



CITY OF INDIANOLA COUNCIL SPECIAL MEETING

August 25, 2025

5:00 PM

Indianola Wellness Campus Community Room

306 E Scenic Valley Ave, Indianola, IA

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - A. Resolution approving a letter of intent to participate in support of the Main Street Challenge Grant Application.
- 4. City Attorney Meet and Greet**
- 5. Other Business**
 - A. Enter into closed session in accordance with Iowa Code Section 21.5 (1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.
- 6. Adjourn**



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, City Clerk/Finance Director
Date: August 25, 2025
Subject: Resolution approving a letter of intent to participate in support of the Main Street Challenge Grant Application.

Introduction: Brent and Jaime Parrott, property owners of 102 1/2 W Ashland Ave, are applying for a Main Street Challenge Grant through the Iowa Economic Development Authority. If awarded the grant, the Parrott's will begin another phase of improvements to their property. The application process is extremely competitive; a letter of support from the City of Indianola will help them get more points for their application. The letter of support does not include any financial obligations from the City.

Our Fire Marshall and Building Official have reviewed the plans and are supportive of this project.

Recommendation: Staff recommends that the City Council approve the resolution authorizing Mayor Richardson to sign the letter of support on behalf of the City of Indianola for Jaime and Brett Parrott's grant application.

Attachments:

1. Res 2025- Support Grant Application
2. CityLetterOfIntentToParticipate
3. Fire and Building Official Review
4. Main Street Letter
5. Letter of Intent
6. Challenge Grant Flyer
7. Iowa Tuckpointing Bid
8. JCTP Estimate
9. New Window Visuals
10. Pella Windows Bid
11. Peoples Bank Pre-Qual Commitment Letter

City of Indianola
RESOLUTION NO. 2025-

**RESOLUTION TO APPROVE A LETTER OF INTENT TO PARTICIPATE IN SUPPORT OF THE
MAIN STREET CHALLENGE GRANT APPLICATION**

WHEREAS, the City of Indianola, Iowa ("City") recognizes the importance of historic preservation and downtown revitalization efforts; and

WHEREAS, Indianola Main Street intends to submit an application to the Iowa Economic Development Authority for a Main Street Challenge Grant to support such efforts; and

WHEREAS, the City Council and city officials have reviewed the proposed project and support its objectives; and

WHEREAS, the City agrees that all historically significant properties included in the application will comply with all relevant federal and state standards for historic property rehabilitation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the City hereby approves the Letter of Intent to Participate in support of Indianola Main Street's Main Street Challenge Grant application and authorizes the Mayor to sign the attached Letter of Intent to Participate.

Passed and approved this 25th day of August 2025.

Steve Richardson, Mayor

ATTEST:

Jackie Raffety, City Clerk



Iowa Economic Development Authority
1963 Bell Ave
Des Moines, IA 50315

August 25, 2025

To Whom it May Concern:

The City of Indianola supports Indianola Main Street's application to the Iowa Economic Development Authority for a Main Street Challenge Grant. We further state that representatives of the City Council and local building and/or fire code officials who may be responsible for inspection of project properties have reviewed the project proposal.

We further agree that all historically significant properties submitted for consideration in this application will comply with the Secretary of Interior's Standards for historic property rehabilitation.

Steve Richardson, Mayor

President



Re: Main Street Challenge Grant

Download

**Re: Main Street Challenge Grant****TN**

Ted Neller

...

To: Jacob Meshke; Tim Little

Thu 8/21/2025 11:27 AM

Cc: Aaron Hurt; jaimesphotondesign@hotmail.com

In regard to the Loft on Ashland project, the current scope of work appears to be limited to cosmetic alterations and does not impact the building's fire and life safety systems. Based on this scope, no upgrades to the fire and life safety systems are required at this time. Should the scope change to include interior reconfiguration, modifications to egress, or alterations to fire and life safety systems, the project would need to be reevaluated. Such changes could elevate the work to a Level 2 or Level 3 alteration under the International Existing Building Code, which may trigger fire and life safety system upgrades. Both the fire department and Tim from the Building and Zoning Department have reviewed the project and are in agreement with this assessment.

Thank you

Ted Neller

Fire Marshal
Indianola Fire Department
110 N 1st Street
Indianola, Iowa 50125

Station (515)961-9405
Direct (515)962-5269
Cell (515)808-0103

**From:** Jacob Meshke <jmeshke@indianolaiowa.gov>**Sent:** Tuesday, August 19, 2025 8:17 PM**To:** Tim Little <tlittle@indianolaiowa.gov>; Ted Neller <tneller@indianolaiowa.gov>**Cc:** Aaron Hurt <ahurt@indianolaiowa.gov>; jaimesphotondesign@hotmail.com
<jaimesphotondesign@hotmail.com>**Subject:** Fw: Main Street Challenge Grant

Tim and Ted,

Please see attached project proposal for a downtown improvement project. We will be building a



Erica Roberts
Executive Director, Indianola Main Street
erica@indianolamainstreet.com
515-805-5271

To Whom It May Concern,

I strongly recommend the approval of the Main Street Challenge Grant application to be submitted to Main Street Iowa by Brent and Jaime Parrott.

As upper-story residents of our Downtown Square, Brent and Jaime have been dedicated supporters of not only improvements downtown but throughout the community. They are passionate about restoration and have invested a great deal of time and funding in their residence, which has improved our upper-story housing overall. They also volunteer a tremendous amount of time keeping our Main Street district beautiful and vibrant for both visitors and residents.

They have spent the last several years researching and working hard to improve what was a run-down section of a downtown building, and transformed it into a beautiful residence they share with their family.

They are deserving of this opportunity and the chance to continue another phase of their improvement project within their property. Brent and Jaime are valued members of Indianola Main Street and our community, and take pride in the place they call home.

Sincerely,
Erica Roberts

LETTER OF INTENT TO PARTICIPATE

Brent and Jaime Parrott
Property Address:
102 1/2 W Ashland Ave
Indianola, Iowa 50125

As an owner/investor of the above named property, I/We agree to all terms and conditions defined in the local Main Street organization's application for a Main Street Challenge Grant.

I/We further agree to the specified cash match requirement, to comply with the Secretary of Interior's Standards for Historic Property Rehabilitation should the property be eligible, listed or contributing to a National Register District and to provide any additional information required for compliance with state and federal guidelines, if asked.

I/We understand that Main Street Iowa reserves the right to use all information relevant to the project as case studies.

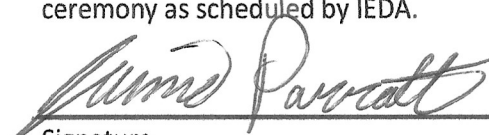
I/We agree to abide by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended, which bar discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of race, creed, color, national origin, religion, sex, age, physical or mental disability;

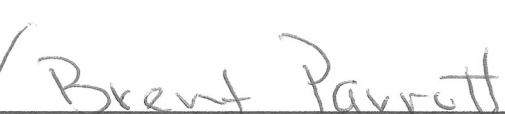
I/We agree to abide by the requirements of the American with Disabilities Act;

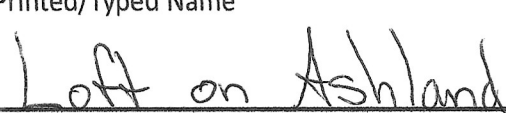
I/We agree to provide safe and sanitary working conditions and compensation for employment at not less than minimum wage.

I/We agree to comply with all federal regulations as defined by HUD and previously outlined.

Should the application be funded, I/we will make every effort to participate in the formal presentation ceremony as scheduled by IEDA.

 / 
Signature

 / 
Printed/Typed Name


Title


Date

MAIN STREET IOWA CHALLENGE GRANT



Main Street Iowa Challenge Grants are available for brick-and-mortar building projects that enhance designated [Main Street Iowa districts](#).

Highly competitive applications include:

- Projects that incorporate quality design and preservation-based strategies.
- Projects that align with the unique goals and priorities identified by your local district.
- Impactful building rehabilitation projects that increase business, housing or job opportunities.
- Projects that demonstrate a need for additional funding to fill a financial gap.
- Projects with a well-defined scope of work that can be completed within the two-year grant contract period.

ELIGIBLE PROJECTS

- Building rehabilitation, including:
 - Exteriors and façade improvements
 - Interior work (commercial and upper-story housing)
 - Structural repairs and building system upgrades
- Single distinct phase of a large rehabilitation project. Each phase must have a clearly defined scope, show previous work completed and demonstrate commitment to future phases. Applicants must explain how phasing positively impacts the project.
- Significant improvements to multiple properties with a common need. These properties must be contiguous and under common ownership.

INELIGIBLE

- Residential use in first-floor storefront spaces
- Projects involving public government buildings or buildings used by religious organizations
- Building demolition or deconstruction



Downtown Washington

PROGRAM DETAILS

- Grant awards range from \$25,000 to \$100,000.
- A 1:1 match is required.
- Building projects must be located within the local Main Street district boundaries as of January 1, 2025.

The local Main Street program must be the grant applicant on behalf of the property owner(s). Only one application per local Main Street program is allowed. Applications are available online at iowagrants.gov.

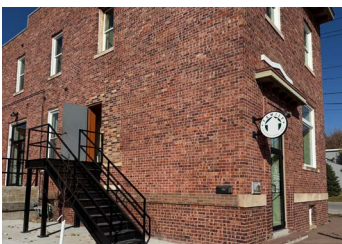
APPLICATION TIMELINE

June 23, 2025	Applications Released
July 30, 2025	Design Assistance Requests Due
August 27, 2025	Applications Due
November 2025	Public Award Announcement

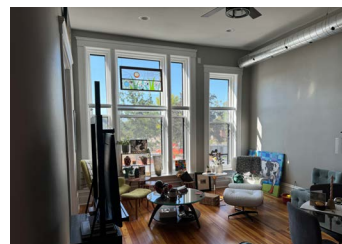
QUESTIONS?

For local application requirements, selection process details and program deadlines, consult with your local Main Street office.

For questions about program eligibility and state applications, contact Sarah Lembke, design coordinator, at sarah.lembke@iowaeda.com or 515.348.6181.



Downtown Woodbine



Uptown Marion





Iowa Tuckpointing LLC

Business Number 515-494-0891
710 Patterson Dr. Carlisle, Iowa 50047
<https://www.iowatuckpointing.com>
iowatuckpointing@gmail.com

ESTIMATE
EST1059

DATE
08/13/2025

TOTAL
USD \$17,375.00

TO

Jaime Parrott

Indianola
jaimesphotondesign@hotmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Lift rental	\$2,000.00	1	\$2,000.00
Remove window sills and replace with brick	\$850.00	6	\$5,100.00
Demo and lay new brick in bowed area as shown in photo example	\$4,125.00	1	\$4,125.00
Support wall above arches, remove stone arches above windows and install a steel lintel above window, lay with new brick	\$1,850.00	2	\$3,700.00
Install 3 steel lintels above last 3 end windows to remove existing wood above windows and fill in with brick	\$2,450.00	1	\$2,450.00
TOTAL			USD \$17,375.00



Bowed area



P: 515-288-2402

W: www.JCToland.com

August 5th 2025

PROPOSED ESTIMATE

Project: Exterior Repaint

Customer: Brent Parrott

Address: 102 ½ W Ashland Ave Indianola IA 50125

Email: brent.parrott@dmschools.org

Phone: 5319.533.4101

J.C. Toland Painting is pleased to submit this proposal for the following work on project listed above.

Scope of Work

Includes:

- Scrape and prep existing brick to prepare for finishes
- Scrape loose paint back to bonded paint to prepare for finishes
- Minor caulking figured, if needed
- Spot prime bare substrate to prepare for finishes
- Apply finish coats to brick surface (figured for one color); figured for second story only above horizon nails and the zoo (repainting what is beige only; Painting of window trim (white) on south/SE elevation
- Prep and disposal of lead based paints
- Daily sidewalk and street closure fees for lift access
- Directional signage for closures

Option 1:

- Painting of north side, second story over previously painted red brick only. Not figured for painting of any raw brick on north side of building

Excludes:

- Painting of other surfaces other than noted above
- Painting of prefinished drip edge at roof
- Painting of rear elevation (N) of building (Raw brick)
- Replacement of wood window sash, sill, trim and glazing
- Painting of overhang at east entrance (Assumes owned by lower tenant)

Base Estimate : \$ 13,260.00 labor and materials included
Option 1: \$ 3,150.00 labor and materials included
Sales Tax 7%: \$ 1,150.00
Total: \$ 17,560.00

Notes/Clarifications:

- All cleaning is limited to our work area and will be kept in a broom-clean condition.
- All work will be performed in a workmanlike manner. Any alteration or deviation from the above Scope of Work involving extra cost of materials and/or labor will only be executed upon written orders from the customer and will become an extra charge over and above the sum listed above. All agreements must be made in writing. This proposal may be withdrawn by JC Toland Painting if not accepted within 45 days. This proposal shall become part of subcontract or work agreement as a matter of reference for defining Seller's Scope of Work, notes, clarifications and exclusions.

Thank you for the opportunity to provide this estimate for your review. If you have questions or need more information please call or email.

Sincerely,
Ryan Rood
Project Manager
Office (515) 288-2402
Fax (515) 288-0822
Cell (515) 782-0051
Email ryan.rood@jctolandpainting.com



397 NW 43rd Place, Des Moines, IA 50313



Approved
Signature: _____

Date: _____



Pella 250 Series Double-Hung and Fixed Windows with White Exterior Finish and No Grilles

Design Options:

- East View
- Corner View
- South View



Pella Windows & Doors

Parrott Residence Design Options



Windows & Doors That Go Beyond



Rated #1
for Innovation*
by homeowners across
the country.



Rated #1
for Highest Quality*
by homeowners across
the country.



Tested Beyond
Requirements
Feel confident when you
choose Pella.



Strong
Warranties
We stand by our windows,
doors and services.

Option 1: Double-Hung Only *East View*



Before



Rendering

Pella® rendering design services are for illustrative purposes only. Actual home appearance may vary after remodeling and/or replacement project has been completed. Products and colors may not be exactly as shown. This is due to a variance in monitor calibrations. Please base your color selection on actual samples before making your final decision. Verify all building codes and design specifications with a licensed architect or contractor prior to any construction as Pella rendering design services do not perform architectural, structural or engineering analysis. Pella rendering design services are not available in all markets. Other restrictions may apply. Contact your Pella Window & Door Showroom for details. © 2025 Pella Corporation

Option 1: Double-Hung Only *Corner View*



Before



Rendering

Pella® rendering design services are for illustrative purposes only. Actual home appearance may vary after remodeling and/or replacement project has been completed. Products and colors may not be exactly as shown. This is due to a variance in monitor calibrations. Please base your color selection on actual samples before making your final decision. Verify all building codes and design specifications with a licensed architect or contractor prior to any construction as Pella rendering design services do not perform architectural, structural or engineering analysis. Pella rendering design services are not available in all markets. Other restrictions may apply. Contact your Pella Window & Door Showroom for details. © 2025 Pella Corporation

Option 1: Double-Hung Only *South View*



Before

Rendering



Pella® rendering design services are for illustrative purposes only. Actual home appearance may vary after remodeling and/or replacement project has been completed. Products and colors may not be exactly as shown. This is due to a variance in monitor calibrations. Please base your color selection on actual samples before making your final decision. Verify all building codes and design specifications with a licensed architect or contractor prior to any construction as Pella rendering design services do not perform architectural, structural or engineering analysis. Pella rendering design services are not available in all markets. Other restrictions may apply. Contact your Pella Window & Door Showroom for details. © 2025 Pella Corporation

Option 2: Double-Hung and Fixed *East View*



Before

Rendering



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Option 2: Double-Hung and Fixed *Corner View*



Before



Rendering

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Option 2: Double-Hung and Fixed *South View*



Before

Rendering



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Benefits of New Replacement Windows

- Lower heating costs.
- Help reduce airborne allergens.
- Improve home comfort.
- Create a home you are proud of and are happy to live in.
- Easier cleaning.
- Increase your home value.
- Peace and quiet.





Thank you





Contract - Detailed

Phone:

Fax:

Sales Rep Name: Dopheide, Tyler

Sales Rep Phone: 515-978-5015

Sales Rep Fax:

Sales Rep E-Mail: dopheidetl@pella.com

Customer Information	Project/Delivery Address	Order Information
Jaime Parrott 104 1/2 W Ashland Ave Indianola, IA 50125-2543 Primary Phone: (515) 5520099 Mobile Phone: Fax Number: E-Mail: jaimesphtondesign@hotmail.com Great Plains #: 1008668228 Customer Number: 1012464997 Customer Account: 1008668228	Jaime Parrott - 104 1/2 W Ashland Ave, Indianola, 104 1/2 W Ashland Ave, Apt 3 Lot # Indianola, IA 50125 County:	Quote Name: Jaime Parrott - 104 1/2 W Ashland Ave, Order Number: 730 Quote Number: 19745032 Order Type: Installed Sales Payment Terms: Tax Code: 7% WARREN Quoted Date: 7/15/2025

Customer Notes: It is the customers' responsibility to install interior trim around the windows.
Customer understands that Pella will not repair the drywall return.

Line #	Location:	Attributes	Qty
10	1890	LEAD1 - Pre 1978	14

Line #	Location:	Attributes	
15	Living RM and Kitch	Pella 250 Series, Single Hung, White	Qty 6
	 Viewed From Exterior	PK # 2208 1: SizeNon-Standard Size Single Hung, Contemporary General Information: Standard, Vinyl, Nail Fin, Foam Insulated, 3 1/4", 1 1/8", 2 1/8", No Dry Wall Pass Through Exterior Color / Finish: White Interior Color / Finish: White Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Cam-Action Lock, White, Limited Opening Hardware Screen: Half Screen, InView™ Performance Information: U-Factor 0.28, SHGC 0.29, VLT 0.55, CPD PEL-A-293-00152-00004, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL16812.14, STC 25, OITC 22, Clear Opening Width 28.25, Clear Opening Height 33.853, Clear Opening Area 6.641301, Egress Does not meet typical United States egress, but may comply with local code requirements Grille: No Grille,	
		UnfinCedarTrim5.5 - 4 to 5.5 inch Unfinished	Qty 22

Line #	Location:	Attributes	
20	Bedrooms	Pella 250 Series, Single Hung, White	Qty 3
	 Viewed From Exterior	PK # 2211 1: SizeNon-Standard Size Single Hung, Contemporary General Information: Standard, Vinyl, Nail Fin, Foam Insulated, 3 1/4", 1 1/8", 2 1/8", No Dry Wall Pass Through Exterior Color / Finish: White Interior Color / Finish: White Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Cam-Action Lock, White, Limited Opening Hardware Screen: Half Screen, InView™ Performance Information: U-Factor 0.28, SHGC 0.29, VLT 0.55, CPD PEL-A-293-00152-00004, Performance Class R, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, FPA FL16812, STC 25, OITC 22, Clear Opening Width 29.5, Clear Opening Height 22.353, Clear Opening Area 4.57926, Egress Does not meet typical United States egress, but may comply with local code requirements Grille: No Grille,	
		UnfinCedarTrim5.5 - 4 to 5.5 inch Unfinished	Qty 17

Line #	Location:	Attributes	
25	Back Area	Pella 250 Series, Single Hung, White	Qty 3
			
Viewed From Exterior			
PK # 2211			
1: SizeNon-Standard Size Single Hung, Contemporary			
General Information: Standard, Vinyl, Nail Fin, Foam Insulated, 3 1/4", 1 1/8", 2 1/8", No Dry Wall Pass Through			
Exterior Color / Finish: White			
Interior Color / Finish: White			
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude			
Hardware Options: Cam-Action Lock, White, Limited Opening Hardware			
Screen: Half Screen, InView™			
Performance Information: U-Factor 0.28, SHGC 0.29, VLT 0.55, CPD PEL-A-293-00152-00004, Performance Class R, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, FPA FL16812, STC 25, OITC 22, Clear Opening Width 29.5, Clear Opening Height 22.353, Clear Opening Area 4.57926, Egress Does not meet typical United States egress, but may comply with local code requirements			
Grille: No Grille,			
UnfinCedarTrim5.5 - 4 to 5.5 inch Unfinished		Qty	17

Line #	Location:	Attributes	
30	Back	Pella 250 Series, Single Hung, White	Qty 2
			
Viewed From Exterior			
PK # 2211			
1: SizeNon-Standard Size Single Hung, Contemporary			
General Information: Standard, Vinyl, Nail Fin, Foam Insulated, 3 1/4", 1 1/8", 2 1/8", No Dry Wall Pass Through			
Exterior Color / Finish: White			
Interior Color / Finish: White			
Glass: Insulated Dual Tempered Low-E Advanced Low-E Insulating Glass Argon Non High Altitude			
Hardware Options: Cam-Action Lock, White, No Limited Opening Hardware			
Screen: Half Screen, InView™			
Performance Information: U-Factor 0.28, SHGC 0.29, VLT 0.55, CPD PEL-A-293-00152-00010, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL16812.14, STC 25, OITC 22, Clear Opening Width 33.75, Clear Opening Height 33.853, Clear Opening Area 7.934297, Egress Meets minimum clear opening and 5.7 sq.ft			
Grille: No Grille,			
UnfinCedarTrim5.5 - 4 to 5.5 inch Unfinished		Qty	23

Line #	Location:	Attributes	Qty
32	None Assigned	WFF<120 - Labor to Install Window <120 UI	6

Line #	Location:	Attributes	Qty
35	None Assigned	WFF120-140 - Labor to Install Window >120 and <140 UI	8

Line #	Location:	Attributes	Qty
40	None Assigned	EO>20FO - Elevated Opening Hd > 20 First Opening	14

Line #	Location:	Attributes	Qty
42	None Assigned	VAREDUCEOPENING - LABOR TO REDUCE OPENING	5

Line #	Location:	Attributes	Qty
45	Ext Trim	PFTRIM - PREFINISHED - TRIM	2

Thank You For Purchasing Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor the Seller will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at [insynctive.pella.com](https://www.pella.com/insynctive). By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

Notice of Collection of Personal Information: We may collect your personal information when you interact with us. Under the California Consumer Privacy Act (CCPA), California residents have specific rights to request this information, request to delete this information, and opt out of the sharing or sale of this information to third parties. To learn more about our collection practices and your rights under the CCPA please visit our link <https://www.pella.com/california-rights-policy/> at pella.com.

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

YOU and Pella and its subsidiaries and the Pella Branded Distributor AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS. You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Opt Out" or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Details" or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE [PELLA.COM/ARBITRATION](https://www.pella.com/arbitration). DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER [PELLA.COM/ARBITRATION](https://www.pella.com/arbitration).

Seller shall not be held liable for failure or delay in the performance of its obligations under this Agreement, if such performance is hindered or delayed by the occurrence of an act or event beyond the Seller's reasonable control (force majeure event), including but not limited to earthquakes, unusually severe weather and other Acts of God, fire, strikes and labor unrest, epidemics, riots, war, civil unrest, and government interventions. Seller shall give timely notice of a force majeure event and take such reasonable action to mitigate the impacts of such an event.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC). Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product

for any specific use.

Design Pressure (DP), Performance Class, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mulled and/or product combinations unless noted. Actual product results will vary and change over the products life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

Including during the construction period, casement windows should never be left open and unlocked for prolong periods or during high wind conditions to avoid sash detachment/damage.

Actual sizes tested for documented STC and OITC ratings may vary from the ASTM E 1425 sizes to better represent Pella product offering.

STC and OITC ratings shown may be conservatively based on products tested with thinner panes of glass.

STC and OITC ratings may be from test results from an equivalent product.

SALES AND INSTALLATION AGREEMENT

This Sales and Installation Agreement ("Agreement") is entered into between PWD-Central Iowa, LLC. ("Seller") and the individual(s) and/or entity identified herein and executing this Agreement ("Customer"). This Agreement is meant to apply to Projects (as hereafter defined) where Seller provides either i) products and installation services, or ii) products only, without any installation services. References in this Agreement to installation services, installation warranties, installation timing and duties, or other matters which expressly, impliedly, or by context are related to installation, are to be read and interpreted as applying only when installation services are provided by Seller. This Contract must be signed within thirty (30) days of the quoted date for pricing to remain firm. This Contract becomes binding only upon execution by Seller's authorized representative.

ARTICLE 1 - SCOPE OF THE WORK: Seller agrees to provide and (if the Contract includes installation) install the products, accessories and services described in this Agreement and any change orders pursuant to Article 2 herein ("Project"). All work performed by Seller will occur during normal working hours, unless other arrangements are agreed upon by the parties. Customer agrees to provide reasonable access to the property, and perform reasonably necessary preparatory work requested by Seller to enable Seller to perform under the Agreement.

ARTICLE 2 - PRICE AND PAYMENT TERMS: Customer agrees to pay Seller the amount due, as set forth in this Agreement ("Contract Price") for the products and services described in this Agreement. The Contract Price includes all sales, consumer use, and similar taxes with respect to the project. Unless other payment terms are stated on page 1, a deposit of 50% of the total Contract Price is due upon execution of this Agreement. The remaining 50% shall be paid before the time of delivery. Delivery will not be performed before full payment is made. Customer understands the products that are the subject of this Agreement are to be custom manufactured to the Customer's specifications and cannot be easily resold. Consequently, Customer's DEPOSIT IS NONREFUNDABLE unless this Agreement is canceled within three (3) business days (as hereafter described). All items cancelled or deleted by Customer more than three (3) business days after execution of this Agreement (whether financed or not) shall be subject to a cancellation fee of 50% of the purchase price for each item cancelled or deleted, or Seller's actual costs,

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applicable restocking fees and Seller's actions in reliance on the terms of said Agreement, whichever is greater.

Amounts not paid when due shall accrue a finance charge of 1½ percent per month. If the Customer fails to pay any amount due under this Agreement, the Customer agrees to pay all reasonable attorneys' fees and collection costs that Seller incurs in enforcing its rights to payment under this Agreement. Customer expressly authorizes Seller to make inquiry with credit bureaus or other credit reporting agencies for purposes of issuing credit to Customer.

Any notice or request by Customer which has the effect of changing the terms or scope of this Agreement, after its execution, will only be effective upon an appropriate adjustment in the price and/or delivery date, and upon acceptance of the change by Seller in writing. All change orders shall be on a form prepared by Seller, describing the change and any Contract Price adjustment and/or delivery date adjustment, and signed by the parties hereto. All products added by change order shall require a 50% nonrefundable deposit to be paid with the execution of the change order. Any product which is not fully paid for by Customer is not covered by any warranty offered by Manufacturer or Seller.

ARTICLE 3 - SUBCONTRACTORS: Seller may contract with subcontractors to provide materials, labor or services. The Customer acknowledges and authorizes Seller to subcontract all or any portion of the Project. All costs of subcontractors hired by Seller shall be the responsibility of Seller.

ARTICLE 4 - TIME FOR COMPLETION; TITLE AND ACCESS TO THE PROPERTY: Seller shall make reasonable efforts to complete the project in a timely manner, but makes no guarantee installation will be completed by the proposed date. Seller shall provide Customer approximately seventy-two (72) hours' notice of the commencement of work on the Project. Customer represents and warrants that Customer has valid legal title to the property, or otherwise has full authority to enter into this Contract. Customer agrees to provide access to the property as is necessary to perform and complete the Project.

ARTICLE 5 - UNFORESEEN CONDITIONS: Seller may encounter problematic site conditions not reasonably anticipated which make installation difficult, inefficient, or otherwise compromise the performance of the purchased products, including such conditions as water infiltration, mold, damaged or rotted framing or structural members, termites, wiring or plumbing that must be moved, construction defects, lead paint, or asbestos. Seller may call such conditions to Customer's attention, but Seller shall not be responsible for discovering such conditions, determining the extent of such conditions, repairing, or notifying Customer of such conditions. If such conditions are brought to Customer's attention, the Contract Price and completion date shall be adjusted as provided in Article 2 to accommodate any additional work, or cost increases caused by such conditions. If in Seller's sole discretion the type or scope of such extra work is more appropriately handled by others, Seller may decline to proceed until Customer makes adequate arrangements to correct the conditions so the project may be completed in a reasonably safe and good and workmanlike manner. If excessive delays in completion are occasioned by the extra work, then Seller, in its sole discretion may demand payment of the full Contract Price, but in no event shall such payment be required prior to thirty (30) days after the condition requiring extra work has been brought to Customer's attention.

ARTICLE 6 - LIMITATION OF SUITS AND REMEDIES: Any controversy or claim arising out of, or relating to, the sale and/or installation of purchased products or services must be commenced within one (1) year after the cause of action has accrued, but not beyond any applicable statute of limitations or statute of repose. Customer's remedy for breach of this Agreement for any reason shall be limited to repair or replacement of defective or nonconforming goods or services. Customer hereby expressly waives any claims against Seller for incidental, consequential, liquidated, or delay damages and IN NO EVENT SHALL THE RESPONSIBILITY OF SELLER EXCEED THE CONTRACT PRICE.

ARTICLE 7 - WAIVER OF SUBROGATION: Customer waives all rights to recover against Seller for any losses covered by Customer's homeowner's insurance, property insurance, or other insurance and waives all rights of subrogation for losses to the extent covered by insurance.

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ARTICLE 8 - WARRANTIES: Seller warrants the installation services (if the Contract includes installation) only as set forth in the Seller's Installation Limited Warranty and Service Agreement ("Service Agreement"), which is available upon request and is made a part of this Agreement as if expressly set forth herein. Seller makes no representation or guarantee that the purchased and installed products will line up with any original or existing paint lines, wallpaper edges, or other trim features. Newly installed products may result in less visible glass area than that of the replaced product. All product warranties for products manufactured by Pella Corporation ("Pella") or others are direct from Pella or others, respectively. Pella warrants its products only as set forth in Pella's product limited warranties, which are made a part of this Agreement as if expressly set forth herein. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system.

Seller agrees to service the Pella products purchased by Customer for an 8-year period starting from the date of delivery (if product only) or if the Contract includes installation, from the expiration of the Installation Limited Warranty pursuant to the conditions and limitations set forth in the Service Agreement. Other manufacturer warranties can be obtained directly from such manufacturer. Certain Pella products contain a factory finish. If the products purchased by Customer contain a factory finish, this finishing will be warranted as part of Pella's Product Warranties. If Customer elects finishing by the Seller, Seller warrants the finishing only as set forth in the separate 2-Year Finishing Warranty. Where applicable, all terms and limitations of the 2-Year Finishing Warranty are made a part of this Agreement as if expressly set forth herein. If finishing is not selected from the Seller or from the factory, Customer is responsible for finishing. **THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER OR PELLA OR ITS SUBSIDIARIES BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF OR RELATED TO THE PRODUCT OR WORK.**

For remodeling or replacement orders placed by Customer, Pella offers painting and staining applications prior to installation of products. The stain color sample is only a general representation of the final product. Variations in different batches of stain along with natural differences in absorption rates, grain color, and characteristics of veneers and solid woods can do affect the final wood color. Such variations will be considered normal and not cause for replacement. Customer acknowledges that Pella will not accept returns based up stains not matching samples, and will not issue monetary credit for any variation in final stain color from the sample. Customer Initials

ARTICLE 9 - SPECIFIC PROVISIONS:

UV/Sun exposure will cause extreme changes. Stained Fiberglass Entry Door Products exposed to direct sunlight will lighten over time, and require regular maintenance of the finish. Review the condition of the topcoat every 18-24 months. The topcoat should be maintained using a brush on application exterior grade polyurethane topcoat with UV inhibitors. You can take a step further and even use a marine grade topcoat.

Customer Initials

Customer's new windows are custom made for the opening(s) in Customer's dwelling. Pella manufactures its products to try and make Customer's windows more energy efficient. Every manufacturer's frame is unique in profile and fit. It is possible that Customer's existing interior mounted blinds or shades will no longer fit inside Pella's frames. It is also possible that Customer's existing shutters may not fit on Customer's new energy efficient windows. Customer acknowledges that Pella will not be responsible for these items and will not issue monetary credit or pay for any replacement blind or shades necessitated by the replacement of Customer's windows.

Customer Initials

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If Customer has selected pre-finished trim as part of this project, Customer acknowledges that application of the trim will result in nail holes that will remain visible following completion.

Customer Initials

ARTICLE 10 - MECHANIC'S LIENS: Persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner.

IOWA RESIDENTS: The mechanics' notice and lien registry provides a listing of all persons or companies furnishing labor or materials who have posted a lien or who may post a lien upon the improved property. If the person or company has posted its notice or lien to the mechanics' notice and lien registry, you may be required to pay the person or company even if you have paid the general contractor the full amount due. Therefore, check the mechanics' notice and lien registry internet website for information about the property including persons or companies furnishing labor or materials before paying your general contractor. In addition, when making payment to your general contractor, it is important to obtain lien waivers from your general contractor and from persons or companies registered as furnishing labor or materials to your property. The information in the mechanics' notice and lien registry is posted on the internet website of the mechanics' notice and lien registry.

The website and toll free telephone number for the Iowa Mechanic's Notice and Lien Registry is: <<https://sos.iowa.gov/mnlr/search> > and 1-888-767-8683.

ARTICLE 11 - MISCELLANEOUS:

This Agreement contains the entire understanding of the parties relating to the subject matter hereof and supersedes all previous understandings relating thereto, whether oral or written, and shall be binding upon and shall inure to the benefit of the heirs, administrators, executors, successors and assigns of the parties hereto. This agreement can only be modified in a writing signed by the parties hereto. If any one or more of the provisions of the Agreement or Contract shall be held to be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions of this Agreement and Contract shall not be affected. This Agreement and all matters relating thereto shall be governed by and constructed in accordance with the laws of the state where the Project is located, with venue in the state or federal court sitting in the county or district where the Project is located. Customer expressly waives its right to a jury trial in such proceedings. All notices required under this Agreement shall be deemed to have been duly given if delivered personally to the proper party, or sent by first-class mail, postage prepaid, to the party's address as reflected in this Agreement.

Customer further acknowledges the following:

(a) If the home was built prior to 1978, the Customer has been provided with a "Protect your Family from Lead in Your Home" brochure: (Initial) _____, _____

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN 3 BUSINESS DAYS FROM THE ABOVE DATE.

IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU UNDER THE CONTRACT OR TRANSACTION WILL BE RETURNED WITHIN 10 BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED.

IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD A CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK.

IF YOU DO NOT AGREE TO RETURN THE GOODS TO THE SELLER OR IF THE SELLER DOES NOT PICK THEM UP WITHIN 20 DAYS OF THE DATE OF YOUR NOTICE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREE TO RETURN THE GOODS TO THE SELLER AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT.

TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM, TO PWD-CENTRAL IOWA, LLC., AT 2163 NW 111TH STREET, CLIVE, IA 50325, NOT LATER THAN MIDNIGHT OF _____ (THIRD BUSINESS DAY AFTER DATE OF TRANSACTION).

I HEREBY CANCEL THIS TRANSACTION.

Date: _____

CUSTOMER SIGNATURE

☐ **Project Checklist has been reviewed**_____
Customer Name (Please print)_____
Pella Sales Rep Name (Please print)_____
Customer Signature_____
Pella Sales Rep Signature_____
Date_____
Date_____
Credit Card Approval Signature**Order Totals**

Taxable Subtotal	\$26,746.30
Sales Tax @ 7%	\$1,872.24
Non-taxable Subtotal	\$23,899.00
Total	\$52,517.54
Deposit Received	\$0.00
Amount Due	\$52,517.54

08/05/2025

Brent and Jaime Parrott
102 ½ W Ashland Ave
Indianola, IA 50125

Thank you for choosing Peoples Bank for your home financing needs. You have been pre-qualified to purchase a home with the following terms:

Loan Program:	Home Equity	Max Loan Amount:	\$100,000
Loan Term:	10 years	Max LTV:	85%

This pre-qualification is subject to the following terms and conditions:

1. Receipt (and verification) of income, employment, assets, liabilities, and other documentation required by underwriting to verify information provided
2. No material changes in borrower and/or co-borrower's employment, income, assets, and liabilities, or other significant factors
3. Acceptable property appraisal (property must appraise for a minimum of the agreed purchase price)
4. Clean title opinion showing first lien position
5. Subject to paying, in full, all real estate taxes owing to date
6. Proof of current hazard insurance (and flood insurance – if applicable)

This pre-qualification letter does not constitute loan approval or commitment to rate, fees, or terms and is valid for 90 days from the date of this letter. Underwriting and final approval is at the full discretion of the underwriter.

Please reach out to me with any questions you may have. I look forward to working with you!

Sincerely,



Alysha Martin
Loan Specialist 2
NMLS # 886378
400 E Iowa Ave Indianola, IA 50125
Office # 515-962-8027
Fax # 515-962-0247
alysham@mybankpsb.com