



**FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG HOUSING REHABILITATION**

THIS FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG HOUSING REHABILITATION, ("First Amendment") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City"), **TARRA MCGIRTH LOFTON** ("Owner"), and **THE FORD DESIGN GROUP, LLC**, a limited liability company duly organized and authorized to do business in the state of Florida (EIN: 01-0859010) ("Contractor").

**WHEREAS**, on March 31, 2026, City, Owner, and Contractor entered into an Agreement for SHIP/HOME/CDBG housing rehabilitation services on a residential property located at 1941 NW 5th Street, Ocala, Florida 34475 (the "Original Agreement"), City of Ocala Contract No.: CDS/260375; and

**WHEREAS**, City, Owner, and Contractor now desire to amend the Original Agreement to reflect an increase in the Contract Price necessitated by the Work Change Directive issued April 27, 2026 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 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 5 – COMPENSATION.** The language contained in Paragraph 5 – Compensation of the Original Agreement is hereby deleted and replaced with the following (all remaining sections of Paragraph 5 – Compensation remain in effect):

**COMPENSATION.** City shall pay Contractor, on behalf of the Owner, for the performance of the work, and in accordance with the contract documents, a total price in the amount of **EIGHTY THOUSAND, TWO HUNDRED TWENTY AND NO/100 DOLLARS (\$80,220)**. It is understood the amounts to be paid will be for satisfactory work completed rather than the estimated prices. Payments shall be made, at the unit price and/or lump sums specified for the various items in the Contractor's proposal as provided in the specifications.

- A. The modified Contract Price represents the sum of the original bid price of **\$72,000** and the total cost of **Change Order #1** as set forth in **Exhibit A – Work Change Directive**.

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: The Ford Design Group, LLC  
Attention: Zurny ford  
111 N. Orange Ave  
Orlando, Florida 32801  
E-Mail: [fordrecovery@gmail.com](mailto:fordrecovery@gmail.com)  
PH: 321-231-4518

If to City as Agent for Owner: 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:**

Signed by:  
*Angel B. Jacobs*  
8DB3574C28E54A5...  
\_\_\_\_\_  
Angel B. Jacobs  
City Clerk

**CITY OF OCALA**

DocuSigned by:  
*Christopher Watt*  
8C80B9F07388433...  
\_\_\_\_\_  
Christopher Watt  
Chief of Staff

Date: 5/21/2026

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

Signed by:  
*James Haynes*  
EB223ED8C2B740F...  
\_\_\_\_\_  
James Haynes, Director  
Community Development Services

**THE FORD DESIGN GROUP, LLC**

DocuSigned by:  
*Zurny Ford*  
1D3F8B8726C44CF...  
\_\_\_\_\_  
(Authorized Signatory)

By: Zurny Ford  
(Printed Name of Signatory)

**Approved as to form and legality:**

Signed by:  
*William E. Sexton, Esq.*  
4A55A88A8E884F3...  
\_\_\_\_\_  
William E. Sexton, Esq.  
City Attorney

Title: CEO/CGC/CCC  
(Title of Authorized Signatory)

Date: 5/18/2026



**Witnesses for Property/Homeowner  
Signature:**

  
(Signature of First Witness)

Ailin Abboud  
(Printed Name of First Witness)

  
(Signature of Second Witness)

Bessie Marken  
(Printed Name of Second Witness)

**PROPERTY/HOMEOWNER**

  
(Signature of Property/Homeowner)

Tarra McCreth  
(Printed Name of Homeowner)

Date: 5/28/26

### Work Change Directive

PO#: \_\_\_\_\_

DATE: 4/27/2026

PROJECT NAME: 1941 NW 5th Street -McGirth

PROJECT ADDRESS: 1941 NW 5th Street

CONTRACTOR SIGNATURE: 

The following change(s) have been requested:

Remove and replace damaged sub floor and framing
Repair crawl space ventilation system
Crawl space access doors
Installation of front porch light

Contractor's Estimate Attached

APPROVALS:

DATE:

  
Zurny DeShawn Ford

4/27/2026

Owner

Christopher Lewis  
Christopher Lewis

4/28/2026

Estimated increase/decrease in Contract Price

Estimated increase/decrease in Contract Times

Current Contract Price: \$ 72,000

Completion: \_\_\_\_\_ days.

Request No.: (1) \$ 8,220

New Proposed Price: \$ 80,220

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@OCALAFI.ORG](mailto:CLEWIS@OCALAFI.ORG)  
IF YOU HAVE ANY QUESTIONS PLEASE CALL CHRIS LEWIS (352) 629-8333**



Florida State Licensed General Contractor CGC1516405  
Florida State Licensed Roofing Contractor CCC1331112  
Licensed, Bonded, and Insured  
A MBE-LDB Company (Orange County, City of Orlando, GOAA, & OCPS  
Offices: Florida, DC, and Maryland

**Engineering, Construction, and Roofing**

April 27, 2026

To: **City Of Ocala Florida**  
201 SE 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
Ocala, FL

From: **The Ford Design Group, LLC**  
3735 S. US Hwy 27 Ste 105  
Clermont, FL 34711  
Ph: 321-231-4518

RE: Change Order for Additional Scope at **1941 NW 5th Street, Ocala, FL.**

The Ford Design Group proposes to perform the following per local codes and specifications:

**Scope Of Work : (Sub-floor, lighting, crawl space repairs)**

1. Remove and replace rotted sub-floor decking and framing 75% of home
2. Install front porch light
3. Repair crawl space and add access doors
4. Install crawl spaces ventilation



We proposed to construct, per FBC specs & codes for: **\$8,220.00**

**Payment Terms:**

Per Contract (30 net)

**TO ACCEPT THIS QUOTATION, SIGN BELOW AND RETURN**

\_\_\_\_\_  
SIGNATURE (OWNER OR AUTHORIZED REPRESENTATIVE)

4/28/2026  
\_\_\_\_\_  
DATE

**THE SIGNED ACCEPTANCE OF THIS PROPOSAL OBLIGATES THE ABOVE ENTITY/INDIVIDUAL TO PAY FOR THE SERVICES OUTLINED IN THE SCOPE OF WORK.**

**Thank you for your business,  
Shawn Ford, CEO/CGC/CCC**

## Certificate Of Completion

Envelope Id: B9A1757E-C95B-8814-81F4-BAA8FECC53BE Status: Completed  
Subject: FOR SIGNATURE - 1st Amendment - (CDS/260375) McGirth Residence - Housing Rehabilitation  
Source Envelope:  
Document Pages: 6 Signatures: 5 Envelope Originator:  
Certificate Pages: 5 Initials: 0 Amber Bartleson  
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  
abartleson@ocalafl.gov  
IP Address: 216.255.240.104

## Record Tracking

Status: Original Holder: Amber Bartleson Location: DocuSign  
5/8/2026 9:09:05 AM abartleson@ocalafl.gov  
Security Appliance Status: Connected Pool: StateLocal

## Signer Events

Zurny Ford  
fordrecovery@gmail.com  
CEO/CGC/CCC  
Security Level: Email, Account Authentication  
(None)

## Signature

  
DocuSigned by:  
Zurny Ford  
1D3FBB8726C44CF  
Signature Adoption: Pre-selected Style  
Using IP Address:  
2603:9001:7300:936:5c65:4c1d:63d9:e2f3

## Timestamp

Sent: 5/8/2026 9:10:45 AM  
Viewed: 5/18/2026 6:59:24 AM  
Signed: 5/18/2026 6:59:58 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 5/18/2026 6:59:24 AM  
ID: 57fe4b58-5250-4da6-8cdb-e04fce3b9ed5

William E. Sexton, Esq.  
wsexton@ocalafl.gov  
City Attorney  
Security Level: Email, Account Authentication  
(None)

  
Signed by:  
William E. Sexton, Esq.  
4A55AB9A8ED04F3...  
Signature Adoption: Pre-selected Style  
Using IP Address: 216.255.240.104

Sent: 5/18/2026 6:59:59 AM  
Viewed: 5/18/2026 10:26:47 AM  
Signed: 5/18/2026 10:28:14 AM

**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  
8C80B5F07389433...  
Signature Adoption: Pre-selected Style  
Using IP Address: 216.255.240.104

Sent: 5/18/2026 10:28:17 AM  
Viewed: 5/21/2026 9:08:21 AM  
Signed: 5/21/2026 9:08:46 AM


**Electronic Record and Signature Disclosure:**  
Accepted: 5/21/2026 9:08:21 AM  
ID: 3ac62ee9-eb4b-4187-9d4c-65a6cffe0fd6

Angel B. Jacobs  
ajacobs@ocalafl.org  
City Clerk  
Security Level: Email, Account Authentication  
(None)

  
Signed by:  
Angel B. Jacobs  
8DB3574C28E54A5...  
Signature Adoption: Pre-selected Style  
Using IP Address: 216.255.240.104

Sent: 5/21/2026 9:08:48 AM  
Viewed: 5/21/2026 9:22:19 AM  
Signed: 5/21/2026 9:22:38 AM

**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
Accepted: 5/21/2026 9:22:19 AM ID: 6ed8cba4-cb97-46d7-8c8e-985cd771fa5c  James Haynes jhaynes@ocalafl.gov Security Level: Email, Account Authentication (None)	 <p>Signed by: James Haynes EB223ED0C2B740F...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104</p>	Sent: 5/21/2026 9:22:39 AM Viewed: 5/21/2026 12:19:33 PM Signed: 5/21/2026 12:19:41 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 5/21/2026 12:19:33 PM  
 ID: 244b9e8b-21e5-4f45-83cd-b81fba099903

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	5/8/2026 9:10:45 AM
Certified Delivered	Security Checked	5/21/2026 12:19:33 PM
Signing Complete	Security Checked	5/21/2026 12:19:41 PM
Completed	Security Checked	5/21/2026 12:19:41 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		