



9546 Brandywine Road, Northfield Center, OH 44067

Phone: (330) 467-7646

Fax: (330) 650-0815

www.northfieldcenter.com

**FISCAL OFFICER**

Andy LaGuardia

**TRUSTEES**

Paul G. Buescher, Chair  
Richard H. Reville, Vice-Chair  
Russell F. Mazzola, Trustee

**ADMINISTRATOR**

Steve Wright

**NOTICE & AGENDA  
NORTHFIELD CENTER TOWNSHIP  
BOARD OF TRUSTEES WORK SESSION  
Monday, April 13, 2020 @ 5 pm**

*(Draft as of April 6, 2020-Subject to change prior to meeting)*

**Please silence all electronic devices.  
No decisions will be made at this Work Session.  
There will be no Public Comments at this Work Session.**

The public was notified of this teleconferenced meeting by Facebook, Twitter, Community Focus, an e-mail Sunshine Law notice to the Meeting Notification List, information placed on the Township’s website, and the electronic sign.

The COVID-19 relief legislation passed out of the state legislature, on March 25, 2020, included language regarding open meeting laws. For the duration of the state of emergency – or until December 1st, whichever comes first – state boards and commissions, local and county governments, and higher education boards are permitted to operate meetings electronically, as long as the public is aware and can participate electronically.

The conference call information for this session is as follows:

**Conference Number-(978) 990-5000  
Access Code-877999**

The purpose of this Work Session is the discussion of various topics, which may include (but not necessarily be limited to):

- Potential benefits, to Service Department operations, of contracting out lawn mowing and landscape maintenance
- Potential Tax Increment Financing (TIF) for Meijer roadway enhancements
- Summit County Small Business Grant Program
- Beacon Hills Park Project
- Refuse collection contract with Kimble
- Road Levy renewal
- Sheriff Contract

- Preliminary discussions regarding Fire/EMS Services Contract

**A. THE CHAIR CALLS THE WORK SESSION TO ORDER AT \_\_\_\_ P.M.**

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

**B. DISCUSSION:**

**C. TRUSTEE \_\_\_\_\_ REQUESTS A MOTION FOR ADJOURNMENT.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.



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**NOTICE & AGENDA**  
**NORTHFIELD CENTER TOWNSHIP**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Monday, April 13, 2020**

**Immediately following Work Session, which begins at 5 p.m.**  
*(Draft as of April 13, 2020-Subject to change prior to meeting)*

The public was notified of this teleconferenced meeting by Facebook, Twitter, Community Focus, an e-mail Sunshine Law notice to the Meeting Notification List, information placed on the Township’s website, and the electronic sign.

The COVID-19 relief legislation passed out of the state legislature, on March 25, 2020, included language regarding open meeting laws. For the duration of the state of emergency – or until December 1st, whichever comes first – state boards and commissions, local and county governments, and higher education boards are permitted to operate meetings electronically, as long as the public is aware and can participate electronically.

The conference call information for this Special Meeting is as follows:

**Conference Number-(978) 990-5000**  
**Access Code-877999**

**There will be no public comments during this Special Meeting.**

**A. THE CHAIR CALLS THE MEETING TO ORDER AT \_\_\_\_\_ P.M.**

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

**B. MOTIONS/RESOLUTIONS**

- 1) Consent Agenda

All matters under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may remove an item from the Consent Agenda by request. No second is required for removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Organizational Items:

- a) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Work Session** of March 2, 2020.
- b) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Regular Meeting** of March 2, 2020.
- c) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Special Meeting** of March 16, 2020.
- d) The Chair requests a Motion to authorize the Fiscal Officer to draw March 2020 vouchers, in the amount of **\$223,582.23**, to meet current expenditures.
- e) The Chair requests a Motion to acknowledge receipt of the Bank Reconciliations for the month of March 2020, received April 3, 2020, as presented by the Fiscal Officer.

The Chair requests a Motion to approve all items on the consent agenda.

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

- 2) The Chair requests **Resolution No. 20/04-13** to: Approve entering into a contract with and creation of a Purchase Order, in the amount of \$312,987.41, to be drawn from the 04-B-03 (Contracts) Fund, for Tri Mor Corporation, for completion of the Springwood and Natalie Road Reconstruction Project.

The total cost of the project is \$733,421. Fifty percent of the project (\$366,710.50) will be paid through a grant from the Ohio Public Works Commission. The remaining \$53,723.09 will be paid by Sagamore Hills Township. **The bid recommendation of the Summit County Engineer is attached to this agenda.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

- 3) The Chair requests **Resolution No. 20/04-13** to: Approve a Purchase Order, in the amount of \$160,000, to be drawn from the 10-A-15F (Fire-Other Expenses) Fund, payable to the North Hills Water District, for installation of the Natalie Fire Water Line.

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

- 4) The Chair requests **Resolution No. 20/04-13**\_\_ to: Approve a contract with and Purchase Order, in the amount of \$18,355.00, to be drawn from the 04-B-03 (Contracts) Fund, for Wolfscape, Inc., for lawn mowing and landscape planting and maintenance services for the Township for calendar year 2020. **The quote for the recommended bidder is attached.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

- 5) The Chair requests **Resolution No. 20/04-13**\_\_ to: Express approval for, and authorize Summit County to work with Meijer on, securing Tax Increment Financing (TIF) funding to defray the costs of required road improvements on Route 82, near Route 8.

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

**C. TRUSTEES' REPORTS AND COMMENTS**

**D. TRUSTEE \_\_\_\_\_ REQUESTS A MOTION FOR ADJOURMENT.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

Roll Call: Russell F. Mazzola \_\_\_\_; Richard H. Reville \_\_\_\_; Paul G. Buescher \_\_\_\_.

The meeting adjourned at \_\_\_\_\_ p.m.



**ALAN BRUBAKER, P.E., P.S.**

**SUMMIT COUNTY ENGINEER**

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March 18, 2020

Northfield Center Township Board of Trustees  
9546 Brandywine Road  
Northfield Center, Ohio 44067-2408

**RE: Springwood and Natalie Road Reconstruction, Bid Recommendation**

Dear Trustees:

Enclosed are the proposals and bid tabulation for the above referenced project. This office has reviewed these proposals and recommends that the Board of Trustees award the contract for this project to the low bidder, Tri Mor Corporation, in the amount of \$733,421.00.

Tri Mor Corporation will need to furnish the following before signing the contract.

1. Performance and Payment Bond
2. Certificate of Liability Insurance as required on Page 6 of the proposal.

Should you have any questions regarding this matter, please feel free to contact Sam Ross (330) 643-8559 of this office.

Sincerely,

ALAN BRUBAKER, P.E., P.S.  
SUMMIT COUNTY ENGINEER

Sam Ross, P.E.  
Construction Engineer

SR/do

Encl.  
cc: file



# ***Northfield Center Township***

## ***Request for Quotes for Lawn Mowing and Landscape Maintenance Contract for Township Properties***

### ***Scope Specifications***

Northfield Center Township is accepting formal quotes for lawn mowing and trimming and landscaping services for a one-year contract for the period of April 1, 2020 to November 30, 2020. The Contract is for lawn mowing and landscape maintenance of 6.2 acres of land located at various locations throughout the Township. A copy of these Scope Specifications is available at either the Administrator's Office or at the Township's website ([www.northfieldcenter.com](http://www.northfieldcenter.com)). **A copy of the contractor's Certificate of Insurance, W9, Workman's Comp coverage, and references must accompany the formal quote.** Northfield Center reserves the right to reject any and all formal quotes. Quotes shall be submitted to the Town Hall, which is located at 9546 Brandywine Rd., Northfield Center, Ohio 44067. Quotes must be in a sealed envelope marked "Lawn Mowing Quote" and received by no later than 4 pm on Friday, March 27, 2020.

The contractor will provide:

- Weekly mowing (depending upon weather & general ground conditions)
- Sidewalk and shrub bed grass trimming
- Cleaning and blowing off all paved surfaces and walkways
- Emptying of trash receptacles weekly
- Spring cleaning of mulched beds, lawn areas, and building perimeters
- Edge and mulch all beds by the end of the third week of May
- Pruning of Lilacs (after expired flowering)
- Trimming of boxwoods, spiraea, barberry, and taxus shrubs (June/July timeframe)
- Fall cleaning of all properties
  - Fall cleaning to include cutting down perennials, the removal of annuals, and the cutting down of ornamental grasses
- Monthly or Biweekly invoices

The areas to be maintained include: (mowable acres)

- |   |            |
|---|------------|
| • Town Hall Property and Gazebo area, 9546 Brandywine Rd.               | .48 acres  |
| • Park at the North West corner of RT 82 & Olde Eight (aka Cannon Park) | .38 acres  |
| • Park at the North East corner of RT 82 & Olde Eight (aka Sign Park)   | .33 acres  |
| • Park in between Olde 8 & Brandywine, North of CVS (aka CVS park)      | .15 acres  |
| • Joes Place South of Shell gas station                                 | .03 acres  |
| • Pole Barn at 82 W. Aurora Rd. (West side of Marathon gas station)     | .14 acres  |
| • Safety Building at 60 W. Aurora Rd.                                   | .15 acres  |
| • Crestwood Park South end of Crestwood Ln.                             | .92 acres  |
| • Beacon Hill Park corner of Beacon Hill & Pleasantview                 | 1.16 acres |

The following areas are to be mowed once a month

- |  |            |
|--|------------|
| • Vacant parcels adjacent East side of 120 Aurora Rd | 1.23 acres |
|--|------------|

- Vacant parcel adjacent South side of 9546 Brandywine Rd.

1.23 acres

**Please note: The Township is exploring selling some of the properties listed above. As such, the number of parcels required to be mowed may decrease. In addition, Beacon Hill Park will be under construction for the Summer of 2020. As such, bidders should provide quote with Beacon Hill as a separate line item.**

Factors considered in the selection process shall include experience of the prospective vendor, price point, and references from current and former customers.

Northfield Center Township reserves the right to reject any proposal in which the potential vendor: takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the Township considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Township.

Northfield Center Township reserves the right to reject, in whole or in part, any proposal that it has determined, using the factors and criteria the Township develops, would not be in the best interest of the Township.

Northfield Center Township may conduct discussions with potential vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

Questions regarding this bid notice should be referred to Service Director Rick Youel, who may be reached at (330) 468-5979, Monday through Friday, between 7am and 3:30 pm.





**Landscape Management Bid Sheet**

**Company / Building Name:** Northfield Center Township

**Address:** 9546 Brandywine Rd. Northfield Center OH 44067

**Contact Name:** Rick Youel      **E-Mail:** www.northfieldcenter.com      **Phone:** (330)468-5979

**Services To Be Performed:** (All services based on specifications and locations provided)

	<u>Price</u>	<u>Initial</u>
Weekly Maintenance- Includes all locations aside from Beacon Hill Pk. Bed maintenance no extra charge with maintenance program	<b>\$4,290.00</b>	_____
Monthly Maintenance – Vacant parcels 8 Cuts only	<b>\$1,000.00</b>	_____
Trash Receptacle Check and Removal (weekly)	<b>\$250.00 season</b>	_____
Spring Clean Up with Bed Edging	<b>\$500.00</b>	_____
Fall Clean Up Removal of leaves from properties billed at \$75.00 per truckload (F550 or larger)	<b>\$1500.00</b>	_____
Lawn Fertilization (near Town Hall locations, not the 8 cuts only parcels)	<b>\$900.00</b>	_____
Turf Weed Control	<b>Included with Fert.</b>	_____
Seasonal Pruning of Trees and Shrubs (2 visits)	<b>\$1500.00</b>	_____
Mulch 40 Est. Yds. Needed	<b>\$2000.00</b>	_____
<b>Total Seasonal Cost</b> <b><u>\$11,940.00</u></b>		
	<b>Monthly Cost</b> <b><u>\$1,492.50</u></b> (8 months)	

Contract Dates: April 1, 2020 through November 30, 2020

**Customer responsible for applicable taxes**  
 Additional 3% charge for credit card payments

All Material is guaranteed to be specified. All work is to be completed in a workmanlike manner according to Standard practices. Any alterations or deviation from above specifications involving extra cost will be executed Only upon written orders and will become an extra charge over and above the estimate.

**Respectively Submitted By:** \_\_\_\_\_ **Brandon Dolly** \_\_\_\_\_ **Date:** 3/18/20 \_\_\_\_\_

**Acceptance of Estimate** - The above prices, specifications and conditions are satisfactory and are hereby Accepted. You are authorized to do the work as specified.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Wolfscape Inc.

285 East Twinsburg Rd. Northfield, Ohio 44067  
Office: (330) 468-3750 Fax: (330) 467-5346  
[www.wolfscape.net](http://www.wolfscape.net)

## Landscape Management Bid Sheet

**Company / Building Name:** Northfield Center Township

**Address:** Beacon Hill Park, Northfield Center OH 44067

**Contact Name:** Rick Youel

**E-Mail:** www.northfieldcenter.com

**Phone:** (330)468-5979

**Services To Be Performed:** (All services based on specifications and locations provided)

	<b><u>Price</u></b>	<b><u>Initial</u></b>
Weekly Maintenance Bed maintenance no extra charge with maintenance program	<b>\$1,950.00</b>	_____
Trash Receptacle Check and Removal (weekly)	<b>Included</b>	_____
Spring Clean Up with Bed Edging	<b>\$150.00</b>	_____
Fall Clean Up Removal of leaves from properties billed at \$75.00 per truckload (F550 or larger)	<b>\$500.00</b>	_____
Seasonal Pruning of Trees and Shrubs (2 visits)	<b>\$350.00</b>	_____
Mulch <u>15</u> Est. Yds. Needed	<b>\$750.00</b>	_____
<b>Total Seasonal Cost</b> <b><u>\$3,700.00</u></b>		
	<b>Monthly Cost</b> <b><u>\$462.50</u></b> (8 months)	

Contract Dates: April 1, 2020 through November 30, 2020

**Customer responsible for applicable taxes**  
Additional 3% charge for credit card payments

All Material is guaranteed to be specified. All work is to be completed in a workmanlike manner according to Standard practices. Any alterations or deviation from above specifications involving extra cost will be executed Only upon written orders and will become an extra charge over and above the estimate.

**Respectively Submitted By:** \_\_\_\_\_ **Brandon Dolly** \_\_\_\_\_ **Date:** 3/18/20 \_\_\_\_\_

**Acceptance of Estimate** - The above prices, specifications and conditions are satisfactory and are hereby Accepted. You are authorized to do the work as specified.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Wolfscape Inc.

285 East Twinsburg Rd. Northfield, Ohio 44067  
Office: (330) 468-3750 Fax: (330) 467-5346  
www.wolfscape.net

**Company / Building Name:** Northfield Center Township

**Address:** 8484 Olde 8 Rd. Northfield Center OH 44067

**Contact Name:** Rick Youel     **E-Mail:** www.northfieldcenter.com     **Phone:** (330)468-5979

**Services To Be Performed:**

Mowing and maintaining the service center entrance area weekly  
In back around salt bin and buildings 1 time per month.  
Fall Clean up: cutting ornamental grasses down to proper height and clearing leaves from drive and front area

**Seasonal Total                      \$1,575.00**

**Other services available**

<b>Summer annuals</b>	<u>\$38.00 per flat installed</u>
<b>Fall mums</b>	<u>\$13.00 each installed</u>
<b>Dormant Pruning</b>	Quote as needed
<b>Grub Control</b> recommend doing this in 2 <sup>nd</sup> application	Quote as needed
<b>Aeration</b>	Quote as needed

Contract Dates: April 1, 2020 through November 30, 2020

**Customer responsible for applicable taxes**  
Additional 3% charge for credit card payments

All Material is guaranteed to be specified. All work is to be completed in a workmanlike manner according to Standard practices. Any alterations or deviation from above specifications involving extra cost will be executed Only upon written orders and will become an extra charge over and above the estimate.

**Respectively Submitted By:**           Brandon Dolly           **Date:**   4/13/20  

**Acceptance of Estimate** - The above prices, specifications and conditions are satisfactory and are hereby Accepted. You are authorized to do the work as specified.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Botson Insurance Group, Inc. 36480 Detroit Road Avon OH 44011	<b>CONTACT NAME:</b> Sue Portik	
	<b>PHONE (A/C No. Ext):</b> 440-934-1603	<b>FAX (A/C No.):</b> 440-934-0379
	<b>E-MAIL ADDRESS:</b> sue@botsoninsurancegroup.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> United Fire Group	<b>NAIC #</b> 13021
	<b>INSURED</b> Wolfscape, LLC Wolfscape Snowplowing, LLC 285 E. Twinsburg Road Northfield OH 44067	
<b>WOLFS-1</b>		<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**

CERTIFICATE NUMBER: 1597291009

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			60475093	4/7/2019	4/7/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			60475093	4/7/2019	4/7/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			60475093	4/7/2019	4/7/2020	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			60475093	4/7/2019	4/7/2020	PER STATUTE	OHIO STOP GAP
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Auto Physical Damage			60475093	4/7/2019	4/7/2020	Comp/Collision	\$1,000 Deductible
A	Rented/Leased Equipment (Max 30 Days)			60475093	4/7/2019	4/7/2020	\$100,000 Limit	\$1,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <div style="font-family: cursive; font-size: 1.2em; margin-left: 20px;">INDISCOPE, LLC</div>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <div style="font-family: cursive; margin-left: 20px;">285 E TWINSBURG RD.</div>	Requester's name and address (optional)
6 City, state, and ZIP code <div style="font-family: cursive; margin-left: 20px;">Northfield, OH 44067</div>	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>												
or												
Employer identification number												
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3	4	-	1	8	9	2	5	7	1			

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <div style="font-family: cursive; font-size: 1.5em; margin-left: 20px;">Jung</div>	Date ▶ <div style="font-family: cursive; margin-left: 20px;">1/29/2020</div>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**Ohio**

**Bureau of Workers'  
Compensation**

30 W. Spring St.  
Columbus, OH 43215

### Certificate of Ohio Workers' Compensation

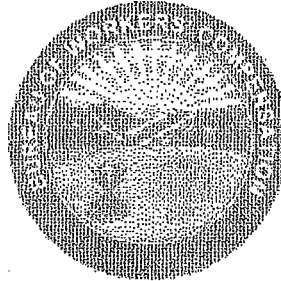
This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit [www.bwc.ohio.gov](http://www.bwc.ohio.gov), or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer  
01338438

Period Specified Below  
07/01/2019 to 07/01/2020

WOLF SCAPE INC  
285 E TWINSBURG RD  
NORTHFIELD, OH 44067-2882



[www.bwc.ohio.gov](http://www.bwc.ohio.gov)  
Issued by: BWC

*Stephanie B. McCloud*  
Administrator/CEO

You can reproduce this certificate as needed.

### Ohio Bureau of Workers' Compensation

#### Required Posting

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marijuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol, marijuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

**Ohio**

**Bureau of Workers'  
Compensation**

You must post this language with the Certificate of Ohio Workers' Compensation.



COMMUNITY ASSOCIATION MANAGEMENT  
9821 OLDE EIGHT ROAD ., SUITE C • NORTHFIELD CENTER, OH 44067  
(330) 468-2318 • FAX (330) 467-7721  
[www.ariesmanagement.com](http://www.ariesmanagement.com)  
[info@ariesmanagement.com](mailto:info@ariesmanagement.com)

October 7, 2019

To Whom It May Concern:

Aries Management Corporation began managing Condominium and Homeowners Associations in 1992. We always have endeavored to find reliable and qualified contractors.

We were fortunate to find a new landscape and snowplowing contractor to service our Associations that wasn't the same as all other Commercial landscapers. That Company was Wolfscape Landscaping and Snowplowing.

At that time, there were few contractors that understood the special requirements of Condominium and Homeowners associations with regard to maintenance of their common property. Wolfscape was unique in that regard.

And the rest, as they say, is history. The majority of our Associations, over the years, have contracted with Wolfscape since they understand their specific requirements and needs.

Sincerely,

Judith B. Thomas, CMCA, AMS, CAM  
President

JBT/m



## HOA References

Wolfscape Inc. succeeds by delivering outstanding performance. We believe in service beyond expectation, achieved through a constant desire to anticipate and fulfill evolving customer needs.

Below, are a few of our **valued and respected** customers.

### Some Current HOA Management Companies

#### Aries Management Company

Contact: Judi Thomas (Management Co.)  
9821 Olde Eight Rd.  
Suite C  
Northfield, Ohio 44067  
(330) 468-2318

#### Reserve Realty

Contact: Denise Baguki (Management Co.)  
480 West Aurora Rd.  
Sagamore Hills, Ohio 44067  
(330) 467-4114

#### Brandywine Condominium Association

Contact: Bob Straight (President)  
7456 B Forest Cove  
Northfield, Ohio 44067  
(216) 702-6737

#### R.N. Landis Management

Contact: Rich Landis  
6555 Wilson Mills Rd.  
#101  
Mayfield Village, Ohio 44143  
(440) 442-6663

### Some Current Local HOA Customers

#### Northfield / Macedonia

Brandywine Condo's HOA  
Brandywine Cluster HOA  
Brandywine Master HOA  
Greystone Village HOA  
Northfield Woods HOA  
Summit Highlands I HOA  
Summit Highlands II HOA  
Spring Hill Reserves HOA

#### Sagamore Hills

Eaton Estates Master Assoc.  
Villas on Troubadour HOA  
Woodside Village HOA  
Squires Bluff HOA  
Canyon Estates HOA  
Greenwood Condo #2 HOA  
Greenwood Highlands HOA

#### Twinsburg

Bradford Park, Woods & Meadows HOA  
Brighton Village HOA

Additional References are available upon request.