVE)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

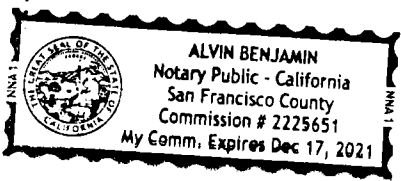
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of San Francisco }

On 04-27-2018 before me, Alvin Benjamin Bunked
Date Here Insert Name and Title of the Officer

personally appeared Virginia Hong
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Alvin Benjamin
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
<input type="checkbox"/> Corporate Officer – Title(s): _____	<input type="checkbox"/> Corporate Officer – Title(s): _____
<input type="checkbox"/> Partner – <input type="checkbox"/> Limited <input type="checkbox"/> General	<input type="checkbox"/> Partner – <input type="checkbox"/> Limited <input type="checkbox"/> General
<input type="checkbox"/> Individual <input type="checkbox"/> Attorney in Fact	<input type="checkbox"/> Individual <input type="checkbox"/> Attorney in Fact
<input type="checkbox"/> Trustee <input type="checkbox"/> Guardian of Conservator	<input type="checkbox"/> Trustee <input type="checkbox"/> Guardian of Conservator
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
Signer is Representing: _____	Signer is Representing: _____

PRELIMINARY CHANGE OF OWNERSHIP REPORT

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A Preliminary Change of Ownership Report must be filed with each conveyance in the County Recorder's office for the county where the property is located.



Carmen Chu, Assessor-Recorder
Office of the Assessor-Recorder
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 190
San Francisco, CA 94102
www.sfassessor.org (415) 554-5596

FOR ASSESSOR'S USE ONLY

<input type="checkbox"/>	ASSESSOR'S PARCEL NUMBER
<input type="checkbox"/>	SELLER/TRANSFEROR
<input type="checkbox"/>	BUYER'S DAYTIME TELEPHONE NUMBER ()
<input type="checkbox"/>	BUYER'S EMAIL ADDRESS

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY

MAIL PROPERTY TAX INFORMATION TO (NAME)

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

YES NO This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy.

MO	DAY	YEAR
----	-----	------

PART 1. TRANSFER INFORMATION Please complete all statements.

This section contains possible exclusions from reassessment for certain types of transfers.

YES NO

- A. This transfer is solely between spouses (addition or removal of a spouse, death of a spouse, divorce settlement, etc.).
- B. This transfer is solely between domestic partners currently registered with the California Secretary of State (addition or removal of a partner, death of a partner, termination settlement, etc.).
- *C. This is a transfer: between parent(s) and child(ren) from grandparent(s) to grandchild(ren).
- *D. This transfer is the result of a cotenant's death. Date of death _____
- *E. This transaction is to replace a principal residence by a person 55 years of age or older. Within the same county? YES NO
- *F. This transaction is to replace a principal residence by a person who is severely disabled as defined by Revenue and Taxation Code section 69.5. Within the same county? YES NO
- G. This transaction is only a correction of the name(s) of the person(s) holding title to the property (e.g., a name change upon marriage). If YES, please explain: _____
- H. The recorded document creates, terminates, or reconveys a lender's interest in the property.
- I. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (e.g., cosigner). If YES, please explain: _____
- J. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.
- K. This is a transfer of property:
 - 1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of the transferor, and/or the transferor's spouse registered domestic partner.
 - 2. to/from a trust that may be revoked by the creator/grantor/trustor who is also a joint tenant, and which names the other joint tenant(s) as beneficiaries when the creator/grantor/trustor dies.
 - 3. to/from an irrevocable trust for the benefit of the creator/grantor/trustor and/or grantor's/trustor's spouse grantor's/trustor's registered domestic partner.
- L. This property is subject to a lease with a remaining lease term of 35 years or more including written options.
- M. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.
- N. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions.
- *O. This transfer is to the first purchaser of a new building containing an active solar energy system.

* Please refer to the instructions for Part 1.

Please provide any other information that will help the Assessor understand the nature of the transfer.

PART 2. OTHER TRANSFER INFORMATION

Check and complete as applicable.

- A. Date of transfer, if other than recording date: _____
- B. Type of transfer:
 Purchase Foreclosure Gift Trade or exchange Merger, stock, or partnership acquisition (Form BOE-100-B)
 Contract of sale. Date of contract: _____ Inheritance. Date of death: _____
 Sale/leaseback Creation of a lease Assignment of a lease Termination of a lease. Date lease began: _____
 Original term in years (including written options): _____ Remaining term in years (including written options): _____
 Other. Please explain: _____
- C. Only a partial interest in the property was transferred. YES NO If YES, indicate the percentage transferred: _____ %

PART 3. PURCHASE PRICE AND TERMS OF SALE

Check and complete as applicable.

- A. Total purchase price \$ _____
- B. Cash down payment or value of trade or exchange excluding closing costs Amount \$ _____
- C. First deed of trust @ _____ % interest for _____ years. Monthly payment \$ _____ Amount \$ _____
 FHA (____ Discount Points) Cal-Vet VA (____ Discount Points) Fixed rate Variable rate
 Bank/Savings & Loan/Credit Union Loan carried by seller
 Balloon payment \$ _____ Due date: _____
- D. Second deed of trust @ _____ % interest for _____ years. Monthly payment \$ _____ Amount \$ _____
 Fixed rate Variable rate Bank/Savings & Loan/Credit Union Loan carried by seller
 Balloon payment \$ _____ Due date: _____
- E. Was an Improvement Bond or other public financing assumed by the buyer? YES NO Outstanding balance \$ _____
- F. Amount, if any, of real estate commission fees paid by the buyer which are not included in the purchase price \$ _____
- G. The property was purchased: Through real estate broker. Broker name: _____ Phone number: (____) _____
 Direct from seller From a family member-Relationship _____
 Other. Please explain: _____
- H. Please explain any special terms, seller concessions, broker/agent fees waived, financing, and any other information (e.g., buyer assumed the existing loan balance) that would assist the Assessor in the valuation of your property.

PART 4. PROPERTY INFORMATION

Check and complete as applicable.

- A. Type of property transferred
 Single-family residence Co-op/Own-your-own Manufactured home
 Multiple-family residence. Number of units: _____ Condominium Unimproved lot
 Other. Description: (i.e., timber, mineral, water rights, etc.) _____ Timeshare Commercial/Industrial
- B. YES NO Personal/business property, or incentives, provided by seller to buyer are included in the purchase price. Examples of personal property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships, etc. Attach list if available.
 If YES, enter the value of the personal/business property: \$ _____ Incentives \$ _____
- C. YES NO A manufactured home is included in the purchase price.
 If YES, enter the value attributed to the manufactured home: \$ _____
 YES NO The manufactured home is subject to local property tax. If NO, enter decal number: _____
- D. YES NO The property produces rental or other income.
 If YES, the income is from: Lease/rent Contract Mineral rights Other: _____
- E. The condition of the property at the time of sale was: Good Average Fair Poor
 Please describe: _____

CERTIFICATION

I certify (or declare) that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.

SIGNATURE OF BUYER/TRANSFeree OR CORPORATE OFFICER ▶	DATE	TELEPHONE (____) _____
NAME OF BUYER/TRANSFeree/LEGAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT)	TITLE	EMAIL ADDRESS

The Assessor's office may contact you for additional information regarding this transaction.

ADDITIONAL INFORMATION

Please answer all questions in each section, and sign and complete the certification before filing. This form may be used in all 58 California counties. If a document evidencing a change in ownership is presented to the Recorder for recordation without the concurrent filing of a *Preliminary Change of Ownership Report*, the Recorder may charge an additional recording fee of twenty dollars (\$20).

NOTICE: The property which you acquired may be subject to a supplemental assessment in an amount to be determined by the County Assessor. Supplemental assessments are not paid by the title or escrow company at close of escrow, and are not included in lender impound accounts. **You may be responsible for the current or upcoming property taxes even if you do not receive the tax bill.**

NAME AND MAILING ADDRESS OF BUYER: Please make necessary corrections to the printed name and mailing address. Enter Assessor's Parcel Number, name of seller, buyer's daytime telephone number, buyer's email address, and street address or physical location of the real property.

NOTE: Your telephone number and/or email address is very important. If there is a question or a problem, the Assessor needs to be able to contact you.

MAIL PROPERTY TAX INFORMATION TO: Enter the name, address, city, state, and zip code where property tax information should be mailed. This must be a valid mailing address.

PRINCIPAL RESIDENCE: To help you determine your principal residence, consider (1) where you are registered to vote, (2) the home address on your automobile registration, and (3) where you normally return after work. If after considering these criteria you are still uncertain, choose the place at which you have spent the major portion of your time this year. Check YES if the property is intended as your principal residence, and indicate the date of occupancy or intended occupancy.

PART 1: TRANSFER INFORMATION

If you check YES to any of these statements, the Assessor may ask for supporting documentation.

C,D,E, F: If you checked YES to any of these statements, you may qualify for a property tax reassessment exclusion, which may allow you to maintain your property's previous tax base. **A claim form must be filed and all requirements met in order to obtain any of these exclusions.** Contact the Assessor for claim forms. **NOTE:** If you give someone money or property during your life, you may be subject to federal gift tax. You make a gift if you give property (including money), the use of property, or the right to receive income from property without expecting to receive something of at least equal value in return. The transferor (donor) may be required to file Form 709, Federal Gift Tax Return, with the Internal Revenue Service if they make gifts in excess of the annual exclusion amount.

G: Check YES if the reason for recording is to correct a name already on title [e.g., Mary Jones, who acquired title as Mary J. Smith, is granting to Mary Jones]. This is not for use when a name is being removed from title.

H: Check YES if the change involves a lender, who holds title for security purposes on a loan, and who has no other beneficial interest in the property.

"Beneficial interest" is the right to enjoy all the benefits of property ownership. Those benefits include the right to use, sell, mortgage, or lease the property to another. A beneficial interest can be held by the beneficiary of a trust, while legal control of the trust is held by the trustee.

I: A **"cosigner"** is a third party to a mortgage/loan who provides a guarantee that a loan will be repaid. The cosigner signs an agreement with the lender stating that if the borrower fails to repay the loan, the cosigner will assume legal liability for it.

M: This is primarily for use when the transfer is into, out of, or between legal entities such as partnerships, corporations, or limited liability companies. Check YES only if the interest held in each and every parcel being transferred remains exactly the same.

N: Check YES only if property is subject to subsidized low-income housing requirements with governmentally imposed restrictions; property may qualify for a restricted valuation method (i.e., may result in lower taxes).

O: If you checked YES, you may qualify for a new construction property tax exclusion. **A claim form must be filed and all requirements met in order to obtain the exclusion. Contact the Assessor for a claim form.**

PART 2: OTHER TRANSFER INFORMATION

A: The date of recording is rebuttably presumed to be the date of transfer. If you believe the date of transfer was a different date (e.g., the transfer was by an unrecorded contract, or a lease identifies a specific start date), put the date you believe is the correct transfer date. If it is not the date of recording, the Assessor may ask you for supporting documentation.

B: Check the box that corresponds to the type of transfer. If OTHER is checked, please provide a detailed description. Attach a separate sheet if necessary.

Exhibit A: Rehabilitation/Restoration Plan: 2253 Webster Street

1 Scope Number Building Feature: West & NW Corner (back) of Basement Level
Type: Rehab/Restoration, Completed
Contract Year for Work Completion: 2017
Total Cost: \$50,000
Description of Work:
Improper drainage of water from deck caused dry rot damage which occurred on the west and north/west corner (back) of building on the basement level. Corner posts and several studs at the basement level were damaged. The foundation sill plate on west side was also compromised. Rear side of home was shored/supported and dry rot members removed. New pressure treated or Douglas fir support post were inserted and installed. Rim joist between basement and first floor was beefed up by adding two 2x12 pressure treated and douglas fir members to the existing joist. We also installed ply wood sheeting, weather stripping, insulation and brand new siding to the west wall in affected areas. We also replaced ledger plate for the deck and added deck spacers to allow for water drainage.

2 Scope Number Building Feature: West Side (Back) of the First Floor
Type: Rehab/Restoration, Completed
Contract Year for Work Completion: 2017
Total Cost: \$7,270
Description of Work:
Dry rot was found on west wall framing of the first floor. Removed dry rot members, installed new structurally sound members, sealed with waterproofing paper and new siding.

3 Scope Number Building Feature: All Sides of Exterior of Building
Type: Rehab/Restoration, Completed
Contract Year for Work Completion: 2017
Total Cost: \$18,000
Description of Work:
Exterior painting of House. The work included prep, priming and application of finish coats to the whole house. Siding Wall repairs with Bondo at seams. putty and caulk trim/jamb. Caulk all open seams on trim, windows and doors Patch all nail holes around doors, windows, and other openings.

4 Scope Number	Building Feature: East and South Side of House
Type: Rehab/Restoration, Proposed	
Contract Year for Work Completion: 2019	
Total Cost: \$7,600	
Description of Work:	
Replace flashing on five of the window ledges, two bay window ledges and front door ledge	

5 Scope Number	Building Feature: East and North Parapet Roofing
Type: Rehab/Restoration, Proposed	
Contract Year for Work Completion: 2019	
Total Cost: \$6,000	
Description of Work:	
Repair roofing at pitched overhang to allow water to drain evenly.	

6 Scope Number	Building Feature: North side of Building
Type: Rehab/Restoration, Proposed	
Contract Year for Work Completion: 2019	
Total Cost: \$3,850	
Description of Work:	
A large area (6.5' x 20') on the north side of the building has missing siding and rotting. Remove and clean rotted wood, board, old weather paper barrier, replace with new siding and weather stripping.	

7 Scope Number	Building Feature: Handrail for front stairs of building
Type: Rehab/Restoration, Proposed	
Contract Year for Work Completion: 2020	
Total Cost: \$20,000	
Description of Work:	
Erect period handrails on the exterior stair entrance into home. Currently there is none.	

8 Scope Number	Building Feature: Roof
Type: Rehab/Restoration, Proposed	
Contract Year for Work Completion: 2024	
Total Cost: \$21,000	
Description of Work:	
Roof Replacement	

9 Scope Number	Building Feature: All Sides of Exterior of Building
Type: Rehab/Restoration, Proposed	
Contract Year for Work Completion: 2026	
Total Cost: \$20,000	
Description of Work:	
Paint all sides of exterior of building	

10 Scope Number	Building Feature: East (Front) Side of House
Type: Rehab/Restoration, Proposed	
Contract Year for Work Completion: 2026	
Total Cost: \$8,914.31	
Description of Work:	
Replace Front Door in kind	

Exhibit B: Maintenance Plan: 2251 Webster Street

1 Scope Number	Building Feature: All Sides of Exterior of Building
Type: Maintenance, Proposed	
Contract Year for Work Proposed: Annual	
Total Cost: \$800	
Description of Work:	
Inspection and do necessary repairs for sidings.	

2 Scope Number	Building Feature: Windows on All Sides of House
Type: Maintenance, Proposed	
Contract Year for Work Proposed: Annual	
Total Cost: \$800	
Description of Work:	
Inspection and do necessary repairs for all widows.	

3 Scope Number	Building Feature: Roof
Type: Maintenance, Proposed	
Contract Year for Work Proposed: Annual	
Total Cost: \$500	
Description of Work:	
Inspection and do necessary repairs for roof.	

4 Scope Number	Building Feature: Front Porch
Type: Maintenance, Proposed	
Contract Year for Work Proposed: Annual	
Total Cost: \$600	
Description of Work:	
Inspect for water damage and dry rot on front porch, and make in-kind repairs as necessary.	

5 Scope Number Building Feature: Front Door

Type: Maintenance, Proposed

Contract Year for Work Proposed: Annual

Total Cost: \$800

Description of Work:

Inspect for water damage and dry rot for front door, and make repairs and paint as necessary.

Painting Invoice

Casey Painting
225 Mirada Ave
San Rafael Ca 94903
C.S.L.B. Lic # 964463
Epa Certificate # R-1-8869-10-3581
Contact, Kenneth Casey

Exterior Paint Invoice

Date: 9/14/17

Names Virginia Hong

Site Address: 2253 Webster St, San Francisco Ca.

Description of Work:

The work shall include prep ,priming and application of finish coats to the following are's, Whole Front,Back, large north side and light well of exterior including Trim/doors/siding, all wood work all siding and metal railings, eve's and moldings,plus exterior Light-well in building shared with south side neighbor.

- To include, under patio ground floor back of house 3 Walls/L-shape wall

Preparations:

- Pressure Wash All sides Of Building inc Lightwell. Clean all building before prep
- implement and place all necessary barricades wet paint signs, and caution off areas for public safety
- Including sealing off interior windows and doors if necessary
- Power wash all sides of building
- Erect 6 mil plastic for any lead containment deemed necessary following all epa lead regulations and standards
- Scrape and sand to remove loose paint. Cleanup paint chips and dust daily with hepa vacuums
- All woodwork preparation shall include hand and machine sanding with hepa vacuum attachments
- Countersink any nails.
- Apply epoxy resin / bondo to any dried out and splitting window sills
- use Dynaflex caulk for cracks & seams
- seal house completely and waterproof
- metal etch all flashing & prime

Rehab/Restoration Scope #3

Priming:

- Prime all new & Old Trim/Baseboards/Jams/Doors/Moldings
- Roll & Brush Exterior Gripper Primer Pva all stucco of House
- Etch and prime galvanized metal with oil-based galvanized primer, if needed
- Prime ferrous metal and rust areas with red oxide rust inhibitive primer

Filling:

- Siding Wall repairs with Bondo at seams. putty and caulk trim/jambs
- Caulk any open seams on trim, windows and doors
- Patch any nail holes around doors, windows, and other opening, and spot prime

Finish:

- 3 Colors on Front of Building, 2 on all other sides
- Finish trim with 2-3 coats of premium Ben Moore Regal Select Exterior paint
- Brush Back all Spraying except for Moldings & Trim work
- All Windows/sashes will be painted with Aura paints in semi gloss
- Finish all area's with two coats paint/ Windows three coats
- Finish any metal work with 2 coats of oil based enamel
- All windows will be cleaned
- All necessary on site safety meetings shall be conducted
- All work performed will comply with cal osha standards and regulations
- All work shall be completed in accordance with manufacturer specifications and conditions
- Property will be inspected to insure cal osha safety guidelines are upheld
- All necessary permits and insurance certificates shall be provided to the client
- All on site garbage shall be removed (Marin Sanitation)
- Includes Power wash rental (Action Rentals)
- Includes minor Dry Rot repairs(Major repairs talk with General Contractor Tri Lai

Time 4 Weeks

All Paints Materials & Labor Included

Scaffold to be supplied by Yk Scaffold \$ 5000

Cost Of Exterior Painting \$ 18,000 Paid in full

Terms & Conditions:

All Painting on all sides guaranteed for 5 years.

All Paints colors to be agreed upon signature of contract.

Paints to be used will be Ben Moore Ben Brand , Regal Select /Aura Exterior brand products

All extra's/change orders to be signed by Pat Vella before starting.

All change orders \$ 45 hourly charge plus materials,Carpentry and other work is charged at \$ 65 per hour plus materials.

Payments & Deposits

California law says no more than \$1000 deposit allowed, due Friday sept 16th paid

Second partial material & Labor payment due Sept 22nd \$ 6000.Paid

Third partial payment due October 1st \$ 9,000 Paid 10/11

Final payment (plus any extras approved) after Walkthrough Job finish \$ 2000. Paid 10/28

Invoice Paid in Full Thank You

** Casey Painting is Licensed, Bonded, has General Liability & Workers Compensation.
We are also Lead Safety removal Contractors, Epa Certificate # R-1-8869-10-3581.

OFFICE USE ONLY:
Reserved / Scheduled Date:

Proposal and Contract

REF

Length of Job:
Job Completion Date:
Foreman:
Date Paid:

TOM LEE ROOFING INC.
243 Onondaga Avenue
San Francisco, CA 94112
Phone: (415) 333-5373
Fax: (415) 333-5399
www.tomleeroofing.com
License #731731

ESTIMATOR: Randy
of Stories: 2
DATE: April 26, 2016

PROPOSAL SUBMITTED TO: T & T Construction c/o Tri Lai	DAY PHONE (415) 810-6301
STREET 2345 Shannon Drive	EVENING PHONE Email: tri.lai@gmail.com
CITY, STATE AND ZIP CODE South San Francisco, CA 94080	JOB LOCATION 2253 Webster Street, (Washington) San Francisco, CA 94115

We hereby propose to furnish in accordance with specifications below, all material and labor necessary to complete the following:
Proposal to install flashing on five of the window ledges, two bay window ledges and front door ledge.

For the windows and front door ledge:

1. Install one ply of LionGuard membrane on the ledges.
2. Install one 28"x 10", one 30"x 15", one 54"x 6", one 56"x 8" and four 23"x 9" galvanized flashing decks
3. Keep job site clean and clean job site at the end of each workday.

YES NO: The additional cost to do item #2 in copper is \$1000.00.

Note: The contractor is responsible to remove the siding for the waterproofing and flashing work before we start the work. After flashing is install contractor is responsible to install the siding.

****TO ALL PROPERTY MANAGERS, AGENTS, CONTRACTORS ETC... PLEASE HAVE THE OWNER SIGN PROPOSAL ALONG WITH YOUR OWN SIGNATURE IN ORDER TO PROCEED WITH THE ABOVE WORK. THANK YOU!**

Note: Please remove and/or secure any items hanging on interior walls or other objects which may fall, due to vibration, during the process. Tom Lee Roofing inc. will not be responsible for any breakage of such items.

WE PROPOSE to perform the above work in accordance with the drawing and specifications submitted and complete in a workmanlike manner according to the standard practices.

for the sum of: Seven thousand six hundred dollars (\$ 7,600.00)

with payments to be made as follows: 10% down payment with signed contract and PAY IN FULL UPON COMPLETION OF THE JOB (5% late penalty per month past 30 days for late payments)

WARRANTY: Contractor agrees to guarantee all complete roof jobs for a period of Three years on completion of its work. Said guarantee to cover its defects in material and workmanship at Contractor's expense, and not to extend to damage to roof caused by extreme winds, lightning hail storms, earthquakes, or other unusual causes. Said guarantee shall not cover any liability for damage or injury to interior fixtures, decorations, walls, content of building, or other part of structure. IT IS MUTUALLY UNDERSTOOD, AND AGREED that said guarantee shall be made and remain effective only when and if payment is made as agreed in this contract.

DEFAULT: If Owner should default in any of his obligation under this contract, Contractor will have the right to recover, as damages, at the option of the Contractor either the reasonable value of the work performed by the Contractor, or the balance of the contractor price plus any other damages sustained as a result of Owner's default. If after signing this contract, owner refuses to permit Contractor to commence work, it is agreed that Contractor would suffer damages. It is also agreed that it would be exceedingly difficult to determine the amount for damages which would be sustained by Contractor, and it is therefore or agreed that, in the event of such default, the Owner will pay the Contractor 20% for the contractor price as liquidated damages. Interest will be charged at the legal rate if payment becomes delinquent.

ARBITRATION: All claims and disputes relating to this contract shall be subject to arbitration at the option of either Owner or Contractor in accordance with the Arbitration Rules of the America Arbitration Association then obtaining. Written notice of demand arbitration shall be filed with the other party to the contract within a reasonable time after the dispute has arisen. The cost of arbitration shall be borne by the losing party.

NOTICE TO OWNER

Contractors are required to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the register of the board whose address is: Contractors' State License Board, 9835 Goethe Road, Sacramento, CA 95826
Right to cancel note: After signing this contract, you have the right to cancel this contract within seventy-two hours.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is understood and agreed that this work is not provided for in any other agreement.

Signature _____ Title _____ Date _____

Rehab / Restoration Scope # 4

CONDITIONS

TERMITE AND DRY ROT WORK:

Contractor shall not be obligated to perform any work to correct damage caused by termites or dry rot unless expressly included in the written specifications herein. Any such work shall be an extra charge.

HAZARDOUS MATERIALS, WASTE AND ASBESTOS:

Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Upon discovery of such hazardous materials, it is the owner's responsibility to contract with a properly licensed and qualified hazardous material contractor.

TV ANTENNAS / SATELLITE DISH:

Regarding TV antennas / satellite dish (if you have one mounted on the roof): If TV antennas / satellite dish needs to be removed for the re-roof project and reinstalled by Tom Lee Roofing, Inc. (unless otherwise noted in your contract), it is the owner's responsibility to reinstall wiring and any lost signal.

PONDING OR COLLECTION OF WATER:

Contractor is not responsible for correcting existing roof surfaces to eliminate ponding or collection of water unless included in the contract terms herein.

PROTECTION OF OWNER'S PROPERTY:

Owner agrees to remove or protect all personal property, inside and out (including, but not limited to, carpets, rugs, drapes, furniture, shrubs, plantings, and personal property) and Contractor shall not be held responsible for damage to loss of said items. Owner agrees that he has been advised of the possibility of significant amounts of dust being created during the performance of Contractor's obligations and expressly agrees that Contractor shall not under any circumstances be liable for any damage or soiling of personal property which occurs because of the presence of such dust.

PROTECTION OF NEIGHBOR'S PROPERTY:

Owner is responsible to inform neighbors of scheduled roofing work. Neighbors should keep doors, windows, screens closed to avoid damage or soiling of neighbor's personal property which occurs because of presence of dust, debris or dirt from roofing work. Contractor shall not be liable for any damage or soiling of neighbor's property.

DRIVEWAYS:

Contractor shall use reasonable care, but is not responsible for cracks or depressions in driveways.

DRAINS:

Owner must keep all roof drains clean and cleared from debris and clogging.

CLEANUP:

Upon completion, and after removing all debris and surplus materials, wherever possible, Contractor will leave premises in a neat and clean condition. Any debris consisting of dust, dirt, asphalt, or small bits of materials that settle into attics, garage areas, or any other area being worked over with open beam ceiling or no attic, is unavoidable and Contractor shall not be responsible for this cleanup. Contractor recommends that Owner lay out drop cloths to protect such areas wherever owner discovers debris infiltration.

NOTICE TO OWNER (Section 7018.5-Contractors License Law)

THE LAW REQUIRES THAT BEFORE A LICENSED CONTRACTOR CAN ENTER INTO A CONTRACT WITH YOU FOR A WORK OF IMPROVEMENT ON YOUR PROPERTY, HE MUST GIVE YOU A COPY OF THIS NOTICE.

Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payment(s) be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationary stores will see the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until and all such liens are removed. You should consult an attorney if a lien is filed against your property.

Signature _____ Title _____ Date _____

Proposal and Contract

OFFICE USE ONLY:

Reserved / Scheduled Date:

Length of Job:

Job Completion Date:

Foreman:

Date Paid:

TOM LEE ROOFING INC.

243 Onondaga Avenue

San Francisco, CA 94112

Phone: (415) 333-5373

Fax: (415) 333-5399

www.tomleeroofing.com

License #731731

of Stories: 3

ESTIMATOR:

Randy

DATE:

June 1, 2016

Proposal 2

PROPOSAL SUBMITTED TO:	DAY PHONE	BLOCK #	LOT #
T & T Construction c/o Tri Lai	(415) 810-6301		
STREET	EVENING PHONE		
2345 Shannon Drive	Email: tri.lai@gmail.com		
CITY, STATE AND ZIP CODE	JOB LOCATION		
San Francisco, CA 94080	2253 Webster Street, (Washington) San Francisco, CA 94115		

We hereby propose to furnish in accordance with specifications below, all material and labor necessary to complete the following:
Proposal to reroof the overhanging pitched roof and option to reroof the main pitched roof.

1. Tom Lee Roofing, Inc. will pay for and obtain the roofing permit.
 (Note: If a historical building permit is required by the city of San Francisco, the additional cost will be incurred by the owner. This cost will be determined by S.F. planning department. If property owner requests skylight or plywood sheathing permit, owner will incur the additional cost for the permits.)

For the overhanging pitched roof: (220 square feet)

2. Completely remove the existing overhang roof to the roof decking and haul away the debris.
3. Re-roof by using the **CertainTeed Landmark Pro** life time warranty laminated fiber glass-based shingle. Class "A".
 Color: _____
4. A #30 asphalt saturated felt underlayment shall be nailed in place.
5. Replace all the roof edge flashings with aluminum sheet metal flashings.
6. Waterproof the Dutch-gutter using three plies of Modified Bitumen Membrane roofing system.
7. Waterproof the landing above the pitched roof using two plies of Modified Bitumen Membrane roofing system.
8. Install on leader-head and approximately 30 feet of 2" round aluminum downspout.
9. Keep job site clean and clean job site at the end of each workday.

CertainTeed's Landmark Pro life time limited warranty will be provided to the owner after completion of the job.

YES NO: The additional cost to reroof the main pitched roof is \$8000.00.

****TO ALL PROPERTY MANAGERS, AGENTS, CONTRACTORS ETC... PLEASE HAVE THE OWNER SIGN PROPOSAL ALONG WITH YOUR OWN SIGNATURE IN ORDER TO PROCEED WITH THE ABOVE WORK. THANK YOU!**

Note: Please remove and/or secure any items hanging on interior walls or other objects which may fall, due to vibration, during the process. Tom Lee Roofing Inc. will not be responsible for any breakage of such items.

WE PROPOSE to perform the above work in accordance with the drawing and specifications submitted and complete in a workmanlike manner according to the standard practices.

for the sum of: Six thousand dollars (\$ 6,000.00)

with payments to be made as follows: \$1,000 down payment with signed contract, 1/2 payment upon completion of 1/2 the job and **PAY IN FULL UPON COMPLETION OF THE JOB (5% late penalty per month past 30 days for late payments)**

WARRANTY: Contractor agrees to guarantee all complete roof jobs for a period of five years on completion of its work. Said guarantee to cover its defects in material and workmanship at Contractor's expense, and not to extend to damage to roof caused by extreme winds, lightning hail storms, earthquakes, or other unusual causes. Said guarantee shall not cover any liability for damage or injury to interior fixtures, decorations, walls, content of building, or other part of structure. **IT IS MUTUALLY UNDERSTOOD, AND AGREED** that said guarantee shall be made and remain effective only when and if payment is made as agreed in this contract.

DEFAULT: If Owner should default in any of his obligation under this contract Contractor will have the right to recover, as damages, at the option of the Contractor either the reasonable value of the work performed by the Contractor, or the balance of the contractor price plus any other damages sustained as a result of Owner's default. If after signing this contract, owner refuses to permit Contractor to commence work, it is agreed that Contractor would suffer damages. It is also agreed that it would be exceedingly difficult to determine the amount for damages which would be sustained by Contractor, and it is therefore or agreed that, in the event of such default, the Owner will pay the Contractor 20% for the contractor price as liquidated damages. Interest will be charged at the legal rate if payment becomes delinquent.

ARBITRATION: All claims and disputes relating to this contract shall be subject to arbitration at the option of either Owner or Contractor in accordance with the Arbitration Rules of the America Arbitration Association then obtaining. Written notice of demand arbitration shall be filed with the other party to the contract within a reasonable time after the dispute has arisen. The cost of arbitration shall be borne by the losing party.

NOTICE TO OWNER

Contractors are required to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the register of the board whose address is: Contractors' State License Board, 9835 Goethe Road, Sacramento, CA 95826
 Right to cancel note: After signing this contract, you have the right to cancel this contract within seventy-two hours.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is understood and agreed that this work is not provided for in any other agreement.

Signature _____

Title _____

Date _____

Rehab/Restoration Scope #5

CONDITIONS

TERMITE AND DRY ROT WORK:

Contractor shall not be obligated to perform any work to correct damage caused by termites or dry rot unless expressly included in the written specifications herein. Any such work shall be an extra charge.

HAZARDOUS MATERIALS, WASTE AND ASBESTOS:

Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Upon discovery of such hazardous materials, it is the owner's responsibility to contract with a properly licensed and qualified hazardous material contractor.

TV ANTENNAS / SATELLITE DISH:

Regarding TV antennas / satellite dish (if you have one mounted on the roof): If TV antennas / satellite dish needs to be removed for the re-roof project and reinstalled by Tom Lee Roofing, Inc. (unless otherwise noted in your contract), it is the owner's responsibility to reinstall wiring and any lost signal.

PONDING OR COLLECTION OF WATER:

Contractor is not responsible for correcting existing roof surfaces to eliminate ponding or collection of water unless included in the contract terms herein.

PROTECTION OF OWNER'S PROPERTY:

Owner agrees to remove or protect all personal property, inside and out (including, but not limited to, carpets, rugs, drapes, furniture, shrubs, plantings, and personal property) and Contractor shall not be held responsible for damage to loss of said items. Owner agrees that he has been advised of the possibility of significant amounts of dust being created during the performance of Contractor's obligations and expressly agrees that Contractor shall not under any circumstances be liable for any damage or soiling of personal property which occurs because of the presence of such dust.

PROTECTION OF NEIGHBOR'S PROPERTY:

Owner is responsible to inform neighbors of scheduled roofing work. Neighbors should keep doors, windows, screens closed to avoid damage or soiling of neighbor's personal property which occurs because of presence of dust, debris or dirt from roofing work. Contractor shall not be liable for any damage or soiling of neighbor's property.

DRIVEWAYS:

Contractor shall use reasonable care, but is not responsible for cracks or depressions in driveways.

DRAINS:

Owner must keep all roof drains clean and cleared from debris and clogging.

CLEANUP:

Upon completion, and after removing all debris and surplus materials, wherever possible, Contractor will leave premises in a neat and clean condition. Any debris consisting of dust, dirt, asphalt, or small bits of materials that settle into attics, garage areas, or any other area being worked over with open beam ceiling or no attic, is unavoidable and Contractor shall not be responsible for this cleanup. Contractor recommends that Owner lay out drop cloths to protect such areas wherever owner discovers debris infiltration.

NOTICE TO OWNER (Section 7018.5-Contractors License Law)

THE LAW REQUIRES THAT BEFORE A LICENSED CONTRACTOR CAN ENTER INTO A CONTRACT WITH YOU FOR A WORK OF IMPROVEMENT ON YOUR PROPERTY. HE MUST GIVE YOU A COPY OF THIS NOTICE.

Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payment(s) be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationary stores will see the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until and all such liens are removed. You should consult an attorney if a lien is filed against your property.

Signature _____

Title _____

Date _____

Subject: Estimate for House Siding installation.

From: davidyho@att.net

To: virg_888@yahoo.com

Date: Tuesday, September 26, 2017, 9:50:52 PM PDT

Hi, Virginia. Nice to talk to you today. Please have the new estimate for the house siding installation & some repair work.

Quotation No: E-2017-068A
 Job Site: 2253-Webster St, S.F. Ca. 941XX
 Ordered By: Virginia Hong (415)-819-3746
 Job Performed By: David Ho 1926-32nd Ave S.F. Ca. 94116. (415)-418-0055
 Date: 9-26-2017.

Job Description:-

- A. Remove & clean rotted wood, board, old weather paper barrier of house lower siding above ground area around 6.5 ft x 20 ft. Those are open area with deck on top and located neighbor building.
- B. Clean & check work area, check & secure under laymen wood board to studs. Apply copper green wood treatment to some board joints, sill plate area that are mounted to concrete foundation.
- C. Install new weather resistant barrier on the wood board of work area.
- D. Install new GAF Weatherside Profile 12, size 12" x 24" Fiber Cement Shingle Siding, thickness 11/64". New sidings are installed with continuous joints to original pieces on top and down over to concrete foundation.
- E. Fiber cement shingle siding are installed by nail method, no painting apply.
- F. Clean up work and dump dirt.

Total Labor & Material: \$3,850.00

- Note: 1. Repair work, no permit apply, Price good for one month.
 2. Job may start within 2 weeks after order accepted per material lead time. take 2-3 days to complete.
 3. Payment schedule: a. Deposit & order material as order accepted.....\$1,500.00
 b. All items completed.....\$2,350.00

Thanks!

Prepared By: David Ho.

Accepted By:

Rehab/Restoration Scope # 26

David Rosenquist- Gen. Contractor
 License # 734971
 1915 Mt. Vernon Ct. #1
 Mt. View, Ca. 94040
 Office: (650) 322-2950, Cell (650) 208-0879
 E-Mail: buy99window@yahoo.com

5-30-13

Virginia Hong
 2253 Webster St.
 San Francisco, Ca. 94115

Supply and install new doors and sash

1. Kitchen exterior French door- 36x88x1 ¾ thick, Mahogany paint grade, one light insulated with Low-E		\$1,270.00
a. New door shoe- #216 bronze anodized aluminum		28.00
b. White Q-lon weather-stripping		20.00
		\$1,318.62
	Tax	118.62
	Material	\$1,436.62
c. labor to install new door \$545.00, hardware \$150.00		695.00
	Total	\$2,131.62
2. Re-hang pair of doors	Total	\$345.00
3. Supply new stop and install at bottom of 2 existing French doors	Total	\$195.00
4. Upper double hung sash- 2 nd story, manuf. new sash, IG w/ low-E \$472.00		
+Tax \$42.48= Material \$514.48 >		\$514.48
a. Labor to install		\$520.00
	Total \$1,034.48 >	Total \$1,034.48
5. Entry door- Match existing (except 2 upper panel are raised not flat), paint grade Mah.		\$3,150.00
a. Baldwin mortise lock \$550.00, New hinges \$21.00, Weather-stripping Q-lon \$20.00, Door shoe \$28.00		619.00
		\$3,769.00
	Tax	339.21
	Material	\$4,108.21
e. Labor to install door \$550.00, cut stop back for weather-stripping \$275.00, install mortise lock \$275.00		\$1,100.00
	Total	\$5,208.21
	TOTAL PROJECT COST	\$8,914.31

Note: Painting or staining is not included.

Payment Schedule: 50% deposit is required for ordering. Balance is due upon completion.

Approval: _____, Date: _____

Rehab / Restoration Scope #10

Proposal and Contract

OFFICE USE ONLY:

Reserved / Scheduled Date:

Length of Job:

Job Completion Date:

Foreman:

Date Paid:

TOM LEE ROOFING INC.
 243 Onondaga Avenue
 San Francisco, CA 94112
 Phone: (415) 333-5373
 Fax: (415) 333-5399
 www.tomleeroofing.com
 License #731731

of Stories: 3

ESTIMATOR:

Randy

DATE: May 9, 2018

PROPOSAL SUBMITTED TO: Virginia Hong	DAY PHONE (415) 819-3746 Tri: project manager (415) 810-6301	BLOCK #	LOT #
STREET 2253 Webster Street	EVENING PHONE	Email: virg_888@yahoo.com cc: tri.lai@gmail.com	
CITY, STATE AND ZIP CODE San Francisco, CA 94115	JOB LOCATION 2253 Webster Street, (Washington) San Francisco		

We hereby propose to furnish in accordance with specifications below, all material and labor necessary to complete the following:
Proposal to reroof the overhanging pitched roof and reroof the main pitched roof. (The small ledges over the windows are not included.)

1. Tom Lee Roofing, Inc. will pay for and obtain the roofing permit.
 (Note: If a historical building permit is required by the city of San Francisco, the additional cost will be incurred by the owner. This cost will be determined by S.F. planning department. If property owner requests skylight or plywood sheathing permit, owner will incur the additional cost for the permits.)

For the overhanging pitched roof and main pitched roof: (1,300 square feet)

2. Completely remove the existing roof to the roof decking and haul away the debris.
3. Re-roof by using the **CertainTeed Landmark Pro** life time warranty laminated fiber glass-based shingle. Class "A".
 Color: _____
4. A #30 asphalt saturated felt underlayment shall be nailed in place.
5. Replace all the roof edge flashings with aluminum sheet metal flashings.
6. Replace approximately 20 linear feet of 5" OG aluminum gutter.
7. Waterproof the Dutch-gutter using three plies of Modified Bitumen Membrane roofing system.
8. Waterproof the landing above the pitched roof using two plies of Modified Bitumen Membrane roofing system.
9. Install one leader-head and approximately 60 feet of 2" round aluminum downspout.
10. Replace two 2" copper plumbing roof jack flashings.
11. Replace two 2" galvanized plumbing roof jack flashings.
12. Replace one 4" air vent with collar.
13. Replace one 6" (025) air vent.
14. Keep job site clean and clean job site at the end of each workday.

CertainTeed's Landmark Pro life time limited warranty will be provided to the owner after completion of the job.

Note: Scaffolding is required for safety along Washington street side. The scaffolding is included in the total.

****TO ALL PROPERTY MANAGERS, AGENTS, CONTRACTORS ETC... PLEASE HAVE THE OWNER SIGN PROPOSAL ALONG WITH YOUR OWN SIGNATURE IN ORDER TO PROCEED WITH THE ABOVE WORK. THANK YOU!**

Note: Please remove and/or secure any items hanging on interior walls or other objects which may fall, due to vibration, during the process. Tom Lee Roofing Inc. will not be responsible for any breakage of such items.

WE PROPOSE to perform the above work in accordance with the drawing and specifications submitted and complete in a workmanlike manner according to the standard practices.

for the sum of: **Twenty one thousand dollars** (\$ 21,000.00)

with payments to be made as follows: **\$1,000 down payment with signed contract, 1/2 payment upon completion of 1/2 the job and PAY IN FULL UPON COMPLETION OF THE JOB (5% late penalty per month past 30 days for late payments)**

WARRANTY: Contractor agrees to guarantee all complete roof jobs for a period of five years on completion of its work. Said guarantee to cover its defects in material and workmanship at Contractor's expense, and not to extend to damage to roof caused by extreme winds, lightning hail storms, earthquakes, or other unusual causes. Said guarantee shall not cover any liability for damage or injury to interior fixtures, decorations, walls, content of building, or other part of structure. IT IS MUTUALLY UNDERSTOOD, AND AGREED that said guarantee shall be made and remain effective only when and if payment is made as agreed in this contract.

DEFAULT: If Owner should default in any of his obligation under this contract. Contractor will have the right to recover, as damages, at the option of the Contractor either the reasonable value of the work performed by the Contractor, or the balance of the contractor price plus any other damages sustained as a result of Owner's default. If after signing this contract, owner refuses to permit Contractor to commence work, it is agreed that Contractor would suffer damages. It is also agreed that it would be exceedingly difficult to determine the amount for damages which would be sustained by Contractor, and it is therefore or agreed that, in the event of such default, the Owner will pay the Contractor 20% for the contractor price as liquidated damages. Interest will be charged at the legal rate if payment becomes delinquent.

ARBITRATION: All claims and disputes relating to this contract shall be subject to arbitration at the option of either Owner or Contractor in accordance with the Arbitration Rules of the America Arbitration Association then obtaining. Written notice of demand arbitration shall be filed with the other party to the contract within a reasonable time after the dispute has arisen. The cost of arbitration shall be borne by the losing party.

NOTICE TO OWNER

Contractors are required to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the register of the board whose address is: Contractors' State License Board, 9835 Goethe Road, Sacramento, CA 95826
 Right to cancel note: After signing this contract, you have the right to cancel this contract within seventy-two hours.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is understood and agreed that this work is not provided for in any other agreement.

Signature _____

Title _____

Date _____















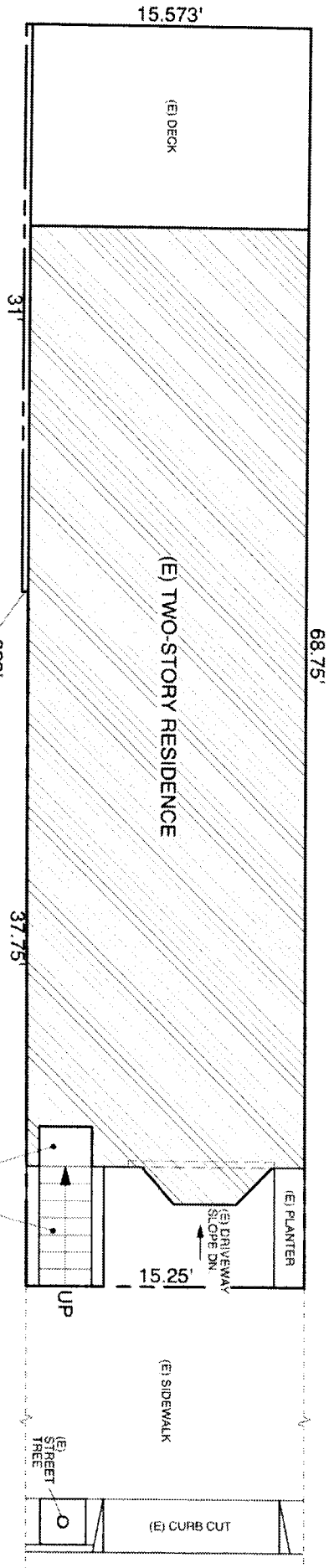




2-53 WEBSTER ST
ST CA 94115

2

EXISTING SITE PLAN
1/8" = 1'-0"



WEBSTER ST.





City & County of San Francisco
 José Cisneros, Treasurer
 David Augustine, Tax Collector
 Secured Property Tax Bill

1 Dr. Carlton B. Goodlett Place
 City Hall, Room 140
 San Francisco, CA 94102
 www.sftreasurer.org

For Fiscal Year July 1, 2017 through June 30, 2018

Vol	Block	Lot	Account Number	Tax Rate	Original Mail Date	Property Location
05	0612	001	061200010	1.1723%	October 11, 2017	2253 WEBSTER ST

Assessed on January 1, 2017 at 12:01am

To: VIRGINIA HONG REVOC LIVING TRU

VIRGINIA HONG REVOC LIVING
 VIRGINIA HONG TRUSTEE
 2253 WEBSTER ST
 SAN FRANCISCO CA 94115

Assessed Value		
Description	Full Value	Tax Amount
Land		
Structure	1,470,600	17,239.84
Fixtures	630,255	7,388.47
Personal Property		
Gross Taxable Value	2,100,855	24,628.32
Less HO Exemption	7,000	82.06
Less Other Exemption		
Net Taxable Value	2,093,855	\$24,546.26

Direct Charges and Special Assessments

Code	Type	Telephone	Amount Due
46	SF BAY RS PARCEL TAX	(888) 508-8157	12.00
89	SFUSD FACILITY DIST	(415) 355-2203	36.78
91	SFCCD PARCEL TAX	(415) 487-2400	99.00
98	SF - TEACHER SUPPORT	(415) 355-2203	244.10
			\$391.88
Total Direct Charges and Special Assessments			

TOTAL DUE \$24,938.14

1st Installment	2nd Installment
\$12,469.07	\$12,469.07

Due November 1, 2017 PAID 10/09/2017 Delinquent after Dec 11, 2017	Due February 1, 2018 PAID 12/22/2017 Delinquent after April 10, 2018
--	--

Pay online at **SFTREASURER.ORG**

Keep this portion for your records. See back of bill for payment options and additional information.



City & County of San Francisco
 Secured Property Tax Bill
 For Fiscal Year July 1, 2017 through June 30, 2018

Pay online at **SFTREASURER.ORG**

Vol	Block	Lot	Account Number	Tax Rate	Original Mail Date	Property Location
05	0612	001	061200010	1.1723%	October 11, 2017	2253 WEBSTER ST

Check if contribution to Arts Fund is enclosed.
 For other donation opportunities go to www.Give2SF.org

Delinquent after April 10, 2018

Detach stub and return with your payment.
 Write your block and lot on your check.
 2nd Installment cannot be accepted unless 1st is paid

2nd Installment Due
 PAID 12/22/2017

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If paid or postmarked after April 10, 2018 the amount due (includes delinquent penalty of 10% and other applicable fees) is: \$.00

San Francisco Tax Collector
 Secured Property Tax
 P.O. Box 7426
 San Francisco, CA 94120-7426

PAID