

## Amy Ow

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**From:** Camille Leung  
**Sent:** Monday, May 24, 2021 4:46 PM  
**To:** Jack Chamberlain; 'noel@nexgenbuilders.com'; Jonathan Tang  
**Cc:** robertpellegrine@yahoo.com; 'RHAGA@BKF.com'; Amy Ow; Melody Eldridge; Olivia Boo  
**Subject:** O&M Agreements for Lots 9-11

**Importance:** High

Hi Jack, Noel, and Jonathan,

A recorded Operation and Maintenance Agreement is required for the final approval of the building permits for Lots 9-11 of the Highland Estates. I am aware you are nearing your final.

You submitted hard copy drafts of O&M Agreements several years ago. We will need the soft copy files for our review, as we cannot compare hard copy files with language of the Template Agreement. If you are not changing the language of the Template Agreement (at the link below) this is the easiest and saves time as it will not need to be reviewed by County Counsel.

[https://planning.smcgov.org/sites/planning.smcgov.org/files/O\\_and\\_M\\_Template\\_November\\_2016.doc](https://planning.smcgov.org/sites/planning.smcgov.org/files/O_and_M_Template_November_2016.doc)

As soon as possible, so as to not delay the final, please send a mocked up draft of the Agreement (with tracked changes turned on for all edits) with property/owner information populated for each of the lots (3 agreements in total), along with draft Exhibits (Drainage and treatment facilities) as attachments, for Melody and Olivia's review.

Thank you