



To: Mark Blackwell

January 13, 2008

SAARA of Virginia Corporate Office
4202 Park Place Court, Suite P
Glen Allen VA 23060

Re: Contract for alterations at 306 Turner Road suite P

Dear Mr. Blackwell,

We look forward to helping you renovate the new SARA corporate office. The plan for the space will surely help welcome you clients and let them know that they do matter. I know the community will be please by the results of your efforts.

The cost for the renovations to your property at 306 Turner Road is \$1,200.00. We estimate that the job will take five to eight days once the work begins. Factors such as weather, permits, or material availability, may affect the actual length of the job. Every reasonable effort to adhere to this schedule will be made by the contractor.

All work to be done is specified in this contract and will be performed in accordance with the plans you submitted. Any changes or additions that deviate from the plans and specifications submitted will be considered extra work and thus negotiated with a change order. Both parties will agree upon changes before the work is performed, and will be billed separately from this contract. Examples of a change order are: design changes, structural damage uncovered during demolition, or additional features or fixtures.

This contract provides that all items will be constructed in accordance with current building codes.

This contract provides for liability insurance for the contractor, his employees, and his subcontractors. Other insurance such as builders risk and fire insurance on the structure is the responsibility of the property owner.

All materials and workmanship is guaranteed for two years from the date that work is finished. This excludes items not installed by Ark Construction or its agents, and items covered under manufacturer's warranties.

The contractor accepts no liability for existing lead paint or asbestos on the property. Any costs associated with the testing for, or removals of these substances are the responsibility of the property owner.

The work to be performed is as follows:

Reconfigure space to accommodate an additional office. Includes but not limited to: repartitioning space between the new office and the conference room. Construction debris is to be placed in either a container provided by the contractor or in a suitable location on the site until the contractor removes it.

Framing to be performed as **per plans submitted** by you, and in accordance with all county codes. This contract assumes that the ceiling and roof systems throughout the building are structurally sound and need no repairs. Includes interior framing for one office space, culled fro the existing large conference room.

Electrical work to be performed as per plans submitted. Up to two additional receptacles shall be installed on existing circuits in the new directors office Lighting for the newly configured office shall be culled from existing fixtures and put on a new switch. Should you wish additional lights for the new spaces, we will install them but the cost of the fixtures is not included. No addition exit signs or egress lighting is included in this contract.

Drywall. Half-inch drywall shall be installed on all new walls. All new drywall shall be taped, coated and finished smooth. Existing drop ceiling shall be repaired as needed.

Interior Carpentry shall be performed according to the specifications submitted. Trim throughout shall be stock 2 ¼" casing where needed. The new interior door will be hollow core split jamb, masonite to keep costs down. Fire rated metal doors will not be used as they are unnecessary for an interior door. Doorway shall be 3-0 to ensure handicap accessibility. We shall not install base trim as the carpet installers will reinstall the commercial rubber base.

Painting is not included in this contract.

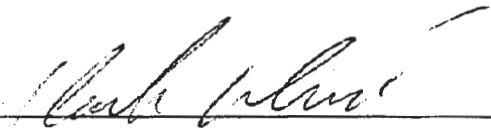
Flooring is not included in this contract.

Draw Schedule

\$1,200.00 or balance due is expected upon completion of the work.

I have read, fully understand, and agree to the terms of this legally binding contract.

SAARA Agent _____ Date _____

Contractor  Date 2-11-08