

PURCHASE ORDER



E&E CO., LTD.

PO No.	PO Date	Page
24040474	04/29/2024	1 OF 1

45875 NORTHPORT LOOP EAST
FREMONT, CA 94538
UNITED STATES

ORDER FROM

4790

HIGHLAND COMMERCIAL ROOFING NORCAL, LLC
5401-B SAN LEANDRO STREET
OAKLAND, CA 94601
US

SHIP TO

FMT(0000),
E&E CO., LTD.
ATTN: ALEX GONZALEZ
1680 TIDE CT.
WOODLAND, CA 95776
UNITED STATES

Buyer	Terms	FOB	Ship Via
Purchasing Dept	30 days	FOB Origin	Best possible

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
1	BLD001-ROOF	REPLACE 145 L/F OF DAMAGED GUTTER	1.00	Each	11,197.00	11,197.00
2	BLD001-ROOF	MISC NOTES: REFERENCE QUOTED ON 04/18/24. JJ APPROVED ON 04/26/24.	1.00	Each	0.00	0.00

Total Extended Price = 11,197.00



April 18, 2024

Alex Gonzalez
E&E Logistics/Ship 8, Inc.
1680 Tide Court
Woodland, CA 95776
(530) 669-5991 Extension 116

RE: 1680 Tide Court- Gutter damage

Dear Alex;

Thank you for considering Highland Commercial Roofing and for the opportunity to work with you thus far on your pending roofing project.

In the following pages you will find:

- Our recommended solution for your building's gutter damage.

A thorough inspection has been made of the existing roofing system on your facility by Highland Commercial Roofing technical personnel. Careful consideration has been given to your needs and expectations with regard to anticipated system performance, system warranty, and overall project budget. To that end, we respectfully submit this proposal of services for your consideration.

Highland Commercial Roofing has an impeccable 20 (Twenty) year plus history protecting the assets of major Corporations, Building Owners, and Property Management Companies throughout the West with *RainShield*® Commercial Roofing Systems. We look forward to earning the opportunity to add your company name to our long and distinguished list of satisfied, ongoing customer relationships.

Respectfully yours,

Dan Denham- Senior Estimator
(415) 238-5094

Sustainable "Cool"-Roof" Systems Since 1991 – Cool Before It Was Green... Green Before It Was Cool

CA Lic# 932049

Ph 800-400-7801

AZ ROC# 235897



Gutter Damage Scope of Work

1680 Tide Court- Woodland, CA

Gutter damaged areas

1. HCR will repair the damaged gutter area by removing the existing damaged gutter.
2. HCR to Install new Bonderized-Box gutter 8"x6"x8".
3. HCR to install new metal edge flashing at new gutter.
4. HCR to clean up any debris resulting from the above scope of work.

Replace 35 L/F of damaged gutter \$ 4,878.00
Replace 110 L/F of damaged gutter \$ 9,914.00
Replace 145 L/F of damaged gutter \$ 11,197.00

Hi Alex,

I am just following up with this.


Please let AP know if the PO# #24040474 for Highland Commercial Roofing at 1680 Tide Ct completed.

I also attached the invoice below.

Thanks,


Lily



One attachment • Scanned by Gmail 



Alex Gonzalez

to me, ap 

12:24 PM (2 hours ago)



Hi Lily – complete.



HIGHLAND

COMMERCIAL
ROOFING

Invoice

Date	Invoice #
7/2/24	24-304*01

Bill to:	Project:
E&E Company, Ltd. 2222 E. Beamer St. Woodland, CA 95776	E&ECo-Tide 1680 Tide Ct. Woodland, CA 95776

Remarks: PO 24040474

Description	Invoice Amount
FINAL Final Project Billing PO 24040474	11,197.00

Please Remit Payment To:

Highland Commercial Roofing
5105 Heintz Street
Baldwin Park, CA 91706

Subtotal:

11,197.00

Balance Due

11,197.00

Payment Terms: Due Upon Receipt

"Highland Commercial Roofing - Your Next Roofing Company...And Your Last!"

2690 Alvarado St., San Leandro, CA 94577 * 510/489-4444 * C-39-932049

HIGHLAND

COMMERCIAL
ROOFING

Application and Certificate For Payment

To Owner: E&E Company, Ltd. 2222 E. Beamer St. Woodland, CA 95776	Project: E&ECo-Tide 1680 Tide Ct. Woodland, CA 95776	Application No: 1 Date: 07/02/2024 Period To: 07/02/24 Contract Date: 04/29/24
From: Highland Comm. Roofing NorCal 2690 Alvarado St San Leandro, CA 94577	Contractor Job Number: 24-304	
Phone: 510 480-4444	Contract For: PO 24040474	

Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
Number	Date Approved	
Change orders approved this month		
Totals		
Net change by change orders		

Original contract sum	11,197.00
Net change by change orders	0.00
Contract sum to date	11,197.00
Total completed to date	11,197.00
Total retainage	0.00
Total earned less retainage	11,197.00
Less previous certificates of payment	0.00

Current payment due	11,197.00
Balance to finish, including retainage	0.00

Application and Certificate For Payment -- page 2

To Owner: E&E Company, Ltd.
 From (Contractor): Highland Comm. Roofing NorCal
 Project: E&ECo-Tide

Application No: 1 Date: 07/02/24 Period To: 07/02/24
 Contractor's Job Number: 24-304

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
FINAL	Final Project Billing PO 24040474	11,197.00	0.00	11,197.00	0.00	11,197.00	100.00	0.00	0.00	
Application Total		11,197.00	0.00	11,197.00	0.00	11,197.00	100.00	0.00	0.00	

CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant	Highland Comm. Roofing NorCal
Name of Customer	E&E Company, Ltd.
Job Location	1680 Tide Ct., Woodland, CA 95776
Owner	E&E Co., Ltd.
Claimant's Job #	24-304

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and services provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check	E&E Company, Ltd.
Amount of Check	11,197.00
Check Payable to	Highland Comm. Roofing NorCal
Invoice Reference	24-304*01

Exceptions

This document does not affect any of the following:

Disputed claims for extras in the amount of:

Signature

Company Name	Highland Comm. Roofing NorCal
Claimant's Signature	
Claimant's Representative Name	Vinh Pham
Claimant's Representative Title	Staff Accountant
Date of Signature	07/02/24

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____,

_____ (year). Notary public _____

My commission expires _____.



RainShield - Roof Care and Maintenance Requirements

In order to Maintain your Warranty and ensure that your RainShield Commercial Roofing system continues to perform to its fullest, the following Care and Maintenance program must be adhered to:

- A. Maintain a file for all records relating to this roof, including the Highland Commercial Roofing agreements, RainShield Warranty documents, roof installation invoices, records and bills for repair and maintenance, original drawings and specifications, etc.
- B. Inspect your roofing system at least twice each year, typically in the spring and fall*, and keep a record of inspections and findings. Careful attention should be paid during inspections to; drainage points, penetrations, perimeter waterways, flashings, around mechanical equipment, and high foot traffic areas. Have your roofing system inspected for damage from the elements after severe weather conditions, such as hailstorms, heavy rains, high winds, etc. Roof inspections and periodic roof maintenance are required to keep the RainShield Leak-Free Guarantee current and valid.
- C. Inspect your roofing system for damage caused by aggressive nuisance bird species. Water & condensate leaking from HVAC or evaporative coolers may be an attractant for pigeons, crows, seagulls and other bird species that are known to cause mechanical damage by pecking and chemical damage from accumulated fecal material and decaying dead birds. Have repairs made to mechanical equipment to insure that no water is allowed to leak or pool on the roof & remove dead birds & fecal material found immediately. In extreme circumstances a bird abatement plan may be necessary to keep birds from damaging the roofing system.
- D. Contact Highland Commercial Roofing promptly for repairs necessary to correct any substandard conditions found during roof inspections. Repairs to your roof must be performed by Highland Commercial Roofing to maintain the Leak-Free Guarantee and to ensure that methods and materials used will perform for as long as the originally installed RainShield Commercial Roofing System on your building.
- E. Regularly remove all debris, such as leaves, branches, dirt, rocks, bottles, refuse that may accumulate on the roof surface. Clean gutters, downspouts, scuppers, and surrounding roof areas to ensure proper drainage. Roof cleaning should be done by hand, with a power blower, or on occasion with a soft bristle push broom. Do not use brooms in standing water areas or areas with wet mulching debris. Never power wash your RainShield Commercial Roofing System or use metal rakes, hard bristle brooms, or shovels to remove debris.
- F. Examine all metal flashings, counter flashings, expansion joints and pitch pockets for rust, detachment, deteriorated sealant, and damage. Reattach loose metalwork. Replace sealant as necessary. Prepare prime and paint rusted metal surfaces.
- G. Examine masonry walls and copings for cracks, bad mortar joints, deteriorated sealant, loose masonry/coping stones, and indications of water absorption. Repair all such conditions to prevent water infiltration.
- H. Examine rooftop equipment such as air conditioners, ductwork, gooseneck vents, powered ventilators, evaporative coolers, antennas, equipment screens, skylights, satellite dishes, etc. for excessive movement, spillage of coolant, condensation, oil, grease, water/liquid discharge, etc., and damage to sheet metal cabinets and rubber or fabric gaskets that may allow water infiltration. Employ, keep and maintain drainage systems for discharge of water, etc. from rooftop equipment directly into roof drains to avoid surface water buildup on the roofing system. Keep all roof top equipment in good condition.
- I. Minimize rooftop traffic. Establish paths which confine roof traffic to designated areas only. Service personnel should take care to avoid dropping tools, equipment, parts, etc. on the roof. Service personnel should not make any penetrations or repairs to the roof. All repair work on RainShield Commercial Roofing Systems must be performed by Highland Commercial Roofing to maintain the Leak-Free Guarantee.

** All white roofing systems eventually get dirty and the initial white luster will dull over time. Depending on your location, traffic/automotive activity, fog, acid rain, farming, etc, the amount of dirt that accumulates on your roof may vary greatly. This is purely an aesthetic issue and will not affect the performance of the roofing system.*

Seamless "Cool'-Roof" Systems Since 1991 - Cool Before It Was Green... Green Before It Was Cool

5105 Heintz Street, Baldwin Park, CA 91706 *Phone: 800/400-7801 *Fax: 888/867-0799* C-39-632551

3853 East Wier Avenue, Phoenix, AZ 85040 *Phone 602/445-4200 AZ ROC# 235897

5401-B San Leandro Street, Oakland, CA 94601 *Phone 510/489-4444* C-39-932049

2910-J South Highland Drive, Las Vegas, NV 89109 * Phone 702/366-0213 * SCB# 0075721

19215 SE 34th Street, Camas, WA Suite 106-403 * Phone 206/548-4110 *HIGHLCR834NP / Oregon * 217318



Rooftop Equipment Maintenance & Replacement Guidelines

Rooftop equipment maintenance:

- Do not wash condenser coils with anything other than pressurized water without express written permission from Highland Commercial Roofing.
- Do not pressure wash dirt, oil or any other debris that may be on the roofing membrane
 - Dirt and debris can be washed to the drain with thumb over hose pressure only.
- Do not allow oils or solvents to spill or drain onto the roof membrane
- Do not allow condensate water to spill or drain onto the roof from equipment.
- Do not store oils (new or used), solvents, or refrigerant containers anywhere on the roof
 - Extra service oils, solvents, or refrigerant must be stored in tenant space only.

Rooftop equipment replacement:

- Contact Highland Commercial Roofing during the planning stages of equipment replacement projects for consultation on proper rooftop installation guidelines and scheduling of necessary repair to roof membrane and permanent tie-in of roof flashings.
- Insure that service and replacement contractors protect the roof membrane prior to and during any and all service or replacement work.
 - Use of heavy blankets or tarps may be necessary to prevent damage to the roof membrane during service or replacement
 - If damage to the roof membrane is suspected report it immediately to Highland Commercial Roofing.
- When installing new roof penetrations or running new electrical, refrigerant or low-volt lines :
 - Contact Highland Commercial Roofing one week in advance to schedule service repair crew for tie-in of new flashings, sealing of penetrations to pipe jack flashings and membrane repair, if necessary.
 - Provide a new properly sized UL approved roof jack flashings to fit the conduit or pipe that is being installed or retrofitted.
 - Flashings to be sized for the pipe only, not for the insulation around the pipe.
 - Insulation should be interrupted at the roof flashing to provide water tight seal between flashing and pipe or conduit.
 - For every pipe or conduit one new separate flashing must be installed
 - One conduit, One copper refrigerant line = two new flashings.
 - Flashings must be installed with eighteen (18) inches of clearance between other flashings and all rooftop equipment and support sleepers.
 - Contractor to set flashings in a light bed of roofing mastic or one part polyurethane caulking and nail to roof deck with galvanized nails. – Temporary water seal.
 - Do not apply liberal amounts of mastic or caulking or smear on top of flashing.
 - Highland Commercial Roofing will permanently tie-in the new flashings to the roofing system and will seal the new pipes and or conduits to the flashings at service repair call.

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Roof-Top Solar Installation – Specifications and Requirements

INSTALLATION OF A ROOF-TOP SOLAR SYSTEM CONSTITUTES A "CHANGE OF USE TO THE ROOFING AREA" & MAY VOID YOUR "LEAK-FREE" GUARANTEE, UNLESS INSTALLATION IS APPROVED IN ADVANCE BY HCR & ALL OF THE FOLLOWING PROCEDURES ARE FOLLOWED.

The specifications provided below must be followed to properly complete the waterproofing of roof-top solar system hold downs or support rack sanctions installed on RainShield Commercial Roofing Systems.

To be completed by Solar Installation Contractor.

1. Pre-approved base plate of hold down shall be set into a liberal bed of ChemLink M-1 moisture cure polyether adhesive sealant (*supplied by solar contractor*).
2. This product should be applied at a minimum of ¼" thickness over the entire surface of the pre-approved base plate that will come directly to contact with the roof deck.
3. Predrilled holes for pre-approved base plate anchor bolts or other fasteners should also be filled with ChemLink M-1 prior to installation of anchor bolts or other fasteners.
4. After installation of the pre-approved base plate, smooth the excess M-1 sealant so that the cured sealant is smooth and allow sealant to cure for 1 day.

To be completed by Highland Commercial Roofing

1. Clean roofing area around installed hold downs from any dirt, debris or loose roofing granules.
2. Seal base plate to roofing system with Western Colloid #800 acrylic elastomeric adhesive sealant and three course as necessary with knitted polyester fabric according to the following:
 - a. Cut the polyester so that it extends 3" beyond the base plate and set it #800 acrylic elastomeric adhesive sealant applied at a rate of 3 gallons per 100 sf.
 - b. Apply additional #800 acrylic elastomeric adhesive sealant at rate of 2 gallons per 100 sf smoothing into existing roof. Smooth out any "fins" or rough texture
3. Completely clean up the work area relating to this scope of work.

Protection of the installed RainShield Commercial Roofing System:

If solar work is to be conducted on the roof after the installation of the RainShield Commercial Roofing System, it is imperative that trades use the utmost care to avoid damaging the RainShield System:

1. Cutting, sawing, drilling, or welding should only be done after substantial protection materials have been installed over the new roofing system to prevent damage thereto.
2. No equipment, materials, or tools should be set on the roof without properly protecting the roof with plywood or other approved protection materials.
3. Any person accessing the roof for installation, inspection, or supervision, should wear new clean disposable protective booties or install duct tape or gaffers tape on the soles of shoes or boots while working on the roof to prevent excessive tracking of dirt and debris on the roof.
4. Please contact Highland Commercial Roofing to schedule a pre-job conference during the initial planning stages of the roof-top solar project for technical assistance and for approval of system installation methods and products. ***FAILURE TO DO SO MAY VOID THE "LEAK-FREE" GUARANTEE.***

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