



Elkhart Historic & Cultural
Preservation Commission

**ELKHART HISTORIC & CULTURAL PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, NOVEMBER 20, 2025**

7:00 P.M.

Council Chambers – 2nd Floor

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) APPROVAL OF MINUTES – OCTOBER 16, 2025
- 5) HEARING OF VISITORS
- 6) OLD BUSINESS
 - A. NEIGHBORHOOD UPDATE/PROGRESS REVIEW/NOMINATIONS
- 7) NEW BUSINESS
 - A. APPROVAL OF 2026 MEETING CALENDAR
- 8) STAFF ITEMS
 - A. 25-COA-09, 234-236 DIVISION STREET – NEW SHINGLE ROOF
 - B. 25-COA-10, 226 STATE STREET – NEW SHINGLE ROOF
- 9) ANNOUNCEMENTS
- 10) ADJOURNMENT

If you are unable to attend, please contact Wendy Sonora at 574-294-5471 x 3256

Webex Information

<https://signin.webex.com/join>

Meeting number: 2315 304 6383

Password: Historic1

HISTORIC & CULTURAL PRESERVATION COMMISSION MEMBERS

<u>Name</u>	<u>Term</u>	<u>Appointed By</u>
Ann Linley, President	January 1, 2025 – December 31, 2028	City Council (Citizen)
J.A. Whitmer, Vice President	September 16, 2025 – December 31, 2027	Mayor
William (Bill) Zimmerman	September 15, 2025 – December 31, 2026	Mayor
Robert (Bobby) Glassburn	September 15, 2025 – December 31, 2028	Mayor
David Henke	January 1, 2025 – December 31, 2025	City Council (Member)
Vacant		Mayor
Vacant		City of Elkhart Municipal Building 229 South Second Street Elkhart, Indiana 46516 574.294.5471 Ext. 1018

Elkhart Historic & Cultural Preservation Commission

Meeting Thursday, October 16, 2025

Call to Order:

Ann Linley called to order the Elkhart Historic & Cultural Preservation Commission Meeting for Thursday, October 16, 2025 at 7:01 pm.

Roll Call:

Present: JA Whitmer, Bill Zimmerman, Doug Mulvaney, Ann Linley, Carrie Brunson and Bobby Glassburn (Via Webex). Eric Trotter with the City of Elkhart and Deb Parcell with Indiana Landmarks.

Absent: none

Approval of Agenda:

Ann Linley asked the commission if there were any amendments to the agenda.

Linley asked for a motion to approve the agenda as presented. Motion made by JA Whitmer, seconded by Bill Zimmerman; motion carried with the following roll call vote:

JA Whitmer - Yes

Bill Zimmerman - Yes

Doug Mulvaney – Yes

Carrie Brunson – Yes

Bobby Glassburn – Yes

Approval of Minutes:

Linley gave everyone a moment to review the minutes for September 18, 2025, to see if corrections needed to be made.

Linley said she would accept a motion to approve the minutes as presented. Motion made by Zimmerman, seconded by Whitmer; motion carried with the following roll call vote:

Whitmer - Yes

Zimmerman - Yes

Glassburn – Yes

Linley – Yes

Mulvaney and Brunson did not vote in the approval of the minutes since they were absent for September's meeting.

Hearing of Visitors:

N/A

Old Business:

Linley asked if there were any neighborhood updates, progress reviews, nominations to report to the commission. Eric Trotter and Deb Parcell responded no.

New Business:

A: 25-HP-03 PROCESS OF ESTABLISHING A CONSERVATION DISTRICT

Linley asked Trotter to read the staff report:

The petitioner is requesting to begin the process of establishing a Conservation District to meet the requirements from Section 1.4, A of Ordinance 4367 of the City of Elkhart which allows the Historic Commission to adopt preservation guidelines.

The State Division Street Local Historic district was established in 1981 with updates to the ordinance in 1991 and 1998. Since the time of district establishment, the neighborhood has seen many of the homeowner properties become rental. The neighborhood demographics and the financial needs of the individuals who live in the area have grown. The ability for residents to pay the cost of maintaining these homes to the ordinance standard has become untenable for most. As a result, the neighborhood has seen increases in deferred maintenance leading to deteriorating structures. That neglect, compounded with several fires, has resulted in large numbers of vacant lots as homes are demolished. Under the current design guidelines, the lack of flexibility of allowed building materials and a national shortage of skilled craftsmen with knowledge of how to maintain a historic home has compounded the struggle of this district.

The State Division Street district has not seen the structures preserved as originally hoped or improvement to property values since its creation in 1981. As a result, disinvestment and apathy towards the standards has grown and resulted in a steady decline of properties in the neighborhood. The request is to start the process of moving the historic district from a Local Historic District to a two-phased Historic Conservation District for the updated district boundaries outlined in earlier case 25-HP-01.

Many of the COA's that come in front of the Historic and Cultural Preservation Commission come from individuals or local not for profit groups that were cited for doing work without approval. The people who have tried to follow the guidelines are hampered by the cost of materials and inability to find qualified contractors. The amount of unpermitted work on weekends and non-Certificate of Appropriateness (COA) approved work has resulted in a growing number of structures now likely being considered non-contributing.

The process of moving from a Local Historic District to a Conservation District starts with the first phase as a 3-year period as a conservation district. During this phase, a certificate of appropriateness is required only for the following activities: demolition of any building, moving or relocation of any building or structure and any new construction of a principal building or accessory building or structure subject to view from a public way.

At the expiration of the initial 3-year period, the first phase of a conservation district continues and the second phase does not become effective if a majority of the property owners in the district object to the HCPC, in writing, to the requirement that Certificates of Appropriateness be issued for the following activities: demolition of any building, moving or relocation of any building or

structure and any new construction of a principal building or accessory building or structure subject to view from a public way.

STAFF RECOMMENDATION:

The Staff recommends **approval** of establishing the State Division Historic District to a Conservation District.

Trotter said that after the Special Historic meeting on Monday, attorney Kevin Davis sent him an email regarding Indiana code 36-7-11-2.

Trotter read the email he received from Davis to the commission: I am following up to the October 13th Historic Preservation Commission meeting regarding the request to I am following up to the October 13th Historic Preservation Commission meeting regarding the request to establish a Conservation District to meet the requirements of Section 1.4 a of Ordinance 4367 of the City of Elkhart which allows Historic Commission to adopt preservation guidelines. 25-HP-03.

Indiana code 36-7-11-2 states, if before July 1, 1977, a unit established by ordinance a commission for the purpose of historic preservation, that commission may continue to operate, regardless of whether that ordinance is subsequently amended or is consistent with this chapter. If the unit wants to operate a historic preservation commission under this chapter, it must adopt an ordinance under section 4 of this chapter, and this chapter then provides the exclusive method for operation of a historic preservation agency in the unit; (b) If a unit did not establish a commission for the purpose of historic preservation before July 1, 1977, this chapter provides the exclusive method for operation of a historic preservation agency in the unit; (c) Subsections (a) and (b) do not limit the power of a municipality to establish a commission for the preservation of a historic street area under IC 36-7-11.3. The City's Historic Preservation Commission was established July 14, 1975.

A reading of the ordinance does not impose an obligation on the City to follow the statute unless the City adopts or amends the historic preservation ordinance to adopt the language of the Indiana Preservation code. The statute allows the Commission to use it as a template or framework, but it does not require the Commission to follow its language.

The city ordinance mirrors a majority of the statue; however, the ordinance does not address the question of removal of historic district designation that is outlined in Indiana code 36-7-11-23. That section of the statute addresses the process if an owner or owners wish to remove their property from the historic district, the section does not address the question if the City wishes to initiate this action. In this case, if the City follows the statutory procedures discussed in IC 36-7-11-23 in terms of publication, notice and hearing, the residents will have the opportunity to state their cases to the commission.

Whitmer said since the commission was established before 1977 this can proceed. Trotter said yes.

Linley asked if anyone had questions. Robin Gaugler, a homeowner, said that most of the houses in the Historic district have become rentals and owner's do not maintain their properties. Mrs. Gaugler referred to 309 State Street that has a lot of trash in their yard and it is unmaintained.

Linley said that for the record outstanding houses can still apply to stay as single historic site houses and the commission are more than happy to help them with the process since they have the funds, and the pool of houses has narrow.

Linley said she would accept a motion to approve **25-HP-03, Process of Establishing a Conservation District** based on the staff recommendations. Motion made by Mulvaney, seconded by Zimmerman; motion carried with the following roll call vote:

Whitmer - Yes
Zimmerman - Yes
Mulvaney – Yes
Brunson – Yes
Glassburn – No
Linley – Yes

Whitmer asked what the process was after they approved 25-HP-03. Trotter responded that it will need to be a conservation district for a three-year period and if after that more than fifty percent of property owners in the district do not object to the HCPC, in writing then the Historic commission will vote again, like today's meeting. Mrs. Gaugler asked how many homeowners there were in the Historic district and Trotter responded that he did not have the number at the moment. Deb Parcell said that she does not want the Historic district to disappear.

Announcements:

N/A

Adjournment:

Linley said that she would accept a motion to adjourn the meeting at 7:22 pm. Motion made by Whitmer, seconded by Brunson; motion approved 6-0.

Ann Linley, Chair



Elkhart Historic & Cultural
Preservation Commission

**ELKHART HISTORIC & CULTURAL PRESERVATION COMMISSION
REGULAR MEETING 2026 DATES**

File by Date

Friday, January 2, 2026*
Thursday, April 2, 2026
Thursday, July 2, 2026
Thursday, October 1, 2026

Quarterly Meeting Date

Thursday, January 15, 2026
Thursday, April 16, 2026
Thursday, July 16, 2026
Thursday, October 15, 2026

ALTERNATE MEETING 2026 DATES AS NEEDED

File by Date

Thursday, February 5, 2026
Thursday, March 5, 2026
Thursday, May 7, 2026
Thursday, June 4, 2026
Thursday, August 6, 2026
Thursday, September 3, 2026
Thursday, November 5, 2026
Thursday, December 3, 2026

Meeting Date

Thursday, February 19, 2026
Thursday, March 19, 2026
Thursday, May 21, 2026
Thursday, June 18, 2026
Thursday, August 20, 2026
Thursday, September 17, 2026
Thursday, November 19, 2026
Thursday, December 17, 2026

Note: All meetings are held in the Council Chambers, 2nd floor, City Municipal Building at 7:00p.m., the 3rd Thursday of the month unless indicated or when no business is pending (*).

Reviewed and adopted by the City of Elkhart Historic and Cultural Preservation Commission at its regular meeting November 20, 2025.

Ann Linley, Chair

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

All information requested must be completed on this application. If you have questions, please call the City Planning and Zoning Department at 294-5471.

Application is hereby made for a Certificate of Appropriateness as REQUIRED under Ordinance Number 4041 of the City of Elkhart, Indiana. For any structure located in a locally designated historic district, a Certificate of Appropriateness must be issued by the Historic and Cultural Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes; any new construction; a change in walls or fences or construction of walls and fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

=====

Owner's Name Michael Timmons / Toni Bragton File Number 25-COA-09

Address 234/236 Division St. Date

Zip Code 46516 Phone: Home Work Roofing

ADDRESS WHERE WORK IS TO BE DONE Same

Existing Use of Structure (residential, commercial, etc.) Residential

Proposed Use of Structure

Description of Project:

South and West end of 2-Story, remove old shingle. Install new shingle, new windows, new doors.

The following documents must be submitted:

 Site Plan Legal Description Photographs Building Plans

 Samples/Swatches Other

Signature of Owner: Date:

CONTRACT – SHERIFF-GOSLIN COMPANY – Quality Roofing Since 1906

Branch Office Order No.	S. Bent 218	Customer Phone Company Representative Bobby Carson	Customer Email
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Customer Name: Michael L. Timmons / Toni Brayton Customer's Mailing Address: 820 234 Division St. Elkhart 46516
 Address of Property on which Sheriff-Goslin (the "Company") will apply the work described below: 820 234 Division St. Elkhart
 Title Owner of Property: S. Bent
 Work Description ("Work"): South and West end of 2-story. Tear off complete, replace all bad wood at 2" x 6 ft. Install all new ridge cap, Ice Shield, 6" up, walls and valleys. Left remaining, Install all new shingles, under, valleys, ridge cap, batten, repair of other missing shingles, clean up and away debris. See attached Addendum
 Material Selected: Metal Roof System: Metal Roof System

THE COMPANY GUARANTEES:

ART-LOC®, StormMaster® and Pinnacle® shingle work carries a special Sheriff-Goslin Labor and Material GUARANTEE against leaks and defective material and/or workmanship with full service at no expense to the Customer for 10 years (5 years on 3-tab and roll/low slope roofing), except for fire, tornado, hail/impact of foreign objects, ice back-up, certain algae, acts of nature or other circumstances beyond our control.

Siding is guaranteed for 10 years against defective material and/or workmanship, except for changes in color or obsolescence of material.

Guarantees are only transferable to successor title owners of Property and may not otherwise be assigned; notification must be sent in writing to Sheriff-Goslin Company within 30 days of the title owner transfer.

These Guarantees are in addition to the standard Manufacturer's WARRANTY, which only covers reimbursement for defective material and at a reduced rate for each year after initial installation. Manufacturer's Warranty assumes no responsibility for leaks, poor workmanship, or any repair or replacement labor. Additional information about the Company's Guarantees and copies of the Manufacturer's Warranty can be found at www.sheriffgoslin.com. Any defective materials not covered by the Manufacturer's Warranty are not covered by the Company's Guarantees. Manufacturer's Warranty is transferable to successor title owners with a fee.

Company makes no other warranty or guarantee, express or implied, and expressly disclaims any warranty of merchantability for a particular purpose.

PAYMENT TERMS:

1. BASE PRICE	\$ 13,860
2. ADD:	\$ —
3. ADD:	\$ —
4. CASH PRICE (1+2+3)	\$ 13,860
5. LESS: CASH DOWN PAYMENT	\$ 1,400
6. UNPAID BALANCE OF CASH PRICE (4-5)	\$ 12,460

Payment is due upon completion.

FINANCED

Terms are provided at the time of signing with licensed finance company. Finance company is not affiliated with Sheriff-Goslin Company. Financed amounts are paid from the finance company to Sheriff-Goslin Company directly.

INSURANCE

Insurance payment and supplements are to be paid to Sheriff-Goslin Company. Contract price for insurance jobs subject to change to insurance approved amounts. You are responsible for payment of your deductible to Sheriff-Goslin Company.

You further agree to assist us in filing claim with your insurance company.

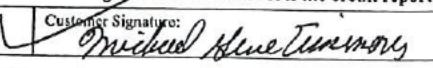
Customer requests that all payments pertaining to the Company's work be paid directly to Sheriff-Goslin Company by Customer's insurance provider, and to add Sheriff-Goslin Company as additional payee on all claim payments. To the extent this does not occur, Customer assigns the insurance proceeds to Sheriff-Goslin Company to the extent they are on account of Company work. Owner further requests for Sheriff-Goslin Company to receive copies of all communications related to the claim.

Please initial when read.

Payments may be made by check to the Company's Home Office: 10 Avenue C, Battle Creek, MI 49037 or to your representative. Checks must be made payable to Sheriff-Goslin Company. Refund checks will be assessed a \$50 non-sufficient funds (NSF) charge and the delinquency charge (if late).

Sales Representative Signature:	Date: 10-24-25	Direct Problems Or Inquiries To:	Telephone Number:
Print Name: Bobby Carson	Date: 10-24-25		
Date Submitted To Customer:	10-24-25	Last Date By Which Customer May Accept: Offer expires within 14 days	
Customer Signature: Toni L. Brayton	Date: 10-24-25	Customer Signature: Michael Gene Timmons	Date: 10-24-2025
Print Name: Toni L. Brayton	Date: 10-24-25	Print Name: Michael Gene Timmons	Date: 10-24-2025

Customer acknowledges receipt of a completed copy of this Contract. If Contract is not paid in full on the date signed, then Customer authorizes Company to request a credit report on Customer, and Company reserves the right to cancel Contract if the credit report is unfavorable.

Customer Signature:  
 Manager Use Only: Waive Credit

Elkhart Historic & Cultural Preservation Commission
CERTIFICATE OF APPROPRIATENESS
Community Preservation Specialist - Staff Review

Application Number: 25-COA-09

Applicant's Name: Michael Timmons/Toni Brayton

Property Address: 234/236 Division Street

Local Landmark or District: State & Division Local and National Register Historic Districts

Rating: Contributing

Architectural Style: American Foursquare

Date Constructed: c.1920

Description of proposed project: Tear off existing 3-tab asphalt shingle roof on south and west end and replace with StormMaster Grand Teton architectural asphalt shingles; install ice and water shield.

Applicable Ordinance Authority: Section 12.6 of Ordinance 4041 of the City of Elkhart requires a Certificate of Appropriateness to be issued for a conspicuous change in the exterior appearance of the existing building by demolitions, moving, additions, **new construction**, alteration, color change or maintenance of existing buildings, including windows, doors and all exterior features, walls or fences. As such, a Certificate of Appropriateness must be issued for the work proposed at 234-236 Division Street.

Applicable Guidelines:

Roof: Retain the original shape and materials of the roof whenever possible. Replace with new material that matches the original as closely as possible in composition, size, shape, color, and texture.

STAFF RECOMMENDATION:

The proposed roof shingle replacement is similar to the existing shingles, and meets historic district guidelines for material and profile. All proposed work meets historic district guidelines and is approved by staff.

Filed by: Deb Parcell

Date: October 29, 2025

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

All information requested must be completed on this application. If you have questions, please call the City Planning and Zoning Department at 294-5471.

Application is hereby made for a Certificate of Appropriateness as REQUIRED under Ordinance Number 4041 of the City of Elkhart, Indiana. For any structure located in a locally designated historic district, a Certificate of Appropriateness must be issued by the Historic and Cultural Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes; any new construction; a change in walls or fences or construction of walls and fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

Owner's Name SAVANA BECKWITH File Number 25-COA-10

Address 226 STATE ST., ELKHART, IN Date

Zip Code 46516 Phone: Home [REDACTED] Work [REDACTED]

ADDRESS WHERE WORK IS TO BE DONE 226 STATE ST., ELKHART, IN 46516

Existing Use of Structure (residential, commercial, etc.) SINGLE FAMILY RESIDENCE

Proposed Use of Structure NO CHANGE THIS IS A ROOF JOB

Description of Project:

TEAR OFF & REPLACE SHINGLES TO THE ROOF OF THE HOME. ICE & WATER SHIELD

WHERE APPLICABLE, INSTALL FIBERGLASS DIMENSIONAL SHINGLES. LOW SLOPE

APPLICATION WITH EPDM ROOFING SYSTEM, DECKING INSTALLED ON ROOF WHERE APPLICABLE.

The following documents must be submitted:

Site Plan Legal Description Photographs Building Plans

Samples/Swatches _____ Other _____

PERMIT COORDINATOR

11/6/25

Signature of Owner: _____ Date: _____



3516 Granite Circle, Toledo, OH 43617
 Customer Care: 1-800-684-4628
 eriehome.com

Custom Remodeling Agreement

Buyer Name: Savana Beckwith	Co-Buyer Name: Tyler Hollar
Address: 226 State Street, Elkhart, IN, 46516	Phone Number: 5742028400
Email: savanabeckwith04@gmail.com	Reference: R020-123134

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Erie Construction Mid-West, LLC. ("Contractor") as listed herein and on the accompanying Specification Sheet(s) in accordance with the terms and conditions described on each page of this Agreement and on each page of the attached Specification Sheet(s) (collectively, "Agreement"). Buyer(s) agrees to sign a Completion Certificate after Contractor has completed all work under this Agreement.

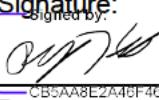
Date of Contract: 10/30/2025	Purchase Price: \$27,738.00	Initial	Initial
Estimated Start Date: 11/14/2025	Down Payment: \$0.00		
Estimated Completion Date: 12/12/2025	Balance Due Upon Completion: \$27,738.00		

Method of Payment:

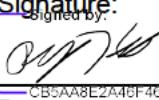
Finance

Buyer(s) agrees and understands that this Agreement constitutes the entire understanding between the parties, and that there are no verbal understandings, changing, or modifying any of the terms of this Agreement. No alteration to or deviation from this Agreement will be valid without the signed, written consent of both Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) has read this entire Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above. Buyer(s) also acknowledges that Buyer(s) was orally informed of Buyer's right to cancel this Agreement.

Buyer Information

Name: Savana Beckwith	Name: Tyler Hollar
Signature: 	Signature: 
Date: 10/30/2025	Date: 10/30/2025

Co-Buyer Information

Name: Savana Beckwith	Name: Tyler Hollar
Signature: 	Signature: 
Date: 10/30/2025	Date: 10/30/2025

Erie Representative

Name: Ryan Grant	Name:
Signature: 	Signature:

Erie Representative

Date: 10/30/2025	Date:
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YOU, THE BUYER(S), MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. FOR MICHIGAN SALES ONLY, ADDITIONALLY, THE SELLER IS PROHIBITED FROM HAVING AN INDEPENDENT COURIER SERVICE OR OTHER THIRD PARTY PICK UP YOUR PAYMENT AT YOUR RESIDENCE BEFORE THE END OF THE 3-BUSINESS-DAY PERIOD IN WHICH YOU CAN CANCEL THE TRANSACTION.

(Indiana Sales Only): Buyer(s) may communicate with Contractor via customersupport@eriehome.com. Problems or inquiries can be directed to Erie Home customer service at [1-800-684-4628](tel:1-800-684-4628). Contractor submitted this Agreement to Customer(s) on the "Date of Contract" listed in this Agreement. In accordance with Ind. Code Ann. § 24-5-11-10, third parties, including subcontractors and vendors, will furnish labor, services, and material to, or on behalf of, Contractor in connection with this Agreement.

NOTICE OF CANCELLATION

Customer Copy

Date of Transaction: 10/30/2025

You may cancel this transaction, without any penalty or obligation, within three business days from the above date. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Seller's expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to Erie Construction Mid-West, LLC., at 3516 Granite Circle, Toledo, Ohio 43617, NOT LATER THAN MIDNIGHT OF 11/4/2025

I HEREBY CANCEL THIS TRANSACTION.

Customer Signature:

Customer Signature:

Date:

NOTICE OF CANCELLATION

Customer Copy

Date of Transaction: 10/30/2025

You may cancel this transaction, without any penalty or obligation, within three business days from the above date. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Seller's expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to Erie Construction Mid-West, LLC., at 3516 Granite Circle, Toledo, Ohio 43617, NOT LATER THAN MIDNIGHT OF 11/4/2025

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NOTICE OF CANCELLATION

Erie Copy

Date of Transaction: 10/30/2025

You may cancel this transaction, without any penalty or obligation, within three business days from the above date. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Seller's expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to Erie Construction Mid-West, LLC., at 3516 Granite Circle, Toledo, Ohio 43617, NOT LATER THAN MIDNIGHT OF 11/4/2025

I HEREBY CANCEL THIS TRANSACTION.

Customer Signature:

Customer Signature:

Date:

Specification Sheet

Buyer Name: Savana Beckwith	Co-Buyer Name: Tyler Hollar
Address: 226 State Street, Elkhart, IN, 46516	Date of Contract: 10/30/2025
Phone Number: [REDACTED]	Reference Number: R020-123134

Buyer(s) listed above hereby jointly and severally agrees to purchase the goods and/or services listed below, in accordance with the prices and terms described on this Specification Sheet and the Custom Remodeling Agreement, of which this Specification Sheet is a part. **Additional terms and conditions are listed below.**

Shingle Profile: Fiberglass Shingle Color: Summit Grey Drip Edge Color: White

Product(s)

Fiberglass Roofing
EPDM Low-Slope Flat with Cover Board - Class A
Standard Removal (1 - 2 Layers of Asphalt)
Replace Decking
Complexity Charge (Skylight, Chimney, Cricket)
Vacation Voucher

Erie to remove existing roofing and properly dispose. Erie to furnish and install ice and water shield where applicable.

Erie to furnish and install fiberglass dimensional shingle.

Erie to furnish and install all accessories that may include drip edge, pipe boots, and flashing.

Erie to vent roof properly.

Erie to furnish and install Premium Synthetic Underlayment.

Erie to inspect the decking to ensure a suitable base for installation of EPDM system.

Erie to prep existing roof to receive the Erie EPDM roof system.

Erie to furnish and install EPDM low slope roofing system.

Erie to furnish and install all accessories that may include drip edge, pipe boots, and flashing.

Erie to furnish and install decking with OSB where applicable.

Specification Sheet - Continued

Additional Notes:

Erie to do full to of current shingles. Erie to do drip edge in the color white. Erie to do shingle in the color summit grey. Erie to do 2 sq. Decking where applicable. Erie to remove one old satellite mount. Erie to do work on home only.

Price includes all labor, material, warranty, and 100% job cleanup.

Buyer(s) authorizes Erie Construction Mid-west, LLC. to obtain permitting, where required, for the agreed upon work on the subject property.

It is agreed and understood by and between the parties that this Specification Sheet, along with the Custom Remodeling Agreement, constitutes the entire understanding between the parties, and there are no verbal understandings, changing, or modifying any of the terms. This Specification Sheet may not be changed or its terms modified or varied in any way unless such changes are in writing and signed by both Buyer(s) and Contractor. Buyer(s) hereby acknowledge that Buyer(s) has read the entirety of this Specification Sheet.

Buyer Information	Co-Buyer Information
Name: Savana Beckwith Signature:  <small>Signed by:</small> <small>93EEC9059828427...</small> Date: 10/30/2025	Name: Tyler Hollar Signature:  <small>Signed by:</small> <small>CB5AA8E2A46F463...</small> Date: 10/30/2025

Erie Representative	Erie Representative
Name: Ryan Grant Signature:  <small>Signed by:</small> <small>779E762A943F436...</small> Date: 10/30/2025	Name: Signature: Date:

Product-Specific Terms

Window Sales

Window Condensation: Contractor is not responsible for condensation that may form on or within a window or between windows resulting from pre-existing conditions in Buyer's property and internal or external temperatures. Reducing the humidity in a home will often remedy any condensation problems.

Roofing Sales

Precautions Taken by Buyer(s): Skylight openings can allow debris to enter the structure during construction. Drop cloths should be placed under skylight openings prior to commencement of roofing activity. Skylights may require removal to install new flashing. In the process of removal, drywall at the top of the shaft may crack or break, especially if it is glued to the skylight. Because this is a pre-existing condition, any drywall repair to the skylight shaft is the sole responsibility of Buyer(s). Normal roofing operation causes vibration to the structure. Contractor is not responsible for nail pops or hairline cracks in the drywall due to vibration. Buyer(s) should cover items in attic or top floor of the structure, as debris may fall. Buyer(s) should remove all fragile items prior to Contractor's commencement of work. Buyer(s) must remove solar panels, wires, and large antennas prior to Contractor's commencement of work. Contractor is not responsible for electrical work or painting.

Lead-Based Paint Renovation, Repair, and Painting Form

Customer Name: Savana Beckwith

Customer Address: 226 State Street, Elkhart, IN, 46516

Year Home was Built: 1870

The purpose of this form is to determine if the proposed home renovation is, or is not, exempt from the Environmental Protection Agency guidelines and requirements for Lead Safe Work Practices.

Occupant Confirmation of Pamphlet Receipt

By initialing here, I acknowledge that I have received a copy of the pamphlet "The Lead-Safe Certified Guide to Renovate Right" informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before work began.

Qualified Exemptions - Homes Built After 1977

To exempt the property as post-1977 housing, (A), (B), and (C) below shall be completed:

(A) The contractor shall verify prior to commencement of work, through an independent third party (such as assessor records, housagecheck.com, Zillow.com, etc.) that the house on which the work will be performed was constructed during or after 1978. Proof of this verification shall be obtained prior to commencement of work through available public records.

(B) The customer also agrees that to the best of their knowledge, the property where the work will be performed was built after 1977.

(C) I agree that due to the above exemption(s), the firm will not be required to use lead-safe work practices as outlined by the EPA's Lead-Based Paint Renovation, Repair, and Painting Rule.

Buyer Initials:

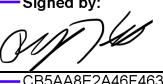


Co-Buyer Initials:

OR (Non-Exempt - Homes Built before 1977)

D) I understand that the firm performing the renovation is going to follow the work practices outlined in the EPA's Lead-Based Paint Renovation, Repair, and Painting Rules. I also understand that a portion of the contract price as identified may be associated with the cost of following these guidelines.

Buyer Information**Co-Buyer Information**

Name: Savana Beckwith	Name: Tyler Hollar
Signature:  Signed by: 93EEC9059828427...	Signature:  Signed by: CB5AA8E2A46F463...
Date: 10/30/2025	Date: 10/30/2025

Contractor's Representative: I certify under penalty of law that the above information is true and complete to the best of my knowledge.

Name: Ryan Grant
Signature:  Signed by: 779E762A943F436...
Date: 10/30/2025

ADDITIONAL TERMS AND CONDITIONS

Delays/Unknown Conditions: Contractor's failure to perform any term of this Agreement due to conditions beyond its control such as, but not limited to, acts of God, material shortages, Buyer's inability to qualify for or obtain financing, delays by government authorities in issuing or approving inspections, permitting, or other required authorizations do not constitute abandonment and are not included in calculating time frames for performance by Contractor. The parties have determined that a definite completion date is not of the essence to this Agreement.

Late Cancellation/Late Payment/Default: If Buyer(s) attempts to cancel this Agreement after the expiration of the applicable cancellation period afforded to Buyer(s) under this Agreement, which is 3 business days unless otherwise provide for on the accompanying notices of cancellation, and Contractor accepts such cancellation, which shall be in Contractor's sole discretion, all work will be stopped as promptly as is reasonably possible and Buyer(s) agrees to pay a cancellation fee equal to 15% of this Agreement's purchase price to offset Contractor's incurred labor, administrative, and material costs. Buyer(s) agrees to pay a late fee of 1.5% per month on all amounts due and owing from Buyer(s) to Contractor accruing from the date due and running to the date the payment is made. If Buyer(s) is in default of this Agreement, Buyer(s) agrees to pay Contractor's reasonable attorney's fees or as otherwise allowed by applicable law. Buyer(s) also agrees to pay any other costs or expenses of repossession or collection as allowed by applicable law.

Contractor's Right to Cancel: In the event that Contractor determines that this Agreement cannot be performed as intended by the parties due, for example, to incorrect pricing, unforeseen structural defects, or pre-existing conditions to Buyer's property, Contractor may cancel this Agreement within thirty (30) days of its execution, notify Buyer(s) of such cancellation in writing, and return all money paid by Buyer(s).

No Set-Offs or Retentions: Upon substantial completion of Contractor's work under this Agreement, Buyer(s) shall pay all amounts due under this Agreement without any right of set-off or retention. Substantial completion is defined as the job being materially completed, functional as intended, and a final inspection, permit or occupancy certificate, as the case may be, having been obtained. If after paying all amounts due, Buyer(s) alleges that Contractor's work is defective, Contractor, without waiving any of its rights, shall inspect the work and perform any remedial work to the extent Buyer(s) is entitled to under this Agreement or Contractor's warranty at no cost to Buyer(s).

Buyer's Representations: Buyer(s) represents that (a) Buyer(s) owns the premises where the work is being performed; (b) to the extent not otherwise prohibited by law or indicated in this Agreement, Buyer(s) will pay all taxes and permitting fees required for Contractor to perform this Agreement; (c) Buyer(s) will provide Contractor with reasonable access to the premises, including access to electrical outlets; (d) Buyer(s) shall be responsible for the preparation, moving, and reinstalling of all service lines, solar panels and associated equipment, large antennas, wires and the moving of any other items as required by Contractor; and (e) Buyer(s) acknowledge(s) that any excess material not used by Contractor shall remain the property of Contractor.

Contractor's Responsibility: Contractor accepts no responsibility for any damage resulting from pre-existing structural or other defects in Buyer's property. Contractor is not responsible for remedying structural defects. Buyer(s) acknowledges that Contractor's products do not correct or cure structural problems. Contractor shall not be responsible for (a) any damages arising in whole or in part from causes beyond control of Contractor; (b) any consequential or incidental damages including, without limitation, lost profits or reduction in value of Buyer's property arising from Contractor's delay in performing under this Agreement or due to Contractor's breach of this Agreement; and (c) unintentional damage to window treatments, landscaping, driveways, sidewalks, service lines, collateral or incidental damage to interior walls and personal property, it being understood that Buyer(s) is responsible at Buyer's cost for all preparations, protection, and/or moving of such items prior to Contractor's commencement of work.

Product-Specific Terms: Depending on the product(s) purchased by Buyer(s), certain product-specific terms may apply. If applicable, these terms will be on the accompanying Specification Sheet(s). Buyer(s) acknowledges that these product-specific terms are a part of these Additional Terms and Conditions.

Mold and Related Matters: Buyer(s) agrees to indemnify and hold Contractor and its employees, agents, and subcontractors harmless from any claims as to the identification, detection, abatement, encapsulation, or removal of mold, asbestos, lead-based products, or other hazardous substances inside or outside of the property at which work is performed. Contractor does not provide mold testing or remediation services.

Miscellaneous: No waiver of any breach of this Agreement shall be construed as a waiver of any prior, concurrent, or subsequent breach hereof. The section headings in this Agreement are for convenience only and shall not affect in any way the interpretation of this Agreement. In construing this Agreement, the gender and number of words used may be changed to meet the context. This Agreement shall be governed by and construed in accordance with the laws of the state in which it is performed, except as may be preempted by federal law. Any part of this Agreement contrary to the law of such state shall not invalidate other parts of this Agreement. If a provision of this Agreement is held to be invalid or unenforceable, this Agreement shall continue in full force and effect and shall be construed as if the invalid or unenforceable provision was omitted. Buyer(s) agrees that Contractor can assign any of Contractor's rights under this Agreement without Buyer's consent and that the person to whom Contractor assigns this Agreement shall be entitled to all of Contractor's rights under this Agreement.

Arbitration of Disputes: Contractor and Buyer(s) agree that any and all disputes, claims, or controversies (hereafter referred to as a "Claim") arising under or relating to this Agreement and any related documents, loans, security instruments, accounts, or notes, including by way of example and not as a limitation: (i) the relationships resulting from this Agreement and the transactions arising as a result thereof; (ii) the terms of this Agreement; or (iii) the validity of this Agreement or the validity or enforceability of this arbitration provision may, at the election of either party, be subject to binding arbitration to be determined by one arbitrator, in accordance with and pursuant to the then prevailing Consumer Arbitration Rules of the American Arbitration Association ("AAA"), to be held and arbitrated in the judicial district in which Buyer(s) resides. Buyer(s) agrees that Buyer(s) will not assert a Claim on behalf of, or as a member of, any group or class. The findings of the arbitrator shall be final and binding on all parties to this Agreement. Each party shall be responsible for its own fees and costs, unless otherwise determined by the arbitrator. This agreement to arbitrate, and any award, finding, or verdict of or from the arbitration, will be specifically enforceable under the prevailing law of any court having jurisdiction. The party asserting a Claim shall file a notice of the demand for arbitration with the other party to this Agreement and with AAA. The demand for arbitration shall be made within a reasonable time after the Claim in question has arisen, and in no event shall any such demand be made after the date when institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations. Any arbitration proceeding brought under this Agreement, and any award, finding, or verdict of or from such proceeding shall remain confidential between the parties and shall not be made public.

If elected by a party, Contractor and Buyer(s) agree to arbitrate a Claim, rather than litigate the Claim or pursue some other means of dispute resolution. The parties believe this will potentially allow for a faster and more cost-effective method of addressing a Claim. By entering into this Agreement and this arbitration provision, both parties are potentially giving up their constitutional right to have any dispute decided in a court of law before a jury, and instead are potentially accepting the use of arbitration.

ERIE ROOFING SYSTEM

ARCHITECTURAL FIBERGLASS LIMITED TRANSFERABLE WARRANTY

What is covered in this Warranty -

Simply put: every item we install on your roof is included in this warranty!

The Erie Roofing System we install includes premium fiberglass performance shingles, high-performance synthetic underlayment, snow and ice guard, flashings, metal work, vents, trim parts and pieces, ridge vents, extra fasteners. We use double-protection components above all industry standards; we use snow and ice guard on all eaves, valley application, plus extra protection around all penetrations; and starter shingle products, hip & ridge, new metal flashing(s) and drip edge will be installed. Step flashing is installed for sidewalls, front wall, and chimney applications. Counter flashing is installed where applicable. We use extra nails when necessary; never staples and manually seal in cold weather applications. We can offer items for your home and roof that assure balanced air ventilation consisting of both functional intake and exhaust ventilation products when specified. That said, no exterior or building product remains in its original condition or appearance forever, therefore there are a few limitations, so please read the remainder of this Warranty closely.

From the date of installation -

Erie warrants you, the original property owner, that, subject to the limitations and exclusions discussed below, the Erie Roofing System will be free from manufacturing defects and workmanship that results in water penetration in accordance with the following terms:

- **Premium Protection Period** - For the first Ten-Years (10), Erie will repair or replace any product it determines has a manufacturing defect that results in water penetration at no charge to you for product material and labor.
- **Beyond Premium Protection Period** - For the next Twenty-Years (20), Erie will repair or replace the failing Erie product. We'll provide new product materials at no charge to you - and you only pay the labor to fix it.

Limitations of the Warranty -

Because of natural weathering no exterior building product remains in its original condition or appearance forever, therefore there are a few limitations:

- **Wind Warranty Limitation** - is for "blow-off" of shingles due to wind gusts up to 120 miles per hour for the first ten-years (10). Erie's maximum liability is to provide and install replacement shingles for those shingles lost from the roof due to 'blow-off' or alternatively in its option, Erie will manually seal shingles.

- **Algae Resistant Warranty Limitation** - is for its algae resistant shingles that will remain free of obvious discoloration caused by the development of “blue-green algae” on the exposed face of the shingles for a period of the first ten-years (10). In the event the algae resistant shingles fail to meet this coverage, Erie’s sole and only liability shall be to pay the reasonable cost of cleaning the affected shingles up to a maximum value of \$20 per square. Mold and mildew are functions of environmental conditions and are not manufacturing defects; and consequently, not covered under this warranty.
- **Low-Slope Membrane Warranty Limitation** - Is for a roof membrane used for low-slope applications and covered for the first ten-years (10). If during this time, a manufacturing defect in the roof membrane causes a leak, Erie will repair or replace the roof membrane as necessary to restore it to a watertight condition.
- **Roof Penetrations Warranty Limitation** - If after installation of the Erie roof, the property owner installs any item on the roof that penetrates the roofing surface or creates any openings in the roofing surface, including, but not limited to, solar panels, antennas, satellite dishes, skylights, and pipes, Erie is not responsible for any damage or water penetration that is caused by such property owner installations.

Events beyond our control -

The warranty only applies to Erie-installed products and not work done by others. Any work done to the Erie Roofing System by others automatically voids this Warranty. We can't be responsible for any damages or material failure caused by foliage, tree limbs, normal weathering, corrosive effects of salt air and chemical pollutants, high-pressure power washing, normal fading, deterioration of caulking compounds, fire, flood, lightning, high winds (in excess of warranted speed herein), windblown objects, earthquakes, hurricanes, ice dams, icicles and/or ice storms, atmospheric conditions or weather of catastrophic nature, other acts of God, intentional acts, or unreasonable use nor can we warrant that the roof will not experience excessive granule loss or any other cause not a result of a manufacturing defect. If Erie replaces any material under this warranty, we may, in our sole discretion, substitute products to be of comparable quality and price. Other than what's covered by our warrant, you should pursue the cost of replacement or repair of damaged roofing products through your homeowner's insurance.

What to do if you Need Service -

If you believe your Erie Roofing System has a covered defect you should promptly notify Erie. After the first-year following installation, there is a nominal trip charge for any service you request. The current trip charge is \$125 and is subject to inflation. To ensure your claim is warrant-based, and not a home maintenance issue, we recommend that you routinely clean the gutters and remove all branches and debris that are in contact with the Erie Roofing System. Home maintenance is always the responsibility of the homeowner. You can contact Erie Service by email - customersupport@eriehome.com or by phone 800-682-4628.

Legal Details and Limitations of Remedies -

THIS DOCUMENT CONSTITUTES THE EXCLUSIVE EXPRESS WARRANTIES AND REMEDIES PROVIDED BY ERIE. THE WARRANTIES AND REMEDIES CONTAINED IN THIS DOCUMENT ARE EXPRESSLY IN LIEU OF ANY AND ALL

OTHER EXPRESS OBLIGATIONS, GUARANTEES AND WARRANTIES, WHETHER WRITTEN OR ORAL. STATE OR PROVINCIAL LAW WILL DETERMINE THE PERIOD OF TIME FOLLOWING THE SALE THAT A PROPERTY OWNER MAY SEEK REMEDY UNDER THE IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ERIE'S OBLIGATIONS, RESPONSIBILITIES AND LIABILITY SHALL BE LIMITED TO REPAIRING, REFUNDING, REFINISHING, COATING, OR REPLACING THE DEFECTIVE PRODUCT AS SET FORTH IN THIS WARRANTY. IN NO EVENT SHALL ERIE BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING ANY DAMAGE TO THE PROPERTY, THE BUILDING OR ITS CONTENTS, OR FOR INJURY TO ANY PERSONS, THAT MAY OCCUR AS THE RESULT OF THE USE OF ERIE'S PRODUCTS OR AS A RESULT OF THE BREACH OF THIS WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU. IN NO EVENT SHALL ERIE'S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THE PRODUCT(S) OR THIS WARRANTY EXCEED THE ORIGINAL PURCHASE PRICE OF THE PRODUCTS AND THE LABOR COSTS RELATING TO THE ORIGINAL INSTALLATION OF SUCH PRODUCTS.

This Warranty may not be modified, altered or expanded by anyone, including the product distributors, dealers, sellers, installers, and/or Erie representatives. This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Transferability

Your Erie Roofing System is registered upon completion and payment through Erie. You do not have to notify or contact Erie in order to transfer this warranty to the first subsequent owner of your property. Upon transfer, this warranty is then the duration of the Premium Product Protection plus one-year – measured from the original date of installation. This is a valuable provision of your warranty and enhances the value of your property. Erie encourages you to keep this Warranty with your permanent records in a safe place.



Name: Savana Beckwith

Address: 226 State Street, Elkhart, IN, 46516

Email Address: savanabeckwith04@gmail.com

Phone Number: 5742028400

Sales Rep: Ryan Grant

Job Number: R020-123134

Vacation Type: Condo

Condo Express are professionally managed condominium resorts that are not typically available to the general public. These resorts are located in some of the most beautiful and desirable vacation destinations offering a number of relaxing activities such as nearby shopping, theme parks, and nightlife. The amenities at these resorts often include a pool & hot tub, beach access, children's playground, tennis and golf facilities, fitness center, washer & dryer, and much, much more. A one-bedroom condominium will accommodate up to four adults, a two-bedroom between 6 and 8 adult, and a three-bedroom between 8 and 10 adults. Condo Express accommodations are booked on a weekly basis with a Saturday check in most cases unless otherwise noted. Prices are based upon demand and availability. We will always attempt to procure your requested property at the lowest possible rate. Prices start at \$199 per week for one-bedroom units, \$249 per week for two-bedroom units, and \$349 per week for three-bedroom units. Rates for popular travel destinations, travel during holidays and peak season, and reservation requests made under 60 days in advance may be substantially higher. Please visit: www.myresortvoucher.com for the most up to date Terms and Conditions. This travel program offers the recipient the opportunity to purchase 7 nights and 8 days condominium lodging at one of over 4500 worldwide luxury resort locations in 106 countries. To participate in this offer, the recipient must sign and activate this certificate within 60 days of receipt. This Vacation Voucher is valid for 2 years from issue date. There is a \$100 Activation Fee that goes toward your booking. If you decide not to book, the activation fee is refundable. Customer must provide transportation to and from condominium. This cannot be combined with any other offer. This Vacation Voucher is not redeemable for cash, but is fully transferable at no charge. Gratuities, meals and other charges are the sole responsibility of the traveler. The redemption company does not assume responsibility or liability for the expenses or any inconvenience, loss, injury, or damages to any person(s) or any property at any resort or in transit to any condominium for any cause whatsoever. You must be a minimum of 22 years of age to reserve and check in to a condominium. "By acknowledging below, you understand the terms and conditions of the Condo Vacation Voucher and acknowledge that it will be provided at completion of installation."

By signing this authorization, you consent to Erie Home providing your information to Destination Motivation for the purpose of facilitating a vacation voucher. Erie Home is not affiliated with Destination Motivation beyond the provision of a voucher for such services. Erie Home expressly disclaims any and all liability arising from your use of Destination Motivation, including but not limited to the quality, availability, or outcome of any vacation services provided.

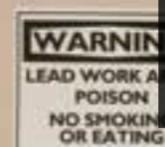
I consent to receiving phone, email and text communication from Destination Motivation to process this request by signing this document.

Signed by:

Signature: 
93EEC9059828427...

Date: 10/30/2025

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)

epa.gov/getleadsafe

EPA-740-K-10-001

Revised September 2011



Important lead hazard information for
families, child care providers and schools.



This document may be purchased through the U.S. Government Printing Office online at
bookstore.gpo.gov or by phone (toll-free): 1-866-512-1800.

IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a



WHO SHOULD READ THIS PAMPHLET?

This pamphlet is for you if you:

- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

This pamphlet is not for:

- Abatement projects. Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information.
- "Do-it-yourself" projects. If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at 1-800-424-LEAD (5323) and ask for more information on how to work safely in a home with lead-based paint.
- Contractor education. Contractors who want information about working safely with lead should contact the National Lead Information Center at 1-800-424-LEAD (5323) for information about courses and resources on lead-safe work practices.



RENOVATING, REPAIRING, OR PAINTING?



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
- Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
- Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
- Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.

LEAD AND YOUR HEALTH

Lead is especially dangerous to children under six years of age.

Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.



Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.

What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at epa.gov/lead/pubs/leadinfo or call 1-800-424-LEAD (5323).

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

WHERE DOES THE LEAD COME FROM?

Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

Home renovation creates dust.

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

Proper work practices protect you from the dust.

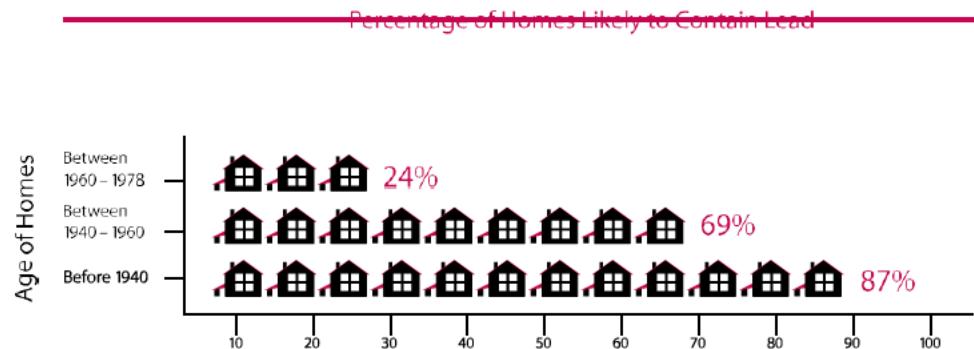
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



CHECKING YOUR HOME FOR LEAD-BASED PAINT



Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead. Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You can hire a certified professional to check for lead-based paint.

These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being

disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits

must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

FOR PROPERTY OWNERS

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- You can verify that a contractor is certified by checking EPA's website at epa.gov/getleadsafe or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

Always make sure the contract is clear about how the work will be set up, performed, and cleaned.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.

- Call your local health or building department, or

- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in

child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.

If you think a worker is not doing what he is ~~supposed to do or is~~ doing something that is unsafe, you should

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after check the work yourself (see page 10).



PREPARING FOR A RENOVATION

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the



work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.

DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

The work practices the contractor must follow include these three simple procedures, described below:

1. Contain the work area. The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:

- Cover the floors and any furniture that cannot be moved.
- Seal off doors and heating and cooling system vents.
- For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

2. Avoid renovation methods that generate large amounts of lead-contaminated dust. Some methods generate so much lead-

contaminated dust that their use is prohibited. They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.

There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

3. Clean up thoroughly. The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:

- Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
- Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.



FOR PROPERTY OWNERS: AFTER THE WORK IS DONE FOR ADDITIONAL INFORMATION

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

What is a lead-dust test?

- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at epa.gov/lead/pubs/locate or contact the National Lead Information Center at **1-800-424-LEAD (5323)**.

- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.

- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the

the National Lead Information Center for lists of EPA-recognized testing laboratories.

10



You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at 1-800-424-LEAD (5323) or epa.gov/lead/nlic can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.
- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.
- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.

The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at epa.gov/lead/pubs/brochure

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

EPA CONTACTS

EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at epa.gov/lead.

Region 1 (215) 814-5000

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont) Regional Lead Contact
U.S. EPA Region 1
Suite 1100
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 2
(New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3
(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region
3 1650 Arch Street
Philadelphia, PA
19103-2029

Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(404) 562-9900

Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5
77 West Jackson Boulevard
Chicago, IL 60604-3507
(312) 886-6003

Region 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue,
12th Floor
Dallas, TX 75202-2733
(214) 665-7577

OTHER FEDERAL AGENCIES

CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and

Region 7

(Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7 901 N. 5th Street Kansas City, KS 66101 (913) 551-7003

Region 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming) Regional Lead Contact
U.S. EPA Region 8 1595 Wynkoop Street
Denver, CO 80202
(303) 312-6312

Region 9

(Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street San Francisco, CA 94105
(415) 947-8021

Region 10

(Alaska, Idaho, Oregon, Washington) Regional Lead Contact
U.S. EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1200

HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In

increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

CPSC
4330 East West Highway Bethesda, MD 20814
Hotline 1-(800) 638-2772
cpsc.gov

CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

CDC Childhood Lead Poisoning Prevention Branch
4770 Buford Highway, MS F-40
Atlanta, GA 30341
(770) 488-3300
cdc.gov/nceh/lead

addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted

housing, provides public outreach and technical assistance, and conducts technical studies to help

protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead

Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
HUD's Lead Regulations Hotline
(202) 402-7698
hud.gov/offices/lead/



SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant

Signature of Owner-occupant

Signature Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

Declined – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

Unavailable for signature – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

Certificate Of Completion

Envelope Id: 1FC52624-FE9F-4EA2-8FC2-B7D4E433934E

Status: Completed

Subject: Savana Beckwith, Your Contract is Ready to Sign

Source Envelope:

Document Pages: 42

Signatures: 10

Envelope Originator:

Certificate Pages: 5

Initials: 3

Ryan Grant

AutoNav: Enabled

EnvelopeD Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

ryan.grant@eriehome.com

IP Address: 155.226.129.251

Record Tracking

Status: Original

Holder: Ryan Grant

Location: DocuSign

10/30/2025 4:39:53 PM

ryan.grant@eriehome.com

Signer Events

Signature

Timestamp

In Person Signer Events

Signature

Timestamp

In Person Signing Host:

Ryan Grant

ryan.grant@eriehome.com



Sent: 10/30/2025 4:39:58 PM

In Person Signer:

Ryan Grant

Security Level: In Person

Signature Adoption: Drawn on Device
Using IP Address: 174.239.119.98
Signed using mobile

Viewed: 10/30/2025 4:40:15 PM

Signed: 10/30/2025 4:40:57 PM

Electronic Record and Signature Disclosure:

Accepted: 10/30/2025 4:40:15 PM

ID: 66a49c09-65d4-44bb-98f4-7ccfbac6ff25



Sent: 10/30/2025 4:40:59 PM

Viewed: 10/30/2025 4:41:31 PM

Signed: 10/30/2025 4:53:25 PM

In Person Signing Host:

Ryan Grant

ryan.grant@eriehome.com

In Person Signer:

Savana Beckwith

Security Level: In Person

Signature Adoption: Drawn on Device
Using IP Address: 174.239.119.98
Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 10/30/2025 4:41:31 PM

ID: 25194e7e-5d73-4f4c-857f-b0fd350c0a99



Sent: 10/30/2025 4:53:27 PM

Viewed: 10/30/2025 4:53:37 PM

Signed: 10/30/2025 4:54:02 PM

In Person Signing Host:

Ryan Grant

ryan.grant@eriehome.com

In Person Signer:

Tyler Hollar

Security Level: In Person

Signature Adoption: Drawn on Device
Using IP Address: 174.239.119.98
Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 10/30/2025 4:53:37 PM

ID: f7c33b88-80b5-4a55-9c68-d4b3221a64dc



Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/30/2025 4:39:58 PM
Certified Delivered	Security Checked	10/30/2025 4:53:37 PM
Signing Complete	Security Checked	10/30/2025 4:54:02 PM
Completed	Security Checked	10/30/2025 4:54:02 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Erie Home | Sales team (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Erie Home | Sales team:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: CustomerSupport@eriehome.com

To advise Erie Home | Sales team of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at CustomerSupport@eriehome.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Erie Home | Sales team

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to CustomerSupport@eriehome.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Erie Home | Sales team

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to CustomerSupport@eriehome.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Erie Home | Sales team as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Erie Home | Sales team during the course of your relationship with Erie Home | Sales team.

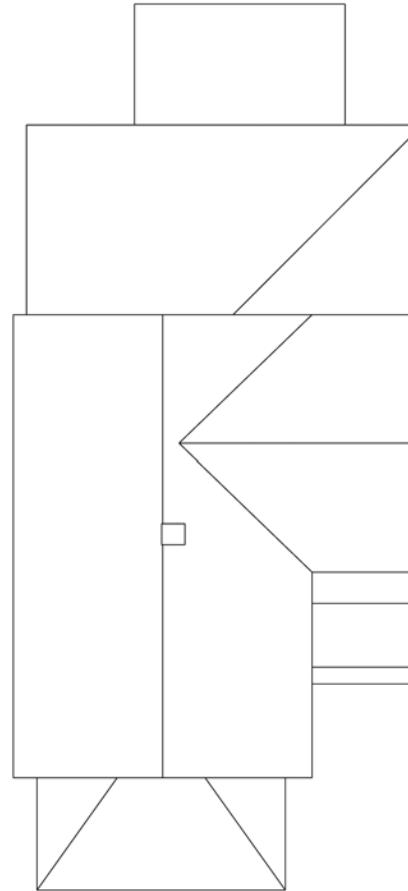


[VIEW 3D MODEL](#)

Roof	Area	Total	Length
Roof Facets	1616 ft ²	13	-
Ridges / Hips	-	6	86' 8"
Valleys	-	2	27' 9"
Rakes	-	13	112' 8"
Eaves	-	12	154' 4"
Flashing	-	7	39' 6"
Step Flashing	-	10	39' 9"
Drip Edge/Perimeter	-	-	267'

Roof Pitch*	Area	Percentage
9 / 12	898 ft ²	55.57%
4 / 12	378 ft ²	23.39%
3 / 12	147 ft ²	9.1%
1 / 12	112 ft ²	6.93%

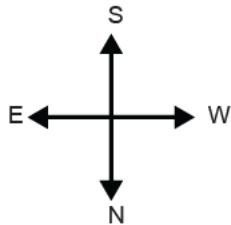
* Only top 4 values shown. Reference Roof Pitch page for all values.



Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	1616 ft ²	1697 ft ²	1778 ft ²	1858 ft ²	1939 ft ²
Squares	16½	17	18	18½	19½

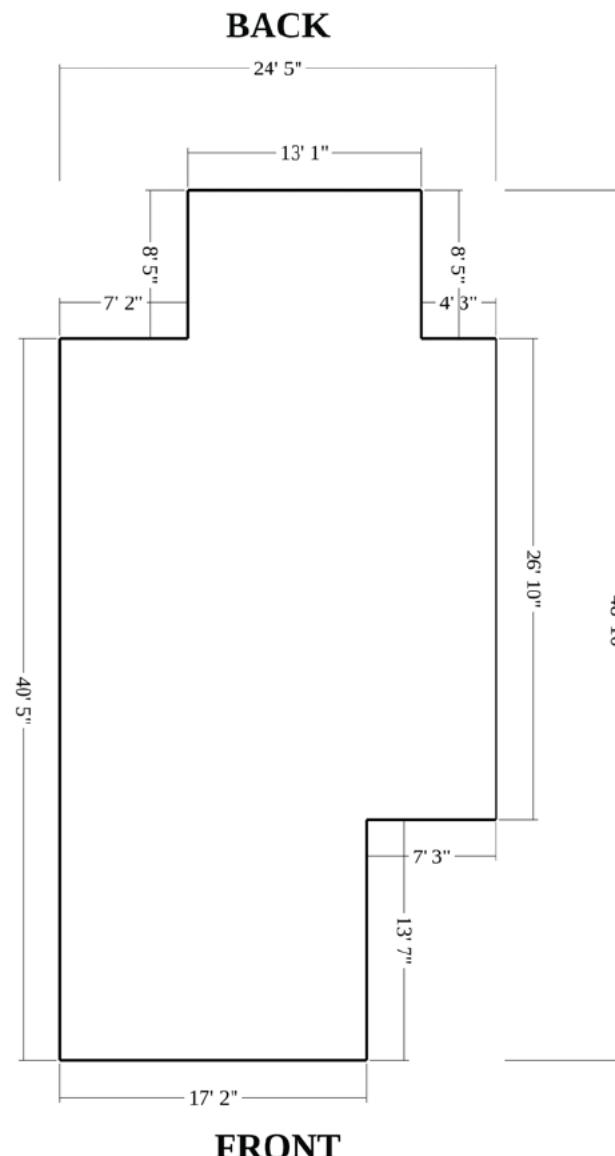
The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.



Number of Stories: > 1

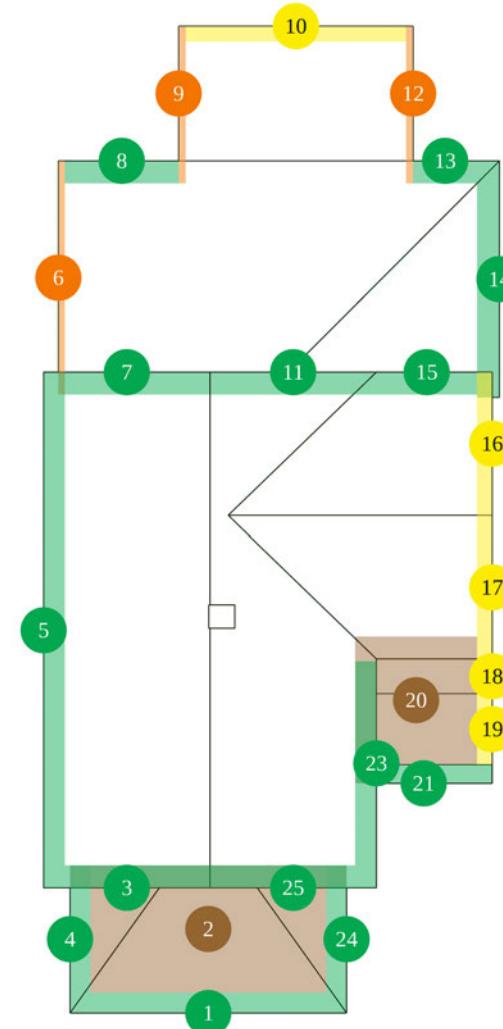
Footprint Perimeter: 146' 6"

Footprint Area: 999 ft²



Soffit Summary

Depth	Type	Count	Total Length	Total Area
0" - 1"	eaves	1	7' 3"	0 ft ²
1" - 6"	rakes	3	33' 3"	14 ft ²
6" - 12"	rakes	4	30' 3"	27 ft ²
	eaves	1	13' 1"	12 ft ²
12" - 18"	rakes	4	49' 3"	66 ft ²
	eaves	10	110' 1"	139 ft ²
> 48"	eaves	2	21' 2"	160 ft ²
Totals			264' 3"	418 ft²



Soffit Breakdown

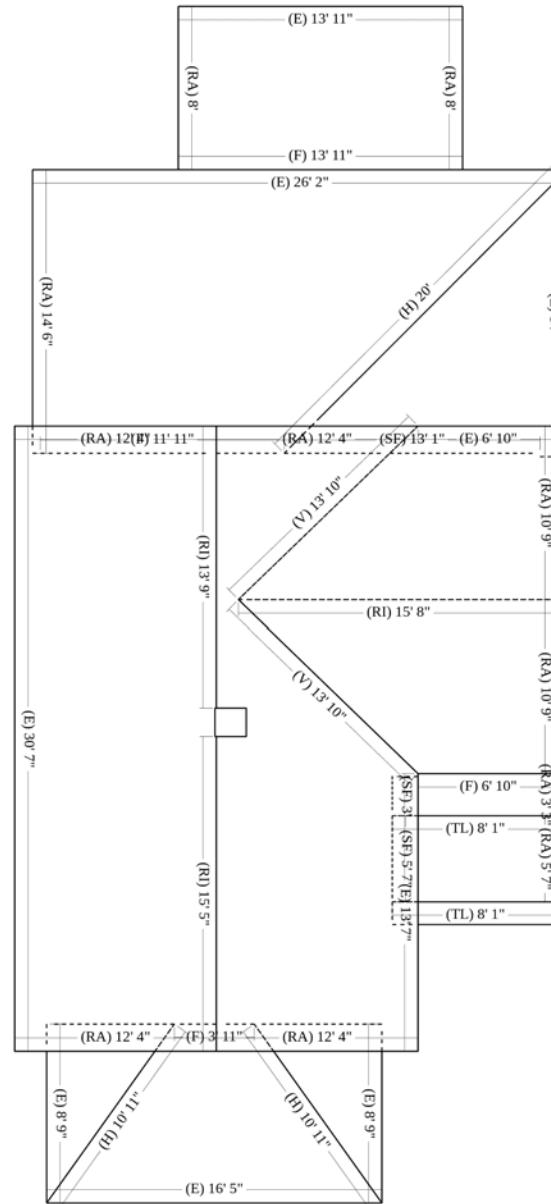
num	Type	Depth	Length	Area	Pitch
1	eave	15"	14'	17 ft ²	3 / 12
2	eave	91"	14'	105 ft ²	3 / 12
3	rake	16"	12' 4"	16 ft ²	9 / 12
4	eave	15"	8' 9"	11 ft ²	3 / 12
5	eave	15"	27' 11"	35 ft ²	9 / 12
6	rake	5"	14' 6"	6 ft ²	4 / 12
7	rake	16"	12' 4"	16 ft ²	9 / 12
8	eave	16"	6' 9"	9 ft ²	4 / 12
9	rake	5"	9' 4"	4 ft ²	1 / 12
10	eave	11"	13' 1"	12 ft ²	1 / 12
11	rake	16"	12' 4"	16 ft ²	9 / 12
12	rake	5"	9' 4"	4 ft ²	1 / 12
13	eave	16"	3' 9"	5 ft ²	4 / 12
14	eave	16"	14'	19 ft ²	4 / 12
15	eave	16"	6'	8 ft ²	9 / 12
16	rake	11"	10' 9"	10 ft ²	9 / 12
17	rake	11"	10' 9"	10 ft ²	9 / 12
18	rake	11"	3' 3"	3 ft ²	15 / 12
19	rake	11"	5' 7"	5 ft ²	10 / 12

num	Type	Depth	Length	Area	Pitch
20	eave	91"	7' 3"	55 ft ²	10 / 12
21	eave	15"	8' 1"	10 ft ²	6 / 12
22	eave	1"	7' 3"	0 ft ²	10 / 12
23	eave	15"	12' 1"	15 ft ²	9 / 12
24	eave	15"	8' 9"	11 ft ²	3 / 12
25	rake	16"	12' 4"	16 ft ²	9 / 12

 Feature is too small to label on the plan diagram

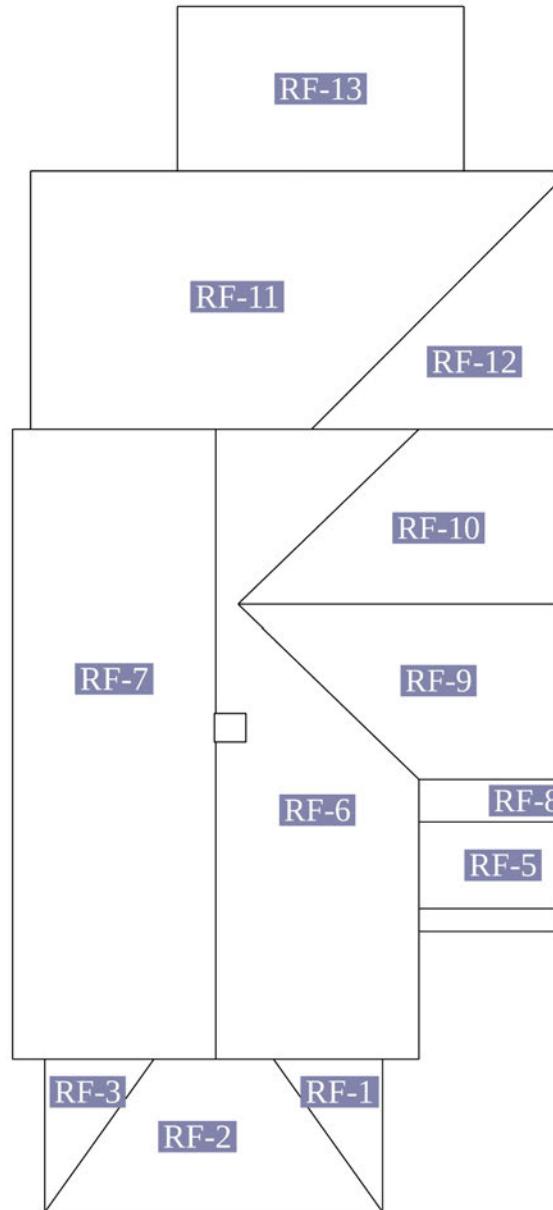
Roof	Length
Ridges (RI)	44' 10"
Hips (H)	41' 10"
Valleys (V)	27' 9"
Rakes (RA)	112' 8"
Eaves (E)	154' 4"
Flashing (F)*	39' 6"
Step Flashing (SF)*	39' 9"
Transition Line (TL)	16' 3"

*Please view the 3D model for more detail (e.g. flashing, step flashing and some other roof lines may be difficult to see on the PDF)



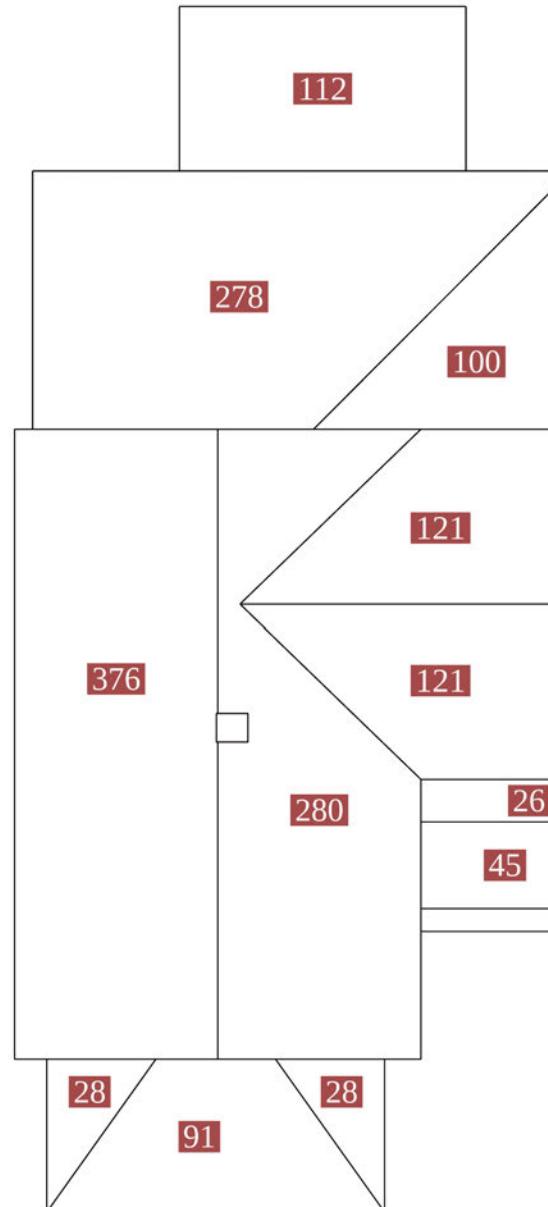
Roof Facets

Facet	Area	Pitch
RF-1	28 ft ²	3/12
RF-2	91 ft ²	3/12
RF-3	28 ft ²	3/12
RF-4	10 ft ²	6/12
RF-5	45 ft ²	10/12
RF-6	280 ft ²	9/12
RF-7	376 ft ²	9/12
RF-8	26 ft ²	15/12
RF-9	121 ft ²	9/12
RF-10	121 ft ²	9/12
RF-11	278 ft ²	4/12
RF-12	100 ft ²	4/12
RF-13	112 ft ²	1/12



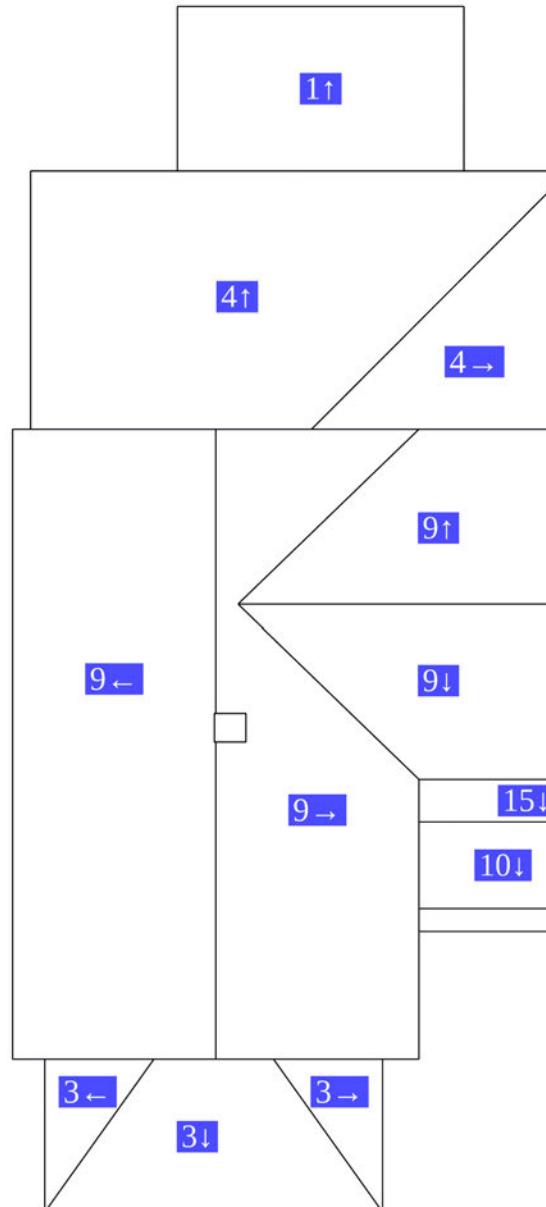
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Roof	Facets	Total
Total	13	1616 ft ²



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Roof Pitch	Area	Percentage
9 / 12	898 ft ²	55.57%
4 / 12	378 ft ²	23.39%
3 / 12	147 ft ²	9.1%
1 / 12	112 ft ²	6.93%
10 / 12	45 ft ²	2.78%
15 / 12	26 ft ²	1.61%
6 / 12	10 ft ²	0.62%







Elkhart Historic & Cultural Preservation Commission
CERTIFICATE OF APPROPRIATENESS
Community Preservation Specialist - Staff Review

Application Number: 25-COA-10

Applicant's Name: Savana Beckwith

Property Address: 226 State Street

Local Landmark or District: State & Division Local and National Register Historic Districts

Rating: Contributing

Architectural Style: Gabled Ell

Date Constructed: c.1920

Description of proposed project: Tear off existing 3-tab asphalt shingle roof and replace with IKO Dynasty (Beacon) architectural asphalt shingles in Summit Grey on house; EPDM roofing system on low-slope roof; install ice and water shield where applicable.

Applicable Ordinance Authority: Section 12.6 of Ordinance 4041 of the City of Elkhart requires a Certificate of Appropriateness to be issued for a conspicuous change in the exterior appearance of the existing building by demolitions, moving, additions, **new construction**, alteration, color change or maintenance of existing buildings, including windows, doors and all exterior features, walls or fences. As such, a Certificate of Appropriateness must be issued for the work proposed at 226 State Street.

Applicable Guidelines:

Roof: Retain the original shape and materials of the roof whenever possible. Replace with new material that matches the original as closely as possible in composition, size, shape, color, and texture.

STAFF RECOMMENDATION:

The proposed roof shingle replacement is similar to the existing shingles, and meets historic district guidelines for material and profile. All proposed work meets historic district guidelines and is approved by staff.

Filed by: Deb Parcell

Date: November 6, 2025