



TeleSearch Staffing Solutions **The Premier Staffing Service** **Service Agreement**

This document states the terms and conditions of the Service Agreement between TeleSearch, Inc. (TeleSearch) dba TeleSearch Staffing Solutions and Berkshire Ridge Condo Association (BRCA) for the provision of Temporary Workers, Direct Hires, and Temp-to-Hire Conversions. This agreement is effective 2/10/2026.

Individual Responsibilities:

It is agreed that both TeleSearch and BRCA each have responsibilities to ensure the productivity, safety, and security of all TeleSearch-assigned workers.

TeleSearch Responsibilities:

TeleSearch is responsible for the recruitment and supply of the temporary workforce in accordance with the jobs and duties you specify.

TeleSearch is solely responsible for payroll, Federal and State payroll taxes, worker's compensation insurance, and unemployment insurance, as well as all payroll deductions mandated by local, state or federal law, including the Affordable Care Act.

TeleSearch is responsible for processing payroll on a regular basis in accordance with information provided by BRCA, including any systems that BRCA operates for the purpose of tracking or capturing workers' time on the job.

BRCA Responsibilities:

TeleSearch workers will work under the supervision and direction of BRCA in the specific job position and at the specific worksite originally designated by BRCA.

BRCA is responsible for workplace safety, security, supervision, and work performance of workers provided.

BRCA is responsible for compliance with all local, state and federal laws and regulations, including appropriate workplace safety laws and training as to any hazards at your worksite. BRCA will indemnify and hold TeleSearch harmless for any claims or damages resulting from BRCA's non-compliance with applicable laws and regulations.

BRCA will indemnify and hold TeleSearch harmless for any claims or damages that may be caused by your negligence or misconduct.

BRCA must report any injury to a TeleSearch representative immediately.

BRCA agrees that it will inform TeleSearch immediately of any changes in duties or responsibilities to a position to which a worker is assigned.

BRCA agrees that TeleSearch-assigned workers will not operate any equipment that has not been authorized by TeleSearch.

BRCA will not permit TeleSearch-assigned workers to work with hazardous materials or to work on ladders, scaffolds, platforms, or rooftops.

TeleSearch will not be held responsible for any damages resulting from the unauthorized use of equipment by TeleSearch-assigned workers if said damages are the result of BRCA directing the worker to operate the unauthorized equipment.

TeleSearch will not be held responsible, and you agree to indemnify and hold TeleSearch harmless, for any damages resulting from a worker's access to unattended premises or the care, custody or control of any financial instrument (including cash, checks, credit/debit cards, etc.) or a worker's access to confidential information or trade secrets or other property of value.

Compensation:

The bill rate includes payment to the worker plus all required state and federal taxes and mandated benefits, workers' compensation, Affordable Care Act requirements, and TeleSearch's administration fee.

Quoted rates are based on current state and federal payroll tax rates and fees as of the date of this Agreement. Any subsequent changes to applicable rates will be passed on to BRCA at cost. TeleSearch will provide advance notice of any such changes as is practicable.

TeleSearch's responsibility for payroll includes its direct and prompt payment of wages to the worker.

TeleSearch will invoice BRCA according to Addendum – A payment schedule (attached).

Conversion Fee:

If any worker assigned by TeleSearch is hired directly by BRCA (or its associates or affiliates), hired as an independent contractor by BRCA (or its associates or affiliates), or is provided to BRCA (or its associates or affiliates) by another temporary or staffing service during the assignment by TeleSearch or within 6 months thereafter, BRCA will pay to TeleSearch a Conversion Fee of twenty percent (20%).

Acceptance:

Any use of TeleSearch-assigned workers at the BRCA site after the date specified above implies acceptance of all terms enumerated in this Service Agreement.

Modification:

Except as otherwise set forth herein, this Agreement may be modified only through a writing signed by TeleSearch and BRCA.

BY TeleSearch Staffing Solutions

Kim Carsillo
Name (Printed)

Kim Carsillo
Signature

Date: 2-18-2026

BY Berkshire Ridge Condo Association

Yung Ho Park
Name (Printed)

[Signature]
Signature

Date: 2/17/26

TELESEARCH STAFFING SOLUTIONS

ADDENDUM - A

Pool Operational: May 23 thru Sept 7, 2026

Pool Hours: Monday – Sunday 10:30am – 7:30pm

* All weather related closures will be communicated by a board member to TeleSearch Staffing. Temporary workers are only paid for the hours they work.

Rates: The hourly bill rate for each worker will be \$26.00. Workers submit weekly hours via electronic time entry for approval by a Berkshire representative. Temporary workers are paid weekly.

Billing: Berkshire Ridge agrees to advance pay TeleSearch Staffing as follows:

| | |
|----------------|---|
| April 23, 2026 | \$12,636 |
| May 23, 2026 | \$12,636 |
| Sept 7, 2026 | Final Bill (<i>inclusive of any adjustments for non-worked hours</i>) |

Season Total is \$25,272 (9 hrs X 108 days X \$26/hr)

**** The Gatekeepers are hired to check badges and ensure residents and appropriate guests are admitted properly to the pool property. Gatekeepers are NOT trained in pool maintenance, lifeguarding or CPR / First Aid and are NOT under any circumstances permitted to assist or cover in any of these roles. Further, they are instructed solely to contact the pool emergency contact or, if warranted, 911.****

TELESEARCH STAFFING SOLUTIONS

ADDENDUM - B

Job Description:

Position Summary:

The Berkshire Ridge Community, a private nonprofit residential HOA in Oak Ridge, NJ, is seeking two or three reliable, professional Gatekeepers to manage access and ensure safe operations at our community swimming pool. Gatekeepers will be responsible for monitoring resident entry, enforcing pool rules, and maintaining a safe and welcoming environment.

This position is being filled through a staffing agency, and all payroll and employment administration will remain with the agency. During inclement weather we would not be required to pay for the attendant's time.

Key Responsibilities:

- Monitor and control access to the community pool
- Verify resident credentials and guest compliance
- Enforce all posted pool rules and safety policies
- Check chlorine and pH balance every 2 hours daily as instructed by supervisors and document findings in the pool log
- Maintain daily attendance and incident logs as required
- Observe pool area for unsafe behavior and report issues immediately
- Communicate with property management regarding concerns or incidents
- Maintain a professional, friendly, and calm presence at all times
- Contact emergency services when necessary (training provided by agency)
- Clean pool from leaves and debris

Required Qualifications:

- Must be at least 18 years old
- Reliable transportation and punctual attendance
- Professional appearance and demeanor
- Ability to enforce rules firmly and respectfully
- Comfortable working outdoors in summer conditions
- Ability to remain alert and attentive for extended periods
- Clear communication skills
- Background check required (through staffing agency)

Preferred Qualifications (Not Required):

- Prior experience in security, pool monitoring, lifeguarding, or customer service
- Basic CPR/First Aid certification (a plus, not required)

Attire:

- Neat, clean clothing suitable for outdoor summer work
- No offensive graphics

