

Date

Contact Name  
Name of Organization  
Address

Re: Letter of Understanding

Dear \_\_\_\_\_:

This correspondence will serve as a Letter of Agreement concerning \_\_\_\_\_ provision of services related to vacant  
Name of Organization  
property maintenance issues on behalf of the Village of Lombard. The service will only entail grass/weed cutting (hereinafter the "Work") identified to \_\_\_\_\_  
Name of Organization  
by the Village. The Agreement is subject to the following terms and conditions:

1. The \_\_\_\_\_ will utilize their own equipment, manpower,  
Name of Organization  
and supervision for this service.
2. \_\_\_\_\_ will function as an independent  
Name of Organization  
contractor for the Work. The Village will provide no direction, management or supervision with regard to the methods employed to accomplish the Work.
3. \_\_\_\_\_ will provide and maintain their own  
Name of Organization  
insurance to meet the requirements of the Village of Lombard. \_\_\_\_\_  
Name of Organization  
shall also provide to the Village of Lombard a certificate of insurance which evidences the insurance coverages, and names the Village and its officers, agents and employees as additional insureds with a \$1,000,000 limit. (Attached as Exhibit A)
4. The Village of Lombard shall not be responsible for any bodily injury or property damage that occurs in the grass/weed cutting and the Village of Lombard is not responsible for mowers' injuries.
5. The Village of Lombard will donate to \_\_\_\_\_ for  
Name of Organization  
the Work performed in the fixed amount of \$\_\_\_\_\_.
6. Donations to \_\_\_\_\_ will be in the form of a  
Name of Organization  
check made out to \_\_\_\_\_. These donations will be made within three weeks of submission of an activity sheet (Attached as Exhibit B) submitted by

\_\_\_\_\_, to the Director of Community Development at the  
Name of Organization  
Village of Lombard, 255 E. Wilson Ave., Lombard, IL 60148. The activity sheet shall list the address(es) of the grass /weed cut.

7. The Community Development Department of the Village of Lombard shall provide a list of the properties on a week-to-week basis that are in need of Work. It is anticipated that the Work shall be completed within 10 days of notification (weather permitting). The Work shall be requested on an “as needed” basis and in absence of a request is otherwise not authorized.

8. Either Party reserves the right to cancel this Letter of Understanding within 24 hour notice; which may be given orally or in writing.

Acknowledged and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Group President/Coordinator  
\_\_\_\_\_  
Name of Group

\_\_\_\_\_  
William J. Heniff, AICP  
Director of Community Development