

Wellington Station/Ethan's Glen HOA  
**Air Conditioning/Heating Services Request for Proposal (RFP) for the Year 2026**  
Form approved by the Board: 2020-09-28

This document outlines the desired services to be provided by

\_\_\_\_\_ (Thereafter Vendor).

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If accepted by Association, the proposal below shall be delivered to the Vendor as an Agreement for service. No agreement for services shall be binding without authorized signatures from both parties.

Please return by September 15, 2025 to:

Ethan's Glen Homeowners Association, 3915 NE 22nd Lane, Ocala, FL 34470  
Or to: ehgoa.secretary@gmail.com

**Specifications for the Air Conditioning/Heating Services Agreement are as follows:**

1. TERM - The period for this service shall be one (1) year, beginning January 1, 2026 until Dec 31, 2026

2. SERVICES -

- 1) Vendor makes appointment every 6 months with cabana director
- 2) Changes filters and checks AC unit and ductwork and gives report to cabana director
- 3) Makes appointment for follow up if necessary
- 4) Is available for service in case of need

3. EXCLUSIONS - \_\_\_\_\_

4. CANCELLATION - This agreement may be cancelled by either party with or without cause. A minimum of thirty (30) days' notice must be sent by Certified Mail - Return Receipt Requested by the terminating party.

5. LITIGATION - In the event of any litigation arising from the execution of this agreement, the prevailing party shall be entitled to recover any attorney fees as well as related costs and expenses for the enforcement of the rights and obligations of the parties to this agreement.

6. COST OF SERVICE \_\_\_\_\_

Signature EGHOA \_\_\_\_\_ by Hellena Smejda, President Date \_\_\_\_\_

Signature Vendor \_\_\_\_\_ by \_\_\_\_\_ Date \_\_\_\_\_