

Today: **August 19, 2025**

Solar System Scope of Work & Authorized Agreement

Prepared by: Raul Abeyta, EE-98 (#418732) | EE-98J (#418734)

Company: Palanca Electrical LLC **(505) 903-8685**

Client: Paul Willems, Patricia Williams

Authorized Agent: Joseph Xavier Valverde, NM Public Adjuster (License #1955-2406)

Claim Number: 017657635-806

Work Authorization and Scheduled Payment Agreement

Policy Number: GIC 01765 76 35 90A

Contact: Raul Abeyta, NM Licensed Electrical Contractor & NM Licensed Electrician

Site Address: **4709 Brenda Street NE, Albuquerque, NM 87109**

This agreement authorizes Palanca Electric LLC to perform the non-elective electrical scope required to temporarily remove and lawfully reinstall the rooftop solar system in support of covered roof replacement. All work will be performed in compliance with NM Electrical Code, OSHA rooftop safety standards, manufacturer specifications, and AHJ permitting protocols.

The total contract amount for the approved scope is **\$9,883.11**, inclusive of labor, materials, permitting, equipment usage, overhead, profit, and NM Gross Receipts Tax.

Scheduled Payment Term

Payment shall be made in three equal installments as follows:

- One-third (**\$3,294.37**) due at project start
- One-third (**\$3,294.37**) due upon completion of system removal and component preservation
- One-third (**\$3,294.37**) due upon final reinstallation, testing, and AHJ inspection walkthrough

No deposit is required. Payment may be made directly by the insurer or from claim proceeds. Palanca Electric LLC agrees that no lien will be filed against the property provided payment is made in accordance with this agreement.

All work will be performed by a licensed electrician. No portion of this scope will be subcontracted to unlicensed personnel. **No upgrades, enhancements, or discretionary improvements are included.** This scope reflects the minimum necessary actions required to activate coverage and restore the property to pre-loss condition.

Signatures

Policyholder Signature: _____



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Willems1012@gmail.com

Paul Willems

Contractor Signature: _____



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Raul Abeyta

Palancaelectric@gmail.com

Phase 1: Evaluation and Permit Coordination

This scope outlines the electrical procedures required to safely remove, preserve, and reinstall the rooftop solar array in support of covered roof replacement. While the array does not sustain direct damage, it obstructs access to damaged roofing materials. Temporary decommissioning and reinstallation are required to complete repairs in compliance with NM Electrical Code (NMAC 14.10.4), OSHA rooftop safety standards, manufacturer specifications, and AHJ permitting protocols.

Homeowner Coordination

- Conduct on-site walkthrough with homeowner present to explain removal process, safety protocols, and inspection timeline
- Review inverter performance history and confirm no prior solar array interruptions before decommissioning

System Observation and Electrical Testing

- Verify panel layout and racking configuration
- Perform voltage and polarity checks at solar array combiner.
- Confirm continuity and grounding across trunk cables and conductors, if necessary.
- Document array layout, inverter serials, and rooftop conditions via photo and video.

Reinstallation Planning

- Assess condition of clamps, mounts, adhesives, and hardware for reuse eligibility
- Identify required replacement parts including Flashloc mounts, torque-rated fasteners, IQ trunk accessories, and bonding hardware
- Create reinstallation map for panel-to-microinverter pairing.

Permit Coordination

- Travel to NM CID and City of Albuquerque Planning Department to initiate solar and electrical permit applications
- Confirm inspection requirements with PNM and AHJ
- Schedule disconnect/reconnect with utility company (PNM)
- Schedule tentative inspection dates for reactivation walkthrough
- Retain permit numbers, and inspection timelines for carrier documentation, per compliance


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Phase 2: Decommission

This phase involves the complete deactivation, disassembly, and preservation of the rooftop solar array to facilitate full roof removal. All work is performed by a licensed electrician in compliance with NM Electrical Code and OSHA safety protocols. The system is stored securely and staged for reinstallation following roof replacement.

System Deactivation and Safety Protocols

- Shut down will be at the array disconnect; verify zero voltage at combiner.
- Install OSHA-compliant safety protocols per compliance
- Photograph safety measures for AHJ and carrier documentation Panel and Racking Removal, per compliance
- Remove solar panels using torque-controlled tools to preserve frame integrity.
- Disconnect microinverters and trunk cables; log serials and condition for each unit
- Extract racking, mounts, and adhesives with care to avoid damage to panels or wiring
- Flag compromised hardware for replacement sourcing
- Capture step-by-step photo documentation of removal sequence

Component Preservation and Storage

- Store panels on pallet/pallets with a protective layer to protect the glass of the top solar module.
- Secure microinverters, trunk cables, and mounts in labeled bins with inventory sheets
- Document all storage locations, component condition, and reuse eligibility, some components of the array may need to be installed to determine reuse eligibility
- Create serialized inventory ledger for reinstallation

Coordination with Roofing Contractor

- Confirm full roof tear-off timeline with roofing crew
- Stage all electrical components for reinstallation following roof completion
- Retain all documentation for AHJ inspection and carrier reporting, per compliance

Reporting and Documentation

- Compile full photo set of removal process, safety protocols, and component condition, again, some components may need to be installed to determine the condition
- Prepare inventory ledger and reinstallation checklist for Phase 3
- Submit removal report to carrier and retain copies for AHJ inspection file,



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Phase 3: Re-commission

The scope of Day 3 involves the full reinstallation and commissioning of the rooftop solar array following roof replacement. All work is performed by a licensed electrician using new hardware where needed and adhering to code-compliant methods. **The system is to be rebuilt to its original configuration**, tested for electrical integrity, and prepared for final inspection.

Component Reinstallation

Reinstalled racking and mounting hardware using new Flashloc clamps, Unirac fasteners, and manufacturer-approved adhesives

Confirmed alignment and spacing per original array layout and structural requirements
Mounted all 14 solar panels in mapped positions, preserving inverter pairings and electrical continuity

Reconnected microinverters and trunk cables using serialized inventory and layout map
Secure all conductors with new bonding hardware, if needed, and verified NEC-compliant routing

System Testing and Commissioning

Performed continuity, polarity, and grounding tests on the array
Verified voltage output and grid compliance using calibrated multimeter and Enphase monitoring portal

Capture photo and video documentation of installed array, electrical connections, and system metrics

Confirm if solar array communication is active with Enphase
Flag any anomalies for follow-up and retain test results for AHJ and carrier documentation, per compliance

Inspection Prep and Documentation

1. Prepared permit packet including electrical schematics (of the original one line).
2. Compiled photo documentation of reinstall process, component condition, and final layout
3. Scheduled walkthrough with AHJ inspector for Phase 4
4. Retained all records for carrier submission and regulatory archive, per compliance

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Phase 4: Final Walkthru

This phase ensures the solar array reinstallation meets all regulatory, electrical, and structural standards. It closes the loop with the Authority Having Jurisdiction (AHJ), confirms system integrity, and prepares the documentation packet for carrier and regulatory submission, per compliance.

AHJ Walkthrough and Inspection Coordination

- Meet with AHJ inspector onsite for final inspection
- Present permit packet including electrical schematics of the original one line
- Walk inspector through reinstallation process
- Address inspector queries regarding bonding, grounding, and other code related inquiries
- Receive approval pending formal sign-off and permit closure

Permit Finalization and Documentation Archive

- Submit final inspection report and permit closure request to AHJ portal
- Archive all documentation of the following, per compliance:
 - Serialized component inventory
 - Electrical test results and monitoring screenshots
 - Photo and video evidence of reinstallation and system metrics
 - Inspector sign-off and permit closure confirmation
- Compile regulator-ready packet for carrier submission

Compliance and Indemnity Preservation

- Verify that all work is performed by licensed professionals under valid permits
- Confirm no deviation from original system specifications or utility interconnection terms
- Retain all records for audit trail, escalation, and indemnity preservation



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Itemized Electrical Scope: Solar Removal and Reinstall

This electrical scope is non-elective and directly tied to covered roof replacement under a windstorm and hail peril. The rooftop solar array obstructs access to damaged roofing materials and must be lawfully removed and reinstalled to activate coverage and comply with NM Electrical Code, OSHA safety standards, manufacturer specifications, and AHJ permitting protocols. No upgrades or discretionary improvements are included.

Category	Description	Amount
Labor	Solar panel removal and preservation	3850.00
Labor	Inverter disconnect and reconnect	173.32
Labor	Rooftop conduit and sealant removal	290.00
Labor	Reinstallation and system testing	435.00
Labor	AHJ inspection coordination and documentation	899.99
Labor	Total Labor	5648.31
Materials	Fall protection kit	00.00
Materials	Conductor labeling kit	35.00
Materials	Weatherproof storage covers	20.00
Materials	Replacement conduit and fittings	95.00
Materials	Flashing and sealant kit	70.00
Materials	Disposal bags and containers	55.00
Materials	Solar permit fee	500.00
Materials	Electrical permit fee	500.00
Materials	Equipment usage fee	250.00
Materials	Unirac Flashloc Kit (2 packs of 20)	956.72
Materials	IQ accessories kit	418.60
Materials	Fluke multimeter usage	200.00
Materials	Total Materials	1915.32
O&P	Overhead at 10 percent	865.58
O&P	Profit at 10 percent	732.42
O&P	Total O and P	1598.00
Summary	Subtotal Before Tax	9161.63
Summary	NM Gross Receipts Tax at 7.875 percent	721.48
Summary	Total Including Tax	9883.11

Trade Separation and Licensing

This scope must be performed by a licensed electrician. Roofing contractors are prohibited from executing electrical disconnection, inverter isolation, or solar system reinstallation. Any deviation violates NM licensing law, voids warranties, and risks inspection failure.



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Policy Activation Justification – HO-9R Section I Compliance

Pursuant to HO-9R Section I – Property Coverages, the carrier is contractually obligated to indemnify the insured for all *reasonable and necessary* costs incurred to repair or replace covered property damaged by a peril insured against. This includes—but is not limited to—trade-specific labor, permitting fees, and code-compliant restoration procedures required to return the dwelling to its pre-loss condition.

In this case, the rooftop solar array, while not directly damaged, obstructs access to the underlying roofing materials that sustained covered damage. The array must be temporarily decommissioned, disassembled, and preserved to facilitate full roof tear-off and replacement. Reinstallation is required to restore the dwelling to its functional and structural pre-loss state. Under the guidance of the insured's licensed public adjuster, the following rationale applies:

1. Covered Property Restoration Requires Trade-Specific Labor

- The solar array is permanently affixed to the dwelling and integrated into its electrical system.
- Removal and reinstallation require a licensed electrician per NM Electrical Code (NMAC 14.10.4) and AHJ permitting protocols.
- OSHA-compliant rooftop safety measures are mandatory during disassembly and reinstallation.
- Manufacturer specifications dictate torque ratings, bonding hardware, and inverter pairing—all requiring skilled labor.

2. Permitting and Inspection Are Statutorily Mandated

- Electrical and solar permits are required by the City of Albuquerque for any disconnection and reactivation of grid-tied systems.
- AHJ inspection is mandatory to validate code compliance and authorize Permission to Operate (PTO) post-reinstallation.
- Carrier refusal to fund permitting would result in noncompliant restoration and expose the insured to regulatory liability.

3. Scope Is Reasonable, Necessary, and Indemnity-Preserving

- The array must be removed to access and replace damaged roofing materials.
- Preservation of serialized components and reinstallation of the original system prevents unnecessary replacement costs.
- All work is performed under valid permits by licensed professionals, with full documentation retained for audit trail and escalation.

4. Suppression of Scope Violates Policy Intent and Regulatory Standards

- HO-9R Section I does not limit coverage to visibly damaged components—it extends to all necessary procedures to restore covered property.
- Attempting to exclude solar-related labor or permitting constitutes a breach of indemnity and undermines the insured's right to full restoration.



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- The public adjuster has prepared regulator-ready documentation, including serialized inventories, inspection logs, and statutory citations, to support scope activation.

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Warranty & Liability Disclosure

All solar panel removal, reinstallation, and reconnection work under this agreement is limited to restoring the existing system to original operational status at the time of the final reinstallation walkthrough. No warranty or guarantee is made as to the future performance, condition, or functionality of any pre-existing solar panels, microinverters, wiring, or other electrical materials and equipment not replaced under this agreement, except for materials expressly supplied and installed as part of this scope. Photographic evidence of the completed reinstallation will be provided to the homeowner.

Our company workmanship will reflect a one-year limited warranty on the work performed by Palanca Electric under this agreement. Warranty coverage is limited solely to new parts and materials purchased and installed under this agreement, and to workmanship performed by Palanca Electric during the contracted scope. The contractor shall have no liability beyond these stated limitations.

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I, Raul Abeyta, being duly sworn, hereby affirm the following:

1. I am a licensed journeyman electrician in the State of New Mexico, operating under **Classification EE98J # 418734, NM Electrical Contractor License # 418732**. I am authorized to perform electrical disconnection, inverter isolation, and rooftop solar system reinstallation in accordance with **NMAC 14.10.4 and NMSA 60-13**.

2. I personally performed the electrical scope described in the Solar System Scope of Work – Licensed Electrician Statement, dated and submitted in connection with Claim Number 017657635-806. This scope includes:

- Pre-removal inspection, voltage testing, and conductor labeling
- Safe removal and preservation of 14 rooftop solar panels, racking, and inverter
- Temporary weatherproofing and protection of removed panels (stacked, strapped, and secured)
- Reinstallation of all components following roof replacement
- System testing for continuity, polarity, and grid compliance
- Coordination with the Authority Having Jurisdiction (AHJ) and utility company (PNM) for lawful reactivation

3. All work was performed in compliance with:

- New Mexico Electrical Code
- OSHA rooftop safety standards
- Manufacturer specifications for solar panel and inverter handling
- AHJ permitting and inspection protocols

4. No upgrades, enhancements, or discretionary improvements were introduced. **The scope reflects the minimum necessary actions required to activate coverage and restore the property to its pre-loss condition**

5. The solar system was not damaged by the storm, but its removal was required to access and replace damaged roofing materials. This removal and reinstallation are directly tied to the covered peril under the certified **HO-9R policy, Section I – LOSSES WE COVER**.

6. The total cost of labor, materials, permitting, equipment usage, overhead, profit, and NM Gross Receipts Tax is **\$9,883.11**. This amount is reasonable, necessary, and compliant with policy language requiring reimbursement for covered repairs.

7. I affirm that no portion of this work was subcontracted to unlicensed personnel. All work was executed by **Palanca Electrica LLC** under my direct supervision and licensure.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Signature:



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Printed Name:

Raul Abeyta

Palancaelectric@gmail.com