



## FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG HOUSING REHABILITATION– WINDOW INSTALLATION & PLUMBING

THIS FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG HOUSING REHABILITATION – WINDOW INSTALLATION & PLUMBING, ("First Amendment") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City"), **ROSE LEE BROWN** ("Owner"), and **STEJACK, LLC.**, a limited liability company duly organized and authorized to do business in the state of Florida (EIN# 99-3286876) ("Contractor").

**WHEREAS**, on April 14, 2025, City, Owner, and Contractor entered into an Agreement for SHIP/HOME/CDBG Housing Rehabilitation – Window Installation & Plumbing (the "Original Agreement"), City of Ocala Contract No.: CDS/250340A; and

**WHEREAS**, City, Owner, and Contractor now desire to amend the Original Agreement to extend the Time for Performance necessitated by a Work Change Directive, issued July 15, 2025, and attached hereto as **Exhibit A – Work Change Directive**.

**NOW THEREFORE**, in consideration of each of the foregoing recitals and the following mutual covenants, conditions and other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, City, Owner and Contractor agree as follows:

1. **RECITALS.** City and Contractor hereby represent and warrant that the Recitals set forth above are true and correct.
2. **INCORPORATION OF ORIGINAL AGREEMENT.** The Original Agreement between City, Owner, and Contractor, as amended, is hereby incorporated by reference as if set forth herein in its entirety and remains in full force and effect, except for those terms and conditions expressly amended by this First Amendment.
3. **AMENDMENT TO PARAGRAPH 6 B – TIME FOR PERFORMANCE.** The language contained in Paragraph 6 B – Time for Performance of the Original Agreement is hereby deleted and replaced with the following (all remaining sections of Paragraph 6 – Time for Performance remain in effect):

**All work shall be completed by Contractor in a manner satisfactory to the City Project Manager by AUGUST 6, 2025, and ready for final payment within ten (10) days of final completion.**

4. **NOTICES.** All notices, certifications or communications required by this First Amendment shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by email. All notices shall be addressed to the respective parties as follows:

If to Contractor:

Stejack, LLC  
Attention: Steven Berger  
522 S Hunt Club Blvd  
Apopka, Florida 32703  
PH: 407-791-9755  
E-Mail: [steven@stejack.com](mailto:steven@stejack.com)



If to City: Daphne Robinson, Esq., Contracting Officer  
City of Ocala  
110 SE Watula Avenue, Third Floor  
Ocala, FL 34471  
E-Mail: [notices@ocalafl.gov](mailto:notices@ocalafl.gov)  
PH: 352-629-8343

with copy to: William E. Sexton, Esq., City Attorney  
City of Ocala  
110 SE Watula Avenue, Third Floor  
Ocala, FL 34471  
E-Mail: [cityattorney@ocalafl.gov](mailto:cityattorney@ocalafl.gov)

5. **COUNTERPARTS.** This First Amendment may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
6. **ELECTRONIC SIGNATURE(S).** Contractor, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this First Amendment. Further, a duplicate or copy of the First Amendment that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original First Amendment for all purposes.
7. **LEGAL AUTHORITY.** Each person signing this First Amendment on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]**



**IN WITNESS WHEREOF**, the parties have executed this First Amendment on the dates set forth below.

**ATTEST:**

**CITY OF OCALA**

Signed by:  
Angel B. Jacobs  
6C83574C28E54A5...  
Angel B. Jacobs  
City Clerk

DocuSigned by:  
Christopher Watt  
6C8C8B9F073B8433...  
Christopher Watt  
Chief of Staff

Date: 7/31/2025

**Reviewed and Approved by Community Development Services Department:**

**STEJACK, LLC**

DocuSigned by:  
James Haynes  
424CE5726810D41D...  
James Haynes, Director  
Community Development Services

Signed by:  
Steven Berger  
0A8C6D00F0E9A97...  
(Authorized Signatory)

By: Steven Berger  
(Printed Name of Signatory)

**Approved as to form and legality:**

Title: Owner - Managing Member  
(Title of Authorized Signatory)

Signed by:  
William E. Sexton, Esq.  
42C5A8B48ED04F3...  
William E. Sexton, Esq.  
City Attorney

Date: 7/30/2025




CONTRACT# CDS/250340A


**Witnesses for Property/Homeowner**

**Signature:**

  
\_\_\_\_\_  
(Signature of First Witness)

  
\_\_\_\_\_  
(Printed Name of First Witness)

  
\_\_\_\_\_  
(Signature of Second Witness)

  
\_\_\_\_\_  
(Printed Name of Second Witness)

**PROPERTY/HOMEOWNER**

  
\_\_\_\_\_  
(Signature of Property/Homeowner)

  
\_\_\_\_\_  
(Printed Name of Homeowner)

Date:  \_\_\_\_\_

**Exhibit A - Work Change Directive****CONTRACT# CDS/250340A****Work Change Directive**PO#: CONTRACT# CDS/250340ADATE: 07/07/2025PROJECT NAME: GRNT 24-0104 Rose Brown Window ReplacementPROJECT ADDRESS: 811 NW 11th Ave OcalaCONTRACTOR SIGNATURE: Steven Berger

The following change(s) have been requested:

Stejack, LLC is requesting additional time to complete the project. Materials had to be back ordered and delivery was delayed by 3 weeks.

✓ Contractor's Estimate Attached

APPROVALS:

James Haynes

DATE:

7/15/2025

Owner

Christopher Lewis

Christopher Lewis

7/15/2025

Estimated increase/decrease in Contract Price

Current Contract Price: \$ \$29,675.00Request No.: (1) \$ 0New Proposed Price: \$ \$29,675.00Estimated **increase** decrease in Contract TimesCompletion: 21 days.

Original date 7/16/2025

New date 8/6/2025

If the change involves an increase, the estimated amount is not to be exceeded without further authorization

If the change involves an increase, the estimated times are not to be exceeded without further authorization

COMMENTS: \_\_\_\_\_

**NOTE: PLEASE E-MAIL COMPLETED FORM TO [CLEWIS@OCALAFL.ORG](mailto:CLEWIS@OCALAFL.ORG)  
IF YOU HAVE ANY QUESTIONS PLEASE CALL CHRIS LEWIS (352) 629-8333**

S:\COO\_ACM\_DS\_Development\_and\_Planning\Grant Programs\CDBG\Master Documents\Contract for Housing Rehab\Contractor packet

## Certificate Of Completion

Envelope Id: 115E2DD8-3C5D-47E8-9182-A19554D291D0

Status: Completed

Subject: CDS/250340A-First Amendment to Agreement for Home CDBG Housing Rehabilitation- (Rose Lee Brown)

Source Envelope:

Document Pages: 5

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Porsha Ullrich

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld Stamping: Enabled

City Hall, Third Floor

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Ocala, FL 34471

pullrich@ocalafl.gov

IP Address: 216.255.240.104

## Record Tracking

Status: Original

Holder: Porsha Ullrich

Location: DocuSign

7/29/2025 9:22:58 AM

pullrich@ocalafl.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement & Contracting

Location: Docusign

## Signer Events

Steven Berger

steven@stejack.com

Owner - Managing Member

Security Level: Email, Account Authentication (None)

## Signature

Signed by:

*Steven Berger*

048C6604AD42407...

## Timestamp

Sent: 7/29/2025 9:27:29 AM

Viewed: 7/30/2025 2:17:37 PM

Signed: 7/30/2025 2:22:05 PM

Signature Adoption: Pre-selected Style

Using IP Address:

2603:9001:a2f0:8630:f557:1456:66c:2be8

## Electronic Record and Signature Disclosure:

Accepted: 9/26/2024 9:54:28 AM

ID: c72b6e26-d8a4-44c5-9e94-9130614d9bc5

William E. Sexton, Esq.

wsexton@ocalafl.gov

City Attorney

Security Level: Email, Account Authentication (None)

Signed by:

*William E. Sexton, Esq.*

4A55AB8A8ED04F3...

Sent: 7/30/2025 2:22:07 PM

Viewed: 7/31/2025 10:10:05 AM

Signed: 7/31/2025 10:10:40 AM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

## Electronic Record and Signature Disclosure:

Accepted: 9/15/2023 9:02:35 AM

ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Christopher Watt

cwatt@ocalafl.org

Chief of Staff

Security Level: Email, Account Authentication (None)

DocuSigned by:

*Christopher Watt*

8C80B9F07388433...

Sent: 7/31/2025 10:10:41 AM

Viewed: 7/31/2025 12:48:45 PM

Signed: 7/31/2025 12:48:54 PM

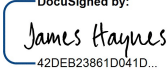
Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

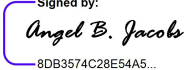
## Electronic Record and Signature Disclosure:

Accepted: 7/31/2025 12:48:45 PM

ID: 72305865-5d0d-41c8-aadf-d3fe5f979466

Signer Events	Signature	Timestamp
James Haynes jhaynes@ocalafl.org Director, Community Development Services Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  42DEB23861D041D...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104</div>	Sent: 7/31/2025 12:48:56 PM Viewed: 7/31/2025 1:14:06 PM Signed: 7/31/2025 1:14:14 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/7/2023 8:03:46 AM  
ID: 2896330f-34db-4ce4-a6ef-e3f38eda28a0

Angel B. Jacobs ajacobs@ocalafl.org City Clerk Security Level: Email, Account Authentication (None)	<div>Signed by:  8DB3574C28E54A5...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104</div>	Sent: 7/31/2025 1:14:15 PM Viewed: 7/31/2025 1:15:17 PM Signed: 7/31/2025 1:15:46 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 7/31/2025 1:15:17 PM  
ID: 6ce94605-1f31-4443-8632-b95476708c2c

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/29/2025 9:27:29 AM
Certified Delivered	Security Checked	7/31/2025 1:15:17 PM
Signing Complete	Security Checked	7/31/2025 1:15:46 PM
Completed	Security Checked	7/31/2025 1:15:46 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Ocala - Procurement & Contracting:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [contracts@ocalafl.org](mailto:contracts@ocalafl.org)

### **To advise City of Ocala - Procurement & Contracting of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Ocala - Procurement & Contracting**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Ocala - Procurement & Contracting**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.