

AGREEMENT CHECKLIST FOR CAMBRIDGE G CONDOMINIUM ASSOCIATION, INC. OF CENTURY VILLAGE EAST

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ABOUT SEACREST SERVICES

The Seacrest Mission is to be the premier provider of community Association management and maintenance services. We not only conduct business in an ethical manor, but we also strive to build long-term mutually rewarding business partnerships. Seacrest Services is a responsible employer and a concerned corporate citizen.

Seacrest was founded in Palm Beach County in 1968 as a janitorial maintenance company; we diversified in 1975 to add Community Management Services for Condominium and Homeowners Associations. Seacrest Services currently manages over two hundred and eighty Associations in Palm Beach County. Our smallest community contains eight (8) homes and our largest community contains over eight thousand (8000) homes. Through dedicated performance and a commitment to excellence, Seacrest has become the Premiere Leader in Full Service Community Association Management.

We are a diverse, full service company offering a wide variety of specialty services through a staff of certified and well-versed experts. Some areas of expertise are demonstrated with the following State and National Accreditations:

Seacrest Services Personnel hold the following accreditation

- Professional Community Association Managers
- Certified Horticulturist
- Certified Nursery Professional
- Lawn and Ornamental Pest Control Operator
- Interior GHP Pest Control Operator
- Licensed General Contractor
- Licensed Painting Contractor
- National Arborist Association Member

At Seacrest we believe in a total quality management approach towards management and services to our customers. Defining the desired results, identifying the appropriate means, implementing systems of measurement, while continuously seeking improvement, all become underlying foundations of this approach. We employ a staff of certified professionals in all aspects of management and property maintenance services. Utilizing state of the art techniques and equipment, wages and benefits above industry standards, sound management systems, coupled with our dedication to customer service, these professionals will provide premium quality management services to your community.

Seacrest's unwavering concentration on quality and the economy of service has positioned us for growth and customer retention. We have maintained an Annual Growth of 15% with customer retention far above industry average at 98.5%.





AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered into this 1st day of January 2018 by and with CAMBRIDGE G Condominium Association, Inc. established and recorded under a certain Declaration of Covenants and Restrictions. Recorded in the Public Records of Broward County, Florida, hereinafter referred to as the "Association", and SEACREST SERVICES, INC., a Florida corporation herein after referred to as Seacrest.

WITNESSETH THAT

WHEREAS The Association is and shall be composed of the owners, from time to time, of certain residential units contained in CAMBRIDGE G Condominium Association, Inc. located in Broward, Florida and the Association is the entity responsible for the operation of the Association Property; and

WHEREAS, The Association, has proposed to engage and hire the services of Seacrest for the management of the Association Property and Seacrest is agreeable and desires to be so engaged.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and of other good and valuable consideration, it is hereby agreed by and between the parties as follows:

I. DEFINITION AND SCOPE OF THE PROPERTY

- a. As used herein the "Association Property" shall be deemed and construed to include all common and recreation areas, including but not limited to, the yards, lawns, and outside areas, as more fully described in the Declaration of Covenants and Restrictions as recorded in the Official Record Books, Public Records of Broward County, Florida.

II. TERM OF THE AGREEMENT

- a. The term of this Agreement shall be for a period of (48) months, commencing January 1, 2018 and ending on December 31, 2021, unless terminated sooner in accordance with the terms set forth in this agreement.

Should this agreement not be amended or extended, in writing, prior to the expiration of the initial term or any extended terms, it shall be automatically extended for an additional one-year period. Regardless of whether this agreement has been extended, the Association can terminate this contract with or without cause upon providing sixty - (60) day's written notice to Seacrest Services, Inc. Contract termination will take place on the last day of the month following the sixty - (60) day notice.





- b. Either party for any reason may terminate this Agreement with SIXTY- (60) DAYS written notice by certified mail with or without cause.

III. COMPENSATION OF SEACREST

- a. In consideration of the services to be performed by Seacrest Services, Inc., hereunder the Association shall pay the following MONTHLY fee:

\$ 3,503.62

Breakdown is as follows:

Ownership = 1.210% ~ 1 Bedroom / 1.5 Bathrooms = \$42.39 per month

Ownership = 1.410% ~ 2 Bedrooms / 1.5 or 2 Bathrooms = \$49.40 per month

Increase Schedule:

2 Year Term		4 Year Term	
2018	2%	2018	0%
2019	2%	2019	3% 2% BH
		2020	0%
		2021	2%

Initial _____

Initial _____

- b. Payments for the above services are due no later than the 5th of every month. The Association hereby authorizes Seacrest Services Inc. to initial electronic funds transfer (EFT) credit entries from its checking account. This authority will remain in effect until the Association notifies the Manager otherwise. The Association understands the amount of the credit will be equal to charges outlined above. I understand that corrections may be made without forewarning. The Association acknowledges that the origination of Automatic Clearing House (ACH) transaction to its account must comply with provision under US law.

IV. TERMINATION CONDITIONS

- a. Upon receipt of certified termination notice, the management company shall:
- Stop work under this agreement on the last day of the month following the extent specified in the sixty - (60) day notice.

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- ii. Place no further orders or hire additional subcontractors with relation to the work terminated, except as necessary to complete the work under this agreement.
- iii. Assign to the Association all of the Management companies right, title interest in any sub-contract in process.
- iv. Within three (3) weeks of notice, permit the Association access to the management company's premises to review the Association's records, and make an itemized claim for delivery of the Association records.
- v. Provide the Association:
 1. A schedule of termination activities, including notices to vendors and banks, if required by those vendors and banks, and meeting with the successor entity responsible for the management of the Association to complete the transition of responsibility in a comprehensive and businesslike manner.
 2. An itemized statement of the estimated amounts due from the Association to the Management Company.
 3. An itemized statement of the estimated amounts due suppliers of services and goods ordered in the name of the Association.
 4. A date for a meeting, at the Association offices, for returning to the Association records, funds, deposit accounts, inventory belonging to the Association, and to conclude the contractual obligations.
 5. All records pertaining to this contract shall be submitted to new management within ten (10) business days of the termination date.

V. GENERAL CONDITIONS

This Agreement constitutes the entire agreement between the CAMBRIDGE G Condominium Association, Inc. and Seacrest Services Inc., and any changes or modifications of any kind or nature must be in writing, executed by both parties with the same formality as that within the agreement.

Seacrest shall comply with and abide by all laws, rules and regulations of the federal, state and local governments.

During the entire term of this agreement and for any and renewal terms, Seacrest shall maintain and keep in force and effect general liability insurance in an amount not less than \$3 million, workers compensation as required by law, automobile insurance in an amount not less than \$ 1 million per occurrence and a blanket fidelity bond in the amount not less than \$1,000,000. Certificates of Insurance will be presented to Association prior to commencement of contract and/or upon request.





Seacrest shall perform services to the Association as specified except for six (6) holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day.

All Seacrest employees must successfully pass a criminal background check and drug screening before they are assigned. Seacrest is an equal opportunity employer.

Seacrest will provide all labor costs, taxes, and insurance on the personnel listed in the agreement.

Seacrest will hold harmless and indemnify the Association, its Board Members and Officers, from any claims brought against them arising from negligence or intentional misconduct on the part of Seacrest or anyone for whom Seacrest is responsible or arising from any breach of the agreement.

Management Agent's undertaking

The Management Agent, by the execution of this agreement, assumes and undertakes to perform, carry out and administers all management, operational and maintenance responsibilities. Such assumption of obligations is limited, however, to operation, management and maintenance as Management Agent and does not require Management Agent to pay any of the costs and expenses, which are the obligation of the Association, except as specifically assumed by the Management Agent in this Agreement. Any matter that involves legal action or poses a potential legal action shall be provided to Association counsel.

Engagement of Employees by Association

The Association covenants and agrees to not hire, employ or otherwise engage any employees or former employees, or contract with or in any way engage any employees or former employees, of the Management Agent while this agreement remains in force and for a continued period of twenty-four (24) months following the expiration or early termination of this agreement. This restriction prohibits the Association from utilizing the services of any employees who worked at the Association premises or for the Association at any time during the initial term of the agreement or any renewal term(s) as an independent contractor, direct employee, or the employee of another company during the term of this agreement or for a twenty-four (24) month period, following termination, provided, however, that in the event the Association utilizes the services of the described employees contrary to the restrictions set forth herein, the Association





agrees to pay the Management Agent an amount equal to fifty percent (50%) of the gross annual wages of the employee as liquidated damages.

Independent Contractor

Except to the extent otherwise expressly provided herein, The Seacrest Management Agent shall be deemed to be an independent contractor and not an employee of the Association. The Management Agent shall be free to contract for similar services to be performed for other entities, wherever located, while it is under contract with the Association.

Liability

The Association will, and does hereby agree to indemnify, save, defend, and hold harmless Seacrest and its officers, directors, agents, and employees for any liability for damages, cost and expenses, for any intentional acts that the Association has caused. Seacrest will, and does hereby agree to indemnify, save, defend and hold harmless the "Association", its officers, directors, located in CAMBRIDGE G and all unit owners, guests, individuals located in the Association for any and all acts that Seacrest, its employees, agents, or independent contractors caused.

All personal property placed or moved into the Association Premises will be at risk of the Association or Owner of this property.

Seacrest will not be liable to the Association or others for any damage to or injury to person or property, real or personal, arising from theft, vandalism, HVAC malfunction, or the bursting or leaking of water pipes. However, the foregoing will not relieve Seacrest of liability for damage or injury resulting from Seacrest's negligence or misconduct. The provision set forth in this paragraph shall survive the expiration or early termination of this Agreement.

Miscellaneous

1. In any litigation arising from this Agreement or connected herewith, the prevailing party shall be entitled to recover all costs and attorney fees incurred.
2. No waiver of breach of any covenants contained in this Agreement shall be construed to be a waiver of any succeeding breach of the same or any covenant.
3. No modification, release, discharge or waiver of any provision hereof shall be of any force, effect or value unless in writing, signed by both of the parties to this Agreement, their respective successors and assigns.





4. If any term or condition of this Agreement is, to any extent, invalid or unenforceable, the remainder of this Agreement is not to be affected thereby and each term and condition of this Agreement is to be valid and enforceable to the fullest extent permitted by law. This Agreement will be construed in accordance with the laws of the State of Florida.
5. The Association represents and warrants that execution, delivery and performance of this Agreement by the Association will not conflict with, nor result in breach of any Agreement, whether oral or written, document, indenture or other instrument to which the Association is a party or under which it is bound. The Association further represents and warrants that it has full power and authority to execute and deliver this Agreement, and to perform the obligations hereunder, and that it has taken all actions necessary to authorize the execution, delivery and performance of this contract.
6. This Agreement constitutes the entire understanding and Agreement between the parties hereto, supersedes all prior written or oral Agreements with respect to its subject matter. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.
7. All parties hereto agree that each has either received, or had the opportunity to obtain independent legal counsel with respect to this Agreement. The parties agree that this Agreement is the joint product of all parties herein and shall not be construed against any individual as drafter of this Agreement.

NOTICE

- A. For the purpose of notice, the address of Seacrest shall be:

Seacrest Services, Inc.
2400 Centre Park W. Drive, Suite 175
West Palm Beach, FL 33409

Or

- B. Seacrest Services, Inc.
6601 Lyons Road, Suite A7
Coconut Creek, FL 33073





VI. APPLICABLE LAW AND VENUE

It is the intention of the parties hereto that this agreement and the performance hereunder in all suits arising hereunder shall be construed in accordance with the laws of the State of Florida and that the laws of Florida shall be applicable and shall govern to the exclusion of the law of any other forum without regard to the jurisdiction in which any action or special proceeding may be instituted. The parties agree that the appropriate venue for any and all suits and special proceedings arising out of, and in connection with, or by reason of this agreement, shall be appropriate Court of competent jurisdiction located in Broward County, Florida.

IN WITNESS WHEREOF, the parties hereto have executed these presents this 1st day, of January 2018.

Patsy Duquette
ASSOCIATION PRESIDENT SIGNATURE

10/10/17
DATE

Patsy Duquette
ASSOCIATION PRESIDENT PRINTED NAME

CAMBRIDGE G CONDOMINIUM ASSOCIATION, INC.

Sergey S. S. S.
SEACREST SERVICES, INC.

10-10-17
DATE

Building Seal

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CUSTOMER SERVICE AGREEMENT

1. Customer Service

- a. Our customer service program will assure prompt response to owner requests for services. Our corporate office, will communicate through customized Seacrest work-order software. A current list of pending and completed work orders can be requested through the buildings property manager at any time. It may take up to 72 hours to pull this report. Work orders may be placed by phone via toll free number, 1-888-928-6465 or online at www.seacrestservices.com.
- b. Each resident of the Association will be given a Seacrest Customer Service refrigerator magnet listing the direct hot line number to the customer service department located in our West Palm Beach corporate office.
- c. As residents call in to our customer service representatives, a work order will be generated and tracked until completion. The resident will be issued a work order confirmation number so that they may reference it at any time to check the status of the request.
- d. Callbacks may be scheduled Mondays thru Fridays, 8:30 to 12:00 & 1:30 to 3:00 excluding holidays.

Note: Pest Control Services are considered non-emergency.

- e. Upon completion of the president's request, a door hanger will be left confirming the work has been complete.
- f. A live operator answers all calls twenty-four (24) hours a day. Seacrest's customer service number can also be used for emergencies between the hours of 5:00PM and 8:00AM, Monday thru Friday and on weekends twenty-four (24) hours a day seven days a week. Toll free number 1-888-928-6465.
- g. The attached exhibits help illustrate our customer service process. Exhibit C - illustrates the customer service process and Exhibit E - illustrates our emergency procedures for the Association.





EXHIBIT "C"

Proposed Customer Service Request System

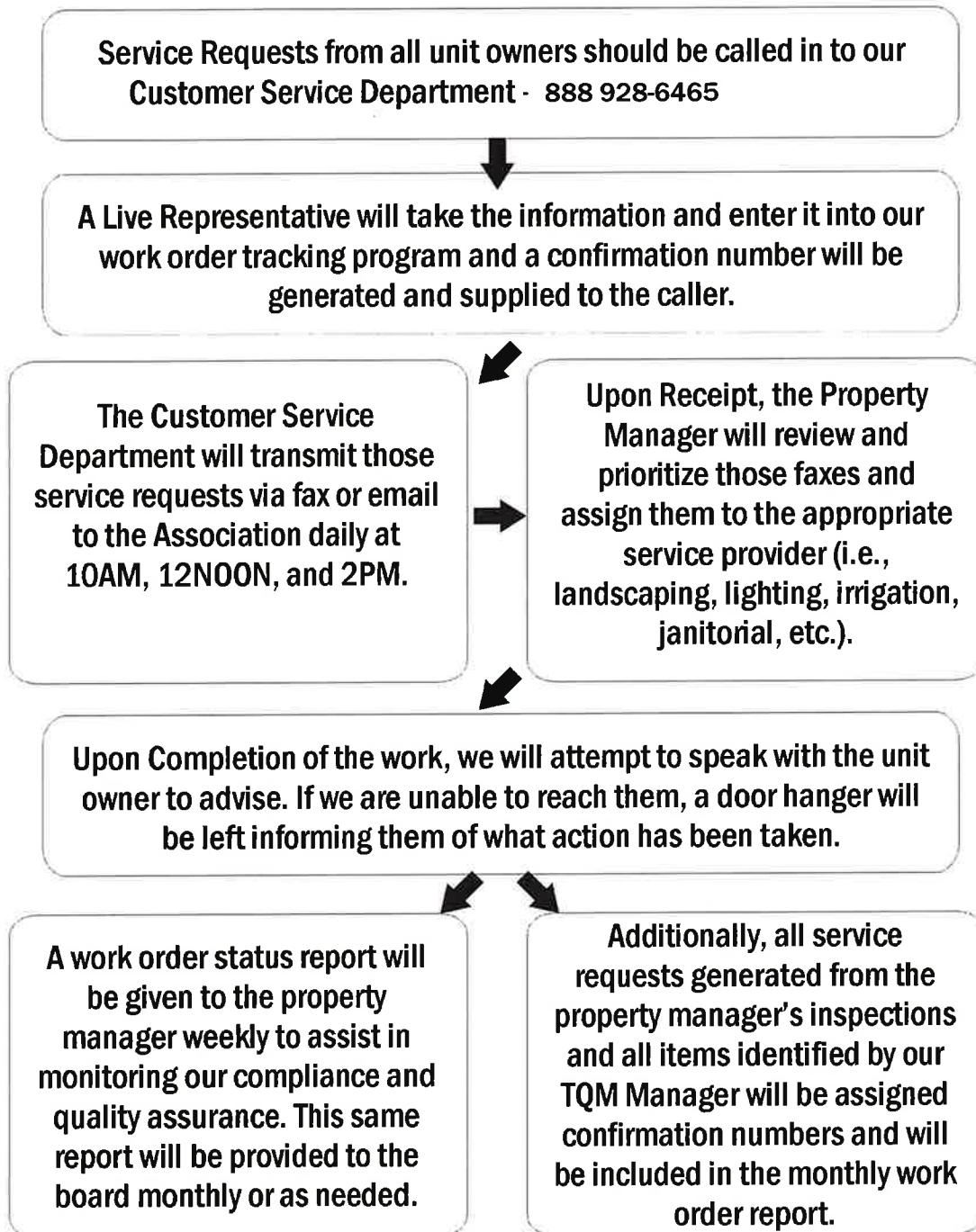
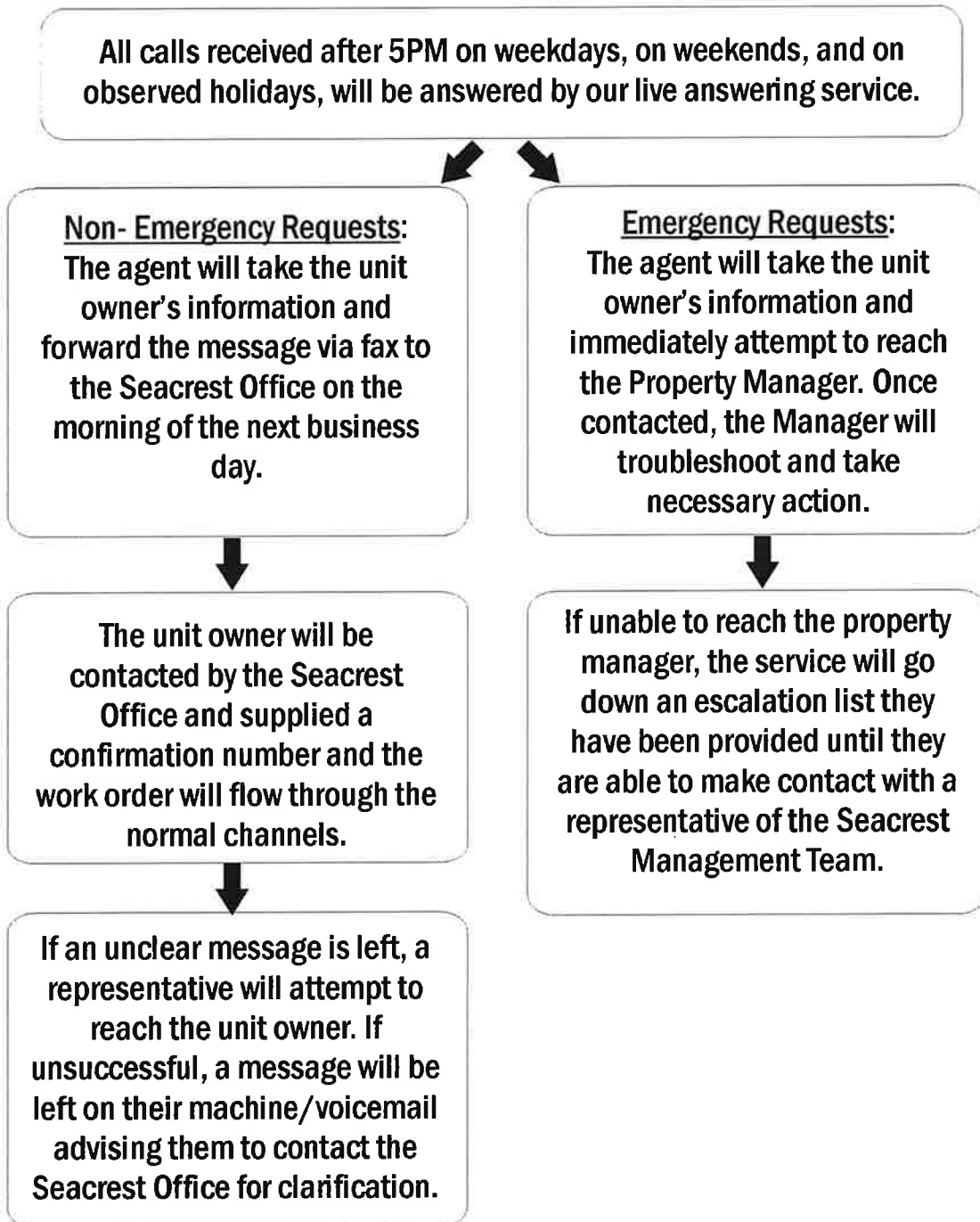




EXHIBIT "E"

After Hours Emergency Request System





LANDSCAPE AGREEMENT

The following maintenance objectives are to follow sound horticultural practices so that the landscape is attractive throughout the year and to the satisfaction of the Association.

IRRIGATION DISCLAIMER

Currently all irrigation services for Century Village – East, Condominium Associations are provided by Master Management.

AREA TO BE SERVICED

All turf and planted areas within Association, including grounds around the residential building and the common element.

PRUNING AND WEEDING

1. Shrubs & Hedges
 - a. All shrubs and hedges will be pruned and weeded twelve (12) times per year (monthly). This includes any plants, shrubs and hedges named by the association.
 - b. A Hard Prune (as required by Association to promote flowing) will be conducted once (1) per year.
2. Trees
 - a. Palm trees will be groomed as needed if it can be reached with a ground pole saw up to ten feet (10').
 - b. Large & medium tree limbs will be cut and elevated as needed up to eight (8') feet from ground level.
 - c. All other tree trimming will be quoted on as requested by the Board of an Association.
3. Weeds and Herbicide
 - a. A post-emergent herbicide will be used in conjunction with the manual cultivation.
 - b. Round up (or another suitable preventative chemical) for weed growth to be used in walkways, driveways and roadways.
4. Sod-Treatment & Mowing
 - a. The Association grass areas will be cut twenty-eight (28) times per year.
 - i. A monthly schedule of the mow sequence frequency is provided below.
 - ii. Grass will be cut at a level from three (3") to four (4") inches depending on time of year.
 - b. Edging of turf, sidewalks and streets will be done twenty-eight (28) times per year.





- c. Weed eaters will follow all mowing sequences around permanent fixtures and trees.
- d. If weather prohibits a mow sequence, Seacrest will resume the scheduled mow as soon as possible.
- e. Fertilization will be done three (3) times per year including two (2) weed and feeds. These fertilizations will be done approximately four (4) months apart and the actual fertilization schedule will depend on the current weather conditions.

Monthly Schedule of Lawn Maintenance Services

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP T	OCT	NOV	DEC	TOT
TURF MOWING	1	1	2	3	3	3	3	3	3	2	2	2	28
BEDS & HEDGES	1	1	1	1	1	1	1	1	1	1	1	1	12

Note: All frequencies are listed as a guideline and are subject to change by mutual agreement.

- 5. Clean-up
 - a. Removal of all debris generated from the services will be removed from beds, shrub areas and hedges.
 - b. Grass clippings will be blown away from condominium buildings, walkways and parking areas onto grass areas. Grass clipping will not be removed.
 - c. Landscape debris resulting from a windstorm or inclement weather will be removed from the property at Seacrest's earliest opportunity.
- 6. Optional Services
 - a. Optional services are available upon request by the Board of Directors. Proposal requests may take up to up to five (5) business days. The Board prior to any work being conducted must approve proposals in writing. Pricing will reflect current market landscaping prices and will be billable upon completion of services:
 - b. Optional Services Include:
 - i. Mulching
 - ii. Planting services
 - iii. Shrub, hedge and/or tree fertilization services
 - iv. Hand watering of plants (new planting only)





7. Quality Assurance

a. Mowing

- i. Seacrest's Mowing Supervisors will inspect property after every mowing sequence.
- ii. Supervisors will insure mowing workmanship quality.
- iii. Supervisors will insure all areas are complete to Association standards.
- iv. Evaluate turf health and condition for pesticide/herbicide call-backs.
- v. Inspect other features for required actions between scheduled visits.

1. Dead or dying palm fronds
2. Palm tree fruiting
3. Newly developed weeds in beds
4. Newly developed debris from winds or other sources
5. Irrigation problems or deficiencies

b. Landscaping

- i. Seacrest's Landscape Superintendent will inspect property before and after every pruning sequence.
- ii. Evaluate needed actions for efficient operations.
- iii. Evaluate status of flowering shrubs and actions required.
- iv. Evaluate landscape health and condition for pesticide/herbicide call-backs.
- v. Insure pruning workmanship quality.
- vi. Insure all areas are complete.
- vii. Inspect other areas for required actions between scheduled visits.
 1. Property management issues
 2. Additional items that require property manager or board attention
 3. Construction activity debris or other sources

8. General

- a. Seacrest's landscape manager will communicate freely with the designated property manager. The landscape manager will be knowledgeable in the area of residential and commercial landscape and will have the authority to make decisions regarding the maintenance of the property.
- b. Landscape crews will be properly supervised. The maintenance supervisor will speak English and be identifiable by a shirt or uniform. All staff members will wear company uniforms with identifiable Seacrest logos.
- c. Seacrest will be responsible for property damage caused by our staff. Repair or replacement of damaged items will be promptly completed.
- d. The Association will provide ready access to electricity and water needed to perform the services listed herein at no charge to Seacrest.
- e. At the Association's request, Seacrest will provide all materials and/or labor for grading, seeding, sodding and planting. Seacrest will bill the Association for time and materials per request.





- f. Seacrest is not responsible for turf and ornamentals that are damaged or killed by cold weather, improper planting, nematodes, fungus, drought or construction related damage.
- g. Seacrest is not responsible for any treatments to trees, flowers, palms or additional treatments to control scale on Sago's. This would be an additional charge.
- h. All debris created by services to be removed from property on the same day service is provided weather permitting.
- i. Seacrest will cooperate with other contractors working within the development.
- j. Onsite Seacrest personnel take no direction from individual homeowners or tenants regarding work performed as contracted. Seacrest employees will ask individuals to immediately contact customer service.

All services will be based on Florida Cooperative Extension Service Horticultural recommendations, consistent with the rules and regulations as adopted by the Florida State Department of Agriculture, Consumer Services Division, licensing and administering the Business of Pest Control

All materials and chemicals used will be EPA registered and applied in strict accordance with labeling requirements for use in residential and/or commercial areas.

EXCLUSIONS

Any work necessary due to "Acts of God" but not limited to storms, hurricanes, floods, drought, and lightning or governmental imposed water restrictions are specifically excluded from this agreement. Any damage caused by construction such as building, remodeling, painting, paving and maintenance of underground utilities are also excluded from this Agreement.





INCLEMENT WEATHER / WIND STORM ADDENDUM

In the event of damage resulting from a storm or natural disaster, Seacrest will provide services upon request by the Board:

- a. Hazard pruning and clean up/removal of downed trees or limbs will be performed at a rate of \$35.00 per man-hour plus Dump Fees. This rate is applied to cleanup crews, skilled in chainsaw use. If specialized equipment is required, such as lift trucks, bobcats, and front-end loaders, etc., a time and materials proposal will be submitted to the Association for approval. (Hazard pruning includes removal of trees and limbs from building, vehicles etc.)
- b. Any trees requiring re-staking will be billed at \$35.00 per tree (includes labor and materials for trees that do not exceed 10' in height; trees over 10' will be billed on a time and materials basis.) In the event of a storm that results in significant damage to Association buildings or grounds, which prohibits Seacrest from performing its normal maintenance service listed in this agreement, it is understood that Seacrest will make every effort to resume normal operation as soon as it safe to do so.
- c. This addendum specifically excludes named storm tropical storm or hurricane clean up.

IN WITNESS WHEREOF, the parties hereto have executed these presents this 1st day of January 2018.

Patsy Dugnette
ASSOCIATION PRESIDENT SIGNATURE

10/10/17
DATE

Patsy Dugnette
ASSOCIATION PRESIDENT PRINTED NAME

CAMBRIDGE G CONDOMINIUM ASSOCIATION, INC.

Seacrest Services, Inc.
SEACREST SERVICES, INC.

10-10-17
DATE

Building Seal

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MAINTENANCE AGREEMENT

1. Minor Repair and Maintenance

a. Seacrest shall provide labor and equipment to perform minor repairs to the exterior of buildings and common element areas upon approval of the Association. This does NOT include major repairs or improvements. These services shall include, but not necessarily be limited to, the following:

- i. Replace incandescent and fluorescent bulbs.
- ii. Replace incandescent exit light bulbs.
- iii. Repair minor Association cracks by caulking walls, catwalks, spindles, railings, windows and doors less than (1/8 inch in diameter) which is accessible without lifts or ladders.
- iv. Tighten handrails.
- v. Lights requiring repair or replacement which necessitate use of mechanical lift equipment will be repaired based on availability of lift equipment. Rental of lift equipment if required by Association will be supplied at the cost directly billable to the Association.

Note: Association will be responsible for all material and labor costs for the following:

Quotes will be provided prior to work commencing.

- i. Replace specialty bulbs (Compact Fluorescent and LED's).
- ii. Replace electrical fixtures and emergency light fixtures.
- iii. Minor electrical and plumbing not requiring permits.
- iv. Repair or replace time clocks or photo cells for building lights
- v. Repair or replacement of parking bumpers.
- vi. Replace common area doorknobs or chains.
- vii. Install community signs. (ID Letters, Meter Rooms, FACP, 911)
- viii. Clean out air conditioning lines.
- ix. Gutter clean out.
- x. Replacement of deteriorated fascia boards, up to a maximum of twenty-five (25) feet in length per building per year. (Structural repairs are not included.) (The 25' does not carry over from one year to the next if not used.) If gutters are present, the building is responsible for cost of removing gutter. Seacrest shall not be responsible for gutter removal and may not be able to make required repairs if gutters are not removed prior to repair. If the Association uses an aluminum wrap on the buildings fascia, Seacrest will NOT be responsible for any repairs to rotted fascia.
- xi. Replacement of up to four (4) cement rails, posts and spindles per year. (The 4 cement post or rails do not carry over from one year to the next if not used.) Building will pay labor only for the first four. Custom or non-standard posts and /or rails are excluded.





2. Minor Parking Lot Repair

- a. At no additional cost to the Association, minor parking lot potholes no larger than one foot by one foot (1' X 1') will be repaired. If repair is for a larger area a quote will be provided. Only Association parking areas will be serviced.

3. Exterior Door Painting and Line Stripping

- a. Painting will be performed on a two (2) year cycle to include the following items:
 - i. Apartment doors.
 - ii. Common element doors.
 - iii. Lamp Posts.
 - iv. Parking bumpers will be painted and stenciled.
 - v. Parking lines will be re-stripped.
 - vi. Repaint "no parking" signs on pavement.
- b. Seacrest will notify Board two (2) weeks prior to painting to discuss color choices. If a change of color is requested a quote will be provided to the Board.
- c. Door painting and bumpers may be painted in opposite years.
- d. Multi-year contract required for this section to be in effect.

Note: Seacrest will not paint air conditioner cabinet or any other areas not listed above.

4. General Specifications

- a. Seacrest will provide maintenance check-in sheets for each building. Our staff will sign and date these sheets under each specification upon completion of the work. Our main office will maintain a master log for each building. This log will serve to keep an official and accurate record of the completion dates of our various services.

Note: The above specifications are intended to describe the general nature and level of work performed by people assigned to this classification. Specifications are not to be construed as an exhaustive list of all responsibilities, duties and skills required. Additional duties may be added upon mutual agreement between the Board of Directors and Seacrest Services. Management retains the discretion to periodically review as duties and responsibilities change with business necessity. Essential job functions as well as any other functions may be added at any time and are subject to modification at any time with notification of the Board of Directors.

EXCLUSIONS

Any work necessary due to "Acts of God" but not limited to, storms, hurricanes, floods, drought, and lightning or governmental imposed water restrictions are specifically excluded from this agreement. Any damage caused by construction such as building, remodeling, painting, paving and maintenance of underground utilities are also excluded from this Agreement.



JANITORIAL SERVICES AGREEMENT

Janitorial Personnel will clean buildings weekly on alternating days excluding weekends and holidays.
FRIDAYS SCHEDULED IS MODIFIED TO ENSURE ALL BUILDINGS ARE ADDRESSED FOR THE WEEKEND

Item	Weekly	Bi - Weekly	Tri - Weekly	Monthly	Annually	As Needed
Police Grounds – Remove debris such as bottles, cans, newspaper and trash			X			
Sweep catwalks / stairways / railings		X				
Dust catwalk ceilings to remove cobwebs/insects		X				
Dust windowsills & window frames accessible from ground level		X				
Dust fire extinguishers and/or boxes		X				
Dust mailboxes		X				
Dust apartment doors & door frames		X				
Gardens - Dust air conditioning cabinets						X
Mid-Rises – dust fire hose boxes	X					
Mid-Rises – Elevator cab floor(s) mopped		X				
Mid-Rises – Elevator(s) cab ceilings dusted	X					
Mid-Rises – Sweep & hose dumpster areas	X					
NOTE: DUMPSTERS ARE OWNED BY THE TRASH HAULER, SEACREST IS PROHIBITED FROM CLEANING THEM						
Accessible Laundry Rooms Wipe exposed sides and fronts of washers & dryers		X				
Accessible Laundry Rooms Dust ceilings to remove cobwebs/insects		X				
Accessible Laundry Rooms Gardens – Floors will be swept		X				
Accessible Laundry Rooms Mid-Rises – Floors will be mopped		X				
Gardens - Sweep Meter Rooms				X		
Hose down walkways & catwalks Unless association opts - out				X		
Pressure wash building including catwalks, railings, and stairways.					X	





NOTE: Patio enclosures and roofs are excluded. Seacrest will not pressure wash air conditioning cabinets.

OPT-OUT or ADDENDUM

Accounting Services Agreement dated January 1, 2018 between Seacrest Services, Inc. ("Service Provider") and CAMBRIDGE G Condominium Association, Inc. ("Customer") of Century Village Deerfield Beach, in Broward County, Florida.

Please be advised credits will NOT be provided when opting out of any services.

At this time, CAMBRIDGE G Condominium Association, Inc. would like to opt-out of the following services;

IN WITNESS WHEREOF, the parties hereto have executed these presents this 1st day of January, 2018.

Patsy Daguerre
ASSOCIATION PRESIDENT SIGNATURE

10/10/17
DATE

Patsy Daguerre
ASSOCIATION PRESIDENT PRINTED NAME

CAMBRIDGE G CONDOMINIUM ASSOCIATION, INC.

Seacrest Services, Inc.
SEACREST SERVICES, INC.

10-10-17
DATE

Building Seal

INITIAL

P.D.



PEST CONTROL SERVICES AGREEMENT

1. Exterior Pest Control

- a. Pest control services will be rendered monthly to catwalks and perimeters of all buildings. A broad-spectrum insecticide will be applied up to three (3) feet from ground level to entire building perimeter. Application is designed to prevent intrusion of ants, roaches, silverfish, etc. However, interior units must also adhere to a strict pest control program to minimize insects in units.
- b. Laundry rooms will be treated monthly. Technicians will make every effort to obtain a key for locked laundry rooms from residents.
- c. All dumpster areas will be treated monthly.
- d. Treat for fire ants as required (not less than one (1) time per month).
- e. Remove wasp nests as required from ground level only.
- f. Chemicals used will meet or exceed all government standards.
- g. Operators will sign-in on sheets provided by each building.
- h. Seacrest is responsible for treating hardscape areas (walkways, driveways, and parking lots), A/C equipment, or time clocks for ants.

2. Interior Pest Control

- a. All units and storage areas will be sprayed four (4) times per year and as needed at no additional cost per unit. All accessible units and storage areas will receive a thorough service one (1) time per year. Room perimeter, closets, patios, spaces between appliances in kitchens and bathrooms will be sprayed with state approved pesticide.
- b. Callbacks may be scheduled Mondays thru Fridays, 8:30 to 12:00 & 1:30 to 3:00 excluding holidays.

Note: Pest Control Services are considered non-emergency.

3. Optional Services

- a. Rodent Bait Stations: There will be a one-time charge of \$30.00 per bait station and a monthly maintenance cost of \$5.00 covering labor and bait. (The Association will own the bait stations.)
- b. Termite Contracts
- c. Perimeter Treatment: Seacrest is not responsible for perimeter treatments to prevent insects, including but not limited to carpenter ants or white-footed ants from entering the building. Perimeter treatments will be an additional cost.
- d. Exotic and Invasive Species: This includes white-footed ants and whitefly.
- e. Wasp nests needing ladders or lifts.





ACCOUNTING SERVICES AGREEMENT

Accounting Services Agreement dated January 1, 2018 between Seacrest Services, Inc. ("Service Provider") and CAMBRIDGE G Condominium Association, Inc. ("Customer") of Century Village Deerfield Beach, in Broward County, Florida.

Seacrest shall undertake to perform all bookkeeping functions as may be necessary and desirable, in accordance with standard accounting practices, for the accurate accounting of sums collected, and expended by Seacrest for the benefit of the Association pursuant to this Agreement. The duties shall include the following:

1. Budget Preparation

- a. Prepare a proposed annual budget each year for the following budget year for the review and approval of the Board of Directors. This budget will contain a reserve schedule and conform to the state requirements as set up by FS. 718 and administrative code.
- b. Prepare, annually, a suggested operating budget for the Association setting fourth an itemized statement of anticipated receipts and disbursement based upon the then current schedule for assessment.

2. Monthly Financial Reports

- a. Maintain the general ledger.
- b. Prepare a receipts and disbursements statement with budget comparisons on a monthly and year-to-date basis.
- c. Prepare a trial balance and balance sheet.
- d. Maintain cash receipts journal.
- e. Maintain a cash disbursement journal.
- f. Maintain an accounts receivable and payable ledger.
- g. Additional reporting that is included in this proposal, profit/loss statement and an aged receivables report.
- h. Each month, copies of monthly financial reports will be emailed or mailed out to Board of Directors by the twentieth (20th) of each month. Directors can notify accounting as to how they prefer to receive current statements.

3. Accounts Payable

- a. Prepare checks to be drawn on checking account kept in the name of the Association. Seacrest shall pay from the Association's account to the extent the sums collected by Seacrest are sufficient to cover such obligations, all expenses for the regular maintenance and operation of the Association Property.
- b. Any regular annual reoccurring bills such as;
 - i. State Fees
 1. Division of Land Sales
 2. Florida Corporate Fee
 3. Community and Human Relations Fee





- ii. Management fees
 - iii. Service agreements
 - iv. Building Inspection Fees
 - 1. City / County Inspections
 - 2. Elevator / Lift Certificate
 - 3. Fire / Life Safety
 - v. Insurance
 - vi. Such sums which shall become due and payable for expenses or other obligations incurred by the manager on behalf of the Association in accordance with the budget
 - vii. Such other amounts or charges as may be authorized by the Association; provided however, that the Manager shall not be liable for failure to make any such payments
 - c. All other invoices will require Association written approval. No verbal approvals will be accepted.
 - d. No Association check will be authorized without a written request. The following information will be needed to obtain an Association check promptly; who to write check out to, the amount of the check and where to send the check.
 - e. Seacrest will pay the common area CAMBRIDGE G Condominium Association's FPL bill.
4. Accounts Receivable
- a. Maintain an up-to-date owner's roster with up to two (2) mailing addresses.
 - b. Maintain complete accounts receivable report on a monthly basis. This report will be provided to the Board of Directors, monthly.
 - c. Mail past due notices on the 10th of each month or in accordance with the Association documents.
 - d. Prepare and issue maintenance coupons to all unit owners, annually. Coupons will be mailed out as instructed by the Board of Directors. The cost of printing, postage and mailing of the coupons is the responsibility of the Association. The Association is responsible for any and all reprints requested.
5. Income Collections
- a. Receive maintenance, other assessment payments and miscellaneous receipts and deposit into Associations interest bearing accounts on a timely basis.
 - b. Funds shall not be co-mingled with any other funds managed by Seacrest.
6. Special Assessments
- a. Authorized Special Assessments by the Board of Directors will be billed at an additional rate of \$1.00 per unit for each special assessment. Seacrest will set-up an additional account for each assessment to insure no commingling of these funds as set forth by the State statutes.
 - b. The cost of printing, postage and mailing of the coupons is the responsibility of the Association. The Association is responsible for any and all reprints requested.





7. Regular Assessments and Collections

- a. Collect all regular assessments levied by the board of directors, as needed, from the Association's members and other revenue, which may be due to the Association. The Association hereby authorizes the Manager to request, demand, collect, receive and receipt for any and all assessment and charges, which may be due.
- b. The Association designates Seacrest as its authorized agent to enforce the collection of assessments from unit owners. Seacrest will take actions, as approved by the Board of Directors, to collect delinquent accounts; however, legal procedures would be at the direction of the Board of Directors. Expense of such procedures, shall be the responsibility of the Association.

8. Miscellaneous Services

- a. Provide a lock box service. (This service requires that the Association have an account with a certain bank.)
- b. Provide an Electronic Funds Transfer (EFT) to automatically debit owners accounts for timely payment.
- c. The Board of Directors of the Association is responsible for engaging an independent accounting firm for the purpose of annual reviews/audits and all state and federal tax returns. Seacrest will assist the accounting firm and/or CPA in providing necessary input, documents and information needed to properly review the Association's records and statements.
- d. Compilations, reviews, audits will be conducted as needed at the expense of the Association by an independent certified public accountant.



MANAGEMENT SERVICES AGREEMENT

Management Services agreement dated January 1, 2018 between Seacrest Services, Inc. ("Service Provider") and CAMBRIDGE G Condominium Association, Inc. ("Customer") of Century Village Deerfield Beach, in Broward County, Florida.

Seacrest shall coordinate and manage all services necessary for the continuing excellent management and administration of the Association Property and all of the condominium property. The areas of responsibility undertaken by Seacrest are generally set forth in the attached specifications, which are made a part of this Agreement.

Scope of work, but not limited to: Seacrest shall provide: Experienced and licensed property managers (CAM) for the supervision of the property on a portfolio basis.

1.
 - i. Training
 1. All new employees of Seacrest Services receives an orientation module that includes, but is not limited to the following
 - a. Employee conduct
 - b. Security
 - c. Safety Standards
 - d. Chemicals
 2. All employees from top management down receive classroom training and on-the-job training to help reduce errors and injury
 - ii. Management
 3. Management is critical to our program and all levels are brought to focus on our quality program. Managers and Supervisors are trained professionals capable of meeting all customers' needs. The Manager is responsible for quality of service, employee training, measurements and customer satisfaction.
 - iii. Measurement and Improvement
 4. There will be a comprehensive plan designed to measure and improve quality. The Property Manager will make regular evaluations of the overall quality of services.
2. Management Undertaking
 - a. We will provide experience and licensed property manager for the supervision of the property.
 - b. Take any necessary actions to advise the Association and unit owners of the need to comply with all pertinent laws, statutes, ordinances, and rules of appropriate governmental authorities having jurisdiction. Advise the Association and unit





owners of any violation thereof actually known by the manager in conjunction with Association Board of Directors. Furthermore, the Seacrest Manager shall advise unit owners of the need to comply with the Declaration, Articles of Incorporation and Bylaws of the Association. Notwithstanding anything contained in this Contract to the contrary, the Association hereby acknowledges that in no event shall the Manger be liable for failure of the Association and unit owners to comply with all such laws, statutes, ordinances, and rules of governmental authorities.

- c. Manager does not have authority to provide, and shall not be responsible for providing, legal advice to the association regarding the interpretation or application of law.

3. Administrative Services

- a. Seacrest Services will maintain a filing system of the Association's "official records" such as contracts, owner communications, financial information and other pertinent information as described in Florida Statutes Chapter 718 to be stored at Seacrest's offices. There will be no charge to the Association for the storage of documents.
- b. Upon receipt of notification of a sale, lease or occupancy change within a unit, Seacrest Services will process the necessary paperwork. The buyer, seller, real estate agent or director of an association, not Seacrest Services, initiates this process. At a cost of \$100, a credit and criminal background check will be performed unless waived in writing by the board of directors, which will reduce the cost to \$65. If the Board decides to do an additional international background check(s), the Association will be responsible for any additional costs. These costs may NOT be passed along to the seller per FS. 718.
- c. Seacrest agrees to perform Estoppels' for the Association at cost of \$250.
- d. Assist the Board in the organization of the Budget and Associations Annual meetings. We will prepare and distribute all notices in accordance with FS. 718 and the Association shall be responsible for all costs.
- e. Process "Cease and desist" letters and violation letters. As necessary, follow up such letter to assure compliance. We will keep the Directors informed of all such violations and letters.

- f. The following office expenses are included:
 - 1. Faxes
 - 2. Courier Service
 - 3. 1099 forms
 - 4. Delinquent account reminder letters
 - 5. Collection demand letters





4. Association Correspondence & Violations
 - a. Handle all Association correspondence. Receive and investigate written and signed complaints and provide copies to the Board. Any legal matter will be in conjunction with Association legal counsel as directed by the Board.
 - b. Prepare and advise the Board in the preparation of general correspondence dealing with business matters between the Board and unit owners, contractors, government officials or other entities. Seacrest will maintain files for these types of correspondence as well as correspondence received.
 - c. Arrange for mailing or distribution of notices required by the condo documents, Statutes or as required by the Board of Directors.
5. Record Keeping
 - a. Records maintained by Seacrest will be stored at Seacrest locations in accordance with FS 718.
 - b. Condominium owner document reviews will be conducted in accordance with FS 718 under proper supervision.
 - c. Repeated record documentation reviews may be subject to a reasonable administrative fee. Board will be notified prior to charge.
6. Community Inspections
 - a. Review the property on a semi-annual basis consisting of one (1) complete building inspection with one (1) follow-up inspection. (Elevator, mechanical rooms and roofs are not included.)
 - b. Make recommendations to the Board with regards to inspection violations.
 - c. Deliver to the Board President a prepared summary on a quarterly basis of business conducted on behalf of the Association in conjunction with the inspections. This may include progress updates on third party vendors.
7. Meetings
 - a. Property Managers are available from 8AM to 5PM Monday through Friday. Property Manager will attend one meeting per quarter if requested including an Annual Meeting and a Budget Meeting. Upon written request, arrangements can be made to have an available Property Manager attend after hour or weekend meetings.
8. Proposals
 - a. Upon request, provide proposals as directed by the Board of Directors. Examples of proposals are as follows;
 1. Roof Repairs
 2. Concrete Restoration
 3. Trash Chutes
 4. Building Fire Alarm





5. Building Fire Extinguishers
 6. Painting Proposals
 7. Elevator
 8. Parking Lot Resurfacing
9. Outside Vendors and Contractors
- a. Monitor progress
 - b. Coordinate services
 - c. Seacrest will ensure contractors are properly licensed and insured.
 - d. Gather references upon request
 - e. Under no circumstances shall a Manager or an employee of a Manager be designated to serve as the Association's representative in any contract. The Board makes all decisions.
10. Authorization
- a. President shall supply written designation of officer or director authorized to make decisions on behalf of the Association.

All actions taken by the Manager with respect to management and maintenance under the provisions of this contract shall be taken solely for the Association. Accordingly, all obligations or expenses incurred in the performance of the Manager's duties shall be for the account, on behalf of, in assistance to and at the expense of the Association, except as is otherwise expressly provided herein. Manager or any Seacrest employee agrees that it will not incur any expense on behalf of the Association without the expressed approval of the Association.

Seacrest Manager shall not be obligated to make any advances to or for the account of the Association or to pay any sum, except out of funds held or provided by the Association or by its members or occupants of units, nor shall the Manager be obligated to incur any liability or obligation on behalf of the Association without absolute and unconditional assurance that necessary funds for discharge thereof are immediately and presently available.

Except as otherwise expressly provided herein, the Association shall pay or reimburse the Manager for all costs which may be incurred by the Manager in providing services, materials and supplies immediately upon receipt of an invoice therefore, except that the Manager shall not be entitled to reimbursement for salaries of officers of the Manager and general office overhead of the Manager, as said items are actually within the Contract price. As previously stated, no expenses shall be incurred without the expressed approval of the Association.





SIGNATURE PAGE

Dated January 1, 2018 between Seacrest Services, Inc. ("Service Provider") and CAMBRIDGE G Condominium Association, Inc. ("Customer") of Century Village Deerfield Beach, in Broward County, Florida.

IN WITNESS WHEREOF, the parties hereto have executed these presents this 1st day of January, 2018.

Patsy Dugnette
ASSOCIATION PRESIDENT SIGNATURE

10/10/17
DATE

Patsy Dugnette
ASSOCIATION PRESIDENT PRINTED NAME

CAMBRIDGE G CONDOMINIUM ASSOCIATION, INC.

Seacrest Services, Inc.
SEACREST SERVICES, INC.

10-10-17
DATE

Building Seal





TROPICAL STORM / HURRICANE CLEAN-UP ADDENDUM

Accounting Services Agreement dated January 1, 2018 between Seacrest Services, Inc. ("Service Provider") and **CAMBRIDGE G** Condominium Association, Inc. ("Customer") of Century Village Deerfield Beach, in Broward County, Florida.

Phase I Clean Up and Restoration

Seacrest Services, Inc. will provide the necessary labor, tools, equipment and vehicles required to clean and stack debris blocking community entrances and roadways.

Removal of trees from walkways, buildings, and automobiles as directed by the Board of Directors or authorized representative.

Seacrest cannot be held responsible for damage to the irrigation, sod, etc.

Debris generated to be staged on-site unless otherwise directed by the Association.

Phase II Clean Up and Restoration

Removal of hangers, tree trimming, chipping of debris, stump removal, hauling, dump fees, tree stacking, and plant and sod replacement will be provided at an additional expense, quoted after the initial cleanup.

Seacrest reserves the right to sub-contract to assist in the cleanup effort.

Pricing Schedule

Labor to stack and haul debris (based on 60 hour work week).....	\$35 / man hour
Labor with chainsaw or power pruning equipment (based on 60 hour work week...	\$45 / man hour
Bobcat/operator including machine.....	\$75 / man hour
Loader with operator.....	\$110 / hour
Bucket truck and operator.....	\$85 / hour
Dump truck with driver.....	\$75 / hour

- * Seacrest Services, Inc. complies and abides by all the local, state and federal governmental laws
- * Seacrest Services, Inc. shall furnish all labor, materials, insurance, equipment and supervision.
- * Seacrest Services, Inc. shall perform all work in a neat and workmanlike manner

By Signing below the Association authorized Seacrest Services, Inc. to perform services described above not to exceeded:

\$ Patsy Duquette

Payments are to be made as follows:

- *Payment must be made upon completion of job.
- *Payment not received within 30 days of completion will result in 1.5% per month interest charge
- *If legal action is required to collection monies, the prevailing party will be entitled to attorney fees.

Note: This addendum may be changed or altered at any time with written consent of both parties.

Date Accepted: 10/10/17

Signature: Patsy Duquette

Title: President

Print: Patsy Duquette





IMPORTANT CONTACTS

Customer Service ~ 1-888-928-6465

Please call this number to have work orders generated.

Work orders may also be generated online at:

www.SeacrestServices.com

Administrative

Property Manager ~ BRIAN HYMAN X 207

Accounting ~ Martina Wilkinson ~ 1-888-928-6465 X 139

Sales/Rentals Processing ~ Phyllis Murphy ~ 1-888-928-6465 X 200

If you are calling to check the status of an application or if simply need applications, please check out our dedicated CVE Website at:

www.SeacrestAtCVE.com - forms

www.seacrestservices.com – work orders

