

November 6, 2025 revised December 19, 2025

Jorge Castillo
Crescent Creek HOA

RE: Crescent Creek HOA

Dear Jorge,

We appreciate being invited to participate in the design of your project located at the northwest corner of NW 39th Avenue and West Hillsboro Boulevard in Coconut Creek, FL as shown on the attached sketch.

I. SCOPE OF SERVICES

GSLA Design shall provide the following landscape architectural services for your project:

- 1) It is understood that there are large existing trees whose root systems are damaging the existing pavement and the HOA would like to have them removed and replaced with smaller trees. Potentially, there will be additional mitigation required and that mitigation shall be concentrated toward the common areas. GSLA will provide a list of potential species to be used.
- 2) GSLA must be provided a CAD survey of the entire site locating all of the buildings and structures, signs, paving, underground and overhead utilities, and trees and palms over 2" DBH.
- 3) GSLA will prepare the following Contract Documents:
 - a. Existing Tree Disposition Plan showing existing trees and denoting if they are to remain, be removed or relocated. GSLA will retain the services of an Arborist to prepare an Arborist's Report and will coordinate the Existing Tree Disposition Plans with the Arborist's report. GSLA will calculate the necessary mitigation and incorporate as much of that mitigation in the proposed planting plan as feasible. GSLA does not get permits but will provide the necessary plans and details to get the permits.
 - b. Planting Plan sufficient in detail for bidding and installation by qualified contractors. Prior to submitting the final planting plan, GSLA will provide a list of proposed tree and palm species to be planted.
- 4) GSLA will attend up to three (3) meetings during the design phase. Attendance at additional meetings will be billed hourly, recorded portal to portal.
- 5) GSLA will prepare a color rendered site planting plan. GSLA will not prepare perspective plans but will happily assist a renderer by providing technical information to them on the plant material proposed for their preparation of an accurate representation.
- 6) GSLA will prepare plans on a CAD base site survey as described above provided by **the Owner**. Any changes to GSLA plans required by changes to the Site Plan shall be billed hourly. Any changes to GSLA plans required as a result of comments concerning our design by Review Boards or government staff shall be made at no additional cost.
- 7) Construction Administration will include attendance at up to three (3) site visits during construction, preparing responses to RFI's, shop drawing approvals, review of pay requests and attendance at necessary periodic visits and/or coordination meetings with the Architect/Engineer, Contractor or Owner. GSLA shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work and shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work, and shall not be responsible for any Contractor's failure to carry out the

work in accordance with the Contract Documents. Attendance at additional site visits shall be billed on an hourly basis, recorded portal to portal.

II. CLIENT'S RESPONSIBILITIES

The Client shall provide any required site surveys, as-built drawings, soil tests, as well as architectural and engineering services as required.

GSLA will prepare any documents necessary to receive permits pertaining to GSLA's scope of work. **GSLA will not be responsible to submit the plans through the governing agencies.**

III. FEES

1) The fee shall be \$ 22,800 payable as follows:

- \$ 3,600 - retainer upon approval of this proposal
- \$ 8,100 - upon submission of preliminary design for submission to the City of Coconut Creek
- \$ 3,600 - upon submission of 100% Construction Document drawings
- \$ 300 - for assistance during the bidding phase
- \$ 3,600 - for assistance during the permitting and grant approval phase
- \$ 3,600 - for Contract Administration

2) Hourly rates are as follows (time recorded portal to portal):

- \$250/hr for Principal Landscape Architect
- \$200/hr for Project Manager
- \$125/hr for Landscape Designer
- \$ 75/hr for Staff

3) Reimbursable expenses shall be billed at actual cost for plan-reproduction, courier fees, postage and handling and any out-of-town traveling expenses connected with the project. Prints created in-house by GSLA for submittal will be charged at \$.10 each for 11x17 sheets, \$2.00 each for D size sheets (24"x36") and \$ 2.50 each for E size sheets (30"x42"). In-house coordination prints shall not be submitted for reimbursement.

4) **ALL ACCOUNTS ARE DUE AND PAYABLE IN FULL UPON SUBMISSION OF INVOICE TO CLIENT.**

5) A Late Payment Charge of 1.5% per month will be added to all invoices past due.

6) If it becomes necessary incur collection fees and/or employ the services of an attorney to collect debt, then such fees shall be paid by the client.

IV. ADDITIONAL SERVICES

- 1) Any revisions to our drawings, specifications or other documents required as a result of changes to base plans or other information or instructions provided to GSLA from the Client or his Architect or Engineer, shall be billed on an hourly basis at our current hourly rates. Any additional services requested by the Client shall also be billed on an hourly basis.
- 2) When GSLA is contracted to prepare plans for the layout and design of roof top hardscape amenities, plantings and irrigation, the Client shall provide the services of a structural engineer. GSLA shall rely upon the advice of the engineer for information as to the roof structure's weight bearing capacity, roof drainage, waterproofing systems, etc. GSLA shall not be responsible for the preparation of structural, mechanical or electrical construction plans for the roof top areas. GSLA is not responsible for any construction operations during installation of elements designed by GSLA that damage the structure, waterproofing or clog drains.
- 3) When GSLA is contracted to prepare plans for projects that are attempting to achieve LEED credentialing, GSLA will make calculations, specify qualifying materials and make recommendations necessary to apply for any points relating to GSLA's disciplines. GSLA makes no guarantee that these points will be granted.

V. TERMINATION

This agreement may be terminated by either party upon seven (7) days written notice. In the event of termination, GSLA shall be paid its compensation for service performed to the termination date including reimbursable expenses then due. The client may not, at any time, use or allow the use of any work which is either incomplete in any respect, or is not fully paid for, even if complete.

The persons executing this agreement warrant and represent that they are authorized to enter into this Agreement on behalf of the person or entity for whom they are signing.

We look forward to being of service to you.

This agreement is executed this _____ day of _____ 2025.

GSLA DESIGN

By:



Ken Gardner

For the Firm

Client:

(Individually and as a Corporate Representative):

Signature

Name & Title Printed

