

COMMUNITY MANAGEMENT AGREEMENT

Terassi Blue Management, LLC

Chateau De Ville of Tallahassee Condominium Association, Inc.

PARTIES & KEY TERMS	
Association	Chateau De Ville of Tallahassee Condominium Association, Inc., a Florida not-for-profit corporation ("Association"), acting through its Board of Directors
Association Address	2020 Continental Avenue, Tallahassee, FL 32304
Managing Agent	Terassi Blue Management, LLC, a Florida limited liability company ("Managing Agent"); principal: Scott Rasku
Agent Address	2020 Continental Avenue, Apt. 125, Tallahassee, FL 32304
Property	Chateau De Ville of Tallahassee — 94-unit residential condominium, Leon County, Florida
Effective Date	July 1, 2026
Initial Term	July 1, 2026 through September 30, 2026 (trial period); thereafter month-to-month
Base Fee	\$2,000.00 per month
Hourly Rate	\$50.00 per hour (Additional Services)
Business Hours	Monday through Friday, 9:00 a.m. to 5:00 p.m., excluding state and federal holidays
Governing Docs	Declaration of Condominium (O.R. Book 3494, Page 1564, Leon County); Bylaws; Rules & Regulations; Florida Statutes Chapter 718

I. Appointment

The Association hereby appoints Terassi Blue Management, LLC as the exclusive managing agent of the Association and the property and improvements owned or operated by the Association known as Chateau De Ville of Tallahassee Condominium Association, Inc., located in Leon County, Florida, on the terms and conditions set forth in this Agreement. Managing Agent hereby accepts this appointment.

It is expressly understood that the Association cannot contract away its obligation to perform certain duties in connection with the management and operation of the Community. Managing Agent is appointed only to assist the Association in the performance of its duties as set forth in the Community Documents. Every act performed by Managing Agent within the scope of its authority under this Agreement shall be as an agent for the Association.

II. Definitions

- "Articles" means the Articles of Incorporation of the Association filed with the Florida Secretary of State, as amended.
- "Board" means the Board of Directors of the Association.
- "Board Liaison" has the meaning set forth in Section III.6 of this Agreement.
- "Bylaws" means the Bylaws of the Association as adopted and amended by the Board.
- "Business Hours" means Monday through Friday, 9:00 a.m. to 5:00 p.m., Eastern Time, excluding Florida state and federal holidays.
- "Community" or "Property" means Chateau De Ville of Tallahassee Condominium Association, Inc., a 94-unit residential condominium in Leon County, Florida.
- "Community Documents" means the Declaration, Bylaws, Articles of Incorporation, and Rules and Regulations of the Association, as amended from time to time.
- "Declaration" means the Declaration of Condominium recorded in the public records of Leon County, Florida (O.R. Book 3494, Page 1564), as amended.
- "Emergency" has the meaning set forth in Section VI of this Agreement.
- "Routine Management Services" means the services specifically identified in Section IV and Exhibit A of this Agreement. Services not specifically identified as Routine Management Services shall be considered Additional Services billed at the rates set forth in Exhibit B.
- "Unit" or "Unit Owner" means a condominium unit and the record title holder(s) thereof, as defined in the Declaration.

III. General Authority & Limitations

1. Managing Agent will confer fully and freely with the Board in the performance of its duties and will rely on factual information and directions provided by the Board.
2. Managing Agent is a single-member LLC. All services under this Agreement will be performed personally by Scott Rasku, Managing Agent's principal. Managing Agent does not employ additional staff for the Association's account.
3. Managing Agent is not and shall not be liable to any creditor of the Association or to any claimant against Association property. Nothing in this Agreement creates a partnership or joint venture between the parties.
4. Managing Agent is not an engineer, attorney, CPA, reserve specialist, mold assessor, arborist, or structural consultant. Managing Agent may coordinate licensed professionals and facilitate communication on behalf of the Association, but shall not render legal, engineering, architectural, environmental, or other professional opinions.
5. Managing Agent shall not assign or subcontract this Agreement or any services hereunder without prior written Board approval.
6. The Board shall designate a primary Board Liaison and at least one (1) alternate Board Liaison to facilitate communications with Managing Agent between Board Meetings. The designated Liaison(s) shall serve as the primary point(s) of contact for routine operational matters and administrative coordination. Managing Agent may rely upon instructions from the designated Liaison(s) regarding day-to-day operational matters that are consistent with Board-approved policies, budgets, resolutions, and prior Board directives. The Board Liaison shall not have the authority to modify contracts, approve expenditures exceeding authorized limits, establish Association policy, direct legal action, or otherwise bind the Association unless specifically authorized by Board resolution. In the event the primary Liaison is unavailable during an Emergency requiring immediate action to protect persons, Association property, or Association operations, Managing Agent may communicate with and rely upon the designated alternate

Liaison until the matter can be presented to the full Board. The Board shall designate the primary and alternate Liaison(s) in writing at the first Board meeting of each calendar year, or promptly following any change in Board composition. A copy of the current designation shall be provided to Managing Agent within five (5) business days of appointment.

IV. Routine Management Services

The monthly base fee of \$2,000.00 covers the Routine Management Services described in this Section and Exhibit A, and nothing else. Services not specifically identified as Routine Management Services are Additional Services billed per Exhibit B. Managing Agent will obtain Board authorization before performing any Additional Service unless it is an Emergency as defined in Section VI.

A. Administrative Services

1. Coordinate the day-to-day administrative operations of the Association during Business Hours.
2. Assist the Board with implementation of policies, decisions, and procedures approved by the Board.
3. Maintain business records, owner rosters, meeting records, contracts, vendor information, and other Association records required by Florida law and the Community Documents.
4. Prepare draft meeting agendas, meeting notices, and meeting minutes for Board review and approval.
5. Coordinate communications between the Board, Unit Owners, vendors, contractors, and professionals retained by the Association during Business Hours.
6. Maintain reasonable business communications with Unit Owners and document complaints, maintenance requests, and violations for Board review.
7. Track all Unit Owner requests for alterations to Common Elements. The Declaration requires Board response within thirty (30) days; failure to respond constitutes automatic approval. Managing Agent shall forward all such requests to the Board immediately upon receipt and track the response deadline.
8. Administer Rules and Regulations enforcement as authorized by the Board, including violation notices and coordination with legal counsel.
9. Attend one (1) regular Board meeting per month and one (1) Annual Owner Meeting per year as part of the base fee. Attendance at additional meetings is billed as an Additional Service per Exhibit B.

B. Financial Services

1. Assist with preparation of annual budgets for Board review and approval. The Board retains sole authority to adopt, amend, and present the budget and to set or change any assessment.
2. Collect assessments and other charges authorized by the Board and maintain records of Unit Owner accounts.
3. Coordinate deposits, invoice processing, account reconciliation, and financial reporting for the Association.
4. Maintain Association operating and reserve bank accounts in the Association's name. Managing Agent shall not commingle Association funds with Managing Agent's own funds at any time.
5. Provide monthly financial reports to the Board by the 15th of the following month, including: income statement, balance sheet, aged receivables, and bank reconciliations.
6. Coordinate with accountants, auditors, banks, and legal counsel retained by the Association.
7. Maintain Association financial records in accordance with generally accepted accounting principles and as required by Florida Statute 718.111.

8. Not expend Association funds in excess of \$1,500.00 per incident without prior Board approval, except in Emergency situations as defined in Section VI.
9. Promptly notify the Board of any Emergency expenditure made under Emergency authority, and submit a written incident report within twenty-four (24) hours of the expenditure.

C. Property Maintenance Coordination

1. Coordinate routine maintenance, repair, cleaning, landscaping, pest control, and vendor services for the Common Elements as directed by the Board.
2. Perform periodic property inspections no less than every two weeks and report observed maintenance concerns, rule violations, and safety issues to the Board in writing.
3. Obtain and present vendor proposals for maintenance and repair services. Obtain at least two (2) competitive proposals for any single non-emergency repair or project estimated to exceed \$1,500.
4. Coordinate Emergency service responses reasonably necessary to protect life, safety, or property as defined in Section VI.
5. Monitor vendor performance administratively and report concerns regarding incomplete or deficient work to the Board.
6. Vendor contracts exceeding \$5,000 or with a term longer than one (1) year require prior written Board approval before Managing Agent may execute or commit the Association.

V. Business Hours & Availability

A. Normal Business Hours

Managing Agent provides Routine Management Services during Business Hours: Monday through Friday, 9:00 a.m. to 5:00 p.m., Eastern Time, excluding Florida state and federal holidays. All routine owner communications, maintenance coordination, vendor scheduling, financial matters, and administrative tasks will be addressed during Business Hours.

Non-emergency communications received outside Business Hours — including emails, voicemails, and text messages — will be addressed on the next business day. Unit Owners and Board members should not expect a same-day response to non-emergency contacts made outside Business Hours.

B. After-Hours Availability

Managing Agent is a single-person LLC and does not provide 24/7 staffing or on-call availability for routine matters. After-hours availability is strictly limited to genuine Emergencies as defined in Section VI. After-hours Emergency coordination is billed as an Additional Service per Exhibit B at the rate of \$50.00 per hour with a one (1) hour minimum per incident. Managing Agent makes no guarantee of a specific after-hours response time and may coordinate response through pre-approved Emergency vendors rather than personal on-site attendance.

VI. Emergency Definition & Response

A. Definition of Emergency

For purposes of this Agreement, an "Emergency" is a condition that, if not immediately addressed, poses imminent risk of: (a) personal injury or threat to life safety; (b) significant structural damage to Common Elements; or (c) significant property damage affecting multiple units or Common Elements.

Examples of Emergencies include: active water intrusion from a Common Element pipe, fire or smoke in Common Areas, major sewage backup into Common Elements, Active vandalism occurring on association property, Unauthorized individuals damaging Common Elements, Criminal Activity in Progress, Significant disturbance creating safety concerns, Pool parties involving trespassing, violence, property damage, or dangerous conduct and active electrical hazards in Common Areas.

Residents and owners shall contact emergency services, law enforcement, fire authorities, or appropriate emergency responders directly when immediate public safety intervention is required. Management's role shall be administrative coordination and notification and shall not replace emergency response services.

The following are expressly NOT Emergencies under this Agreement: A/C failure within a single unit (A/C equipment is the Unit Owner's responsibility under the Declaration); routine maintenance requests; noise complaints; minor leaks or drips confined to a single unit that do not threaten Common Elements or adjacent units; general Unit Owner dissatisfaction; and any condition that can safely wait until the next Business Day.

B. Emergency Response Protocol

1. Upon receiving a report of a genuine Emergency, Managing Agent will make commercially reasonable efforts to: (i) dispatch a pre-approved Emergency vendor; (ii) notify the Board President or, if unavailable, the designated Board Liaison per Section III.6, within two (2) hours; and (iii) document all actions taken.
2. If the Board President cannot be reached, Managing Agent shall proceed down the Board's designated contact chain: Vice President, then Treasurer.
3. Managing Agent shall submit a written Emergency incident report to the Board within twenty-four (24) hours of response, including: nature of the Emergency, time reported, actions taken, vendors dispatched, estimated cost, and preliminary determination of Association vs. Unit Owner responsibility.
4. Managing Agent shall maintain a written list of pre-approved Emergency vendors covering at minimum: plumbing, electrical, water remediation, and locksmith. All listed vendors shall have confirmed after-hours availability. The vendor list shall be reviewed and updated annually.
5. The Declaration grants the Association an irrevocable right of immediate access to any unit in an Emergency without advance notice. Managing Agent is authorized to exercise this right on behalf of the Association when reasonably necessary to prevent further damage.
6. Emergency expenditures up to \$5,000.00 per incident may be made by Managing Agent without prior Board approval. Managing Agent shall notify the Board within twenty-four (24) hours and all Emergency expenditures shall be ratified at the next regular Board meeting.

VII. Limits of Managing Agent Authority

The following actions are expressly reserved to the Board of Directors or Unit Owners as required by the Community Documents and Florida Statute 718, and may NOT be taken by Managing Agent without explicit prior written Board authorization:

- Setting, imposing, or changing any assessment or special assessment
- Borrowing money on behalf of the Association
- Granting, modifying, or releasing easements on Association or Common Element property

- Approving capital improvements exceeding 10% of the annual budget (which also requires a Unit Owner vote under the Declaration)
- Amending the Declaration, Bylaws, or Rules and Regulations
- Initiating or settling any litigation on behalf of the Association
- Entering into any vendor contract with a term exceeding one (1) year or a total value exceeding \$5,000 without Board approval
- Waiving any Unit Owner's obligation to pay assessments, fees, or fines
- Representing to any third party that Managing Agent has authority beyond what is granted in this Agreement

VIII. Compensation

Managing Agent shall be compensated as set forth in Exhibit B attached hereto and made a part of this Agreement. The following summarizes the compensation structure:

A. Base Management Fee

The Association shall pay Managing Agent a monthly base fee of \$2,000.00, due on the 1st day of each calendar month, payable from Association operating funds. The base fee covers all Routine Management Services described in Section IV and Exhibit A, and nothing else.

The base fee may be adjusted upon sixty (60) days written notice to the Association, not to exceed 3% per year without prior Board approval.

If the Association fails to pay any undisputed amount due within thirty (30) days of the due date, Managing Agent may charge interest at the maximum lawful rate on the outstanding balance.

B. Additional Services

Services outside the scope of Routine Management Services will be billed at \$50.00 per hour unless a different rate is specified in Exhibit B. Managing Agent shall obtain prior Board authorization before performing any Additional Service, except in an Emergency. Additional Services will be invoiced monthly and are due within thirty (30) days of invoice.

C. Expenses

Reasonable out-of-pocket expenses incurred on behalf of the Association — including postage, photocopying, printing, and records storage — will be reimbursed by the Association at cost, without markup. Managing Agent shall include expense detail with each monthly invoice.

D. No Undisclosed Compensation

Managing Agent shall not receive any referral fees, commissions, kickbacks, rebates, or other compensation from vendors providing services to the Association without prior written disclosure to and approval by the Board. Managing Agent shall not mark up third-party vendor invoices without prior Board disclosure and approval.

IX. Insurance & Fidelity Bond

A. Managing Agent's Insurance

Managing Agent shall obtain and maintain, at Managing Agent's own expense throughout the term of this Agreement, the following coverages and shall provide the Association with certificates of insurance upon execution and upon each annual renewal:

- General Liability: minimum \$1,000,000 per occurrence / \$2,000,000 aggregate. The Association shall be named as an additional insured on this policy.
- Errors & Omissions (Professional Liability): minimum \$500,000 per claim.
- Managing Agent shall maintain Workers Compensation: as required by applicable Florida law.

B. Fidelity Bond — Required

Pursuant to Association Bylaw 9.8 and Florida Statute 718.111(11), the Association is responsible for obtaining and maintaining fidelity bonding for all persons who control or disburse Association funds, including Managing Agent. Because Managing Agent will collect assessments, handle Association funds, and have signatory or access authority on Association bank accounts, the Association shall obtain and maintain a fidelity bond (also referred to as a crime or employee dishonesty bond) covering Managing Agent's activities throughout the term of this Agreement.

The fidelity bond shall be in an amount no less than the greater of: (a) three (3) months of the Association's total annual assessments; or (b) the maximum amount of Association funds that Managing Agent may hold or control at any one time. The bond shall name the Association as loss payee and shall cover losses arising from fraudulent or dishonest acts by any person handling Association funds, including Managing Agent. Premiums on the fidelity bond shall be paid by the Association as a Common Expense pursuant to Bylaw 9.8.

The Association shall provide Managing Agent with evidence of the fidelity bond upon execution of this Agreement and upon each annual renewal. Managing Agent shall cooperate fully with the Association's insurer and provide any information reasonably required to obtain or maintain the bond. Failure by the Association to obtain or maintain the required fidelity bond is a material breach of this Agreement.

Florida Statute 718.111(11) and Association Bylaw 9.8 require the Association to maintain fidelity bonding for all persons who control or disburse Association funds. The Association is responsible for obtaining this coverage; premiums are a Common Expense. The Board should confirm with Association counsel and its insurance broker that the bond obtained adequately covers Managing Agent's activities under this Agreement.

Bylaw 9.8 (Page 23) Fidelity Bonds. Fidelity bonds shall be required by the Board of Directors for all persons handling or responsible for Association funds in such amount as shall be determined by a majority of the Board provided that such amount is not less than that required by the Act. The premiums on the amount of the bonds shall be paid by the Association as a Common Expense.

C. Association's Insurance

The Association shall maintain general liability and directors and officers insurance coverage customary for a Florida condominium association. Managing Agent may be named as an additional insured on applicable policies if permitted by the Association's insurance carrier.

X. Term & Termination

A. Initial Trial Term

This Agreement shall commence July 1, 2026 and continue through September 30, 2026 (the "Initial Term"). The Initial Term is intended as a mutual evaluation period. Either party may terminate during the Initial Term upon thirty (30) days written notice with or without cause.

B. Month-to-Month Continuation

Upon expiration of the Initial Term, this Agreement shall automatically continue on a month-to-month basis unless either party provides written notice of termination at least thirty (30) days prior to the desired termination date. At any time during the month-to-month period, either party may terminate with thirty (30) days written notice, with or without cause.

C. Renewal to Fixed Term

At any time during the month-to-month period, the parties may by mutual written agreement convert to a fixed-term agreement for a period not to exceed one (1) year, subject to the same termination provisions as described in this Section.

D. Termination Obligations

1. Upon termination for any reason, each party shall promptly pay all outstanding amounts owed to the other as of the termination date.
2. Within five (5) business days of termination, Managing Agent shall: (i) vacate any Managing Agent office space at the Community; (ii) remove all Managing Agent signage from the Community; and (iii) deliver to the Association the originals (or copies if originals are unavailable) of all Official Records of the Association as defined in Florida Statute 718.111(12).
3. Within thirty (30) days of termination, Managing Agent shall: (i) deliver a final accounting reflecting the balance of income and expenses as of the termination date; (ii) assign all unexpired vendor and service contracts to the Association or its designee; (iii) return all Association personal property in Managing Agent's possession; and (iv) transfer all bank accounts as directed by the Association.
4. Any Association funds received by Managing Agent after the termination date shall be held in trust for the Association and promptly remitted.
5. Managing Agent shall, for a reasonable period after termination, make itself available at reasonable times to consult with the Association regarding transition matters, without additional charge for up to five (5) hours of transition assistance.
6. Managing Agent shall retain the right to keep copies of all Association records for its own archival purposes.

XI. Liability & Indemnification

A. Managing Agent Liability Standard

Managing Agent shall not be liable to the Association or to any Unit Owner for any loss or damage not caused by Managing Agent's own gross negligence or willful misconduct. Managing Agent shall not be liable for any error of judgment or mistake of fact or law, except in cases of gross negligence or willful misconduct.

B. Contractor Performance Disclaimer

Managing Agent is a coordinator of vendors and contractors, not a guarantor of their performance. All vendors and contractors are independent entities. Managing Agent is not responsible for vendor workmanship, materials, schedule delays, or contractor negligence. Managing Agent may rely on the work and opinions of licensed professionals retained by the Association and shall not be liable for their errors or omissions.

C. Indemnification of Managing Agent

The Association shall indemnify and hold harmless Terassi Blue Management, LLC and Scott Rasku from and against claims, damages, liabilities, and expenses, including reasonable attorneys' fees, arising out of the performance of services under this Agreement, except to the extent caused by Managing Agent's gross negligence, willful misconduct, or unlawful acts.

D. Cybersecurity / Funds Transfer Disclaimer

Managing Agent shall use commercially reasonable administrative practices regarding electronic communications and funds transfers. However, the Association acknowledges that electronic communications, banking systems, and email systems carry inherent fraud and cybersecurity risks.

Managing Agent shall not be liable for losses arising from fraudulent wire instructions, email compromise, cyber fraud, phishing activity, or unauthorized electronic transactions unless caused by Managing Agent's gross negligence or willful misconduct.

E. Board Delay Protection

Managing Agent shall not be responsible for delays, damages, increased costs, or operational consequences resulting from the Board's failure to timely approve proposals, expenditures, repairs, contracts, professional recommendations, or emergency response measures.

F. Collections Disclaimer

Managing Agent shall make commercially reasonable efforts to coordinate collection activity authorized by the Board and legal counsel; however, Managing Agent does not guarantee recovery of delinquent amounts.

XII. Records & Data

All Association records, data, owner information, financial records, contracts, and correspondence maintained by Managing Agent are the sole property of the Association. Managing Agent shall maintain all required Association records for the retention periods specified by Florida Statute 718.111. Managing Agent shall not use Association owner data for any purpose other than performing services under this Agreement. Upon termination, all records shall be delivered to the Association per Section X.D.

XIII. Miscellaneous Provisions

13.1 Notices

All notices required by this Agreement shall be effective when: personally delivered; sent by email with delivery confirmation; sent by certified mail, return receipt requested; or deposited with a national overnight courier. Notices shall be sent to the addresses set forth in the Key Terms table on the first page of this Agreement, or to such other addresses as a party may specify in writing.

13.2 Interference

The Association shall not interfere, nor permit or cause any of its officers, directors, or Unit Owners to interfere with Managing Agent in the performance of its duties under this Agreement.

13.3 Assignment

Neither party may assign this Agreement without the prior written consent of the other party. Given the single-person nature of Managing Agent's LLC, any change in the principal personally performing services under this Agreement requires prior written Board consent.

13.4 Dispute Resolution

The parties shall first attempt to resolve any dispute through good-faith negotiation. If negotiation fails within thirty (30) days, the parties shall submit the dispute to non-binding mediation before a single mediator mutually agreed upon by the parties, the cost of which shall be shared equally. If mediation fails, disputes may be submitted to binding arbitration before a single arbitrator pursuant to the rules of the American Arbitration Association, or either party may pursue remedies in a court of competent jurisdiction. The prevailing party shall be entitled to recover reasonable attorneys' fees and costs. This Agreement shall be governed by the laws of the State of Florida; venue shall be Leon County, Florida.

The original contract provided for a three-arbitrator AAA panel. This has been revised to a single arbitrator (preceded by mediation) to reduce cost proportionate to the scale of this Agreement.

13.5 Cumulative Remedies

All rights and remedies provided herein are cumulative. The waiver of any breach shall not be deemed a waiver of any subsequent breach. Failure of either party to insist upon performance of any covenant shall not be construed as a waiver of that covenant.

13.6 Changes Required by Law

The parties agree to promptly amend this Agreement as required to comply with applicable statutes, ordinances, or regulations. Managing Agent shall have no obligation to submit this Agreement to any governmental entity.

13.7 Entire Agreement

This Agreement, together with Exhibit A (Services) and Exhibit B (Compensation), constitutes the entire agreement between the parties and supersedes all prior negotiations and understandings. No amendment shall be valid unless in writing signed by both parties.

13.8 Severability

Each duty and authority delegated to Managing Agent is severable. The unenforceability of any provision shall not affect the validity of the remainder of this Agreement.

13.9 Right to Acquire

Nothing herein shall prevent Managing Agent, its officers, or affiliates from bidding at any public sale, including bankruptcy or foreclosure, to acquire title to any unit in the Community.

13.10 Governing Law

This Agreement shall be governed by the laws of the State of Florida. Venue for any litigation shall be Leon County, Florida.

Signatures

IN WITNESS WHEREOF, the parties have executed this Community Management Agreement as of the date first written above.

Chateau De Ville of Tallahassee Condominium Association, Inc.	Terassi Blue Management, LLC
Authorized Signature	Authorized Signature
Printed Name & Title	Printed Name & Title
Date	Date
Witness Signature	Witness Signature
Printed Name	Printed Name

EXHIBIT A

Services to be Performed by Managing Agent

Managing Agent shall provide administrative management and coordination services to the Association under the direction of the Board of Directors and subject to the availability of Association funds. All services listed below are included in the monthly base fee of \$2,000.00. Services not listed below are Additional Services billed per Exhibit B.

Administrative Services

1. Coordinate day-to-day administrative operations during Business Hours.
2. Assist the Board with implementation of approved policies, decisions, and procedures.
3. Maintain business records, owner rosters, meeting records, contracts, vendor information, and other records required by Florida law and the Community Documents.
4. Prepare meeting draft agendas, meeting notices, and meeting minutes for Board review and approval.
5. Coordinate communications between the Board, Unit Owners, vendors, contractors, and professionals retained by the Association.
6. Maintain communications with Unit Owners and document complaints, maintenance requests, and violations for Board review.
7. Assist the Board with preparation and distribution of budgets, meeting notices, meeting materials, and other administrative documents.
8. Coordinate vendor proposals, service scheduling, maintenance requests, and contractor access to Association property.
9. Assist with enforcement matters authorized by the Board, which include violation notices, coordination with legal counsel, and administrative collection procedures. (Specifically excluding Notice of Late Assessment Letters, which are performed by the treasurer of the board.)
10. Track Unit Owner alteration requests and enforce the 30-day Board response deadline required by the Declaration.
11. Process estoppel certificate requests within statutory timeframes; estoppel fees are billed as Additional Services per Exhibit B.
12. Maintain applicable certificates of insurance from all vendors performing work on Association property.

Communication Standards

1. Routine Association communications shall occur through communication channels designated by Managing Agent, including Association email, management software platforms, telephone, written correspondence, or other approved business communication methods.
2. Managing Agent shall not be required to conduct Association business through personal mobile telephone numbers, personal text messaging, social media platforms, social networking applications, or personal social media accounts.
3. Management personnel may, at their sole discretion, utilize text messaging or other electronic communication methods for convenience; however, such use shall not create an ongoing obligation to communicate through those methods.
4. Non-emergency communications received outside normal business hours may be addressed during the next business day.
5. Routine owner and resident communications are included within the Base Management Fee. Excessive, repetitive, abusive, harassing, unusually time-intensive, or non-routine communications requiring substantial administrative involvement, investigation, documentation,

coordination, repeated responses, or dispute management may constitute Additional Services billable pursuant to Exhibit B.

Financial Services

1. Assist with preparation of annual budgets for Board review and approval.
2. Collect assessments and other charges authorized by the Board; maintain records of Unit Owner accounts.
3. Coordinate deposits, invoice processing, account reconciliation, and financial reporting.
4. Provide monthly financial reports to the Board by the 15th of the following month: income statement, balance sheet, aged receivables, and bank reconciliations.
5. Coordinate with the Association's accountants, auditors, banks, and legal counsel.
6. Maintain financial records in accordance with generally accepted accounting principles and Florida Statute 718.111.
7. Not expend Association funds in excess of \$1,500.00 per incident without prior Board approval, except in Emergency situations.
8. Notify the Board promptly of any Emergency expenditure and submit a written incident report within 24 hours.

Property Maintenance Coordination

1. Coordinate routine maintenance, repair, cleaning, landscaping, pest control, and vendor services for Common Elements as directed by the Board.
2. Perform periodic property inspections no less than every two weeks and report maintenance concerns, violations, and safety issues in writing to the Board.
3. Obtain and present at least two (2) competitive vendor proposals for non-emergency work estimated to exceed \$1,500.
4. Coordinate Emergency service responses as defined in Section VI.
5. Monitor vendor performance administratively and report deficiencies to the Board.

Limitation of Professional Responsibilities

Managing Agent provides administrative management and coordination services only and shall not provide engineering, architectural, legal, construction management, reserve study, code compliance certification, or other licensed professional services. Managing Agent shall not be responsible for: identifying latent defects; determining structural integrity; reserve funding adequacy; milestone inspection compliance; life safety compliance; building code violations; guaranteeing compliance with laws or regulations; certifying code compliance; deferred maintenance conditions; supervising construction methods; guaranteeing contractor workmanship; performing engineering or legal analysis; or providing any service requiring specialized professional licensure. All such services shall be performed by appropriately licensed professionals retained by the Association.

Any capital project coordination performed by Managing Agent shall be administrative in nature only and shall not constitute construction management, engineering supervision, quality control inspection, safety supervision, or warranty of contractor performance.

Routine Association communications shall occur through designated communication channels established by Managing Agent. Managing Agent shall not be required to conduct Association business through personal text messaging, social media platforms, or personal social accounts.

EXHIBIT B

Compensation Schedule

Base Management Fee

Description	Fee
Monthly Routine Management Services (all services in Exhibit A)	\$2,000.00 / month

Additional Services Fee Schedule

All Additional Services require prior written Board authorization except Emergency response. Billed monthly; due within 30 days of invoice.

Service	Fee
Additional Board meeting attendance (beyond 8 regular + 1 annual per year)	\$50.00/hr; 1-hr minimum per meeting
Special or emergency Board meetings	\$50.00/hr; 1-hr minimum per meeting
After-hours Emergency coordination (Section VI)	\$50.00/hr; 1-hr minimum per incident
Capital project / construction oversight (roof, paving, major drainage, insurance restoration, etc.)	\$50.00/hr
Estoppel certificate — standard (15 business days)	Statutory maximum per Fla. Stat. 718.116
Estoppel certificate — expedited (3 business days)	Statutory maximum per Fla. Stat. 718.116
Annual audit / tax preparation coordination	\$50.00/hr
Extraordinary collections coordination as per industry standards	\$50.00/hr
Legal proceedings coordination (litigation support, eviction coordination)	\$50.00/hr
Excessive or repetitive owner requests beyond routine communication (>4 hrs/month for a single owner)	\$50.00/hr for time exceeding 4 hrs/month
Document compilation for insurance claims (beyond routine coordination)	\$50.00/hr
New Unit Owner onboarding and setup	\$50.00/hr
Bulk owner mailings (postage and printing)	At cost, no markup
Other services not listed in Exhibit A, as authorized by Board	\$50.00/hr

Managing Agent shall not receive referral fees, commissions, kickbacks, or rebates from vendors without prior written Board disclosure and approval. Managing Agent shall not mark up third-party vendor invoices without prior Board disclosure and approval.

DRAFT — This document is a template for discussion purposes only and does not constitute legal advice. It should be reviewed by the Association's legal counsel before execution.