

# CITY OF MUSKEGON

## LAKE SIDE BID/CIA MEETING

**May 5, 2026 @ 9:00 AM**

**CITY OF MUSKEGON, ROOM 204**

**933 TERRACE STREET, MUSKEGON, MI 49440**

**CALL TO ORDER:**

**ROLL CALL:**

**APPROVAL OF MINUTES:**

**A. 4-7-26 Meeting Minutes Economic Development**

**OLD BUSINESS:**

**A. March Financial Report - BID Economic Development**

**B. March Financial Report - CIA Economic Development**

**NEW BUSINESS:**

**A. CIA Facade Improvement Grant Application - Dockside Donuts  
Economic Development**

**ANY OTHER BUSINESS:**

**PUBLIC COMMENT:**

**ADJOURNMENT:**

### **AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: [www.shorelinecity.com](http://www.shorelinecity.com)

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the

meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.  
[clerk@shorelinecity.com](mailto:clerk@shorelinecity.com)

# CITY OF MUSKEGON

## LAKE SIDE BID/CIA MEETING

**April 7, 2026 @ 9:00 AM**

**CITY OF MUSKEGON, ROOM 204**

**933 TERRACE STREET, MUSKEGON, MI 49440**

### **MINUTES**

#### **CALL TO ORDER**

M. Flermoen called the meeting to order at 9:05 and roll was taken.

#### **ROLL CALL**

MEMBERS PRESENT: Carol Castle (arrived at 9:13), Louise Hopson, Mark Flermoen, Margaret Smith, Dick Ghezzi, Jerome Johnson, Jonathan Seyferth

MEMBERS ABSENT: Melanie Lyonnais, Ed Bodman

MEMBERS EXCUSED:

STAFF PRESENT: I. Gonzalez, J. Eckholm, W. Webster

OTHERS PRESENT: Chris. Nass for 1983 Lakeshore

#### **APPROVAL OF MINUTES**

##### **A. 3-3-26 Meeting Minutes Economic Development**

A motion to APPROVAL OF MINUTES for March 3, 2026 was made by M. Smith and amended to show that J. Seyferth was present at the March 3, 2026 meeting, supported by J. Seyferth, and approved with None voting aye.

#### **NEW BUSINESS**

##### **A. February Financial Report - BID Economic Development**

Staff is asking the Lakeside BID/CIA to review and accept the BID financial

report as of February 28, 2026.

**Motion by L. Hopson, second by J. Seyferth, to accept the BID February Financial Report..**

**ROLL VOTE: Ayes: M. Smith, L. Hopson, J. Johnson, M. Flermoen, D. Ghezzi, J. Seyferth  
Nays: None**

**MOTION PASSES**

**B. February Financial Report - CIA Economic Development**

Staff is asking the Lakeside BID/CIA to review and accept the BID financial report as of February 28, 2026.

**Motion by M Smith, second by L. Hopson, to accept the CIA February Financial Report..**

**ROLL VOTE: Ayes: M. Smith, L. Hopson, J. Johnson, M. Flermoen, D. Ghezzi, J. Seyferth  
Nays: None**

**MOTION PASSES**

**C. CIA Facade Improvement Grant Application — Marine Tap Room  
Economic Development**

Marine Tap Room has submitted a façade improvement grant application requesting funding assistance for the replacement of an existing exterior awning. The proposed project is an eligible expense under the program guidelines, as it is an exterior improvement that enhances the building's appearance and overall streetscape.

The total project cost is \$6,150.60, and the applicant is requesting the maximum reimbursable grant amount of \$2,500. The property is located within the Lakeside business district and appears to meet program eligibility requirements.

The Lakeside CIA Board will review and consider this request for funding.

**Motion by L. Hopson, second by M. Smith, to approve the façade improvement grant application for Marine Tap Room for the replacement of an exterior awning, in the amount of \$2,500.**

**ROLL VOTE: Ayes: M. Smith, L. Hopson, J. Johnson, M. Flermoen, D. Ghezzi, J. Seyferth**

**Nays: None**

**MOTION PASSES**

**D. CIA Façade Improvement Grant Application — Sitting Pretty Pet Spa  
Economic Development**

Sitting Pretty Pet Spa has submitted a façade improvement grant application requesting funding assistance for the installation of a new exterior awning and updated vinyl graphic signage. The proposed project is an eligible expense under the program guidelines, as it is an exterior improvement that enhances the building's appearance and overall streetscape.

The total project cost is \$2,769.96, and the applicant is requesting reimbursement \$1,384.98. The property is located within the Lakeside business district and appears to meet program eligibility requirements.

The Lakeside CIA Board will review and consider this request for funding.

**Motion by L. Hopson, second by J. Seyferth, to approve the façade improvement grant application for Sitting Pretty Pet Spa in the amount of \$1,384.98.**

**ROLL VOTE: Ayes: Ayes: M. Smith, L. Hopson, J. Johnson, M. Flermoen, D. Ghezzi, J. Seyferth, C. Castle  
Nays: None**

**MOTION PASSES**

**E. Livability Magazine Advertisement Economic Development**

The City's Communications Department has invited the Lakeside BID/CIA to participate in a shared full-page advertisement in the Chamber's Livability Magazine. The proposed concept is a "Summer Saturdays in Muskegon" feature, highlighting local districts and activities.

Current partners include the Downtown Development Authority (DDA), the City, and the Farmers Market. The total cost of the advertisement would be split evenly among participating entities, with Lakeside's portion estimated at \$1,400.

The Board is asked to consider whether to participate in this collaborative marketing opportunity. The BID has budgeted \$5,500 for marketing efforts this year.

**Motion by L. Hopson, Second by M Smith, to disapprove participation in the Livability Magazine advertisement in the amount of \$1,400.**

**ROLL VOTE: Ayes: M. Smith, L. Hopson, J. Johnson, M. Flermoen, D. Ghezzi, J. Seyferth, C. Castle  
Nays: None**

***MOTION PASSES***

At this time, Lakeside has decided that this is not its preferred advertising method and would prefer to pursue other advertising avenues.

**F. Small Business Week Happy Hour Economic Development**

In recognition of Small Business Week (May 4–7), staff is proposing a small business happy hour event to be held on May 6 from 5:30 PM to 7:00 PM at Wonderland Distilling in Lakeside.

Staff has coordinated with Wonderland, who have offered to host the event in their main restaurant space, with use of the barrel room included. They have also offered a \$1 discount on drinks for attendees and \$100 off a trio dip platter. The platter would cost \$200 total.

Staff is requesting consideration of sponsorship from the BID to cover the cost of the appetizer for the event. The Lakeside BID logo would also be included on event marketing materials.

**Motion by C. Castle, seconded by M. Smith, to approve sponsorship of the Small Business Week happy hour appetizer in the amount of \$200.**

**ROLL VOTE: Ayes: M. Smith, L. Hopson, J. Johnson, M. Flermoen, D. Ghezzi, J. Seyferth, C. Castle  
Nays: None**

***MOTION PASSES***

**OLD BUSINESS**

None

**ANY OTHER BUSINESS**

I. Way Finding Signage - I. Gonzalez continues looking into way finding signage and maps. Laketon and Lakeshore sign has been ordered.

II. Parking - M. Flermoen continues to see extended parking in 2 hour limits without being enforced.

III. Shuttle Service Signage - Requesting extra signage near Grand Trunk.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:50.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



## Agenda Item Review Form

### Muskegon Lakeside BID/CIA

<b>Commission Meeting Date:</b> May 5, 2026	<b>Title:</b> March Financial Report - BID							
<b>Submitted by:</b> Isabela Gonzalez, Development Analyst	<b>Department:</b> Economic Development							
<b>Brief Summary:</b> Staff is asking the Lakeside BID/CIA to review and accept the BID financial report as of March 31, 2026.								
<b>Detailed Summary &amp; Background:</b>  The payment to Barry's Greenhouse for landscaping along Lakeshore Drive was initially processed through the Lakeside BID account, as it had been included in the BID budget. However, when the landscaping expense was approved, staff recommended that this expense be shifted to the CIA account, as the CIA will serve as the primary funding source for these types of improvements moving forward. Upon review of the financials, staff requested that Finance reverse the original entry and reallocate the expense to the CIA account. This adjustment has been completed and will be reflected in next month's financial report. As of now, and excluding that payment, the current BID account balance is <b>\$2,312.48</b> , inclusive of recent interest.								
<b>Goal/Action Item:</b>								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b>	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Fund(s) or Account(s):</b>	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Recommended Motion:</b> I move to accept the BID March Financial Report.								
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 20%;"></td> </tr> </table>	Immediate Division Head	X		<b>Name the Policy/Ordinance Followed:</b>				
Immediate Division Head	X							

Information Technology			
Other Division Heads			
Communication			
Legal Review			

LAKESIDE BID FINANCIAL FOR 03/31/2026

Revenues	2025 ACTUAL	2026 BUDGET	31-Mar-26
Special Assessments	\$ 22,448.23	\$ 22,060.41	\$ -
Interest Income	\$ 64.54	\$ 70.00	\$ 3.54
Grant (MML Foundation)	\$ -		
Lakeside District Assoc. (split cost Christmas)	\$ -		
Lakeside Neighborhood Assoc.	\$ -	\$ -	
Fall Festival	\$ 200.00	\$ -	
Transfer from General fund for Snow Removal	\$ 3,920.00	\$ 3,266.00	
Intended CIA Transfer	\$ 11,500.00	\$ 15,000.00	
<b>Total</b>	<b>\$ 38,132.77</b>	<b>\$ 40,396.41</b>	<b>\$ 3.54</b>

Expenses	2025 ACTUAL	2026 BUDGET	31-Mar-26
Landscaping	\$ -	\$ 2,000.00	\$ 6,525.00
Holiday Decorations	\$ -	\$ 750.00	
Snow Removal	\$ 23,000.00	\$ 23,000.00	
Transfer to DDA	\$ -	\$ -	
Fall Festival Expenses/Events	\$ 7,679.00	\$ 8,500.00	
Advertising	\$ 5,158.70	\$ 5,500.00	
<b>Total Expenses</b>	<b>\$ 35,837.70</b>	<b>\$ 39,750.00</b>	<b>\$ 6,525.00</b>

<b>Net Rev/Expenses</b>	<b>\$ 2,295.07</b>	<b>\$ 646.41</b>	<b>\$ (6,521.46)</b>
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<b>Fund Balance at Beginning of Year</b>	<b>\$ 13.87</b>		<b>\$ 2,308.94</b>
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<b>Fund Balance at End of Year</b>	<b>\$ 2,308.94</b>		<b>\$ (4,212.52)</b>
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## Agenda Item Review Form

### Muskegon Lakeside BID/CIA

<b>Commission Meeting Date:</b> May 5, 2026	<b>Title:</b> March Financial Report - CIA									
<b>Submitted by:</b> Isabela Gonzalez, Development Analyst	<b>Department:</b> Economic Development									
<b>Brief Summary:</b> Staff is asking the Lakeside BID/CIA to review and accept the CIA financial report as of March 31, 2026.										
<b>Detailed Summary &amp; Background:</b> The CIA account reflects a total balance of \$95,333.62, which includes the 2025 tax capture in the amount of \$46,570. A \$6,525 landscaping expense was initially charged to the BID account in error and is being reallocated to the CIA account through a staff-initiated journal entry. This adjustment will be reflected in the April financial report. With this correction, the updated CIA account balance is <b>\$88,808.62</b> , inclusive of \$20.31 in interest.										
<b><u>Goal/Action Item:</u></b>										
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>										
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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<b>Fund(s) or Account(s):</b> N/A	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Recommended Motion:</b> I move to accept the CIA March Financial Report.										
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> </table>	Immediate Division Head	X		Information Technology			Other Division Heads			<b><u>Name the Policy/Ordinance Followed:</u></b>
Immediate Division Head	X									
Information Technology										
Other Division Heads										

Communication			
Legal Review			

LAKESIDE CIA FINANCIAL FOR 03/31/2026

<b>Revenues</b>	<b>2025 ACTUAL</b>	<b>2026 BUDGET</b>	<b>31-Mar-26</b>
Special Assessments	\$ 36,584.00	\$ 47,346.00	\$ 46,570.00
Interest Income	\$ 234.96	\$ 335.00	\$ 20.31
<b>Total</b>	<b>\$ 36,818.96</b>	<b>\$ 47,681.00</b>	<b>\$ 46,590.31</b>

<b>Expenses</b>	<b>2025 ACTUAL</b>	<b>2026 BUDGET</b>	<b>31-Mar-26</b>
Landscaping	\$ -	\$ -	
Holiday Decorations	\$ -	\$ -	
Snow Removal	\$ -	\$ -	
Contingency	\$ -	\$ -	
Transfer to Lakeside BID	\$ 11,500.00	\$ 15,000.00	
Lakeside Façade Grant	\$ -	\$ 10,000.00	
<b>Total Expenses</b>	<b>\$ 11,500.00</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>

<b>Net Rev/Expenses</b>	<b>\$ 25,318.96</b>	<b>\$ 22,681.00</b>	<b>\$ 46,590.31</b>
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<b>Fund Balance at Beginning of Year</b>	<b>\$ 23,424.35</b>		<b>\$ 48,743.31</b>
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<b>Fund Balance at End of Year</b>	<b>\$ 48,743.31</b>		<b>\$ 95,333.62</b>
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GL ACTIVITY REPORT FOR CITY OF MUSKEGON

From 01/01/2026 to 03/31/2026

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2026			<b>231-000-001 CASH IN BANK</b>			BEG. BALANCE	48,743.31
<b>01/31/2026</b>							
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160	20.31		48,763.62
Total for 01/31/2026					20.31	0.00	
<b>03/10/2026</b>							
03/10/2026	GJ	JE	TAX CAPTURE FOR CIA LAKESIDE	0000012133	46,570.00		95,333.62
Total for 03/10/2026					46,570.00	0.00	
03/31/2026			END BALANCE		46,590.31		95,333.62
01/01/2026			<b>231-000-402 PROPERTY TAX</b>			BEG. BALANCE	0.00
<b>03/10/2026</b>							
03/10/2026	GJ	JE	TAX CAPTURE FOR CIA LAKESIDE	0000012133		46,570.00	(46,570.00)
Total for 03/10/2026					0.00	46,570.00	
03/31/2026			END BALANCE			46,570.00	(46,570.00)
01/01/2026			<b>231-000-665-004970 INCOME TAX-PENALTY &amp; INTEREST</b>			BEG. BALANCE	(122.96)
<b>01/31/2026</b>							
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160		20.31	(143.27)
Total for 01/31/2026					0.00	20.31	
03/31/2026			END BALANCE			20.31	(143.27)
01/01/2026			<b>286-000-001 CASH IN BANK</b>			BEG. BALANCE	14,683.94
<b>01/09/2026</b>							
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026			11,500.00	3,183.94
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026			875.00	2,308.94
Total for 01/09/2026					0.00	12,375.00	
<b>01/31/2026</b>							
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160	3.54		2,312.48
Total for 01/31/2026					3.54	0.00	
03/31/2026			END BALANCE		3.54	12,375.00	2,312.48
01/01/2026			<b>286-000-202 ACCOUNTS PAYABLE</b>			BEG. BALANCE	(12,375.00)
<b>01/09/2026</b>							
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		11,500.00		(875.00)
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		875.00		0.00
Total for 01/09/2026					12,375.00	0.00	
<b>03/26/2026</b>							
03/26/2026	AP	INV	BARRY'S GREENHOUSE	552		6,525.00	(6,525.00)
Total for 03/26/2026					0.00	6,525.00	
03/31/2026			END BALANCE		12,375.00	6,525.00	(6,525.00)
01/01/2026			<b>286-000-665-004970 INTEREST INCOME</b>			BEG. BALANCE	(40.17)
<b>01/31/2026</b>							
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160		3.54	(43.71)
Total for 01/31/2026					0.00	3.54	
03/31/2026			END BALANCE			3.54	(43.71)
01/01/2026			<b>286-704-801 CONTRACTUAL SERVICES</b>			BEG. BALANCE	31,959.00
<b>03/26/2026</b>							
03/26/2026	AP	INV	BARRY'S GREENHOUSE	552	6,525.00		38,484.00
Total for 03/26/2026					6,525.00	0.00	
03/31/2026			END BALANCE		6,525.00		38,484.00



## Agenda Item Review Form

### Muskegon Lakeside BID/CIA

<b>Commission Meeting Date:</b> May 5, 2026	<b>Title:</b> CIA Facade Improvement Grant Application - Dockside Donuts							
<b>Submitted by:</b> Isabela Gonzalez, Development Analyst	<b>Department:</b> Economic Development							
<b>Brief Summary:</b> Request for \$2,500 in façade improvement grant funding for an exterior paint refresh, including surface preparation and coating of exterior metal trim.								
<b>Detailed Summary &amp; Background:</b> <p>Dockside Donuts has submitted a façade improvement grant application requesting funding assistance for an exterior paint refresh. The proposed project includes surface preparation, cleaning, and the application of coating to exterior metal trim around windows and doors.</p> <p>The project scope is an eligible expense under the program guidelines, as it consists of exterior improvements that enhance the building's appearance and contribute positively to the overall streetscape.</p> <p>The total project cost is \$5,573.21, and the applicant is requesting the maximum reimbursable grant amount of \$2,500. The property is located within the Lakeside business district and meets program eligibility requirements.</p> <p>The Lakeside CIA Board will review and consider this request for funding.</p>								
<b><u>Goal/Action Item:</u></b>								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b> \$2,500	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"><input checked="" type="checkbox"/></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No		N/A		
Yes	<input checked="" type="checkbox"/>	No		N/A				
<b>Fund(s) or Account(s):</b> Lakeside CIA - 231	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;"><input checked="" type="checkbox"/></td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	<input checked="" type="checkbox"/>	
Yes		No		N/A	<input checked="" type="checkbox"/>			
<b>Recommended Motion:</b> I move to approve the façade improvement grant application for Dockside Donuts for an exterior								

paint refresh, in the amount of \$2,500.

**Approvals:**

Immediate Division Head	X	
Information Technology		
Other Division Heads		
Communication		
Legal Review		

**Name the Policy/Ordinance Followed:**

Lakeside CIA Facade Improvement Grant Guidelines

# City of Muskegon – Lakeside CIA

## 2026-27 Façade Improvement Grant Program Application

<b>Applicant Name</b>	<b>Business Address</b>
Dockside Donuts	1950 Lakeshore DR.
<b>Email</b> Morat's Bakery @ Gmail.com	<b>Phone</b> 231-286-3498
<b>Project Address</b>	<b>Parcel Number</b>
1950 Lakeshore	
<b>Requested Amount</b> \$2500.00	<b>Total Façade Project Cost</b> \$5,573.21

### Statement of Intent/Need for Funding:

Our building needs a Refresh. We plan to Repaint the exterior, Cinderblock building and Aluminum trim. We will also update signage and add planters to patio area.

### Description of Project-Attach: Photos, Project Plans & 2 Competitive Bids:

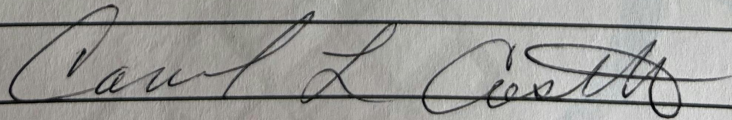
See attached.  
We attempted to get a 2nd Quote but didn't receive.  
We want to proceed with the attached Quote. We totally trust this company and their work.

### Project Timeline/Estimated Completion Date:

would like to be completed before Memorial Day Weekend.

By signing the grant application, if awarded, applicant commits to future property maintenance and certifies the ability to fund the project to completion before grant funds reimbursements are made.

Applicant Signature:



Please email application to: [economicdevelopment@shorelinecity.com](mailto:economicdevelopment@shorelinecity.com)

For more information:

Contact Isabela Gonzalez, Staff Liaison, Lakeside BID/CIA

[Isabela.Gonzalez@shorelinecity.com](mailto:Isabela.Gonzalez@shorelinecity.com)

231-724-4141



## eQuote - Dockside Donuts - Exterior

**Project:**

**Customer:**

Dockside Donuts - Exterior  
Address: 1950 Lakeshore Drive, Lakeside, Muskegon, MI, United States  
Email: mo mcastle@aol.com

Carolee Morat  
Address: 1950 Lakeshore Drive, Lakeside, Muskegon, MI, United States  
Email: mo mcastle@aol.com

Fresh Coat Painters of Muskegon  
3079 Roosevelt Road, Muskegon, MI, United States  
(616) 414-1777  
Alexandre Fonseca -  
afonseca@freshcoatpainters.com  
<https://freshcoatpainters.com/locations/muskegon/>



### Proposal

#### Exterior



Surfaces	Paintable Area	Surface Price
<b>Power Washing</b>	<b>840.00 Square Feet</b>	<b>\$328.96</b>
Simple Green :	2 Coat(s)	
<b>Cinder Blocks (Does not Include the Backside)</b>	<b>480.00 Square Feet</b>	<b>\$1,421.07</b>
Loxon Exterior Self-Cleaning :	2 Coat(s)	
<b>Soffit &amp; Fascia</b>	<b>360.00 Square Feet</b>	<b>\$778.47</b>
Latitude Exterior Satin :	2 Coat(s)	
<b>3 Doors (exterior sides only)</b>	<b>3.00 Fixed Rate</b>	<b>\$432.65</b>
Emerald Urethane Trim Enamel Satin :	2 Coat(s)	
<b>Replacing Door Casing (Bathroom Door)</b>		<b>\$592.56</b>

Includes materials for door casing, caulking, and patching. Door casing and Door to be painted as per the quote above.

**Exterior SUBTOTAL**

**\$3,553.71**

**Metal Windows/Doors - Bond-Plex**



Surfaces	Paintable Area	Surface Price
<b>Preparations &amp; Cleaning</b>	<b>294.00 Square Feet</b>	<b>\$773.50</b>
Cleaning :	2 Coat(s)	
<p>In order for the bonding product to be able to adhere to the surface, we will need to scuff sand the substrate and clean it using acetone right before painting it. This quote includes all the prep work, materials and labor.</p>		
<b>Exterior Metal Trim Around Windows/Doors</b>	<b>294.00 Square Feet</b>	<b>\$1,246.00</b>
Bond- Plex :	2 Coat(s)	

**Metal Windows/Doors - Bond-Plex SUBTOTAL**

**\$2,019.50**

**GRAND TOTAL**

**\$5,573.21**

# Insurance and Documents

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin:0; color:blue;">▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.                  Alexandre Fonseca</p> <p><b>2</b> Business name/disregarded entity name, if different from above                  Fonseca Enterprises LLC</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input checked="" 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 type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <b>Note:</b> 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 <b>not</b> 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.  <input type="checkbox"/> Other (see instructions) ▶ _____                 </p> <p><b>4</b> 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) _____  <i>(Applies to accounts maintained outside the U.S.)</i></p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.                  3079 Roosevelt Rd                  6 City, state, and ZIP code                  Muskegon, MI 49441</p> <p><b>7</b> List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p>
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**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.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>or</b>	
<b>Employer identification number</b>	
8 5 - 2 6 4 4 9 0 1	

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶ <i>Alexandre Fonseca</i>	Date ▶ 01/12/20
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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-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.*



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
**11/08/2024**

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 have ADDITIONAL INSURED provisions or 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>  Ringnalda TenHaken Insurance Group 4800 Broadmoor SE Grand Rapids, MI 49512	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>616-530-2800</b> FAX (A/C, No): <b>616-530-5560</b> E-MAIL ADDRESS: <b>dan@rtilakeshore.com</b>
	INSURER(S) AFFORDING COVERAGE: <b>Traveler's</b> NAIC #
<b>INSURED</b>  Fonseca Enterprises LLC; DBA Fresh Coat Painters 3079 Roosevelt Rd Muskegon, MI 49441-3905	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**      **CERTIFICATE NUMBER:**      **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 SUBR/ INSD, WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		00A1986486	11/01/2024	11/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PO/ AGG \$2,000,000 \$
X	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		00A200201A	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
X	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED:      RETENTION \$		00A2018067	11/01/2024	11/01/2025	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
X	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N / A	00A2000469	11/01/2024	11/01/2025	PER STATUTE      OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>  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 <b>Agent - Dan Costenbader</b>
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## Agreement

### Default Conditions

#### Statements

The term "Agreement" shall mean this submitted, authorized, and accepted proposal. This document represents and states the total scope of work between the Client, **Carolee Morat** and Fresh Coat Painters, and supersedes all prior and contemporaneous agreements and conditions, expressed or implied, oral or written, except those written in this agreement. Please thoroughly read and understand all area project descriptions within this proposal. **Fresh Coat Painters of Muskegon** is not required to perform any services or tasks not specifically described within this proposed Agreement.

Both Client and Fresh Coat agree that the nature of the type of work Fresh Coat does may require delays due to adverse weather conditions that may reasonably delay the start and/or completion of the project. Both Client and Fresh Coat agree to act reasonably based on the current weather to start on the start date and complete the project by the end date. Both Client and Fresh Coat agree that the Client shall reasonably cooperate to provide access to the interior of the home and exterior to allow the start, completion and rectifications to the project. All Agreements, proposals and contracts are contingent upon reasonable delays beyond Fresh Coat's control.

**Projected Start Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_:\_\_\_\_ **Est. Duration:** \_\_\_\_\_

**THE TERMS OF THIS PROPOSAL MAY BE WITHDRAWN AT THE SOLE DISCRETION OF FRESH COAT IF NOT ACCEPTED BY CLIENT WITHIN 15 DAYS OF PROPOSAL. CLIENT AGREES AND UNDERSTANDS THAT ALL PROJECT DATES ARE QUOTED ON A FIRST COME FIRST SERVE BASIS.**

#### Color and Product Selections

1. Client selects and is responsible for choices of color(s) of coatings and related finish types(sheen) no less than 24 hours prior to start date and time, but preferably at least 3 business days prior to start date and time. All preparation products and paint/coating materials are included in price unless otherwise noted in the proposal.
2. Fresh Coat is not responsible for the selection of paint colors/finishes, color variation between paint manufacture charts, or color fading due to sunlight, heat, age, or moisture.
3. If the Client changes paint color after paint has been purchased, additional materials and labor charges will be incurred.
4. Excess tinted paint will be left at the property. No additional paint or maintenance packages are included in the Agreement, unless otherwise noted.
5. All colorized/tinted paint products supplied by Fresh Coat, or the Client is the sole property of the Client. All federal, state, or local laws governing storage, transportation, handling and disposal of any paint products used in fulfillment of the Agreement is the sole responsibility of the Client.

#### General Conditions

1. Fresh Coat will furnish all equipment, labor, and materials, including paint or coatings (unless otherwise agreed upon in the Agreement) reasonably necessary to complete the project scope of work stated in the proposal.
2. All work to be completed in a workmanlike manner according to Painting Contractors Association (PCA) within accepted industry standards, sanctioned application methods and best practices. For interior drywall finishes, to a level 3 finish unless otherwise noted within the proposal. This excludes exterior or interior wood (painted or stained), epoxy flooring, decks, stained/sealed concrete, and cabinetry.
3. Fresh Coat agrees to perform all work listed within this proposal. Any alterations or deviation from this proposal and/or Agreement specifications involving any extra costs will be executed only upon written and signed **Change Orders** and will become an extra charge over and above this authorized and signed Agreement. The addition of any change orders shall not delay payment for the initial proposal Agreement. Fresh Coat may require payments prior to starting any added work to cover for additional material, labor, equipment cost. Equipment rentals, such as lifts, may not be included on the quote but added later via Change Orders if Fresh Coat finds it unsafe to work without it. The customer agrees to pay for the rental cost of a lift if needed on this project.
4. Execution and delivery of all accepted proposals, understandings and revisions are contingent upon strikes, accidents, delays, Acts of God, or other matters beyond Fresh Coat's control, such as availability of required products and materials. Delays caused by such events do not constitute abandonment or breach of this Agreement and shall not be included in calculating time frames for payment and performance.
5. Clients are responsible for any necessary or required permits. Fresh Coat will comply with all state and local requirements.
6. In no event will Fresh Coat be liable to the Client for any incidental, consequential, exemplary, indirect, special or punitive damages arising out of this Agreement or its termination, regardless of the form of action and regardless of whether Fresh Coat has been advised of the possibility of any such loss or damage.
7. Notwithstanding any other provision of this Agreement to the contrary, if Fresh Coat is held liable to the Client for any loss or damage, its liability will be limited to an amount equal to the amount Client paid Fresh Coat for the services or \$1,000, whichever is greater. The Client's acceptance and receipt of that amount will be the Client's exclusive remedy against Fresh Coat, regardless of the legal theory used to determine that Fresh Coat was liable. Fresh Coat shall not be liable to any third person because of this Agreement.
8. This Agreement and any written addenda constitute the entire Agreement between the parties relating to its subject matter. The terms of this contract shall not be modified verbally. FRESH COAT is a registered trademark of F.C. Franchising Systems, Inc. and each Fresh Coat location is an independently owned and

licensed user of that trademark. Proprietary and confidential property of F.C. Franchising Systems, Inc. is used under license. If any provision of this Agreement is unenforceable under applicable law, that provision will be deemed modified to the extent necessary to permit its enforcement to the maximum extent permitted by law, without affecting the remaining provisions of this Agreement.

9. Client understands and acknowledges that: "FRESH COAT" is the trade name of an independently owned local franchise of F.C. Franchising Systems, Inc. ("FCFSI"). This Agreement is between Client and Fresh Coat only. FCFSI is not a party to this Agreement and shall have no liability or obligation to Client. FCFSI does not have the authority to, and does not in practice, direct or control Fresh Coat's day-to-day operation. FCFSI is a third-party beneficiary of this paragraph. Client agrees not to assert or commence any claim, demand, legal action or suit against FCFSI for any injury, damage or loss sustained due to the breach of this Agreement or due to any act or omission by Fresh Coat.
10. All Fresh Coat quotes are valid for 6 months but are subject to changes, specially in regards to changes in materials and labor costs. For signed agreements, changes in material costs may require a Change Order to be approved to include any discrepancies in material pricing.
11. Client acknowledges and agrees that certain characteristic and pre-existing conditions of Client's property and the materials, surface, and other items at client's property may limit or otherwise adversely affect Fresh Coat's performance of the scope of work. Therefore, Fresh Coat shall not be liable or responsible for any such characteristics of the property. Instead, Client shall be responsible for, and shall retain all liability with respect to, the cost, expense, and conditions arising from such pre-existing conditions or characteristics.
12. If, after commencement of painting services, Fresh Coat finds a defect in any surfaces to be painted, which must be corrected to satisfactorily complete the contract, but which could not reasonable have been detected during Fresh Coat's original inspection, Fresh Coat shall immediately inform Client of such defect. Client acknowledges and agrees that Fresh Coat shall have the right to charge Client an additional fee, and client acknowledges and agrees to pay such fee.
13. Client shall be fully responsible for coordinating the work of other separate contractors and of its own work forces, suppliers, and agents with the Fresh Coat project and shall reimburse Fresh Coat for any delays or damages resulting from the acts or failures to act in a timely manner of other such separate contractors or suppliers or of Client or Client's agents. Fresh Coat assumes no responsibility for work done by others and shall not be liable for damages or defects occasioned by the neglect, negligence, or actions of others.
14. Subject to the warranty provision in this Agreement, if Client makes or wishes to make a claim in relation to any work performed by Fresh Coat, Client acknowledges and agrees to notify Fresh Coat in writing and shall then permit Fresh Coat or its agents to inspect the work complained of and make any necessary corrections and repairs in order to correct any deficiency that may exist in the work performed. The sole obligation of Fresh Coat in relation to any such claim is to repair or correct any such deficiencies at its own expense, to the extent Fresh Coat does not dispute such deficiencies. The failure of Client to permit Fresh Coat or its agents to make the necessary corrections or repairs fully releases Fresh Coat and its agents from any and all liability in relation to the complained of work and renders any warranties, whether actual or implied, null and void.
15. The parties agree that this Agreement will be interpreted and construed in accordance with the laws of the State of Michigan, and venue shall be with the courts located in Muskegon County.
16. **Termination.** If (a) any amount due under this Agreement remains unpaid for 30 days or more, (b) Client breaches any term or fails to perform and does not cure within 10 days of notice, or (c) the relationship between Client and Fresh Coat has deteriorated to the point that Fresh Coat, in its sole discretion, cannot complete the work or services in a timely or adequate manner, then Fresh Coat may immediately stop work and/or terminate this Agreement. All other rights and remedies are reserved. Client's payment obligations shall survive termination.

### Cabinet Painting Considerations:

All cabinet projects requiring spraying are subject to a minimum project cost of \$3,500. Additionally, a cleaning fee ranging from \$250 to \$500 will be applied if the cabinets require extensive degreasing or deep cleaning due to heavy buildup of grime or residue. For projects involving multiple colors—such as upper and lower cabinets being painted in different colors—a \$250 multi-color fee will be added to the final cost. These charges ensure we can maintain the high-quality standards our customers expect while accounting for the added time, labor, and materials required.

### Color Considerations:

Certain color choices can affect the scope and cost of a project and may not be determined at the time of the initial quote.

- **Accent Walls:** A \$100 surcharge will be added for each accent wall to account for the extra gallon of paint and the additional time required for precise cutting and finishing.
- **Dark Colors:** Dark or deep colors may require a coat of primer to ensure proper coverage and finish. If this is necessary, an additional charge will apply to cover the extra materials and labor.

### Limited Warranty

1. Fresh Coat will repaint areas where coating failure is reasonably caused by intercoat peeling (defined as when coatings solely applied by Fresh Coat peel away from previously existing coatings) has occurred. This Warranty is only valid upon completion of the project AND is contingent upon full compliance with the warranty, payment and general conditions set forth below.
2. The term of the Fresh Coat warranty is: ONE YEAR FOR ONE COAT or TWO YEARS FOR TWO COATS of Fresh Coat supplied paint.

*\*Excludes exterior or interior wood (painted or stained), epoxy flooring, decks, stained/sealed concrete, and cabinetry*

### Warranty Conditions

This warranty is void under the following circumstances:

1. If Full Payment as defined in the service Agreement has not been received.
2. Total coat peeling (any peeling to bare surface) or intercoat peeling reasonably caused by moisture, mold, mildew, heat fire, structural damage, or the existence of crayon, grease, oil, makeup, or any petroleum products.

**FRESH COAT MAKES NO OTHER WARRANTIES, EXPRESSED OR IMPLIED EXCEPT AS CONTAINED ABOVE. WORK PERFORMED FOR VALID WARRANTY REQUESTS SHALL BE STARTED WITHIN 90 DAYS OF WRITTEN NOTICE FROM THE DATE OF THE REQUEST.**

### Payment Terms

1. 50% down payment required on projects over \$500. For projects funded through Fresh Coat Easy Pay, 50% of the total project cost will be required at the start date and must be approved by the customer.
2. Progress payments requests may be submitted, at the Fresh Coat's discretion. No more than 90% of the project may be requested before completion.
3. Total balance due upon completion. If Change Orders have been submitted on a project, it is not to delay payment for original agreement. Change Orders will be added to the final invoice.

### Payment Conditions

1. The Client agrees to pay Fresh Coat the total amount owed for all services specified in this Agreement immediately upon completion on the project, unless the Client agrees to other payment terms that are indicated within this Agreement. **Carolee Morat (Client)** \_\_\_\_\_ **(Fresh Coat)**.
2. Fresh Coat is not obligated to do any work or service unless expressly specified and documented within this Agreement and attached Change Orders.
3. Upon notification of project completion, the Client may request a "walk through" of the project. The walk through shall take place within 24 hours of the notification of completion. Any additional work or alteration(s) of the stated scope of work described in the original Agreement shall be signed by both parties.
  - a) A written action list created during the walk through will be submitted to Fresh Coat for any corrective actions, that fall under the preset scope of work within the Agreement.
  - b) Once these corrective actions can be reasonably rectified, the action list will be signed off by the Client. The signed list will become part of the Agreement.
  - c) No service, other than that included on the list, shall be deemed unacceptable
  - d) Additional walk-throughs or issues that are identified after the initial 24 hours are up to the discretion of independent business owner.
5. The Client agrees to pay Fresh Coat the full amount specified on the Agreement **less** only that amount related to the touch up work which is up to 10% of the scope of work. No reduction in payment will be withheld against the submitted invoice for the completed project. Upon completion of the corrective actions the Client agrees to pay the balance due per the Agreement.
6. Client expressly consents to Fresh Coat filing a notice of commencement and any other available liens and lien documents related to or arising from the scope of work described in this agreement. Fresh Coat agrees to hold the Client free from lien after full payment has been made per the Agreement. The Client agrees to pay all costs of collection, legal expenses, and attorney's fees, whether hourly or contingent, incurred or paid by Fresh Coat in enforcing this Agreement and collecting the sums owed hereunder.
7. Late payments may incur a late fee of 10% of the total project price after 7 days of the project's completion.
8. Any cancellations or postponement of services after **3 BUSINESS DAYS** from acceptance is subject to a fee equal to 20% of the total Agreement amount.
9. For payments made by credit or debit card through our online payment system, a processing fee of **3%** will be added to the total invoice amount. This fee covers the costs associated with secure electronic payment processing. The customer may avoid this fee by paying via check, cash, or ACH transfers.

**Military Discount:** Fresh Coat Painters proudly offers a **5% discount** to active-duty military personnel and veterans. To apply this discount, it must be **clearly noted on the proposal or estimate prior to acceptance**. Discounts cannot be applied retroactively after the proposal has been signed or the project has begun.

## ACCEPTANCE OF AGREEMENT

Client Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fresh Coat Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Fresh Coat is to furnish all materials and labor in accordance with this Agreement specifications and stated scope of work here within for the sum of, **\$5,573.21**
- By signing this Agreement, I acknowledge that I have read and understand the terms of this Agreement. Additionally, the above prices, specifications, and conditions, including payment terms are hereby accepted by me the Client. I authorize Fresh Coat to do the work as specified. I understand that I am responsible to pay for all supplies and services provided that arise from or are related to this Agreement. By accepting this Agreement, I am authorizing Fresh Coat to charge all payments to my credit card, process my check, or loan as specified in this Agreement.

### Notice to Client

**YOU MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER RECEIVING A COPY OF THIS CONTRACT. IF YOU WISH TO CANCEL THIS CONTRACT, YOU MUST EITHER:**

- 1. SEND A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION BY REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED; OR**
- 2. PERSONALLY DELIVER A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION TO:  
FRESH COAT**

If you cancel this contract within the three-day period, you are entitled to a full refund of your money. Refunds must be made within 30 days of the contractor's receipt of the cancellation notice. If you wish to cancel the contract, please feel free to review the website, where you may cancel the contract electronically as well.

Revised 10/15/2025

#### **Photo Release**

We are proud of our work and with your permission, we'd love to photograph it!

We typically schedule photos once the project is complete. These photos will not have your name, address or any other identifiable information. These photos would become the property of Fresh Coat Painters and could be used for commercial purposes such as our website or promotional materials. By accepting our quote, you grant us and our affiliates the royalty-free perpetual right and license to use and display photos of the project for any purpose, including marketing, promotion or advertising in all media channels and social platforms without additional consideration.

## Signatures

---

### Company Authorized Signature

Name

Sign

Date

---

### Customer Authorized Signature

Name

Sign

Date

---



Austin Dulinski  
231.329.5434  
austin@gordon-painting.com

Gordon Painting  
398 Catawba Ave.  
Muskegon, MI 49442  
231.750.2930  
www.gordon-painting.com  
patrick@gordon-painting.com

Contact	Job Address	Estimate ID	Date
Carol Castle 1950 Lakeshore Dr Muskegon, Michigan 49441 moratsbakery@gmail.com 231.286.3498		1145	Mar 25, 2026

**Item**

**Terms of Payment**

50% deposit is required upon acceptance of the proposal, with the remaining balance due upon completion.

**General Conditions**

Price includes all paint, material and labor

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## Exterior Preparation

### Project Scope & Preparation

- Surfaces will be prepared using a combination of **pressurized water washing and hand-scraping**.
- **Sanding is not included** unless specifically listed in the estimate. If requested, sanding will be billed at **\$90 per hour per craftsman**.
- **Doors, windows, shingles, concrete, and other surrounding surfaces** will be protected with tape, plastic, or coverings as needed.
- While every effort will be made to minimize damage, **some impact to plants, bushes, or trees may occur** during the project. Please ensure that all vegetation is trimmed or tied back at least **3 feet from the home** prior to the start of work to allow for safe access.

### Painting & Finishing

- **Bare wood** will be spot-primed with an appropriate primer before painting unless otherwise specified.
- For full home projects, **two hours of caulking** are included. Additional or full caulking can be provided at **\$90 per hour plus materials**.
- Unless otherwise noted, **two topcoats of satin paint** will be applied to exterior siding, and **Two coats** will be applied to trim.
- A combination of **hand-finishing, spray-finishing, and other application methods** will be used to achieve a durable, professional finish.
- Please note: the **final appearance** will vary depending on the **age, condition, and prior maintenance** of your home.

### Warranty

- All coatings will carry the **manufacturer's warranty**.

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## Whole Building

\$5,844.00

### "Power Washing and Painting Scope of Work:

Brick siding (1), soffit and fascia (one-story), window frames (16), door frames (5), and doors (5).

This scope of work includes power washing the entire building and performing all necessary surface preparation for the areas to be painted. Preparation will include scraping all loose or peeling paint, sanding surfaces to ensure a smooth finish and proper adhesion, and addressing any minor surface imperfections.

All listed areas will receive two (2) top coats of finish paint."\*\*

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## Wood Repair

\$120.00

This scope of work includes the replacement of one (1) section of brick mold on the red door frame.

During the removal process, there is a possibility that adjacent brick mold may be damaged. If additional damage occurs, replacement of the affected sections will result in an additional charge. Any such conditions will be brought to the attention of the business owner, and approval will be obtained prior to proceeding with work outside the original scope.

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Total

\$5,964.00

Or as low as \$129.37/month\* with

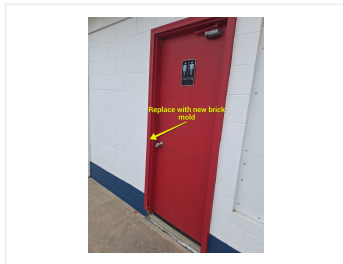
 **wisetack** [Learn More](#)

## Media

### Whole Building



### Wood Repair



The undersigned agrees to be bound by the following general conditions:

1. **Good Faith Estimate.** Customer understands and agrees that Gordon Painting will make a good faith estimate on all services to be performed for Customer ("Services"). Such estimate shall be based upon Gordon Painting initial evaluation of the job and upon the estimated time, materials and technical expenses and the Customer's property. Gordon Painting reserves the right to modify the estimate if it discovers complications with the project, or it determines that additional work, not originally contemplated, is required to complete the project. In such event, Gordon Painting shall advise Customer of the change from the original estimate at the time of such discovery. Estimate is based on continuous and uninterrupted work. Gordon Painting will be compensated for any extra work, extended rentals, delays, interruptions, or schedule changes beyond our control.

**Please Note: Some accent colors may require more than two coats to achieve the desired appearance. If such colors are chosen, the customer will be informed of any additional costs before work begins in that area.**

2. **Work Standards.** Our company adheres to industry-standard work protocol and craftsmanship. Our painters will remain on-site until the project is fully completed.
3. **Cancellation.** The customer may cancel the project within three days of accepting the estimate by emailing us.

4. **Acceptance.** Please signify your acceptance of this estimate by clicking on the "Accept" button and signing virtually.
5. **Payment Terms.** Work cannot begin until the deposit is received. The remaining balance of the total is due upon completion.
6. **Finance Charges.** Customer agrees to pay finance charges, which will be assessed at the rate of 1-1/2% per month (18% per annum), if Customer is a corporation, or .67% per month (8% per annum) if customer is an individual. Customer further agrees to pay, as part of those finance charges, interest on any unpaid interest that is 30 days past due, at the same rate. Customer agrees and understands that any credit granted shall be paid promptly in accordance with the terms above; and in the event customer fails to pay any amounts when due, Customer agrees to pay all costs incurred by Gordon Painting in connection with the collection of Customer's account, including reasonable attorneys' fees.
7. **Default.** In the event Customer fails to pay for Services in accordance with the payment terms set forth above, Customer shall be in default under this Agreement, and Gordon Painting shall be permitted, immediately and without further notice, to pursue all available legal and equitable remedies to recover amounts owed under this Agreement, including the recovery of all costs and expenses, including reasonable attorneys' fees, incurred by Gordon Painting in connection with the collection of such amounts.
8. **Notice of Commencement.** In accordance with Michigan Compiled Laws 570.1108(a)(1), unless Customer pays the purchase price for Services at the time of delivery, Gordon Painting requests that Customer prepare and/or provide Gordon Painting with a Notice of Commencement relating to the property for which the Services are being performed.
9. **Limited Warranty.** Gordon Painting warrants that the Services will be free from defects for one year other than normal wear and tear for a period of three years. Gordon Painting provides corrected Services to replace any defective Services. There are no other warranties, express or implied, except as stated in this provision, including warranties of merchantability or fitness for a particular purpose. Gordon Painting does not assume responsibility for any of the following, all of which are excluded from the coverage of this limited warranty: (i) consequential or incidental damages; (ii) damage resulting from alterations, misuse or abuse of the covered items by any person; (iii) products covered by a manufacturer's warranty; or (iv) work done by any party other than Gordon Painting. If a defect appears that Customer believes is covered by this limited warranty, Customer must send a written notice to Gordon Painting describing the defect within 30 days of discovery. Upon receipt of such written notice, if the defect is covered by this warranty, Gordon Painting will repair or replace the defect at no charge to Customer within 60 days (longer if weather conditions, labor problems, or material shortages cause delays). By this Agreement, Gordon Painting assigns all manufacturers' warranties for any products used in the delivery of the Services to Customer. Gordon Painting does not warranty any deck coatings. All epoxy flake floors come with a 15 warranty from delimitation.
10. **Miscellaneous.**
  - a) **Applicable Law; Entire Agreement; Venue.** This Agreement is executed in, shall be governed by, and construed and interpreted in accordance with, the laws of the State of Michigan. This writing shall constitute the entire Agreement, and shall supersede any other Agreements, written or oral, that may have been made or entered into by the parties with respect to the subject matter hereof, and shall not be modified or amended, except in a subsequent writing signed by the party against whom

enforcement thereof is sought. Customer agrees that the District or Circuit Court for the County of Muskegon has exclusive jurisdiction in any dispute arising from the contract, and that venue is proper in Muskegon County.

b) **Assignment or Delegation.** Customer may not assign all or any part of this Agreement. Gordon Painting may delegate all or any part of its obligations to perform the services under this Agreement to any persons or entities that Gordon, in its sole discretion, deems appropriate, including sub-contractors. Such delegation shall be at the sole expense of Gordon Painting unless otherwise provided.

c) **Notices.** All required or permitted written notices shall be deemed effective and duly given when: (i) personally delivered; (ii) one day after depositing in the custody of a nationally-recognized receipted overnight delivery service; or (iii) three days after posting in the U.S. first class, registered or certified mail, postage prepaid, to the recipient party at the address as set forth at the outset of this Agreement, or to such other address as the recipient party shall have furnished to the sender in accordance with the requirements for the giving of notice.

d) **Non-Waiver.** No waiver by any party of any provision of this Agreement shall constitute a waiver by such party of such provision on any other occasion or a waiver by such party of any other provision of the Agreement.

e) **Sever-ability.** Should any one or more of the provisions of this Agreement be determined to be invalid, unlawful, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not in any way be impaired or affected.



\_\_\_\_\_  
Estimator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Estimate #1145 for Carol Castle  
Total value: \$5,964.00



