

**STORMWATER TREATMENT MEASURES**  
**MAINTENANCE AGREEMENT**

Address: 88 Cowpens Way

APN: 041101450

BLD 2016-00159 (Lot 11)

PLN2006-00357

NOM2021-

**RECITALS**

This Stormwater Treatment Measures Maintenance Agreement ("Agreement") is entered into this \_\_\_\_\_ day of 2021 by and between the County of San Mateo ("County") and Highland Estates Development I, LLC ("Property Owner"), the owner of real property described in Exhibit A to this Agreement.

**WHEREAS**, on November 19, 2015 the Regional Water Quality Control Board, San Francisco Bay Region, adopted Order R2-2015-0049, amending the San Mateo Countywide NPDES Municipal Stormwater Permit (Or Order R2-2009-0074 21) ("NPDES Permit"); and

**WHEREAS**, provision C.3.e.ii of this NPDES Permit requires the permittee public agencies to provide minimum verification and access assurances that all treatment measures shall be adequately operated and maintained by entities responsible for the stormwater treatment measures; and

**WHEREAS**, the Property Owner is the owner of real property commonly known as 88 Cowpens Way (the "Property"), and more particularly described in the legal description attached as Exhibit A to this Agreement, and incorporated herein by reference; and

**WHEREAS**, attached hereto, as Exhibit B and incorporated by reference into the Agreement, is a legible reduced-scale copy of the Stormwater Control Plan or comparable document showing the stormwater treatment measures that the Property Owner has stated will be located and/or constructed on the Property; and

**WHEREAS**, the County is the permittee public agency with jurisdiction over the Property; and

**WHEREAS**, the Property Owner recognizes that the stormwater treatment measure(s) more particularly described and shown on Exhibit B, of which full-scale plans and any amendments thereto are on file with the Planning Department of the County and incorporated by reference into the Agreement, must be installed and permanently maintained as indicated in this Agreement and as required by the NPDES Permit; and

**WHEREAS**, the County and the Property Owner agree that the health, safety and welfare of the citizens of the County require that the stormwater treatment measure(s) described in the Site Plan in Exhibit B be constructed and permanently maintained on the Property; and

**WHEREAS**, the County's Stormwater Management Ordinance, guidelines, criteria and other written directions require that the stormwater treatment measure(s), as shown on the approved Site Plan, be constructed and maintained by the Property Owner.

**THEREFORE**, in consideration of the benefit received by the Property Owner as a result of the County's approval of the Site Plan, the Property Owner hereby covenants and agrees with the County as follows:

**SECTION 1: CONSTRUCTION OF TREATMENT MEASURES**

Property Owner agrees to construct the on-site stormwater treatment measure(s) shown on the Site Plan in strict accordance with the approved plans and specifications identified for the development and any other requirements thereto which have been approved by the County in conformance with appropriate County ordinances, guidelines, criteria and other written direction.

**SECTION 2: OPERATION AND MAINTENANCE RESPONSIBILITY**

This Agreement shall serve as the signed statement and agreement by the Property Owner accepting responsibility for the permanent operation and maintenance of stormwater treatment measures as set forth in this Agreement, and the documents incorporated by reference into the Agreement, and as required by the NPDES Permit until the responsibility is legally transferred to another person or entity. Before the Property is legally transferred to another person or entity, the Property Owner shall provide to the County at least one of the following:

1. A signed statement from a public entity assuming permanent post-construction responsibility for treatment measure maintenance and that the treatment measures meet all local agency design standards; or
2. Written conditions in the sales or lease agreement requiring the buyer or lessee to assume permanent responsibility for operation and maintenance ("O&M") consistent with this provision, which conditions, in the case of purchase and sale agreements, shall be written to survive beyond the close of escrow and which shall run with the land; or
3. Written text in project conditions, covenants and restrictions ("CCRs") for residential properties permanently assigning O&M responsibilities to the homeowners association for O&M of the treatment measures, such responsibilities to run with the land; or
4. Any other legally enforceable agreement or mechanism acceptable to County that assigns responsibility for the maintenance of treatment measures.

**SECTION 3: MAINTENANCE OF TREATMENT MEASURES**

The Property Owner shall not destroy or remove the stormwater treatment measures from the Property nor modify the stormwater treatment system in a manner that lessens its effectiveness, and shall, at Property Owner's sole expense, adequately repair and maintain the stormwater treatment measure(s) in good working order acceptable to the County and in accordance with the Maintenance Plan agreed hereto and attached as Exhibit C ("Maintenance Plan"), and incorporated by reference into this Agreement. This includes all pipes, channels or other conveyances built by Property Owner to convey stormwater to the treatment

measure(s), as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as maintaining the described facilities in good working condition into perpetuity so that these facilities continue to operate as originally designed and approved. The Maintenance Plan shall include a detailed description of and schedule for long-term maintenance activities.

#### **SECTION 4: SEDIMENT MANAGEMENT**

Sediment accumulation resulting from the normal operation of the stormwater treatment measure(s) will be managed appropriately by the Property Owner in accordance with the Maintenance Plan and applicable federal, state, and County laws, regulations and guidelines, as these may be amended from time to time. The Property Owner will provide for the timely removal and disposal of accumulated sediments. Disposal of accumulated sediments shall not occur on the Property, unless specifically provided for in the Maintenance Plan. Any disposal or removal of accumulated sediments or debris shall be in compliance with all federal, state and local law and regulations.

#### **SECTION 5: ANNUAL INSPECTION AND REPORT**

The Property Owner shall, on an annual basis, complete a Treatment Measure Operation and Maintenance Inspection Report ("Annual Report") using a form available from the County's Planning Department. The Annual Report shall include all completed Inspection and Maintenance Checklists for the reporting period, as well as a copy of this Operation and Maintenance Agreement, and shall be submitted to the County in order to verify that inspection and maintenance of the applicable stormwater treatment measure(s) have been conducted pursuant to this Agreement. **The Annual Report shall be submitted no later than December 31 of each year**, signed under penalty of perjury, to the Current Planning Section, Attention: NPDES Planner, or another member of the County staff as subsequently directed in writing by the County. The Property Owner shall provide in the Annual Report a record of the volume of all accumulated sediment removed as a result of the treatment measure(s). The Property Owner shall conduct a minimum of one annual inspection of the stormwater treatment measure(s) before the wet season. This inspection shall occur between August 1 and October 1 each year. More frequent inspections may be required by the Maintenance Plan in Exhibit C. The results of inspections shall be included on an Inspection and Maintenance Checklist(s) form available in the Exhibits to this Agreement and submitted to the County as part of the Annual Report. The Property Owner shall pay the required fees to cover County staff time spent performing necessary compliance monitoring activities, such as annual report reviews and necessary inspections.

#### **SECTION 6: NECESSARY CHANGES AND MODIFICATIONS**

At its sole expense, the Property Owner shall make all changes, repairs or modifications to the stormwater treatment measure(s) and/or the Maintenance Plan shown in Exhibit C as may be determined as reasonably necessary by the County to ensure that treatment measures are properly maintained and continue to operate as originally designed and approved; provided, however, Property Owner shall be

responsible for repairs or modifications that are not part of the approved Maintenance Plan only after receipt of notice from the County with regard to such repair and maintenance and after the opportunity to meet and confer with the County with regard to such repairs or modifications.

#### **SECTION 7: ACCESS TO THE PROPERTY**

The Property Owner hereby grants permission to the County; the San Francisco Bay Regional Water Quality Control Board (Regional Board); the San Mateo County Mosquito Abatement District (Mosquito Abatement District); and their respective authorized agents and employees to enter upon the Property at reasonable times and in a reasonable manner to inspect, assess or observe the stormwater treatment measure(s) in order to ensure that treatment measures are being properly maintained and are continuing to perform in an adequate manner to protect water quality and the public health and safety. This includes the right to enter upon the Property whenever there is a reasonable basis to believe that a violation of this Agreement, the County's Stormwater Management Ordinance, guidelines, criteria, other written direction, or the NPDES Permit (and any amendments or re-issuances of this permit) is occurring, has occurred or threatens to occur. The above-listed agencies shall also have a right to enter the Property when necessary for abatement of a public nuisance or correction of a violation of the ordinance, guidelines, criteria or other written direction. The County, Regional Board, or the Mosquito Abatement District shall provide reasonable (as may be appropriate for the particular circumstances) notice to the Property Owner before entering the Property and shall not interfere with the Property Owner's tenants, guest, licensees and invitees during any such entry.

#### **SECTION 8: FAILURE TO MAINTAIN TREATMENT MEASURES**

In the event the Property Owner fails to maintain the stormwater treatment measure(s) as shown on the approved Site Plan in good working order acceptable to the County and in accordance with the Maintenance Plan, the County, and its authorized agents and employees, with reasonable notice, may enter the Property and take whatever steps it deems necessary and appropriate to return the treatment measure(s) to good working order; provided, however, County shall not be authorized to remove any structures or improvements on the Property or in any way interfere with Property Owner's use of the Property. Such notice will not be necessary if emergency conditions require immediate remedial action. This provision shall not be construed to allow the County to erect any structure of a permanent nature on the Property. It is expressly understood and agreed that the County is under no obligation to maintain or repair the treatment measure(s) and in no event shall this Agreement be construed to impose any such obligation on the County.

#### **SECTION 9: FAILURE TO FILE ANNUAL REPORT**

In the event the Property Owner fails to file the Annual Report required under this Agreement in a form acceptable to the County, the County, and its authorized agents and employees, with reasonable notice, may enter the Property and take whatever steps it deems necessary and appropriate to inspect the Property. Such

notice will not be necessary if emergency conditions require immediate remedial action. It is expressly understood and agreed that the County is under no obligation to inspect, maintain or repair the treatment measure(s) and in no event shall this Agreement be construed to impose any such obligation on the County.

#### **SECTION 10: REIMBURSEMENT OF COUNTY EXPENDITURES**

In the event the County, pursuant to this Agreement, performs work of any nature (direct or indirect), including any inspections, re-inspections or any actions it deems necessary or appropriate as indicated in Section 8 or 9 above, or expends any funds in the performance of said work for labor, use of equipment, supplies, materials, and the like, the Property Owner shall reimburse the County, upon demand within thirty (30) days of receipt thereof for the costs incurred by the County hereunder. If these costs are not paid within the prescribed time period, the County may assess the Property Owner the cost of the work, both direct and indirect, and applicable penalties. Said assessment shall be a lien against the Property or may be placed on the property tax bill and collected as ordinary taxes by the County. The actions described in this section are in addition to and not in lieu of any and all legal remedies as provided by law, available to the County as a result of the Property Owner's failure to report or to maintain the treatment measure(s).

#### **SECTION 11: INDEMNIFICATION**

The Property Owner shall indemnify, hold harmless and defend the County and its authorized agents, officers, officials and employees from and against any and all claims, demands, suits, damages, liabilities, losses, accidents, casualties, occurrences, claims and payments, including attorney fees claimed or which might arise or be asserted against the County that are alleged or proven to result or arise from the construction, presence, existence, inspection or maintenance of the treatment measure(s) by the Property Owner or the County. In the event a claim is asserted against the County, its authorized agents, officers, officials or employees, the County shall promptly notify the Property Owner and the Property Owner shall defend at its own expense any suit based on such claim. If any judgment or claims against the County, its authorized agents, officers, officials or employees shall be allowed, the Property Owner shall pay for all costs and expenses in connection herewith. This section shall not apply to any claims, demands, suits, damages, liabilities, losses, accidents, casualties, occurrences, claims and payments, including attorney fees claimed which arise due solely to the negligence or willful misconduct of the County.

#### **SECTION 12: NO ADDITIONAL LIABILITY**

It is the intent of this Agreement to insure the proper maintenance of the treatment measure(s) by the Property Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability not otherwise provided by law of any party for damage alleged to result from or caused by stormwater runoff.

**SECTION 13: PERFORMANCE FINANCIAL ASSURANCE**

The County may request the Property Owner to provide a performance bond, security or other appropriate financial assurance providing for the maintenance of the stormwater treatment measure(s) pursuant to the County's ordinances, guidelines, criteria or written direction.

**SECTION 14: TRANSFER OF PROPERTY**

This Agreement shall run with the title to the land and any portion thereof. The Property Owner further agrees whenever the Property or any portion thereof is held, sold, conveyed or otherwise transferred, it shall be subject to this Agreement which shall apply to, bind and be obligatory to all present and subsequent owners of the Property or any portion thereof.

**SECTION 15: SEVERABILITY**

The provisions of this Agreement shall be severable and if any phrase, clause, section, subsection, paragraph, subdivision, sentence or provision is adjudged invalid or unconstitutional by a court of competent jurisdiction, or the applicability to any Property Owner is held invalid, this shall not affect or invalidate the remainder of any phrase, clause, section, subsection, paragraph, subdivision, sentence or provision of this Agreement.

**SECTION 16: RECORDATION**

This Agreement shall be recorded by the Property Owner in the County Recorder's Office of the County of San Mateo, California, within ten (10) working days after the execution date of this Agreement at the Property Owner's expense. The County reserves the option to record this Agreement and shall be entitled to collect any expenses related to recordation if it does so. The Property Owner shall provide County with a copy of the recorded document.

**SECTION 17: RELEASE OF AGREEMENT**

In the event that the County determines that the stormwater treatment measures located on the Property are no longer required, then the County, at the request of the Property Owner shall execute a release of this Maintenance Agreement, which the Property Owner shall record in the County Recorder's Office at the Property Owner's expense. The County reserves the option to record such release of this Maintenance Agreement. The stormwater treatment measure(s) shall not be removed from the Property unless such a release is so executed and recorded.

**SECTION 18: EFFECTIVE DATE AND MODIFICATION**

This Agreement is effective upon the date of execution as stated at the beginning of this Agreement. This Agreement shall not be modified except by written instrument executed by the County and the Property Owner at the time of modification. Such modifications shall be effective upon the date of execution and shall be recorded.

**SECTION 19: GOVERNING LAW**

This Agreement shall be governed by the laws of the State of California.

**SECTION 20. WAIVER**

Waiver by County of any breach of one or more of these terms, covenants or conditions of this Agreement or any default in the performance of any obligations under this Agreement shall not be construed as waiver of any other term, covenant, condition or obligation; nor shall a waiver of any incident of breach or default constitute a continuing waiver of same.

**SECTION 21: ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements, arrangements or understandings (oral or written) between or among the parties relating to the subject matter of the Agreement which are not fully expressed herein. This Agreement may not be amended or modified except by a written instrument signed by both parties and recorded in the San Mateo County Recorder's Office.

**SECTION 22: NOTICE**

All notices or other communications shall be deemed given when: (a) personally delivered or (b) mailed by postage prepaid mail to the parties at the addresses set forth below:

County: Planning and Building Department  
455 County Center, Second Floor  
Redwood City, CA 94063

Property Owner: Highland Estates Development I, LLC  
655 Skyway, Suite 230  
San Carlos, CA 94070

Attn: Noel Chamberlain

**SECTION 23: EXHIBITS**

The following exhibits are attached hereto and fully incorporated by reference herein:

- Exhibit A: Legal Description of Property
- Exhibit B: Stormwater Control Plan
- Exhibit C: Maintenance Plan

- Exhibit D: Photographs of Stormwater Treatment Measures
- Exhibit E: Annual Report Template

**IN WITNESS WHEREOF**, the parties hereby execute this Agreement as follows:

\_\_\_\_\_  
Signature for the County

Lisa Aozasa, Deputy Director  
San Mateo County Planning & Building Department

\_\_\_\_\_  
Date

ATTEST:

Highland Estates Development I, LLC, a California limited liability company

\_\_\_\_\_  
By: Noel Chamberlain, Manager

\_\_\_\_\_  
Date

ACKNOWLEDGEMENT:



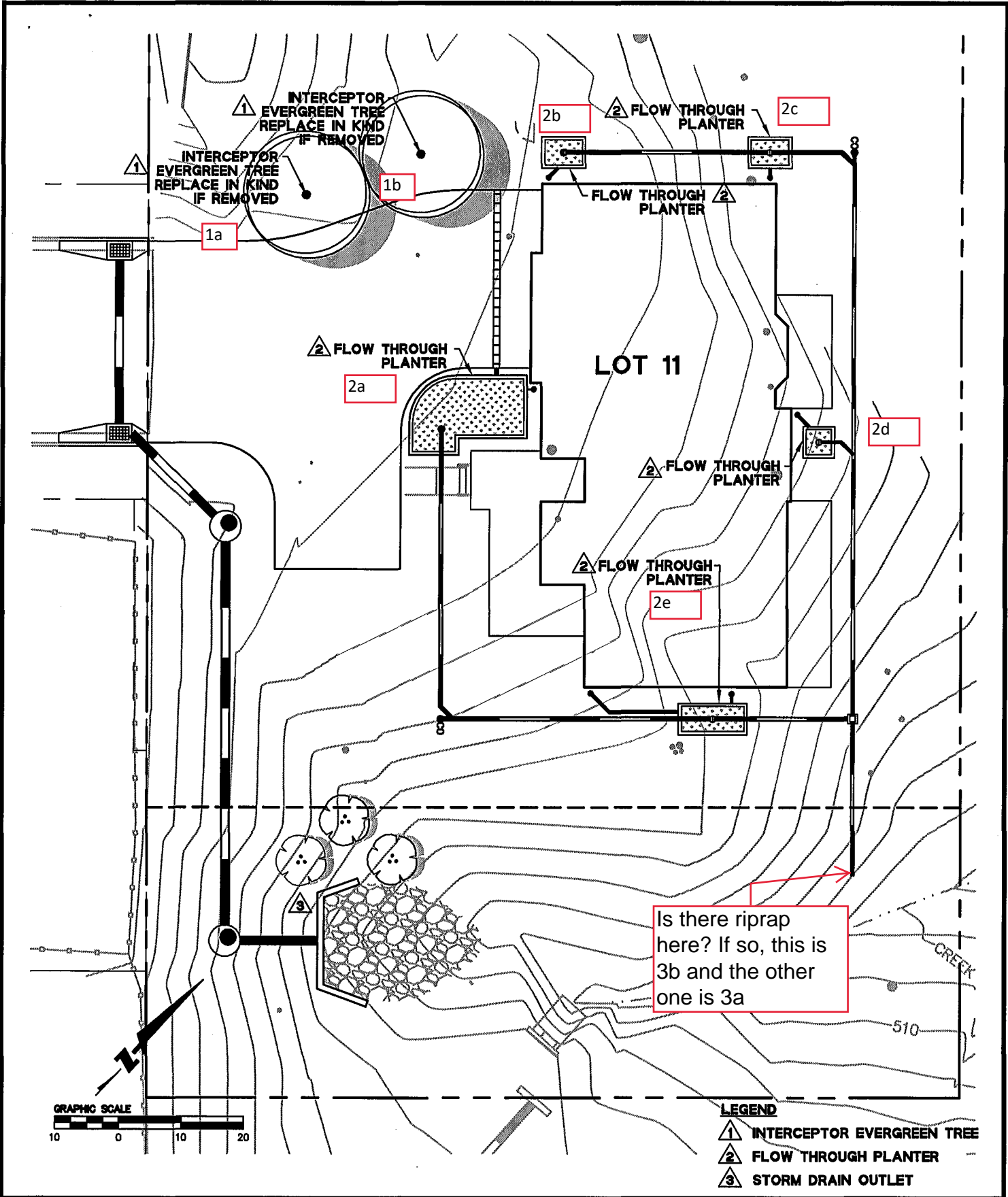
**EXHIBIT A: LEGAL DESCRIPTION OF PROPERTY**

Need final legal  
description

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

Lot 11 as shown on that certain map entitled "TRACT MAP NO. 944", filed in the office of the County Recorder of San Mateo County, State of California, on \_\_\_\_\_ in Book \_\_ of Tract Maps, at Pages \_\_\_\_ and \_\_\_\_.

**EXHIBIT B: STORMWATER CONTROL PLAN**  
Date of County-Approved Drawing:



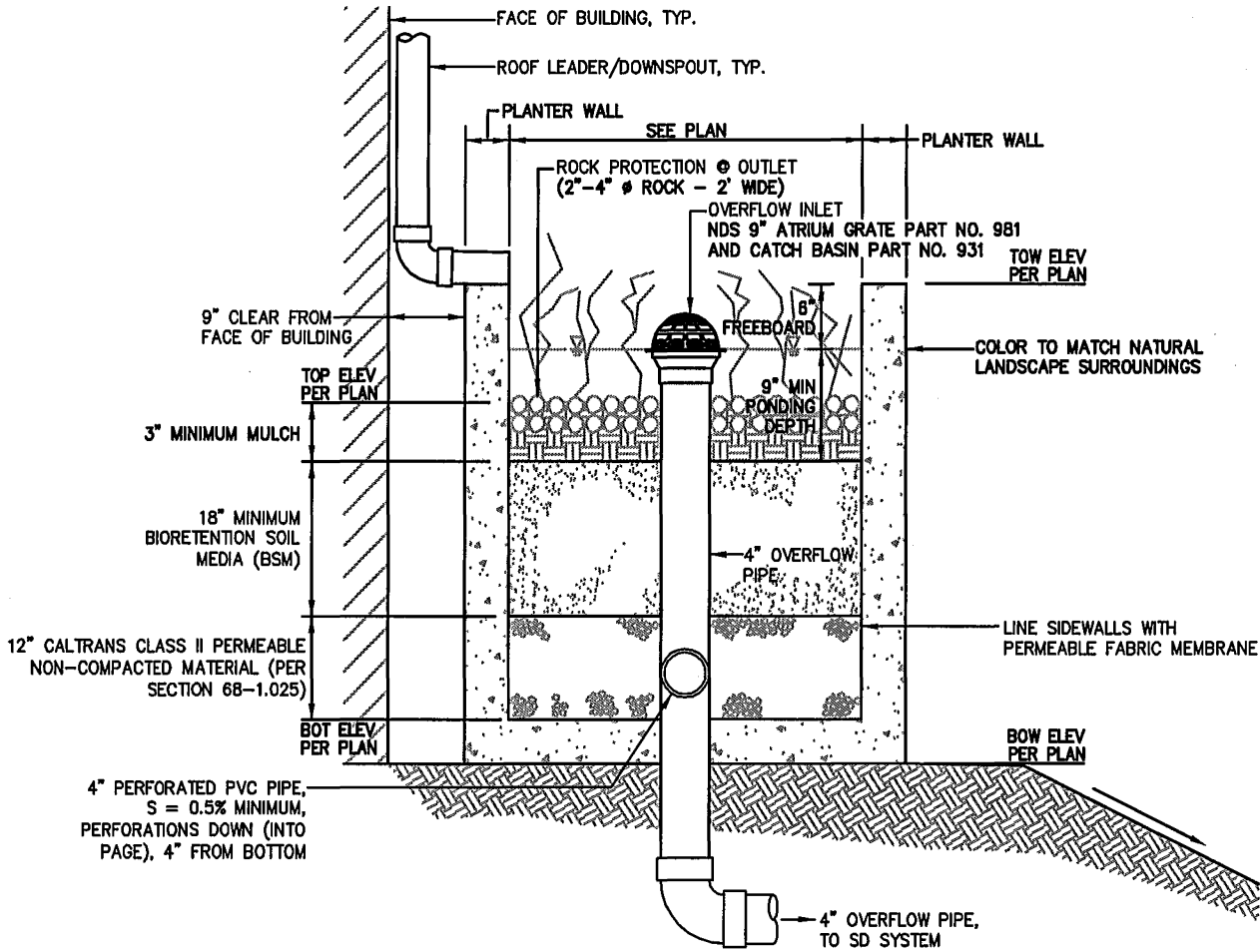
**LEGEND**

- ① INTERCEPTOR EVERGREEN TREE
- ② FLOW THROUGH PLANTER
- ③ STORM DRAIN OUTLET



255 Shoreline Drive, Suite 200  
 Redwood City, CA 94065  
 (650) 482-6300  
 (650) 482-6399 (FAX)

Subject HIGHLAND ESTATES  
EXHIBIT B - LOT 11 SITE PLAN  
 Job No. 19950168-20  
 By CW Date 08/05/16 Chkd. RH  
 SHEET 1 OF 2



1

**FLOW-THROUGH PLANTER (FTP)**



255 Shoreline Drive, Suite 200  
Redwood City, CA 94065  
(650) 482-6300  
(650) 482-6399 (FAX)

Subject HIGHLAND ESTATES  
EXHIBIT B - LOT 11 PLANTER DETAIL  
Job No. 19950168-20  
By CW Date 08/05/16 Chkd. RH  
SHEET 2 OF 2

**EXHIBIT C: MAINTENANCE PLAN**

Address: 88 Cowpens Way  
 APN: 041101450  
 NOM: 2021-00

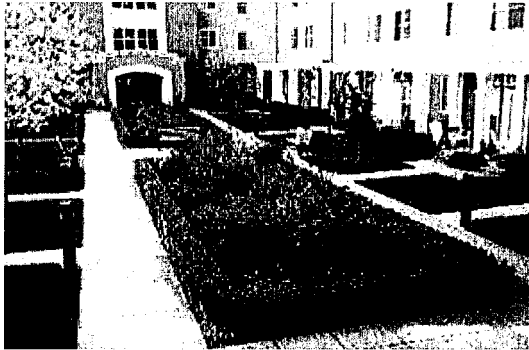
**SUBMIT TO THE COUNTY DECEMBER 31 of EACH YEAR**

Stormwater Collection and Detention Devices to be Maintained		
Identifying Number of Treatment Measure	Type of Treatment Measure	Location of Treatment Measure on the Property (See Exhibit B)
1a and 1b	Interceptor Evergreen Tree	1 See Exhibit B for location
2a through 2e	Flow Through Planter	2 See Exhibit B for location
3	Storm Drain Outfall	3 See Exhibit B for location

Summary of Inspections and Maintenance			
Identifying Number of Treatment Measure	Date of Inspection	Operation and Maintenance Activities Performed and Date(s) Conducted	Additional Comments
1			
2			
3			

**Flow Through Planter Maintenance Plan for  
Highland Estates, 88 Cowpens Way  
August 5, 2016**

This needs to be replaced with the updated template. Attaching to accompanying email.



*Flow through planters function as soil and plant-based filtration devices that remove pollutants through a variety of physical, biological, and chemical treatment processes. These facilities normally consist of a grass buffer strip, sand bed, ponding area, organic layer or mulch layer, planting soil, and plants.*

Project Address & Cross Streets: Lot 11  
Cowpens Way

Assessor's Parcel No.: \_\_\_\_\_

Property Owner: Highland Estates  
Development I, LLC

Phone No.: (650) 595-5582

Designated Contact: Noel Chamberlain

Mailing Address: 655 Skyway, Suite 230  
San Carlos, California 94070

The property contains five (5) flow through planters, located as shown in the attached site plan<sup>1</sup>. Features 2a through 2e

**I. Routine Maintenance Activities**

The principal maintenance objective is to prevent sediment buildup and clogging, which reduces pollutant removal efficiency and may lead to flow through planter area failure. Routine maintenance activities, and the frequency at which they will be conducted, are shown in Table 1.

Table 1 Routine Maintenance Activities for Flow Through Planters		
No.	Maintenance Task	Frequency of Task
1	Remove obstructions, debris and trash from flow through planter and dispose of properly.	Monthly, or as needed after storm events
2	Inspect flow through planter to ensure that it drains between storms and within five days after rainfall.	Monthly, or as needed after storm events
3	Inspect inlets for channels, soil exposure or other evidence of erosion. Clear obstructions and remove sediment.	Monthly, or as needed after storm events
4	Remove and replace all dead and diseased vegetation.	Twice a year
5	Maintain vegetation and the irrigation system. Prune and weed to keep flow through planter neat and orderly in appearance.	Before wet season begins, or as needed
6	Check that mulch is at appropriate depth (3 inches per soil specifications) and replenish as necessary before wet season begins.	Monthly
7	Inspect flow through planter using the attached inspection checklist.	Monthly, or after large storm events, and after removal of accumulated debris or material

<sup>1</sup> Attached site plan must match the site plan exhibit to Maintenance Agreement.

Flow Through Planter Maintenance Plan  
Property Address: Lot 11 Cowpens Way, Highland Estates

Date of Inspection: \_\_\_\_\_  
Treatment Measure No.: \_\_\_\_\_

This needs to be replaced with the updated template. Attaching to accompanying email.

## II. Prohibitions

The use of pesticides and quick release fertilizers shall be minimized, and the principles of integrated pest management (IPM) followed:

1. Employ non-chemical controls (biological, physical and cultural controls) before using chemicals to treat a pest problem.
2. Prune plants properly and at the appropriate time of year.
3. Provide adequate irrigation for landscape plants. Do not over water.
4. Limit fertilizer use unless soil testing indicates a deficiency. Slow-release or organic fertilizer is preferable. Check with municipality for specific requirements.
5. Pest control should avoid harming non-target organisms, or negatively affecting air and water quality and public health. Apply chemical controls only when monitoring indicates that preventative and non-chemical methods are not keeping pests below acceptable levels. When pesticides are required, apply the least toxic and the least persistent pesticide that will provide adequate pest control. Do not apply pesticides on a prescheduled basis.
6. Sweep up spilled fertilizer and pesticides. Do not wash away or bury such spills.
7. Do not over apply pesticide. Spray only where the infestation exists. Follow the manufacturer's instructions for mixing and applying materials.
8. Only licensed, trained pesticide applicators shall apply pesticides.
9. Apply pesticides at the appropriate time to maximize their effectiveness and minimize the likelihood of discharging pesticides into runoff. With the exception of pre-emergent pesticides, avoid application if rain is expected.
10. Unwanted/unused pesticides shall be disposed as hazardous waste.

Standing water shall not remain in the treatment measures for more than five days, to prevent mosquito generation. Should any mosquito issues arise, contact the San Mateo County Mosquito Abatement District (SMCMAD), as needed for assistance. Mosquito larvicides shall be applied only when absolutely necessary, as indicated by the SMCMAD, and then only by a licensed professional or contractor. Contact information for SMCMAD is provided below.

## III. Mosquito Abatement Contact Information

San Mateo County Mosquito Abatement District  
1351 Rollins Road  
Burlingame, CA 94010  
PH: (650) 344-8592  
FAX: (650) 344-3843  
Email: [info@smcmad.org](mailto:info@smcmad.org)

## IV. Inspections

The attached Flow Through Planter Inspection and Maintenance Checklist shall be used to conduct inspections monthly (or as needed), identify needed maintenance, and record maintenance that is conducted.



This needs to be replaced with the updated template. Attaching to accompanying email.

## Flow Through Planter Inspection and Maintenance Checklist

Property Address: Highland Estates, Lot 11 Cowpens Way, San Mateo, CA Property Owner: Highland Estates Development I, LLC / Contact: Noel Chamberlain

Treatment Measure No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Type of Inspection:  Monthly  Pre-Wet Season  
 After heavy runoff  End of Wet Season  
 Other: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed and if needed maintenance was not conducted, note when it will be done)	Results Expected When Maintenance Is Performed
1. Standing Water	When water stands in the flow through planter between storms and does not drain within five days after rainfall.			There should be no areas of standing water once inflow has ceased. Any of the following may apply: sediment or trash blockages removed, improved grade from head to foot of flow through planter, or added underdrains.
2. Trash and Debris Accumulation	Trash and debris accumulated in the flow through planter.			Trash and debris removed from flow through planter and disposed of properly.
3. Sediment	Evidence of sedimentation in flow through planter.			Material removed so that there is no clogging or blockage. Material is disposed of properly.
4. Erosion	Channels have formed around inlets, there are areas of bare soil, and/or other evidence of erosion.			Obstructions and sediment removed so that water flows freely and disperses over a wide area. Obstructions and sediment are disposed of properly.
5. Vegetation	Vegetation is dead, diseased and/or overgrown.			Vegetation is healthy and attractive in appearance.
6. Mulch	Mulch is missing or patchy in appearance. Areas of bare earth are exposed, or mulch layer is less than 3 inches in depth.			All bare earth is covered, except mulch is kept 6 inches away from trunks of trees and shrubs. Mulch is even in appearance, at a depth of 3 inches.
7. Miscellaneous	Any condition not covered above that needs attention in order for the flow through planter to function as designed.			Meet the design specifications.

Add: Photographs of each feature (Exhibit D)  
Annual Report Template (Exhibit E), attaching