



P. O. BOX 1624, Palm Harbor, Florida 34682

SunCoast Property Services

Cell #727-773-6941

FAX # 727-773-0263



MANAGEMENT SERVICE PROPOSAL

Your community is our community, because we are qualified, dedicated, licensed professional association managers that are there when you need us.

SunCoast Property Services is here to give you that personal attention.



LICENSED MANAGERS WITH ELEVEN (11) YEARS OF EXPERIENCE AND CONTINUELY PURSUING EDUCATION. WE GIVE YOU OPTIONS FOR A BETTER RESULT.

Following is a short outline of what SUNCOAST will provide to your association.

- Answer all questions from homeowners 5 days a week from 9AM to 5PM.
- Manager will inspect the property (1 or 2) per month, or **more if needed.**
- Manager could be **on site 6 hours per day at a flat rate, more hours if needed.**
- Share information with the Board and always keep them in the know.
- Be on call 24 hours a day for emergency, such as fire and flood.
- Attend (12) regular monthly meetings on your scheduled day of the month, which includes the annual meeting or more if needed.
- Prepare for the Board of Directors a draft of next year's budget.
- Prepare for the Board of Directors a reserve life expectance spread sheet to be fully funded and partial funded.
- Do all follow up on delinquency regarding owner's account receivable.
- Send first and second notice letters on delinquency.
- Report to all Board of Directors any outstanding status on delinquency.
- Follow Board of Directors directive in filing liens and foreclosures after appropriate legal time frame.
- Research any legal questions needed from attorney, as directed by Board.

- Handle tax reporting with a CPA of choice.
- Complete registration and filings required by the State of Florida.
- On a timely basis open all vendor bills and process for payment to avoid penalty.
- Keep on record all vendor's current insurance certificate and W-9 forms when required.
- Two Financial Reports will be given by the 17th of the month.
- Financial Reports shall include balance Sheet, expense statement, cash disbursement, delinquency report, general ledger, bank reconciliation and bank statement.
- Handle all communication necessary with the vendors and sub-contractors.
- Get vendors bids (3) as directed by the Board of Directors.
- Contracts will be review and signed by Board of Directors, or as directed.
- Report all directives and resolutions within a 48 hour period.
- Handle all open communication with each Board member via e-mail or phone call within a 24 hour period.
- Arrange all membership meetings and announcements.
- Handle all communication with residents as directed.
- Prepare and mail all the legal documentation including the Proxy and Ballots for an annual meeting of the association.
- See that all requested mailings to membership are done in a timely manor.
- Answer all written communication from any vendor or resident to the Board of Directors within a timely manor as directed by the Board of Directors.
- If required all interviews will be handled by the property manager with a fee charged to the buyer or to the lessee which ever is the case.
- Time of interview must be arranged directly with the property manager and done on site. 10 day notice in advance.
- Bank Accounts will be in Association name only.
- SunCoast Property Services carries \$1,000,000.00 E&O liability.
- Bills will come to appointed P. O. Box 1624, Palm Harbor, Florida.
- Accounting system is TOPS, the top of the line in association accounting systems.
- TOPS will download directly from the bank into the unit owner's account to post maintenance fee payment.

The annual fee for the full service would be \$ _____ or _____ per month, for the time so stated in the contract. That is to cover the duties above. Marjority of office expenses will be covered in the flat fee. See attached cost list for any charge over the norm.

PERSONAL ATTENTION IS OUR GOAL

