



FINAL CONTRACTOR  
CHANGE ORDER

Hunt Construction Group, Inc.  
1806 W. State Road 234 Fortville, IN, 46040

New Transportation Bldg  
Project #01123203

Date: 01/29/2024

To Contractor:

LeMaster Steel Erectors, Inc.  
2300 Johnson Street  
Elkhart, IN 46514

Change Order Number: 006  
Contract Number: 01123203-001  
Phase Code(s): 13.3001.90 50.9800.01

This Change Order covers revisions to the work. Except as added or deleted by the below descriptions, all terms and conditions of your Contract Agreement remain unchanged. The total cost for this Change Order includes all fees, profits, bonds, insurance costs, taxes, and all other fees included in the Contract Agreement. Not valid until signed by the Owner and Contractor.

PCI	Description	Amount
PCI00005	ASI #1 - Grading Plan Updates	\$ .00
	ASI #01 Grading Plan Updates. No cost or schedule impact.	
PCI00018	ASI #2 Site Shift and Site Signage	\$ .00
	ASI #2 - Site Shift and Signage Updates. No cost or schedule impact.	
PCI00023.1	ASI #3 - Radio Tower location and revised canopy foundation	\$ .00
	ASI #3 - Radio tower location and bus canopy foundations. No cost or schedule impact.	
PCI00024.1	ASI #4 - Fortville Plan Review Comments	\$ .00
	ASI #4 Fortville plan review comments. No cost or schedule impact.	
PCI00066	LeMaster Steel Misc Extras	\$3,623.00
	Flash and seal roof penetrations for heater exhausts and plumbing vents installed by Mechanical Contractor. These were not shown on the early release PEMB drawings. Cost to be applied to Contract Allowance.	
PCI00066	LeMaster Steel Misc Extras	\$1,796.00
	Moving building due to early delivery and building site not ready. LeMaster original request was for \$5,900 but agreed to split it 50/50. Cost to be applied to Contract Allowance.	
PCI00066	LeMaster Steel Misc Extras	-\$5,419.00
	Allowance Authorization for moving and roof openings. Remaining Allowance balance after this authorization is \$4,826.00.	
PCI00068	Deduct remaining Contract Allowance	-\$4,826.00
	Return remaining Contract Allowance to Owner.	

DS

DS


DS


DS


Initials \_\_\_\_\_


This Subcontract Change Order constitutes full accord and satisfaction for all LeMaster Steel Erectors, Inc.'s outstanding extra work items, claims, overtime charges, changes and/or interpretations to the Contract Documents for this Subcontract Agreement. It is agreed and understood that the Subcontractor, by executing this Change Order, hereby waives all claims, past, present and future with respect to the New Transportation Bldg Project. This Change Order in no way relieves the Subcontractor from providing all outstanding owner entitlements under this Subcontract, including, but not limited to, close-out obligations, punchlist, warranty, and correction of latent defects, etc.

The original Contract Price was .....	\$494,000.00
Sum of changes by prior Contract Change Orders .....	-\$76,350.00
The Contract Price prior to this Contract Change Order .....	\$417,650.00
The Contract Price will be changed by this Contract Change Order in the amount of .....	-\$4,826.00
The new Contract Price including this Contract Change Order will be .....	\$412,824.00
The Contract duration will be changed by .....	0

**Mt. Vernon Community School Corporation**  
OWNER  
DocuSigned by:  
  
SIGNATURE  
153E5054/E9B46C...  
DATE 01-29-2024 | 10:59 AM EST

**LeMaster Steel Erectors, Inc.**  
CONTRACTOR/VENDOR  
DocuSigned by:  
  
SIGNATURE  
1448DC310ABC422...  
DATE 01-29-2024 | 10:40 AM EST

**Hunt Construction Group, Inc.**  
CONSTRUCTION MANAGER  
DocuSigned by:  
  
SIGNATURE  
F598ED000A04485...  
DATE 01-29-2024 | 10:39 AM EST

**RATIO Architects, Inc.**  
ARCHITECT  
DocuSigned by:  
  
SIGNATURE  
BEF2A3FE7906469...  
DATE 01-29-2024 | 10:45 AM EST



## ARCHITECTS SUPPLEMENTAL INSTRUCTIONS #01

**PROJECT:** New MT Vernon Transportation Center  
**OWNER:** Mt Vernon Community School Corporation  
**PROJECT NUMBER:** 21133  
**DATE:** 03/15/2023

**Description:** Grading updates

Zach Grajewski  
RATIO  
[zgrajewski@ratiodesign.com](mailto:zgrajewski@ratiodesign.com)  
765.993.8490



## ARCHITECTS SUPPLEMENTAL INSTRUCTIONS #02

**PROJECT:** New MT Vernon Transportation Center  
**OWNER:** Mt Vernon Community School Corporation  
**PROJECT NUMBER:** 21133  
**DATE:** 05/02/2023

**Description:** Clarifying field changes and details.

Zach Grajewski  
RATIO  
[zgrajewski@ratiodesign.com](mailto:zgrajewski@ratiodesign.com)  
765.993.8490



## **ARCHITECTS SUPPLEMENTAL INSTRUCTIONS #03**

**PROJECT:** New MT Vernon Transportation Center  
**OWNER:** Mt Vernon Community School Corporation  
**PROJECT NUMBER:** 21133  
**DATE:** 06/01/2023

### **Description:**

1. Roofdrain pipe extension and rerouting to avoid new tower location. Grading updates for proper drainage around new tower. Site plan adjustments to reflect new tower location.
2. Updated Structural foundation detail for canopy alternate

### **Attachments (List of supporting documents):**

1. TCC301
2. TCC401
3. Context ASI #03 Cover and Description
4. SP101
5. SP201
6. SP301
7. S401

Zach Grajewski  
RATIO  
[zgrajewski@ratiodesign.com](mailto:zgrajewski@ratiodesign.com)  
765.993.8490



**Project:**  
Mt. Vernon Community School Corp.  
New Transportation Center  
Hunt Job #01123203

**January 22, 2024**

**Potential Change Item:** PCI #66 – LeMaster Steel misc extras

**SCOPE OF CHANGE:**

- TR-1 LeMaster Steel Erectors –
- 1) Split cost for moving the metal building in March 2022. Building was delivered early, but site was not ready and building permit had not been issued. LeMaster’s cost was \$3591.50 but they agreed to split 50/50. Allowance authorization for 50% is \$1976.
  - 2) Flashing and sealing roof penetrations. Mechanical openings in roof and walls were not shown in the early release drawings for the pre-engineered metal building. We previously paid LeMaster for louver and exhaust duct openings in walls via the Allowance, but nothing on the roof. Cost = \$3,623.

**TOTAL COST: \$5,419.00**

<u>Allowance Authorization</u>	
The Original Allowance was:	\$15,000.00
Previous Allowance Authorizations:	- 4,755.00
Balance Prior to this Authorization:	\$10,245.00
Allowance will be Decreased by:	- 5,419.00
New Allowance Balance will be:	\$ 4,826.00

**FUNDING SOURCE:**  
Contractor Allowance

**DOCUMENTS ATTACHED:**  
LeMaster cost emails

**CHANGE ACKNOWLEDGEMENT:**  
After review, we recommend a No-Cost Change Order be issued to the Contractor as outlined above for this additional Work.

AECOM Hunt

DocuSigned by:

F598ED600A64485...

Ratio Design

DocuSigned by:

BEF2A3FE7906469...

Veridus Group

DocuSigned by:

379B1558D58946C...

Mt. Vernon Community School Corp.

DocuSigned by:

153E50547E9B46C...

## Johnson, Luke

---

**From:** Nick Bigler <nbigler@lemastersteel.com>  
**Sent:** Friday, January 19, 2024 9:28 AM  
**To:** Johnson, Luke  
**Subject:** RE: Extra work summary for project  
**Attachments:** doc05223420240119091641.pdf

### This Message Is From an External Sender

This message came from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Report Suspicious

- 1) See attached transportation invoices for their labor to be on site and getting forklifts to the job site for just that day. This project is a one forklift job, so the invoices were to go and pick one up, and then double that to bring it back, hence  $\$315 \times 2$ .
  - a.  $\$756 + \$315 + \$315 = \$1,386$
  - b. Plus 15% mark-up =  **$\$1,594$**
- 2) Labor to move steel
  - a. Tim Sherwood  $\$105 \times 6.5$  hours =  $\$682.50$
  - b. Mark Garrod  $\$105 \times 2$  hours =  $\$210$
  - c. Casey Young  $\$90 \times 6.5$  hours =  $\$585$
  - d. Kevin Guffey  $\$80 \times 6.5$  hours =  $\$520$
  - e. Total =  **$\$1,997.50$**

**Total amount =  $\$3,591.50$**

Hunt and LeMaster agreed to split moving cost 50/50

The number I was working on prior to this,  $\$5,900$  included more transportation time, but we agreed to two mobilizations. I've taken this out, but the above number is correct.

### Nick Bigler

Sales Manager

### LeMaster Steel Erectors, Inc.

17290 Kraft Ct., Noblesville, IN 46060

Direct: 317.773.5097 x402 Mobile: 317.495.5303 Fax: 317.773.5188

[www.lemastersteel.com](http://www.lemastersteel.com)



---

**From:** Johnson, Luke <Luke.Johnson@aecom.com>  
**Sent:** Wednesday, January 17, 2024 5:36 PM  
**To:** Nick Bigler <nbigler@lemastersteel.com>

**Cc:** Brant Fowler <[bfowler@lemastersteel.com](mailto:bfowler@lemastersteel.com)>; Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>

**Subject:** RE: Extra work summary for project

Nick,

Please send over backup on the moving cost, that is all I need to finalize the CO we talked about today.

Thanks,

Luke

---

**From:** Nick Bigler <[nbigler@lemastersteel.com](mailto:nbigler@lemastersteel.com)>

**Sent:** Wednesday, January 17, 2024 11:44 AM

**To:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>

**Cc:** Brant Fowler <[bfowler@lemastersteel.com](mailto:bfowler@lemastersteel.com)>; Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>

**Subject:** Re: Extra work summary for project

2:00 works

Get [Outlook for iOS](#)

---

**From:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>

**Sent:** Wednesday, January 17, 2024 9:01:29 AM

**To:** Nick Bigler <[nbigler@lemastersteel.com](mailto:nbigler@lemastersteel.com)>

**Cc:** Brant Fowler <[bfowler@lemastersteel.com](mailto:bfowler@lemastersteel.com)>; Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>

**Subject:** Re: Extra work summary for project

I'll give you a call after 11:00 to discuss. We can get it resolved today.

Luke Johnson

AECOM Hunt

M: (317) 514-7055

Sent from my iPhone

---

**From:** Nick Bigler <[nbigler@lemastersteel.com](mailto:nbigler@lemastersteel.com)>

**Sent:** Wednesday, January 17, 2024 8:31:14 AM

**To:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>

**Cc:** Brant Fowler <[bfowler@lemastersteel.com](mailto:bfowler@lemastersteel.com)>; Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>

**Subject:** FW: Extra work summary for project

Luke,

Any thoughts on this? We really would like to get this wrapped up this week.

Thanks,

**Nick Bigler**

Sales Manager

**LeMaster Steel Erectors, Inc.**

17290 Kraft Ct., Noblesville, IN 46060

**Direct:** 317.773.5097 x402 **Mobile:** 317.495.5303 **Fax:** 317.773.5188

[www.lemastersteel.com](http://www.lemastersteel.com)





**From:** Nick Bigler  
**Sent:** Tuesday, December 19, 2023 2:32 PM  
**To:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>  
**Cc:** Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>  
**Subject:** Extra work summary for project

LJ - Hunt  
comments in red

Luke,

1. Moving building in January and renting moving company for entire day - ~~\$5,900~~ 3,951.50
2. PCI #019 – add \$5,400 These were already approved and
3. Liner panel deduct – (\$2,750) CO issued for Allowance Auth.
4. We worked out the extra with Pridemark for the cap on dumpster No cost
5. Attached email that I just sent to Brett here internally about the November billing extra work - \$3,622.50 OK

I think that summarizes everything in the past 12 months. Call me to discuss or if you have any questions as Brett and I get this finalized and how it works with the allowance.

**Nick Bigler**

Sales Manager

**LeMaster Steel Erectors, Inc.**

17290 Kraft Ct., Noblesville, IN 46060

**Direct:** 317.773.5097 x402 **Mobile:** 317.495.5303 **Fax:** 317.773.5188

[www.lemastersteel.com](http://www.lemastersteel.com)



## Johnson, Luke

---

**From:** Nick Bigler <nbigler@lemastersteel.com>  
**Sent:** Tuesday, December 19, 2023 2:28 PM  
**To:** Brett Bigler; Brant Fowler  
**Subject:** RE: Nov Billing - Mt. Vernon

- 1) Roof curb extra labor on 11/14 and 11/16
  - a. 11.5 hours x \$105
  - b. 14 hours x \$80
- 2) Three roof penetrations and two wall penetrations for HVAC on 11/30
  - a. 7 hours x \$105
  - b. 7 hours x \$80

Total = \$3,622.50

### Nick Bigler

Sales Manager

### LeMaster Steel Erectors, Inc.

17290 Kraft Ct., Noblesville, IN 46060

**Direct:** 317.773.5097 x402 **Mobile:** 317.495.5303 **Fax:** 317.773.5188

[www.lemastersteel.com](http://www.lemastersteel.com)



---

**From:** Brett Bigler <bbigler@lemastersteel.com>  
**Sent:** Tuesday, December 19, 2023 12:50 PM  
**To:** Brant Fowler <bflower@lemastersteel.com>; Nick Bigler <nbigler@lemastersteel.com>  
**Subject:** FW: Nov Billing - Mt. Vernon

Let me know how I can help with this. Looks like he needs it before I can send a bill this month.

---

**From:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>  
**Sent:** Tuesday, December 19, 2023 12:49 PM  
**To:** Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>  
**Subject:** RE: Nov Billing - Mt. Vernon

I need you to submit whatever cost you have for these openings first, I have never seen anything. Then I will issue a Change Order/Allowance Authorization so you can bill for it.

---

**From:** Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>  
**Sent:** Tuesday, December 19, 2023 12:15 PM  
**To:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>  
**Subject:** RE: Nov Billing - Mt. Vernon

Luke,

I'm working on December bills. Is the work you mentioned below complete? If so, how should I reflect this on my December bill? I'm being told to bill the job complete.

Thanks,  
Brett

---

**From:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>  
**Sent:** Wednesday, November 22, 2023 12:22 PM  
**To:** Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>  
**Cc:** Nick Bigler <[nbigler@lemastersteel.com](mailto:nbigler@lemastersteel.com)>; Wolf, Justin <[Justin.Wolf@aecom.com](mailto:Justin.Wolf@aecom.com)>; Weddle, Braden <[Braden.Weddle@aecom.com](mailto:Braden.Weddle@aecom.com)>  
**Subject:** RE: Nov Billing - Mt. Vernon

Brett,  
There will be one more change order for installing the HVAC guys' roof curbs and sealing up around their pipes. I told Nick since those were not shown in your bid docs we would handle those like the added louver and exhaust fans in the walls. We are just waiting on your crew to come back and complete that work. I think they are coming back next week. That should be a \$0 change, as we will apply it against the allowance.

Whatever allowance is left after we settle up all extras, will be deducted via change order.

Luke

---

**From:** Brett Bigler <[bbigler@lemastersteel.com](mailto:bbigler@lemastersteel.com)>  
**Sent:** Friday, November 17, 2023 2:17 PM  
**To:** Johnson, Luke <[Luke.Johnson@aecom.com](mailto:Luke.Johnson@aecom.com)>  
**Subject:** Nov Billing - Mt. Vernon

Hello Luke,

From what I'm being told, we are 100% complete with contract work out at Mt. Vernon. With that said, I wanted to make sure we were on board with what my SOV will look like for the final bill. I know we have a couple allowance line items. I'm not sure how we should proceed with those. Last month's bill is below for reference.

A	B	C	D	E	F	G	
			Work Completed		Materials Presently Stored	Completed and Stored To Date	Total %
Item Number - Description		Scheduled Value	From Previous Application	This Period Value			
0	0						
0-1	MATERIAL - METAL BUILDING - STORED ONSIT	240,176.00	240,176.00	0.00	0.00	240,176.00	100.00
0-10	LABOR - DAILY REPORTS	4,208.00	3,787.20	420.80	0.00	4,208.00	100.00
0-11	LABOR - DAILY AND FINAL CLEANUP	4,208.00	3,787.20	420.80	0.00	4,208.00	100.00
0-12	LABOR - PUNCH LISTS	8,416.00	0.00	0.00	0.00	0.00	0.00
0-13	LABOR - STEEL ERECTION	159,660.00	143,694.00	15,966.00	0.00	159,660.00	100.00
0-14	CHANGE ORDER NO. 1	76,100.00	76,100.00	0.00	0.00	76,100.00	100.00
0-15	CHANGE ORDER NO. 2	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
0-2	MATERIAL - INSULATION	20,000.00	18,000.00	2,000.00	0.00	20,000.00	100.00
0-3	MATERIAL - ALLOWANCE	15,000.00	0.00	0.00	0.00	0.00	0.00
0-4	MATERIAL - INSURANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00
0-5	MATERIAL - BONDS	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00
0-6	MATERIAL - CLOSEOUT SUBMITTALS	4,208.00	0.00	0.00	0.00	0.00	0.00
0-7	LABOR - MOBILIZATION	5,000.00	2,500.00	2,500.00	0.00	5,000.00	100.00
0-8	LABOR - SUBMITTALS	12,624.00	12,624.00	0.00	0.00	0.00	100.00
0-9	LABOR - PROJECT MEETINGS	2,500.00	2,250.00	250.00	0.00	2,500.00	100.00
TOTAL:		420,400.00	371,218.40	21,557.60	0.00	392,776.00	93.43

Thanks,

Brett

**Brett Bigler**  
CFO



**LEMASTER**  
STEEL ERECTORS

17290 Kraft Court, Noblesville, IN 46060

Office: 317-773-5097

[www.lemastersteel.com](http://www.lemastersteel.com)



**Project:**  
Mt. Vernon Community School Corp.  
New Transportation Center  
Hunt Job #01123203

**January 23, 2024**

**Potential Change Item:** PCI #68 – Return LeMaster Allowance to Owner

**SCOPE OF CHANGE:**  
TR-1 LeMaster Steel Erectors – Return remaining Contractor Allowance to Owner.

<u>Allowance Authorization</u>	
The Original Allowance was:	\$15,000.00
Previous Allowance Authorizations:	- 10,174.00
Final Allowance Balance	: \$ 4,826.00

**The remaining Allowance balance above shall be deducted from the Contract and returned to Owner.**

**CHANGE ACKNOWLEDGEMENT:**  
After review, we recommend a Deduct Change Order be issued to the Contractor as outlined above.

AECOM Hunt

DocuSigned by:

F598ED600A64485...

Ratio Design

DocuSigned by:

BEF2A3FE7906469...

Veridus Group

DocuSigned by:

379B1558D58946C...

Mt. Vernon Community School Corp.

DocuSigned by:

153E50547E9B46C...

**Certificate Of Completion**

Envelope Id: BB257187D67F45779AEC5B93A8740AC9

Status: Completed

Subject: MV Transportation - LeMaster Steel Final Change Order

Source Envelope:

Document Pages: 13

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 4

Luke Johnson

AutoNav: Enabled

luke.johnson@aecom.com

Envelopeld Stamping: Enabled

IP Address: 65.240.194.21

Time Zone: (UTC-05:00) Indiana (East)

**Record Tracking**

Status: Original

Holder: Luke Johnson

Location: DocuSign

1/29/2024 10:36:30 AM

luke.johnson@aecom.com

**Signer Events**

Luke Johnson

luke.johnson@aecom.com

Sr Project Manager

Hunt Construction Group, Inc.

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:

  
F598ED600A64485...**Timestamp**

Sent: 1/29/2024 10:38:54 AM

Viewed: 1/29/2024 10:39:03 AM

Signed: 1/29/2024 10:39:09 AM

Signature Adoption: Uploaded Signature Image  
Using IP Address: 65.240.194.21**Electronic Record and Signature Disclosure:**

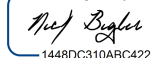
Not Offered via DocuSign

Nick Bigler

nbigler@lemastersteel.com

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
1448DC310ABC422...

Sent: 1/29/2024 10:39:10 AM

Viewed: 1/29/2024 10:39:48 AM

Signed: 1/29/2024 10:40:10 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 96.94.237.33**Electronic Record and Signature Disclosure:**

Accepted: 1/29/2024 10:39:48 AM

ID: 53a15e37-c339-466c-afa3-4e4e36bf13ba

Company Name: Hunt Construction Group, Inc.

Larry Carter

lcarter@ratiodesign.com

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
BEF2A3FE7906469...

Sent: 1/29/2024 10:40:11 AM

Viewed: 1/29/2024 10:44:59 AM

Signed: 1/29/2024 10:45:09 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 75.103.173.207**Electronic Record and Signature Disclosure:**

Accepted: 4/6/2023 4:19:35 PM

ID: f237d687-971b-49f9-86cd-7c0f1c096ed3

Company Name: Hunt Construction Group, Inc.

Greg Elkins

greg.elkins@mvcsc.k12.in.us

Chief Financial Officer

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
153E50547E9B46C...

Sent: 1/29/2024 10:45:10 AM

Viewed: 1/29/2024 10:59:18 AM

Signed: 1/29/2024 10:59:24 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 127.0.0.1**Electronic Record and Signature Disclosure:**

Accepted: 11/5/2021 7:54:10 AM

ID: 75a70033-112e-4e44-ad05-a2df9e1c9625

Company Name: Hunt Construction Group, Inc.

In Person Signer Events	Signature	Timestamp
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
John Bryant jbryant@theveridusgroup.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 7/2/2023 7:10:36 AM ID: c29519ac-7ecc-43e8-baa5-d4f90162ba75 Company Name: Hunt Construction Group, Inc.	COPIED	Sent: 1/29/2024 10:59:25 AM
Diana Stimmel diana.stimmel@aecom.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 7/10/2023 8:54:38 AM ID: 3a42a9f1-0ca1-4a07-9d11-afa40f886d1e Company Name: Hunt Construction Group, Inc.	COPIED	Sent: 1/29/2024 10:59:25 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/29/2024 10:38:54 AM
Certified Delivered	Security Checked	1/29/2024 10:59:18 AM
Signing Complete	Security Checked	1/29/2024 10:59:24 AM
Completed	Security Checked	1/29/2024 10:59:25 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Hunt Construction Group, Inc. (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 Hunt Construction Group, Inc.:**

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: [huntcmicdocusign@aecom.com](mailto:huntcmicdocusign@aecom.com)

#### **To advise Hunt Construction Group, Inc. 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 [huntcmicdocusign@aecom.com](mailto:huntcmicdocusign@aecom.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 Hunt Construction Group, Inc.**

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 [huntcmicdocusign@aecom.com](mailto:huntcmicdocusign@aecom.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 Hunt Construction Group, Inc.**

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 [huntcmicdocusign@aecom.com](mailto:huntcmicdocusign@aecom.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 Hunt Construction Group, Inc. 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 Hunt Construction Group, Inc. during the course of your relationship with Hunt Construction Group, Inc..