



Dear Valued Vendors,

At Endeavor Communities, we want to create mutually beneficial relationships that benefit our vendors and the communities that they support. Please review the below guidelines, which will help ensure the timely processing and payment of invoices related to work completed in our communities.

### Vendor Guidelines

- ② All invoices received need to be date stamped and should list the community name, property address, and the specific lot number where the work was completed.
- ② All invoices over \$500 require a bid previously approved and signed by Endeavor Communities. Any estimate for work over \$1,000 requires the approval and signature of the Regional Manager. Work requiring formal bids will be issued a PO number as part of the approval. The PO number must be included on all invoices for work falling in this category. If you fail to get written approval before work is completed, you may not be paid for work. Please protect your interests and ours by maintaining these procedural guidelines.
- ② Note that all completed work should be inspected and approved by the appropriate Endeavor Communities representative before invoices are submitted for payment.
- ② Invoices must be submitted within **14 days** from the date the work was completed. Failing to submit invoices in a timely manner will affect processing time, which may delay the receipt of payment. It also interrupts budget schedules, which could limit our ability assign you future work.
- ② Invoices submitted for payment should be dated **after the work** is completed, never before. All invoices should be emailed to **NEED TO INSERT EMAIL ADDRESS HERE ONCE OBTAINED** along with a copy of the approved estimate (if applicable), before and after photos (if work is being done underground or behind walls, progress photos are required), as well as a signed/notarized waiver for any invoice over \$2,500. Invoices sent without the required documents will be returned with a request for proper documentation. Including proper documentation will help avoid any unnecessary delays in payment. Please note that all documentation must be submitted in PDF format.
- ② It is preferred, but not mandatory, that an agent from your company be present with the community manager when conducting final inspections of work performed. This is subject to scheduling limitations. The community manager may perform inspections without your agent present and notify them via email that work is approved.
- ② Excluding progress payments, invoices submitted for any work that is incomplete or substandard will be held. In these cases, notification via email will be sent to you with supporting details for further action required before the invoice can be approved for processing and payment. Until you return to correct or complete the deficient items, your invoice will not be approved for payment. Furthermore, if you fail to complete these items within 7 days of notification, you will be required to re-submit your invoice with the revised date for completion.
- ② Contractors with statements can send a copy of their monthly statement, showing outstanding balances assigned to specific communities, to our AP Representative every month until corrected. Statements can be emailed to **NEED TO INSERT EMAIL ADDRESS HERE ONCE OBTAINED**. If we are missing an invoice, we will request an invoice be emailed to our AP mailbox instead of the statement. We will **only** pay from an invoice. **Please do NOT contact our RM or CM; they have been instructed that ONLY Accounts Payable is authorized to deal with issues relating to invoicing.**
- ② Endeavor Communities seeks to pay invoices on a net 30-day basis from the date of invoice unless approved in writing by RM or CEO in advance of work being done. If you do not receive payment within 45 days of an invoice being submitted, it is **your responsibility** to contact AP or RM to inquire about payment status.



- ② All invoices **must be on your company letterhead and include your address and contact information**. Hand -written invoices will not be accepted. For timely payment, all invoices submitted must include the following:
  - o Invoice Number
  - o Invoice Date
  - o Date the work that was completed
  - o Community Name and Address
  - o Lot number (if applicable)
  - o Brief description of work completed
  - o Charge details with a breakdown of material, equipment, and labor. Lump sum totals may not be accepted.
  - o A copy of the approved estimate, with PO number, if required per these guidelines
  - o Notarized lien waivers for all invoices exceeding \$2,500
  
- ② All vendors are required, prior to commencement of work, to provide Endeavor Communities with a signed list of all subcontractors the vendor intends to use on a project. The vendor as well as the subcontractors are required to provide lien waivers prior to releasing payment to a vendor.
  
- ② A current Form W-9 must be on file with our AP department, or you will not receive payment. Please complete this form and email to **NEED TO INSERT EMAIL ADDRESS HERE ONCE OBTAINED** before beginning work.
  
- ② Insurance must be presented and approved by our AP department prior to any work being started. All COI's must be on file with our AP department prior to commencement of work. Our insurance requirements are follows:
  - o Workers Compensation and Occupational Disease Insurance – Employer's Liability in an amount of not less than \$1,000,000
  - o Commercial Liability Insurance (Primary) written on an occurrence of \$1,000,000 with a per project aggregate amount of not less than \$2,000,000.
  - o Auto Insurance written on an occurrence of not less than \$1,000,000

Please maintain all required insurance to avoid interruption when completing work for Endeavor Communities.

**Please follow the guidelines below when having COI's issued for work at an Endeavor Community location.**

- o Certificates of Insurance should list the community in which you are working as the certificate holder (Ex: COCA Central MHP, LLC).
- o For general liability and auto liability, Endeavor MHC Management, LLC (a Delaware Limited Liability Company) should be listed as additional insured.
- o Please also include the community address or location of work in the description on the COI.

Please email the insurance certificate to our AP department at **NEED TO INSERT EMAIL ADDRESS HERE ONCE OBTAINED**.

- ② All payments will be processed through AvidXchange. You will be given the option to receive your payment via check, ACH, or card.

Thank you for your assistance in helping make sure that all invoices are received and processed in a timely manner. Note that this letter **MUST** be signed and on file with us before ANY work can commence in our communities. By signing you are confirming receipt and acknowledge Endeavor Communities Invoicing Procedures and Guidelines.

Please sign and return this document to us at **NEED TO INSERT EMAIL ADDRESS HERE ONCE OBTAINED**



Sincerely,

Steven Richart  
Chief Operations Officer  
Endeavor Communities

Please sign below confirming the receipt and acknowledgement of Parakeet Communities - **Invoicing Procedures and Guidelines 2024.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed Name of Authorized Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date