

**COPY**

**VILLAGES SERVICES COOPERATIVE, INC.  
CONTRACT FOR PROPERTY MANAGEMENT SERVICES  
WITH  
CAMBRIDGE GREENS OF CITRUS HILLS  
PROPERTY OWNERS ASSOCIATION, INC.**

THIS is a contract between Villages Services Cooperative, Inc.; herein referred to as VSC, Inc. and Cambridge Greens of Citrus Hills Property Owners Associations, Inc.; herein referred to as the Association.

**LOCATION OF WORK:** VSC, Inc. office at 2541 N Reston Terrace, Hernando FL 34442 and the Association's plated areas including the existing homes, vacant lots and common areas.

**TERM OF CONTRACT:** The contract shall be for a period of three years, beginning January 1, 2008 and ending December 31, 2011. This contract may be amended only upon agreement of both parties. This contract may be extended beyond the three year period; any increases in year 2 or 3 will not exceed ten (10) percent.

**SPECIFICATION:** Specifications both general and specific on property management and/or accounting services are attached and made part of this contract. No modification of the contract or specification is allowed without the consent of both parties.

**INSURANCE:** VSC, Inc. agrees to maintain insurance required in the general conditions thereby releasing the Association from any liability, liens, or claim made by anyone who furnishes materials or service to VSC, Inc.

**CONSIDERATION:** For service performed VSC, Inc. shall be paid the amount of \$ 625.00 per month. Payment will be made on or before the first Friday of the month during which service is performed, based on the actual count made at the end of the prior month. Any work outside of the scope of the contract specifications will be proposed in writing on an individual basis and billed separately.

Either party may terminate this Agreement before annual renewal date, ninety (90) days prior written notice tendered by certified mail to the other party. Association will pay VSC for all services rendered through the date of termination. Upon termination the parties further agree to cooperate fully in order to provide for an orderly transition.

**Set up fee:** A conversion or setup fee of \$500 for the conversion of the Association's current property management and financial data into VSC's TOPS computer system.

**Web-Site:** Association will provide on site training/instructions for VSC to update web-site.

**Newsletter:** Association will provide in final format newsletter for VSC to re-produce and mail to homeowners.

ached hereto and made a part of:

VSC, Inc. proposal  
List of Services and Fees, for Office Services and CAM Services  
List of Services and Fees, for Accounting Services and Legal Services

THIS contract has been accepted by both VSC, Inc. and the ASSOCIATION. Both parties acknowledge that they have read and understand the Conditions and Specifications of this contract.

VILLAGES SERVICES COOPERATIVE, INC.:

Signed this October 9, 2007

Meri O'Brien Title Director/Office Manager  
Authorized Agent

Cambridge Greens of Citrus Hills Property Owners Association, Inc.

Signed this October <sup>16<sup>th</sup></sup> 9, 2007  
to be effective Nov 1, 2007

Joshua N. Wood Title President  
Authorized Agent Joshua N. Wood

VILLAGES SERVICES COOPERATIVE, INC.  
CONTRACT FOR PROPERTY MANAGEMENT SERVICES  
WITH  
CAMBRIDGE GREENS OF CITRUS HILLS  
PROPERTY OWNERS ASSOCIATION, INC.

COPY

THIS is an addendum to the original contract dated and signed on October 16, 2007.

LOCATION OF WORK: VSC, Inc. office at 2541 N Reston Terrace, Hernando FL 34442 and the Association's plated areas including the existing homes, vacant lots and common areas.

TERM OF CONTRACT: The addendum to the contract shall be for the year January 1, 2009 through December 31, 2009. At this point the original contract will become active and will extend through December 31, 2011.

TERM OF CONTRACT: This contract is to be extended for the above year at a five (5) percent increase (\$656.25). This addendum is effective for this year only and will be reviewed at the end of the 2009 for the year 2010.

THIS contract has been accepted by both VSC, Inc. and the ASSOCIATION. Both parties acknowledge that they have read and understand the Conditions and Specifications of this contract.

VILLAGES SERVICES COOPERATIVE, INC.

Signed this November 10, 2008.

Aerolyn O'Brien Title Secretary / Office Manager  
Authorized Agent

CAMBRIDGE GREENS OF CITRUS HILLS POA INC.

Signed this 11/13, 2008

Dennis R. Cortais Title PRES  
Authorized Agent

**VILLAGES SERVICES COOPERATIVE, INC.**  
**LIST OF SERVICES & FEES**  
**FOR**  
**POA – PROPERTY & FINANCIAL MANAGEMENT**

**OFFICE SERVICES:**

***FACILITIES:***

BUSINESS PHONE AND MAILING ADDRESS  
MAIL BOX AND DELIVERY  
AFTER HOURS & WEEKEND MESSAGE CENTER  
COPY AND FAX MACHINE ACCESS & DROP BOX  
USE OF CONFERENCE ROOMS & FACILITIES  
LIBRARY OF POA RELATED FLORIDA STATUES AND ISSUE  
POA DOCUMENTS AND CORRESPONDENCE FILE STORAGE  
POA BY-LAWS, COVENANTS, ACC/ACB REGULATIONS STORED  
WEB PAGE WITH LINKS TO INDIVIDUAL POA SITES

**CUSTOMER SERVICES:**

PHONE ANSWERING AND MESSAGE TAKING  
MANAGEMENT OF MONTHLY MESSAGE LOG  
CONTACTING APPROPRIATE SUB-CONTRACTORS FOR SERVICES  
COPIES OF BY-LAWS, COVENANTS, ACC/ACB REGULATIONS  
MEETING ROOM SCHEDULING

**CAM SERVICES:**

***PROPERTY MANAGEMENT:***

CONSULT AND ADVISE BOARD OF DIRECTORS  
DAY TO DAY PROPERTY MANAGEMENT  
DAY TO DAY MANAGEMENT OF SUB-CONTRACTORS  
MANAGE CUSTOMER SERVICE CALLS AND LOG  
ATTEND MONTHLY, QUARTERLY, ANNUAL MEETINGS  
ASSIST THE ACC/ACB WITH CORRESPONDENCE  
ASSIST IN ELECTIONS – CERTIFYING COMPLIANCE & COUNTS  
TAKING OF MEETING MINUTES

***CONTRACT MANAGEMENT:***

ASSIST IN WRITING AND NEGOTIATING CONTRACTS  
ASSIST IN SUPPLYING QUALITY CONTRACTORS  
DAY TO DAY MANAGEMENT OF SUB-CONTRACTORS  
MONTHLY SITE INSPECTIONS

**VILLAGES SERVICES COOPERATIVE, INC.**

**LIST OF SERVICES AND FEES CON'T**

**ACCOUNTING SERVICES:**

*CUSTOMER & BANKING SERVICES:*

BILLING AND COLLECTION SERVICES  
CHECKBOOK MANAGEMENT  
TYPING CHECK REQUEST FORM  
PRINTING OF CHECKS FOR PAYMENT  
PAYMENT MANAGEMENT – MAIL, PICKUP, DELIVERY  
BANK DEPOSITS, TRANSFERS, ETC.  
FINANCIAL DATA ENTRY  
VSC FUNDED CENTRAL PETTY CASH

*FINANCIAL:*

MONTHLY REPORTING:  
BALANCE SHEET  
STATEMENT OF REVENUE & EXPENSES  
CHANGES IN FUND BALANCE  
LINE ITEM BUDGET VS ACTUAL  
DELINQUENT ACCOUNTS  
GENERAL LEDGER  
ASSIST AND ADVISE IN THE BUDGETING PROCESS  
FINANCIAL CONSULTING AND ADVISEMENT

**ADDITIONAL FEES THAT ARE NOT INCLUDED IN VSC CONTRACT:**

INCOME TAX REPORTING AND FILING BILLED SEPARATELY  
FEES – MONTHLY BASED ON SERVICES REQUIRED  
FEES – FOR POSTAGE, COPIES AND STATIONERY SUPPLIES AT COST

**LEGAL SERVICES:**

CONSULTING  
CONTRACTS  
LIENS  
COLLECTIONS, ETC.

**TRANSFER FEES:**

Buyer transfer documentation and recording are performed by VSC, and transfer fees are retained by VSC.

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# **NON-CONTRACT EXPENSE**

## **ADDENDUM A**

### **COPIES:**

|                        |   |
|------------------------|---|
| BLACK & WHITE COPIES:  | .05 CENTS   |
| B/W 8 ½ X 14 COPIES:   | .08 CENTS   |
| B/W 11 X 17 COPIES:    | .12 CENTS   |
| COLOR COPIES 8 ½ X 11: | .25 CENTS   |
| COLOR COPIES 8 ½ X 14: | .30 CENTS   |
| AVERY LABELS           | .05 CENTS (USED FOR RETURNED LABELS & HOMEOWNERS ADDRESS) |

### **SUPPLIES FOR MAILINGS:**

|                   |           |
|-------------------|-----------|
| # 10 ENVELOPES:   | .10 CENTS |
| WINDOW ENVELOPES: | .15 CENTS |
| 9 X 12 ENVELOPES: | .50 CENTS |

**HOURLY RATE:** \$ 35.00 PER HR

TRANSFER FEES (\$30.00) TO BE HANDLED BY SELLER/TITLE COMPANY AND FEE TO BE PASSED ON TO VILLAGES SERVICES FOR ADMINISTRATION COST.

Lien Filing - \$50.00 plus certified mailing expense.

**April 2, 2007 – prices subject to change without notification**

December 13, 2007

**ALL FEES & COSTS ARE FOR DEMAND LETTER, LIEN & FORECLOSURE ARE ADVANCED BY OUR FIRM & WE COLLECT THOSE AMOUNTS FROM THE HOMEOWNER.**

Fees & costs for a 45 day Demand letter is \$175.00

Fees & costs for 45 day lien letter and File with the Courts is \$475.00

Costs for Foreclosure are \$260.00 to file Complaint;

Title Search \$70.00, service of process varies on number of defendants and where they are located;

The attorney fees are \$200.00 hr. as we move through each step of the foreclosure.

A standard foreclosure : Written and telephone communications with parties, Court, and process server.  
1.2 Hrs.

Order, review and analysis of title documents; Review and revise draft of Notice of Lis Pendens, Complaint, Complaint Exhibits and Summons; Review final draft. 1.6 Hrs.

Review returns of service; Review Motions for and Orders of Default and Notice of Dropping Party; Where filed, review Answers and Affirmative Defenses. .4 Hrs.

Prepare, review and revise Motion for Summary Judgment and supporting Affidavits; Monitor receipt of Affidavits and review;

Review Notice of Hearing. 1.2 Hrs.

Prepare, review and revise Final Judgment and Notice of Sale. .8 Hrs.

Preparation for and attendance at Hearing on Motion for Final Judgment. 1.5 Hrs.

Proposed Time for post judgment proceedings. 1.4 Hrs. Kathy