



TCB Property Management, LLC

"Taking Care of Business"

137 S. Courtenay Pkwy #683

Merritt Island, FL 32952

Office: 888-542-1555

August 23, 2015

Contract Proposal For: San Juan Condominium Association, Inc

IF YOU HAVE ANY QUESTIONS PERTAINING TO THIS PROPOSAL, PLEASE DO NOT HESITATE TO CONTACT US AT OUR OFFICE!!

THANK YOU FOR THE OPPORTUNITY TO INVITE "TCB PROPERTY MANAGEMENT" FOR A PRESENTATION AND A PROPOSAL.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Lockamy".

Sharon Lockamy/CAM

President

TCB Property Management

DISCLOSURE OF RELATIONSHIP

The Manager/Management has no relationship to the developer or subsequent developer or any member of its elected Board of Directors except that of a business relationship with the San Juan Condominium Association, Inc.

This management agreement between the San Juan Condominium Association, Inc. and TCB Property Management LLC, CAM license #26520, who will hereafter be referred to as the "General Manager".

The "General Manager" is a Professionally Licensed Community Association Manager Licensed by the state of Florida to manage the day to day operation of San Juan Condominium Association, Inc. and will provide management services as an employee of the Association.

GENERAL GUIDELINES

The "General Manager" will execute of those policies adopted by the "Board" and as the "General Manager" will execute those decisions if they are not in conflict with the Florida Statute under which the Association is formed and operates and any other Florida Code Administrative governing C.A.M. licenses or any other governmental regulations.

Including those policies and rules, in accordance with San Juan Condominium Association, Inc., governing documents, their bylaws, standing rules, and if required, the Frequently Asked Question and Answer Sheet currently on file.

NOTARY SERVICES

The "General Manager" is a Notary Public at Large in the State of Florida; the "General Manager" will notarize any documents for the Association "free of charge". A notary log will be kept.

The "General Manager" as a Notary Public at Large, is an "Officer of the Court for the State of Florida" duly appointed by the Governor of the State of Florida as a Notary Public to provide notary service. If a Notary Public at Large is needed for non-association document, this service will be provided at a separate fee.

General Manager agrees to indemnify and hold harmless the San Juan Condominium Association, Inc., of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the work of General Manager.

BIDS

The "General Manager" will obtain bids/quotes at the Board's request.

MANAGEMENT SERVICES

- Report to the Board of Directors or their designated representative regarding Association matters needing attention.

- A representative of TCB Property Management will arrange /attend Board of Directors meetings as needed, including the Annual Meeting and two Board of Directors Meetings per year.
- Prepare all agendas and notices of meetings per Florida Statute.
- Prepare assessments to all members. Assess interest/late fees to member accounts, as outlined in the Association's recorded documents. Receive and deposit association funds. Prepare reconciled financial reports and email monthly to the Board of Directors.
- Prepare payment of operating expenses for utilities, cleaning, maintenance and other routine items.
- Prepare payment of capital expenditures for replacements, additions and major repairs.
- Managing and reconciling bank and investment accounts for operating funds and reserves.
- Obtain and present any and all bids requested by the Board of Directors and make recommendations to the Board regarding the most qualified contractor. Oversee vendors on an as needed basis.
- Assist with budget, including reserve fund schedules.
- Maintain current owners' addresses and email address.
- Handle telephone and email requests/concerns from owners. Emergency calls shall be returned within 30 minutes, non-emergency calls will be returned within 24-hours, excluding weekends and holidays.
- Obtain and present any and all bids requested by the Board of Directors and make recommendations to the Board regarding the most qualified contractor.
- Maintain a file for all contractor/vendors with copy of license and insurance and all correspondence.

FEES

The monthly management fee due the 1st of each month effective September 1, 2015 to TCB Property Management will be \$1,500.00. Two times per week excluding Holidays.

Other Fees:

\$.10 per copy fee

\$.50 per color copy

\$.03 per label

\$.10 per envelope

\$.20 for large envelopes

We do not charge extra fees for anything other than supplies & postage as listed above. Attending meetings, drafting minutes, and all other services outlined in this contract are included in the monthly price and you will not be charged extra for.

COMPLETE AND ENTIRE AGREEMENT

This contract constitutes a complete and entire agreement between TCB Property Management "CAM Manager" and San Juan Condominium Association, Inc.

This contract may be terminated by either party with 30 days written notice and once signed has an effective term of one year. Changes to this contract require an attached addendum with written changes dated and signed.

"General Manager": TCB Property Management, LLC

By: Sharon Lockamy

Sharon Lockamy, CAM Manager

Date: Aug 24, 2015

Accepted Property: San Juan Condominium Association, Inc.

By: David M...

San Juan Condominium Association Board of Director

Date: 8-24-15