

**ARROWHEAD BEACH PROPERTY OWNERS' ASSOCIATION
(APOA) 2026**

GRASS CUTTING AND TRIMMING CONTRACT

This Contract is entered into by and between:

Arrowhead Beach Property Owners Association
600 Sioux Trail, Edenton, NC 27932
Email: officearrowhead24@gmail.com | apoa.public.works1@gmail.com

AND

Contractor Name (Printed): _____
Phone Number: _____
Mailing Address: _____

1. CONTRACT TERM

This agreement is valid from May 1, 2026, through September 2026.

2. SCOPE OF SERVICES

The Contractor agrees to perform monthly grass cutting and trimming for the Arrowhead Beach Property Owners Association in accordance with the following details:

2.1 Monthly Service Areas and Rates

Service Area	Monthly Rate Per Cutting Rate	
Roads	\$ _____	\$ _____
Park (All 3 Sections)	\$ _____	\$ _____
Extra Cutting (Barn & Clubhouse) N/A	\$ _____	

All services include mowing, trimming around mailboxes, signs, and other designated features, as described below.

3. GRASS CUTTING LOCATIONS

3.1 Park Areas (Mowed Monthly – 2nd Week)

- **a.** Inside the fence behind the office/gatehouse to the entrance road.
- **b.** Entrance road area from the fence by the Barn to the river bulkhead.
- **c.** Outside the fence and in front of the office.

3.2 Additional Areas

- **a.** Parking lot across from the office.
- **b.** Open lot across from the clubhouse gate.
- **c.** Boat trailer parking lot (Crow & Creek corner).

3.3 Boat Ramp Areas

- **a.** Area from the dock to the street before the driveway of the house on the corner.
- **b.** Behind the wooden retaining wall at the ramp (trimming required).

3.4 Roadside Right-of-Way (All Roads in Subdivision)

- Grass along all roads (including dirt roads) must be mowed approximately **10 feet** back (about **2 widths of a 60-inch mower**) where possible.
- **Trim around:**
 - All street signs ○ Mailboxes
 - Any uncut areas by property owners (turn mower blade off if already maintained)

4. CUTTING SCHEDULE

1. **First Full Park Cut:** No later than 8 MAY 2026
2. **Monthly Park Cut:** The week of the **second Saturday** of each month (aligned with monthly meetings)
3. **Other Areas (Sections 2–5):** To be cut **after or along with the Park cut**

5. PAYMENT TERMS

- Contractor will be paid based on either **monthly service** or **per cutting**, as agreed above.
 - **Invoices** must be submitted to the APOA office after each cutting to initiate payment processing.
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6. INSURANCE REQUIREMENT

The contractor **must carry valid liability insurance** for the duration of this contract. A copy must be submitted with the signed contract.

7. NON-PERFORMANCE AND CANCELLATION

If the Contractor fails to perform services in a **timely and satisfactory** manner, including:

- Missing scheduled cuts,
- Incomplete or poor-quality work,
- Repeated late invoices or communication failures,

The Association may:

- Issue a **written notice** giving the Contractor **7 calendar days** to correct the issue(s),
- If not resolved, **terminate the contract immediately without further obligation**, and/or
- Hire another contractor to complete the work, with the cost deducted from unpaid invoices or billed to the original contractor.

Either party may terminate this agreement with **15 days written notice**.

8. SIGNATURES

Contractor

Signature: _____ **Date:** _____

APOA Representative

Signature: _____ **Date:** _____

9. CONTRACT RETURN

Please send the **signed contract** and proof of **insurance** via one of the following:

Email:

officearrowhead24@gmail.com
apoa.public.works1@gmail.com

Or Mail/Drop-off:

Office – APOA
600 Sioux Trail
Edenton, NC 27932