

ADVANTAGE PROPERTY MANAGEMENT, LLC. MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT ("Management Agreement") made and entered into this 17th day of December 2008 by and between **The Anchorage on the St. Lucie Condominium Association Inc.**, a not for profit Florida Corporation ("ASSOCIATION"), and ADVANTAGE PROPERTY MANAGEMENT, LLC, 1111 S.E. Federal Highway, Suite 100, Stuart, Florida, 34994 ("AGENT"):

WITNESSETH:

WHEREAS, the ASSOCIATION is administering and operating units/homes located in **St. Lucie County, Florida** and is desirous of engaging professional management to provide consultation, advice, guidance and management of the units/homes; and

WHEREAS, AGENT is active in the community management field and is presently operating a management company for the management of condominiums, cooperatives and homeowners associations and has available to it licensed management and service personnel licensed and experienced in operating projects of a similar nature; and

WHEREAS, the ASSOCIATION is desirous of engaging the AGENT to provide consultation, advice, guidance and management for the ASSOCIATION, and the AGENT is desirous of providing such consultation, advice, guidance and management for the ASSOCIATION, all for the compensation and upon the terms, conditions and provisions hereinafter set forth and contained in the Scope of Services attached hereto and incorporated herein as Schedule "A".

NOW, THEREFORE, in exchange of good and valuable consideration and mutual promises, acknowledged as in-hand received, the parties hereto agree as follows:

I. PREFACE

1. All the averments contained above are incorporated as if fully set forth herein.

II. EXCLUSIVE MANAGER AND DURATION

1. The ASSOCIATION does hereby engage and retain, and the AGENT hereby accepts such engagement as the exclusive manager of **The Anchorage on the St. Lucie Condominium Association Inc.** for a term of one (1) year beginning this 1st day of **January 2009** and terminating **December 31, 2009**. The contract will be automatically extended for one-year periods unless written notice is given by either party no less than thirty (30) days prior to the termination date. Price increases in extended contracts will be in writing, signed by both parties, and will become a permanent part of the original contract.

2. Notwithstanding, this Agreement may be canceled by notification of either party upon thirty (30) days written notice, with or without cause. Upon such termination, at the conclusion of the notice period all obligations arising out of this Agreement shall then be null and void. Notwithstanding, all sums due and arising prior to termination shall remain due and owing.

3. The AGENT fully understands that the function of the ASSOCIATION is the maintenance, operation and management of the units/homes and that the property consists of **220 units/homes** together with common elements appurtenant thereto.

III. ROLES OF MANAGEMENT

1. The AGENT shall hire in its own name all managerial and clerical personnel necessary for the efficient discharge of the duties of the AGENT hereunder. Compensation for the services of such personnel shall be the responsibility of the AGENT. All compensation, taxes, and benefits will be paid by the AGENT.

2. The AGENT agrees to provide and/or train a staff of competent and reliable personnel for the performance of the services to be provided hereunder and the ASSOCIATION acknowledges that the AGENT has already made, or will make, a substantial investment in providing and/or training such a staff of personnel. In consideration thereof, the ASSOCIATION agrees that, except with the prior written consent of the AGENT, it will not hire or engage any of the AGENT's personnel during the term of this Agreement and any extension thereof, and for a period of **one (1) year** after the termination of this Agreement, and any extension, it will not hire or engage any of the AGENT's personnel for the same or similar work and/or services as rendered for the AGENT hereunder.

3. The ASSOCIATION shall furnish the AGENT with a complete set of plans and specifications for the common elements of the association if available, and the AGENT agrees that it will immediately make a complete inspection of the premises to inform themselves of the layout, construction, location, character, plan and operation of the lighting, heating and ventilation systems and other mechanical equipment on the premises.

IV. SCOPE OF SERVICES (Also see Schedule "A")

The AGENT shall perform such functions and services as are required to maintain and operate the ASSOCIATION in a first class manner and which are consistent with the responsibilities of a community association manager. The AGENT, by the foregoing undertaking, shall provide consultation, advice, guidance and managerial services to the ASSOCIATION and, without limiting the generality of the foregoing, shall comply with the following covenants and accomplish the following undertakings:

1. To maintain a businesslike relationship with the unit/home owners in whose requests shall be received and recorded in proper order so that said requests may be responded to and acted upon expeditiously. Any serious complaint should be investigated by the AGENT and reported to the Board of Directors for further action. Notwithstanding the above terms of this paragraph, the AGENT is given no authority or responsibility for maintenance of, or repairs to, individual private residential units/homes on the premises. Such maintenance and repairs shall be the sole responsibility of the respective owners individually.

2. To work with the Treasurer of the ASSOCIATION in carrying out duties related to the collection of all assessments due from the members of the ASSOCIATION and the collection of all other monies which may be due to the ASSOCIATION. The ASSOCIATION authorizes the AGENT hereunder to request, demand and receive all monies due or to become due to the ASSOCIATION and to take such action in the name of the ASSOCIATION as may be determined by the Board of Directors to be necessary to collect delinquent bills from the members. It is understood, however, that prior to the time that any legal action is actually instituted in any court of proper competent jurisdiction, specific approval for such suit shall be given in writing by the Board of Directors. As a standard practice, the AGENT shall furnish the Board of Directors with an itemized list of all delinquent accounts immediately before legal action is instituted.

3. To take such action as may be necessary to comply promptly with any and all orders or requirements affecting the ASSOCIATION placed thereon by any Federal, State, County or Municipal authority having jurisdiction thereof; provided however, except in the event of emergencies, that the AGENT shall not take any action without notifying the Board of Directors of the ASSOCIATION

if time so permits, and AGENT shall not take any such action so long as the ASSOCIATION is contesting or has affirmed its intention to protest any such order or requirement.

4. To promptly investigate and make a full written report as to all accidents or claims for damage relating to the ownership, operation and maintenance of the ASSOCIATION, including a description of any damage or destruction to common property and the estimated cost of repair, and shall cooperate and make any and all repairs required to the ASSOCIATION by the insurance company in connection therewith.

5. With the approval of the Board of Directors, to assist in procurement of service contracts, contracts for furnishing, electricity, gas, telephone, exterminator service and such other services deemed to be in the best interest of the ASSOCIATION and necessary in order to administer the ASSOCIATION in a first class manner. The AGENT shall place orders for such equipment, tools, materials and supplies as necessary for the operation of the AGENT in conjunction with its duties to properly maintain the ASSOCIATION. All such contracts and orders shall be made in the name of the ASSOCIATION and each order shall be subject to the following limitations:

In causing its appurtenances and grounds to be maintained according to the standards acceptable to the ASSOCIATION, including exterior cleaning, painting, decorating, plumbing, carpentry and such other normal maintenance and repair work as may be necessary, the AGENT shall not place any single order or execute any single contract obligation for the ASSOCIATION for payment in excess of **\$100.00 dollars** to any one party, unless such order or contract is specifically authorized by the Board of Directors of the ASSOCIATION; provided however, that the foregoing requirements for prior approval of the Board of Directors of the ASSOCIATION **shall** not be necessary in the event of an emergency where it is necessary for the AGENT to take action to protect and preserve the property of the ASSOCIATION which may be in immediate danger, or to protect the life of any member of the ASSOCIATION.

6. To work in connection with an accountant or an attorney as may be selected by the Board of Directors and, when necessary, to prepare and file all forms, reports, returns or other items as may be required by law in connection with any insurance, tax or other item now in effect or hereinafter imposed by any Federal, State or local government.

7. To assist in maintaining a comprehensive system of office records, books and accounts in a manner satisfactory to the ASSOCIATION, which records shall be subject to examination by the Board of Directors at all reasonable hours. As a standard practice, the AGENT shall render to the Board of Directors no later than the **25th day** of each succeeding month a statement of receipts and disbursements as of the end of the preceding month. The AGENT shall, at least sixty (60) days prior to the beginning of a new fiscal year of the ASSOCIATION, present to the Board of Directors a proposed operating budget setting forth an itemized statement of the anticipated receipts and disbursements for the new fiscal year, based on the then current schedule of monthly assessments and taking into account the general physical condition of the homes. The budget, as finally approved by the Board of Directors or, where appropriate, the members of the ASSOCIATION, shall constitute a major control under which the AGENT shall operate and there shall be no substantial variances therefrom except as specifically authorized by the Board of Directors.

8. The AGENT shall, from the funds collected by the ASSOCIATION (which funds shall not be co-mingled with the funds of the AGENT or any other party), cause to be disbursed regularly and punctually:

- (a) Costs and expenses of administering the ASSOCIATION; and
- (b) The balance of funds remaining after the above disbursements shall be disbursed or transferred from time to time as may be directed by the Board of Directors of the ASSOCIATION.

9. Everything done by the AGENT under the provisions of this Management Agreement shall be done by the AGENT for the ASSOCIATION and all obligations or expenses incurred in the performance of the AGENT'S duties and undertakings shall be for the account, on behalf of, and at the expense of the ASSOCIATION. The AGENT shall not be obligated to make any advance for the account of the ASSOCIATION or to pay any sum except out of funds held or provided by the ASSOCIATION, or from its members or tenants where appropriate. The AGENT shall not be obligated to incur any liability or obligation on account of the ASSOCIATION without assurance that the necessary funds for the discharge thereof will be provided.

10. ASSOCIATION understands, acknowledges and recognizes that AGENT is a company involved in providing community association services and is not licensed in any other respect. Consequently, while AGENT may, in the performance of its management duties, assist ASSOCIATION in, among other things, negotiation/handling of contracts, insurance policies and claims, construction-related issues and other general business concerns, ASSOCIATION understands and recognizes that AGENT does not hold itself out as an expert in any of these disciplines and cannot be held responsible for such matters outside its expertise as a community association manager.

V. INDEMNIFICATION

ASSOCIATION agrees to indemnify and hold AGENT harmless from and against all claims, costs, damages, liabilities, and expenses, including attorneys and court costs, arising out of the management or operation of the ASSOCIATION. This indemnification and hold harmless provision further extends to damages for injuries to persons or property resulting from any cause whatsoever in, on, or about the ASSOCIATION, and its premises. At ASSOCIATION'S cost and expense, the ASSOCIATION agrees to defend any actions or proceedings against AGENT arising from the matters set forth herein. Notwithstanding the foregoing, ASSOCIATION shall not be required to indemnify AGENT against claims or damages suffered as a result of the negligence or willful misconduct of AGENT, or any willful violation of AGENT of any applicable statute, ordinance, law or governmental rule or regulation, or for any acts outside of the authority granted AGENT pursuant to this Agreement on the part of AGENT unless such acts were undertaken based upon a good faith belief that AGENT had authority to act. Rather, in such event, AGENT shall indemnify and hold ASSOCIATION harmless in a like manner as the ASSOCIATION'S obligations set forth herein.

VI. AGENT'S FEE

The AGENT'S fee for its basic management services provided under this agreement, including the salaries of the AGENT'S officers and managers and the AGENT'S general overhead shall be **\$3,152.48 per month** payable in advance prior to the tenth (10th) day of each month for the current month. The ASSOCIATION shall also pay to or reimburse the AGENT for all other costs and expenses incurred by the AGENT in the performance of its obligations, duties and undertakings in favor of the ASSOCIATION, including, but not limited to, all costs incurred in collecting delinquent assessments

from owners of individual homeowner units and other similar costs pertaining to the operation of the ASSOCIATION. In the event that the AGENT advances for or on behalf of the ASSOCIATION any of said costs, then the AGENT is to be reimbursed for all such costs monthly, the AGENT to submit a statement of such costs on or about the first of each month during the term hereof, and which said statement shall be paid prior to the 10th of each month in which such statement is rendered.

VII. AGENT AND BOARD OF DIRECTORS RESPONSIBILITIES

1. It is acknowledged that the ASSOCIATION is run by the Board of Directors and the AGENT is to report to, be in liaison with, and take directives from the Board of Directors as a whole rather than from any individual member of the Board of Director of the ASSOCIATION. In the event of a dispute as to the wishes of the Board of Directors, the AGENT is entitled to receive copies of the minutes of the Board meeting, either regularly held or special meetings, as the case may be, or such other proof that the action to be taken represents the desires of the Board of Directors pursuant to their powers and responsibilities.

2. This Agreement is valid only to the extent that the Board of Directors of the ASSOCIATION is authorized to delegate specifically its duties and responsibilities pursuant to the applicable association governing documents and the laws of the State of Florida.

3. The AGENT agrees to read and familiarize itself with the governing documents of the ASSOCIATION.

4. AGENT shall not accept from any party providing goods and services to the ASSOCIATION, including vendors and independent contractors, any remuneration or consideration in any form, as consideration for or inducement to the AGENT for using the vendor's goods or retaining their services on behalf of the ASSOCIATION. Any and all such benefits are the property of and are rightly due the ASSOCIATION.

VIII. HURRICANES

1. Hurricane related issues are NOT part of the normal management contract. AGENT shall NOT be responsible for monitoring contractors or oversight of hurricane related issues without the express written consent of the Board or its designee. If such written consent is provided, such duties shall be billed at a rate of seventy-five dollars (\$75.00) per hour or portion thereof.

2. Time allotted and billed to the ASSOCIATION for hurricane issues shall be at the sole discretion of the AGENT. Due to the number of associations a manager normally oversees, the Board hereby acknowledges that the time allotted to perform hurricane related issues shall be performed as time permits.

3. The Board further acknowledges that during and after hurricanes that contractors are at a premium and that AGENT shall attempt to obtain proposals and contractors to the best of their ability and that failure to obtain such shall not be considered a breach of duty of this contract.

4. AGENT takes no responsibility for contracts signed by the Board of Directors for hurricane damage repairs, regardless of who referred the contractors, nor for the work performed or lack thereof.

5. AGENT shall not be responsible for notifying homeowners or inspecting individual units except as to assist with the insurance claims for the ASSOCIATION itself. Calls from unit owners regarding hurricane related issues shall also be billed at the rate as stated above. The Board is encouraged to set up a contact person, web-site or e-mail address that homeowners may contact to obtain hurricane information and distribute the contact information to the homeowners prior to hurricanes.

IX. BANKRUPTCY

In the event a petition of bankruptcy is filed by or against AGENT or in the event that the AGENT shall make assignments for the benefit of creditors without express agreement or take advantage of any insolvency act, either party hereto may terminate this agreement without notice to the other, but prompt advice of such action shall be given to the other party.

X. TERMINATION

Fifteen (15) days after termination of this Agreement the contracting parties shall account to each other with respect to all matters outstanding as of the date of termination and the AGENT shall promptly turn over all ASSOCIATION property, of whatever kind and nature, in AGENT'S possession to the ASSOCIATION or their AGENT at our office.

XI. INSURANCE

AGENT shall maintain in force general liability insurance, fidelity bond, worker's compensation insurance and other forms of insurance, which may be reasonably necessary naming the Board as an additional insured if applicable.

XII. ON-SITE MANAGER

1. AGENT shall, through an onsite state-licensed manager, perform services pursuant to this Agreement at the ASSOCIATION'S premises Monday, Wednesday and Friday from 9:00am until 12:00pm, excluding legal holidays. If it is necessary for AGENT to perform services for a period of time in addition to the stated number of hours on any day, then AGENT shall be compensated for the additional time at the rate of **forty dollars (\$40.00)** per hour which shall be due and payable at the same time as the professional fee as set forth in this Agreement.

2. The ASSOCIATION acknowledges that the AGENT, if scheduled to be onsite for a certain time period on each appropriate day, that the AGENT will be required to leave the site in a timely manner in order to maintain AGENT'S full daily schedule.

3. The parties recognize that AGENT may need to spend additional time on site, and AGENT agrees to do so whenever necessary if AGENT'S schedule permits. While there are other circumstances under which additional time will need to be spent by AGENT on behalf of the ASSOCIATION, it is agreed that under the following circumstances it shall be deemed that the additional time is necessary:

(a) If the additional time spent in the administration of an ASSOCIATION matter which is reasonably required to be administered on that day and which cannot be completed within the regularly scheduled time during which AGENT normally performs AGENT'S work for the ASSOCIATION.

4. Other circumstances resulting in additional time being spent by AGENT shall be reviewed on a case by case basis with prior approval of the liaison appointed by the Board of Directors, or if no liaison has been appointed or cannot be timely located with reasonable efforts, then with prior approval of the ASSOCIATION President.

XIII. MISCELLANEOUS

1. The laws of the State of Florida will be controlling with respect to this Agreement and its provisions, and venue is said to lie in **St. Lucie, Florida**.

2. In the event litigation arises concerning this Agreement or services provided, pursuant hereto, the prevailing party shall recover its reasonable attorney's fees and cost.

3. If any provisions or portions of this Agreement are found or ruled to be invalid, the remaining portions shall be otherwise not affected.

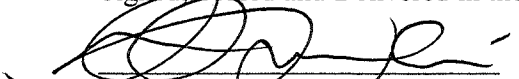
4. This Agreement constitutes the sole understanding and working arrangements between the parties hereto. There shall be multiple originals of this Agreement.

5. AGENT will have no less than **five (5)** employees for the management of your ASSOCIATION.


6. Pursuant to either Sections 720.30851 or 718.116(8), Florida Statutes, as amended, if either are applicable, or as a matter of authorization under the authority of ASSOCIATION, AGENT will provide estoppel letters (i.e. statements reflecting indebtedness to ASSOCIATION for purposes of a real estate closing transaction) within the time frames required by statute and shall be allowed to charge a reasonable fee for same which shall be disclosed on the estoppel form. ASSOCIATION shall provide all cooperation necessary to ensure a timely and efficient process and shall ultimately be responsible for ensuring AGENT incurs no "out-of-pocket" expense related to estoppel requests.

IN WITNESS HEREOF, the ASSOCIATION and the AGENT have caused these presents to be executed in their respective names by their undersigned officer, authorized to execute instruments for and in their behalf, and have caused their respective corporate seals to be hereto affixed at Port St. Lucie, Florida the day and year first written above.

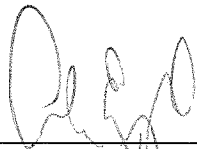
Signed, Sealed and Delivered in the presence of:



WITNESS



WITNESS

BY: 

President

Attest: 

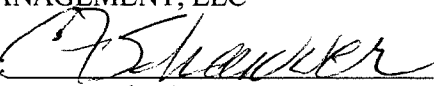
Secretary

(CORPORATE SEAL)

ADVANTAGE PROPERTY
MANAGEMENT, LLC



WITNESS

By: 

Managing Partner

(CORPORATE SEAL)

NON-ROUTINE SERVICES

ITEMIZED CHARGES FOR SERVICES NOT INCLUDED IN THE BASIC AGREEMENT:

Community Mailings	Cost of postage, envelopes & reproduction
Labels/Envelopes	\$.25 per unit
Material reproduction except as provided as part of this Agreement	\$.15 cents per copy
Postage/Messenger	\$ Cost
Accountant's and Bookkeeper's time for performance of item not as part of this Agreement	\$ 35.00/hr. acct. time
Monthly coupons & envelopes (12)	\$3.20/per unit + postage
Quarterly billing	\$1.00/per unit (includes postage)
Special Assessment or Additional Special Assessment over one per fiscal year	labels, envelopes, copies, postage and labor to be determined
Certified Letters	Postage, reproduction and envelopes
Board of Directors Meetings – over 2 hours	\$40.00 per hour
Purchase of negotiable instrument from financial institutions normally used by the Agent or specifically requested by the Association	Included in Management Agreement
Year end 1099 & 1096 forms	\$5.00/ea
Extra budget compilations and drafts	\$ 50.00
Faxes	\$.50 per page incoming \$ 1.00 per page outgoing
Checks (Billed Quarterly)	\$.19 each
Notary Service	No Charge
Hourly rate for partners	\$75.00 per hour
❖ Estoppels	Charged to buyer/seller
❖ Delinquent Letters	Cost of postage, reproduction & envelopes
❖ Emergency call outs (nights/weekends)	\$ 25.00 per hour
❖ Items that may be charged to the owner involved pursuant to proper authority established by Board resolution.	
❖ Items that may be charged to the owner involved pursuant to proper authority established by Board resolution.	

SCHEDULE "A"

SCOPE OF SERVICES

FULL SERVICE MANAGEMENT PROGRAM

Our responsibilities under this program include the following:

FINANCIAL SERVICES

Included
Yes No

A. Accounts Receivable

- | | | | |
|---|--------------------------|----|---|
| ✓ | <input type="checkbox"/> | 1. | Prepare recommendations on policy and procedures for Board approval |
| ✓ | <input type="checkbox"/> | 2. | Preparation and mailing of payment coupons |
| ✓ | <input type="checkbox"/> | 3. | Collect all maintenance fees and assessments |
| ✓ | <input type="checkbox"/> | 4. | Deposit to appropriate Association accounts |
| ✓ | <input type="checkbox"/> | 5. | Maintain individual unit owner payment records |
| ✓ | <input type="checkbox"/> | 6. | Utilize Association funds for maximum interest income |

B. Past Due Accounts and Collections

- | | | | |
|---|--------------------------|----|--|
| ✓ | <input type="checkbox"/> | 1. | Prepare recommendations on policy and procedures for Board approval |
| ✓ | <input type="checkbox"/> | 2. | Send statements of accounts to all delinquent owners |
| ✓ | <input type="checkbox"/> | 3. | Provide Board with list of past due accounts |
| ✓ | <input type="checkbox"/> | 4. | Follow through on collection procedures |
| ✓ | <input type="checkbox"/> | 5. | Legal liaison - assist with liens, foreclosure procedures at Board's direction |

C. Accounts Payable

- | | | | |
|---|--------------------------|----|--|
| ✓ | <input type="checkbox"/> | 1. | Prepare recommendations on policy and procedures for Board approval |
| ✓ | <input type="checkbox"/> | 2. | Submit abnormal bills to Board for approval, pointing out deficiencies, abnormalities, errors or failures in performance |

Included**Yes No**

- ✓ 3. Issue checks for payment - maintaining timely payment schedule and taking advantage of discounts. Code invoices to general ledger accounts for proper budget control and auditing
- ✓ 4. Maintain check register
- ✓ 5. Maintain credibility of Association with suppliers
- ✓ 6. Maintain detailed records - including filing of paid invoices for proof of expenditures

D. Financial Reports

- ✓ 1. Prepare monthly Financial Report for submission to Board each month
 - a. Balance sheet
 - b. Income and expense statement
 - c. Trial balance
 - d. Check register
 - e. Voucher register
 - f. General ledger
 - g. Transaction journal
 - h. Past due accounts
- ✓ 2. Management review of financial condition reports including actual monthly and year-to-date income and expenses

E. Budgets

- ✓ 1. Recommendations on policy and procedures for Board approval
- ✓ 2. Prepare and submit Annual Budget for review and approval of Board
- ✓ 3. Prepare and submit Reserve Budget for review and approval
 - a. Prepare back-up material (i.e. life expectancy, replacement cost, etc.)
 - b. Annual review of Reserve Budget

F. Staff Payroll

- ✓ 1. Pay staff timely
- ✓ 2. Prepare payroll reports timely
 - a. Federal tax deposits
 - b. State and local income tax withholdings

Included
Yes No

- c. Unemployment and Workmen's Compensation premiums
- d. Prepare year-end wage and tax statements
- ✓ 3. Make recommendations on fringe benefits and holiday packages
- G. General Accounting**
- ✓ 1. Maintain custody of all Association records in a professionally acceptable manner
- ✓ 2. Prepare special reports and recommendations requested by the Board from time to time
- ✓ 3. Interface with specialists retained by the Association for specific tasks
- ✓ 4. Prepare information for all taxes for independent CPA
- H. Audit**
- ✓ 1. Provide information and assist Association's independent Auditors in performing audit or review

II. Administrative

- A. Declaration and By-Laws**
- ✓ 1. Review regularly for possible recommendations for updating
- ✓ 2. Review to ensure procedural compliance of Declaration, By-Laws and rules
- ✓ 3. Annual Meeting preparation
- ✓ 4. Board Meeting preparation
- B. Staff Maintenance**
- ✓ 1. Maintain staff during normal business hours
- C. Owners Assistance**
- ✓ 1. Receive Owners' telephone calls, correspondence about problems and requests for assistance

Included
Yes No

- ✓ ___ 2. Assist Owners' with explanation of policies and procedures contained in Declaration, By-Laws and Rules

D. Emergency Service

- ✓ ___ 1. 24 hour emergency telephone number and response
- ✓ ___ 2. Management level response to emergencies, if necessary
- ✓ ___ 3. Provide emergency telephone list of Management personnel to Board

E. Insurance

- ✓ ___ 1. Provide current information on coverage Association is required to carry, i.e. Directors' and Officers'
- ✓ ___ 2. Provide annual review of coverage and costs
- ✓ ___ 3. Obtain competitive bids
- ✓ ___ 4. Provide information for handling claims

F. Committees

- ✓ ___ 1. Recommendations to Board on advisability of formation of Committees and areas of responsibility
- ✓ ___ 2. Work with Committees during normal working hours per Management contract and at Board's direction

G. Legal

- ✓ ___ 1. Cooperate with Association legal counsel as directed by the Board
- ✓ ___ 2. Convey knowledge of fiduciary and legal responsibilities to Association as professional managers
- ✓ ___ 3. Assist in preparation, passage and filing of amendments to documents
- ✓ ___ 4. Distribution of amendments to documents

Included
Yes No

H. Association Meetings

- ✓ 1. Prepare and post notifications per Florida State Statutes
- ✓ 2. Prepare agenda
- ✓ 3. Prepare proxies and ballots
- ✓ 4. Assist in conducting meeting and elections
- ✓ 5. Maintenance of Minutes of Meeting, typing and distribution to Board and members if required by the Board
- ✓ 6. Provide Management report
- ✓ 7. Attend meeting

I. Board Meetings

- ✓ 1. Attend monthly Board meeting (one per month)
- ✓ 2. Prepare and post notifications per Florida State Statutes
- ✓ 3. Prepare agenda
- ✓ 4. Maintenance of Minutes of Meetings, type and distribute
- ✓ 5. Provide Management report
- ✓ 6. Professional guidance and recommendations as required by Board

J. Maintenance of Association Documents

Advantage Property Management, LLC will preserve the following in a protected environment, post changes and add Amendments to keep records updated and available for Board and Owner review; maintain an archive of records for the Association for the period prescribed by the Board and appropriate agencies.

- 1. Declaration as amended
- 2. By-Laws as amended

Included
Yes No

- ✓ ___ 3. Articles of Incorporation as amended
- ✓ ___ 4. Rules and Regulations as amended
- ✓ ___ 5. Plans, drawings and blueprints
- ✓ ___ 6. Contracts
- ✓ ___ 7. Roster of ownership
- ✓ ___ 8. Election results
 - a. Proxies
 - b. Ballots
 - c. Inspector of Elections receipt
 - d. Proof of Notice
- ✓ ___ 9. Miscellaneous documents as deemed appropriate by Management and Board

III. Maintenance Management

Due to the vast difference in size, type of buildings, landscaping requirements and general maintenance requirements, a custom program is designed for each Association after consultation with the Board. However, the following provides a brief outline of some of the services we perform.

A. Outside Services

- ✓ ___ 1. Procuring and contracting for outside services as necessary
- ✓ ___ 2. Assist or prepare specifications required
- ✓ ___ 3. Supervise to assure contract fulfillment

B. Supplies and Equipment

- ✓ ___ 1. Purchase of necessary supplies and equipment with proper Purchase Order System, expenditure approvals and controls, and inventory controls

C. Maintenance Scheduling

- ✓ ___ 1. Set up schedules and procedures for cleaning/housekeeping; mechanical equipment; plumbing, electrical and other building systems, amenities care and repair

Included
Yes No

✓ ___ 2. Set up parts inventory and control

D. Landscaping Schedule

✓ ___ 1. Follow contracting for outside services

✓ ___ 2. Set up additional services as needed for sprinkler systems,
incidental planting, cutting, etc.

E. Preventative Maintenance Scheduling

✓ ___ 1. Review equipment

✓ ___ 2. Maintain operational records and manuals

✓ ___ 3. Maintain spare inventory for critical equipment and hard to
get parts

F. Staff

✓ ___ 1. Hire, train, supervise and discharge Association staff as desired
by Board

G. Inspection

✓ ___ 1. Monthly (minimum) inspection of Association property with
report to Board