

LSJ, LLC

6100 Red Hook Quarter, B-3. St. Thomas, USVI 00802-1348

T: 340 775 8100 F: 340 775 8108

Terms of Agreement and Job Description for Consultant Work on Little St. James Island

Matt Mahafey: Landscape Consultant

Terms of Agreement

The payment agreed upon previously of \$9200.00 per month will be paid on a bi weekly basis (for a payment in the amount of \$4600.00) Client will submit an invoice for each period that includes the following:

- Log of hours worked each day on LSJ
- Log of any hours worked off LSJ
- Description of Projects in process for each week in the period.
- List of completed items for each week in the period.

All payments are subject to review by the Company based on work completed for that given week as well as a review of hours. Should the client not work for an entire given week (Mondya-Friday), there will be no payment for that given week. AS is standard for all LSJ employees and visitors, Client is expected to punch in and out of LSJ's timeclock system each day.

Invoices should be submitted on the Friday at the end of the current period in order to be processed in a timely manner. Payment will be processed according to the needs of the Company and will be delivered within 30 days of the submitted invoice.

Client is hired as a consultant and is not an employee of Little St. James. Client is hired on an at-will basis and the company reserves the right to terminate the client's relationship with the company at any time. Client will not receive any benefits of an employee on Little St. James.

The work day on Little St. James begins at 7:30am and the client is expected to arrive via the 7:00 work boat. The Client has the option of leaving on the 4:00 work boat each day , or on a previously scheduled boat trip to St. Thomas at an earlier time. The Company will not be held responsible for providing extra boat trips to St. Thomas through the day. All boat trips from LSJ to St. Thomas are at the discretion of the General Manager.

Landscape Consultant Job Description:

Client will create master plan for Little St. James, including suggestions for replanting and repairing bare areas of island, and aiding Mr. Epstein by providing realistic plans that will get LSJ back into stable condition over time.

Client will provide designs for site areas such as building sites, nursery, garden, orchard, and main house area to be approved by Mr. Epstein, and aid staff to orchestrate designs.

All design plans and suggestions will be submitted to Mr. Epstein through the General Manager.

Client will provide a weekly list of procedures for Island Grounds staff to follow and manage IG staff's work while on site. Client will provide detailed instructions for IG team supervisors, Peter St. Omer and Jason Drew, to follow while Client is off island. This list will be provided to General Manager each week in order to effectively manage IG staff while Client is off island.

Client will create a routine maintenance schedule, to be carried out by maintenance landscapers Anthony Jules and Cuthbert Charlemagne. This should be a concrete schedule that is broken down by each day. The maintenance workers will be kept up-to-date by the Client with any changes to each week's schedule based on weather changes or weekly needs for the island.

Client will be responsible for requesting all purchases related to the landscaping department and will follow the regular LSJ procedures for purchases and approvals. All purchase requests are to be submitted to the General Manager who will arrange for the purchase via either NYC's or LSJ's purchaser.