

LAVENDER RIVER LLC

1190 Winterson Rd, Ste 200 · Linthicum Heights, MD 21090 · support@lavrivllc.com

PROJECT OVERSIGHT AGREEMENT

Separate from any consultation or advisory service

1. Parties and project

This Project Oversight Agreement (this "Agreement") is entered into between Lavender River LLC, a Maryland limited liability company ("Lavender River"), and the client identified below ("Client"), as of the Effective Date.

Client name

Client address

Project address

Effective date

Project name / reference

2. Scope of project oversight

Lavender River will provide project oversight services for the project described above. The specific scope agreed for this engagement is checked below. Any service not checked is expressly excluded.

- On-site coordination with contractors, tradespeople, vendors, fabricators, painters, and installers
- Periodic site visits and visual progress review (number and cadence specified in Section 4)
- Design integrity review — confirming installed work matches the approved specifications
- Punch list creation and walkthrough at the end of work
- Communication relay between Client and Referred Providers on design questions
- Material and finish verification at delivery
- Coordination of revisions to design selections when site conditions require a change
- Other (describe below)

Other / notes

3. What this Agreement does not include

For clarity, and notwithstanding any other provision, the following are expressly excluded from this Agreement and remain solely the responsibility of the Client and any contractor, vendor, or service provider the Client engages:

- Acting as a general contractor, construction manager, or licensed contractor of any kind
- Performing, supervising, or guaranteeing any construction, electrical, plumbing, mechanical, or structural work
- Pulling, applying for, or holding any permits
- Engineering, architectural, or code-compliance certifications
- Negotiating contractor pricing or scope of work on Client's behalf
- Collecting, holding, or disbursing funds between Client and any contractor or vendor
- Approving, signing, or guaranteeing payment of any contractor invoice or change order
- Lien releases, insurance verification, or bonding
- Any work, deliverable, or activity not expressly checked in Section 2

Lavender River does not act as the Client's agent in any purchasing or contracting capacity. Any agreement, contract, scope of work, pricing, estimate, change order, payment, schedule, warranty, lien rights, insurance coverage, and performance remains solely between the Client and any contractor, tradesperson, vendor, fabricator, painter, installer, or other service provider ("Referred Provider"), regardless of whether such Referred Provider was introduced to Client by Lavender River.

4. Term, visit cadence, and communication

Start date

Estimated end date

Number of site visits included

Standard visit length

Business hours. Lavender River operates by appointment only. Office hours are Monday through Friday, 9:00 AM to 5:00 PM Eastern Time, and Saturday 10:00 AM to 2:00 PM Eastern Time. Lavender River is closed Sunday and on federal holidays.

Communication channels. Email to support@lavrivllc.com is the preferred channel for all project communication. Scheduled phone calls during business hours are available by appointment. Text messages are accepted during business hours only and will not be answered after 6:30 PM Eastern Time on any day. This applies to the Client, to any Referred Provider, and to any household member, family member, or representative of the Client.

Response time. Lavender River will use reasonable efforts to respond to email received during business hours within two (2) business days. Email received outside business hours is treated as received at 9:00 AM on the next business day.

After-hours communications — fee. If the Client (or anyone acting on the Client's behalf) contacts Lavender River outside business hours by any channel — phone, text, voicemail, DM, or email marked urgent — and Lavender River chooses to respond, a flat after-hours response fee of \$250 applies per communication, in addition to any time billed at the Additional Hour rate (\$350/hour, 30-minute minimum). Lavender River is under no obligation to respond outside business hours and is not responsible for any consequence of a delayed reply to an after-hours message.

No on-call coverage. Lavender River is not available for on-call or emergency response. The Client acknowledges that Lavender River is not responsible for issues that arise outside of scheduled visits or for any contractor, vendor, or property emergency at any time.

Additional site visits beyond those included above will be invoiced at the Additional Hour rate set forth in Section 5.

5. Fees and payment

The Client agrees to pay Lavender River for project oversight services using one of the fee structures selected below. Fees are non-refundable once work has begun. All fees are by appointment only and are separate from any consultation, mood board, design report, or other advisory service.

Option A	<input type="checkbox"/> Flat fee for the engagement. Total: \$_____ · Deposit (50% to begin): \$_____ · Balance due at project completion or punch list, whichever is earlier.
Option B	<input type="checkbox"/> Hourly rate. Rate: \$_____ / hour · Estimated total hours: _____ · Retainer to begin: \$_____ · Hours invoiced and replenished monthly. Additional hours billed in 30-minute increments.
Option C	<input type="checkbox"/> Percentage of project budget. Total project budget: \$_____ · Lavender River fee: _____% of project budget · Total estimated fee: \$_____ · Billed in three installments: 33% deposit, 33% at midpoint, 34% at completion.
Add'l hour	Additional site visits, scope changes, escalations, or hours beyond the agreed scope: \$350 / hour (subject to written adjustment at signing). Pre-approved by Client in writing before incurred. Minimum 30-minute billing increment.

Invoices are due within seven (7) days of issuance. Unpaid balances accrue interest at 1.5% per month (or the maximum rate permitted by Maryland law, whichever is lower). Lavender River may pause services if any invoice is more than fifteen (15) days past due, with no liability for resulting delays.

6. Add-on services and scope changes

The fees in Section 5 cover the oversight scope checked in Section 2 at the visit cadence set in Section 4. Anything beyond that scope is an add-on service, billed separately at the Additional Hour rate set forth in Section 5 (or by written flat-fee amendment if the parties agree in advance).

Add-on services include, without limitation:

- Scope changes initiated by the Client, the contractor, or site conditions — including new rooms, new selections, added phases, or work not contemplated in the original Section 2 scope
- Re-design, re-specification, or re-sourcing of materials, finishes, fixtures, or furniture after selections have been approved
- Additional site visits, walkthroughs, or punch list rounds beyond the number included in Section 4
- Final walkthrough with Client and Referred Provider(s) at substantial completion — billed as a separate add-on at the Additional Hour rate (minimum two (2) hour billing block), regardless of whether other walkthroughs are included in Section 4
- Active oversight escalations — including managing schedule conflicts between trades, coordinating remediation of contractor errors, dispute support, or stepping in where a Referred Provider has under-performed
- Stepping back into a project after the Client has held meetings, calls, or site visits with a Referred Provider without Lavender River present — see Section 7 below
- Meetings, calls, or written correspondence with contractors, vendors, architects, or other consultants beyond the standard communication cadence in Section 4
- Drafting written specifications, decision logs, sourcing lists, or other documentation not included in the original scope
- After-hours, weekend, or emergency response (subject to availability and to a minimum two (2) hour billing block)
- Travel beyond the standard service area (Howard County, Montgomery County, and Annapolis) — billed at the Additional Hour rate plus mileage at the then-current IRS standard rate

Process. Before any add-on work is performed, Lavender River will notify the Client in writing (email is acceptable) with a description of the requested or required work and a good-faith estimate of hours or flat fee. Work proceeds only after the Client confirms in writing. Verbal approvals are not sufficient.

If site conditions or contractor actions create an urgent issue that requires Lavender River to step in beyond the agreed scope to protect the project, Lavender River may take reasonable interim action and will document the time spent at the Additional Hour rate; the Client agrees to pay for such reasonable interim

work even where written pre-approval was not practical, provided Lavender River notifies the Client within forty-eight (48) hours.

7. Client responsibilities

The Client agrees that they are solely responsible for:

- Selecting, contracting with, and paying all contractors, tradespeople, and vendors directly
- Reviewing and signing all contractor estimates, contracts, change orders, and invoices
- Verifying contractor licensure, insurance, bonding, references, and reviews before any work begins
- Obtaining all permits and ensuring code compliance
- Final approval of all design selections, materials, finishes, and substitutions
- Securing the project site, including access, utilities, and storage of materials
- Notifying Lavender River promptly of any change in scope, schedule, or contractor
- Maintaining adequate homeowner's or property insurance during the project

No solo meetings with Referred Providers during the engagement. During the term of this Agreement, the Client agrees not to hold meetings, calls, site visits, or written negotiations with any Referred Provider regarding design, scope, schedule, pricing, change orders, invoices, payment disputes, or remediation without first looping in Lavender River. Lavender River does not need to be present at every routine contractor communication, but must be copied on written correspondence and notified in advance of any meeting where the above topics will be discussed.

If the Client holds such a meeting without Lavender River and later brings the resulting issues (pricing disputes, change orders, missed expectations, or payment problems) to Lavender River for resolution, all time spent unwinding or responding to those issues will be billed at the Additional Hour rate as an add-on under Section 6, even if the underlying topic would otherwise have been covered by the agreed scope in Section 2. Lavender River reserves the right to decline involvement in any matter that was originated or escalated outside Lavender River's knowledge.

8. Independent contractor; no agency; no joint venture

Lavender River is an independent contractor. Nothing in this Agreement creates an employment, partnership, joint venture, agency, or franchise relationship between Lavender River and the Client, or between Lavender River and any Referred Provider. Lavender River has no authority to bind the Client to any contract, payment, or obligation, and shall not represent itself as the Client's agent in any negotiation, contract, or transaction with any Referred Provider.

9. Limitation of liability

To the fullest extent permitted by Maryland law:

- Lavender River makes no representation, warranty, or guarantee — express or implied — as to the quality, licensure, insurance, bonding, workmanship, timeliness, pricing, or conduct of any Referred Provider or any third-party product or material.
- Lavender River shall have no liability for any loss, damage, delay, cost overrun, defect, injury, or dispute arising from work performed by, or products supplied by, any Referred Provider.
- Lavender River shall not be liable for any indirect, incidental, consequential, special, punitive, or exemplary damages of any kind, including lost profits or loss of use.
- The Client's sole and exclusive remedy for any claim arising out of or related to this Agreement is limited to the total fees actually paid by Client to Lavender River under this Agreement for the specific service in question.

10. Termination

Either party may terminate this Agreement at any time by giving written notice (email is acceptable). On termination:

- Client will pay Lavender River for all services rendered, hours worked, and reasonable expenses incurred through the termination date.
- Any deposit or retainer is non-refundable to the extent services have been performed; any unused portion (if applicable) will be refunded within thirty (30) days.
- Lavender River will deliver any work product in progress in its current state. No further obligations attach to either party.
- Sections 3, 6, 8, 9, 11, 12, and 13 survive termination.

11. Confidentiality and intellectual property

Lavender River will treat Client project details, photographs, and personal information as confidential and will not share them publicly without prior written consent. Lavender River reserves the right to reference completed projects in general, anonymized terms for educational or marketing purposes. All deliverables prepared by Lavender River are licensed to Client for personal use related to this project only; resale, redistribution, or commercial use requires prior written consent.

12. Incorporation of other terms

This Agreement is supplemental to, and incorporates by reference, Lavender River's Consultation Terms, Disclaimer, and Refund Policy as posted at lavender-river.pplx.app. In the event of a direct conflict between this Agreement and those documents, this Agreement controls for matters relating to project oversight.

13. Governing law and venue

This Agreement is governed by the laws of the State of Maryland, without regard to its conflict-of-laws principles. Any dispute arising out of or related to this Agreement shall be brought exclusively in a state or federal court of competent jurisdiction located in Maryland. The parties waive any right to a jury trial.

14. Entire agreement; amendment; severability

This Agreement, together with the documents incorporated by reference, constitutes the entire agreement between the parties regarding project oversight and supersedes all prior discussions and writings on the subject. This Agreement may be amended only in a writing signed by both parties. If any provision is held unenforceable, the remaining provisions remain in full force and effect.

15. Acknowledgment and signatures

By signing below, the Client confirms they have read, understood, and agreed to this Project Oversight Agreement and acknowledge that Lavender River's role under this Agreement is limited to the oversight services expressly checked in Section 2 and is separate from any consultation or advisory service.

LAVENDER RIVER LLC

CLIENT

Signature

Signature

Printed name

Printed name

Date

Date