



Arthur F. Hoge III *
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*Also admitted in Texas

July 5, 2023

Via email to Kenneth@bcmssports.net and
heartlandsturf@gmail.com

Kenneth Crawford and Jason McMahan
c/o Kenneth Crawford
1308 Castle Creek
Shawnee, Oklahoma 74804

**Re. Multi-Member LLC Operating Agreement
Our matter number 3286.0004**

Dear Kenneth and Jason:

Per our phone call today, June 29, 2023, this is the separate engagement letter for our assistance to you in connection with drafting a multi-member limited liability company operating agreement for Heartland Sports Turf, LLC. Kenneth will be providing the initial retainer amount discussed below which will be considered part of his capital contribution to the company, and the company itself will replenish the retainer should a replenishment be required.

Our firm bills on an hourly basis and in one-tenth hour increments. Our statements include the date, description of services and the hours devoted to the task by the respective individuals involved. Our legal fees in connection with this representation will be based upon the hourly rates in effect at the time the legal services are rendered by the attorneys and legal assistants working on this matter. The hourly rates for the individuals I anticipate may be working on this matter are as follows:

Arthur F. Hoge III	\$360.00
Sara K. Hawkins	\$265.00
Paralegals	\$ 90.00

The firm reviews its hourly rates annually and, if appropriate, adjusts them as of January 1 of each year.

Our statements will include charges for services such as: courier and other expedited communication, duplication, computerized research not part of the Firm's standard research service plan, travel, filing fees, and court reporters. Large disbursements and/or fees and expenses of others (such as consultants and expert witnesses, if any) will generally be forwarded to you for direct

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payment you to the supplier, and any such suppliers will be approved by you in advance of any such costs being incurred.


We will provide you with a monthly statement reflecting services rendered and expenses advanced. It is my understanding that statements should be sent to you by email to Kenneth@bcmsports.net and heartlandsportsturf@gmail.com. If this is incorrect, please let me know.

As discussed on the phone, we request a retainer of \$2,500.00 for our assistance to you in connection with drafting the multi-member operating agreement. Please send payment for the \$2,500.00 retainer. The retainer amount of \$2,500.00, will be applied to work performed and as set forth in our statements.

We ask that the retainer be replenished as it is used. For example, if a statement comes to \$1,200.00, a payment would be due for \$1,200.00 which check would then be deposited into the Firm's trust account to replenish the eventual \$2,500.00 retainer amount.

I appreciate being given the opportunity to assist in this matter, and I and Sara Hawkins look forward to working with you in connection with for profit business planning matters.

Very truly yours,



Arthur F. Hoge III