

AGREEMENT PROPOSAL 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 manner, 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 four hundred and eighty-nine Associations in Palm Beach and Broward Counties. 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.

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 was made and entered into this 1st day of JANUARY 2026 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 (36) months, commencing JANUARY 1, 2026, and ending on DECEMBER 31, 2028, 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.
- c. If the Florida minimum wage increases by 8% Annually, or if the Federal minimum wage exceeds the Florida minimum wage, we will exercise the option to re-negotiate the contract.

III. COMPENSATION OF SEACREST

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

Accounting/Managing Fees	\$ 520.00
Operations Fees	<u>\$ 3,146.51</u>
(Maintenance, Landscape, Janitorial, Pest Control)	

MONTHLY fee: \$ 3,666.51

This monthly fee is fixed for the first year of this agreement; however, fees will increase annually as follows.

January 1 st	Year 2027	6%
January 1 st	Year 2028	6%

In the event that the Florida minimum wage or the cost-of-living index increases by 3% these increases may be adjusted by mutual decision.

- 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 the 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:
 - i. Stop work under this agreement on the last day of the month following the extent specified in the sixty - (60) day notice.
 - 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 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 the 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.

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.



Indemnity

The Association shall indemnify, defend and hold harmless Seacrest (including Seacrest's officers, directors, Seacrest Services and employees) from and against any and all claims, suits, damages, liability, judgments, demands expenses, or loss (collectively, "Claims), including reasonable attorney's fees and costs, raised or that could be raised by any person or entity against Seacrest arising from, relating to, or connected with any intentional or negligent act or omission of the Association, its directors, officers, committees, contractors, subcontractors, employees, vendors, guests, invitees, representatives, unit owners, homeowners, and/or tenants, unless such Claims were caused by willful or negligent conduct of Seacrest, its directors, officers, or employees. This indemnity and hold harmless shall include, by way of example only and without limitation, all Claims, including for reasonable attorney's fees and costs, raised or that could be raised as a result of any injuries or damages sustained by or to any person or property (whether real property or personal property) arising from: theft; vandalism; HVAC malfunction; the bursting or leading of water pipes; landscape maintenance services, including plant obstructions; conditions on, related to, or arising from the Association Property (including the Association's swimming pool); any personal property located upon the Association Property; and/or the failure by the Association to comply with any statute, rule, regulation, bylaws, and/or the Declaration, as recorded in the Official Records of any county in Florida at any time. Seacrest shall indemnify the Association its officers, directors, and employees from any intentional act or sole negligent act committed by Seacrest, its directors, officers, and employees. It is understood and agreed that the general liability, automobile liability, and excess liability insurance policies carried and maintained by the Association shall name Seacrest as additional insured. To the extent that any Claim results (i) from Seacrest's negligence or willful misconduct, or (ii) from Seacrest's violation of any applicable law, rule, regulation, the Declaration or any other governing document applicable to the Association, then in either such event Seacrest shall indemnify and hold harmless the Association from any liabilities, damages, costs, penalties, fines, fees, losses, suits, demands, causes of action, judgments, obligations, claims and expenses, including but not limited to reasonable attorneys' fees and associated costs (whether pre-trial, at trial, mediation or at arbitration and/ or in connection with any appeals) incurred or sustained by the Association. In no event will either party be liable for consequential damages to the other party. The indemnity and hold harmless provisions shall survive the termination of this Agreement.



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.

Miscellaneous

1. 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.
2. 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.
3. 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.
4. 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.

NOTICE

- A. For the purpose of notice, the address of Seacrest shall be:
Seacrest Services, Inc.
2101 Centre Park W. Drive, Suite 110
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 all suits and special proceedings arising out of, and in connection with, or by reason of this agreement, shall be the appropriate Court of competent jurisdiction located in Broward County, Florida.

IN WITNESS WHEREOF, the parties hereto have executed these presents on this 1st day, of JANUARY 2026 .

ASSOCIATION PRESIDENT SIGNATURE

DATE

ASSOCIATION PRESIDENT PRINTED NAME

CAMBRIDGE G CONDOMINIUM ASSOCIATION, INC.

SEACREST SERVICES, INC.

DATE

Building Seal

INITIAL



CUSTOMER SERVICE AGREEMENT

1. Customer Service

- a. Our customer service program will ensure 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 building's Community Association Manager and or Vantaca Portal 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, 1-888-828-6464 or online at www.seacrestservices.com as well as the Vantaca portal.
- b. Each resident of the Association can request 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. Work orders can also be tracked in the Vantaca portal.
- d. Callbacks for Interior Pest Control may be scheduled Mondays through Fridays, 8:30 to 12:00 & 1:30 to 3:00 excluding holidays.

Note: Pest Control Services are considered non-emergency.



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. *Irrigation services exclude private gardens of unit owners.*

AREA TO BE SERVICED

All turf and planted areas within Association (*Note – excludes private patios of unit owners), including grounds around the residential building and the common element.

HEDGE AND SHRUB MAINTENANCE – TWELVE (12) TIMES PER YEAR

1. Shrubs & Hedges

- a. Shrub Material shall be pruned 12 times at common areas only. All pruning will have the objective of retaining shrubs original shape (meaning all shrub material may not be trimmed at each visit if flowering) unless planted in an area which may preclude such or is obstructing pedestrian traffic.
- b. Weed all beds monthly using a combination of scuffle cultivation and chemical removal. If herbicide treatment is cancelled, this cancels the scuffling cultivation.
- c. Edge all beds around building foundations, trees, and dumpsters monthly.
- d. Remove all debris generated by Seacrest for the property on the same day of service. In the event of inclement weather, debris will be removed from the walkways and picked up the following morning.

2. Mowing and Edging of Lawns – Twenty – Seven (27) Times per Year

- a. The property will be cut (27) times per year.
- b. All grass shall be cut at approximately three and a half (3 ½) to four (4) inches in height to promote maximum health of turf areas.
- c. Edging all walks and roadways in conjunction with each mowing.
- d. Mow all grass to the normal water line within 3 feet, where applicable.
- e. Trim grass around buildings, transformers, trees, lamp poles etc. with each mowing.
- f. Remove Seacrest generated debris from walkways within four (4) hours of mowing and edging operations.
- g. Seacrest does not assume responsibility for damage to any underground utilities, including but not limited to, cable television lines, conduit, and electrical supply lines as well as A/C lines and sewer caps for Association and individual units.



- h. Seacrest will not assume responsibility for above ground electrical components that are not installed in accordance with the National Electric Code.
 - i. If weather prohibits a mow sequence; Seacrest will resume the scheduled mow as soon as possible.
 - j. Fertilization:
 - a. Fertilization (1) time per year.
 - b. Weed and feed (1) time per year.These fertilizations will be done approximately (6) months apart and the actual fertilization schedule will depend on the current weather conditions.
3. **Tree Trimming**
- a. All trees will be elevated up to 7 feet in height. Dead palm fronds that can be reached from ground level will be removed one (1) time per month in conjunction with Beds & Hedges service.
 - b. Small branches hitting buildings or causing physical obstructions shall be trimmed as required up to 8 feet. Branch limbs over 8 feet requiring specialized equipment, such as a lift truck, will be an additional charge. (Proposal will be provided upon request.)
 - c. Remove all debris generated by the above at the time of service. In the event of inclement weather, debris will be removed from the walkways and picked up the following morning.
4. Optional Landscape Services - Available upon request
5. **Quality Assurance:**
- a. Supervisors will be on site to monitor the work quality of both the Mow crews and the Beds and Hedge crews.
 - b. All staff members will wear company uniforms with identifiable Seacrest Logos.

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.



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 standard incandescent bulbs.

Note: Association will be responsible for all material and labor costs for the following minor repairs:
Quotes will be provided prior to work commencing.

- a. Replace specialty bulbs (Compact Fluorescent and LED's).
 - b. Minor electrical such as replace electrical fixtures, emergency light fixtures, photocells, ballasts and exit signs and plumbing not requiring permits.
 - c. Repair or replacement of parking bumpers.
 - d. Replace common area doorknobs or chains.
 - e. Install community signs. (ID Letters, Meter Rooms, FACP, 911)
 - f. Painting of common area exterior doors.
(Excludes metal and hurricane rated doors)
 - g. Painting of unit owner doors. (Excludes metal and hurricane rated doors)

2. Exterior Door Washing and Line Striping Painting (scheduling based upon weather conditions)

- a. A multi-year contract is required for this section to be in effect.
- b. Painting will be performed on a two (2) year cycle to include the following items:
 - i. Parking bumpers will be painted and stenciled.
 - ii. Parking lines will be re-striped.
 - iii. Repaint "no parking" signs on pavement.
- c. Door Hand Washing
 - i. Unit owner doors are hand-washed 2 times per year.
 - ii. Common element doors hand-washed 2 times per year.
- d. Seacrest will notify Board one (1) week prior to painting.

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



3. 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 primary 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 diverse 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

1. Inspect building and grounds twice (2) weekly to remove debris such as bottles, cans, paper.
2. All catwalks, stairways, railings, and walkways are to be swept twice (2) weekly and hosed once (1) quarterly. If water restrictions are imposed by Broward County, Seacrest Services Inc. will comply with all regulations.
3. Ceilings of catwalks by doors will be dusted once (1) per week to remove all insects, webs, nests, etc.
4. Windowsills and frames on catwalks, accessible from ground level, will be dusted once (1) per week.
5. All apartment doors will be dusted weekly.
6. Dust fire extinguishers and/or fire extinguisher boxes weekly.
7. Mailboxes will be dusted weekly.
8. Meter rooms will be swept monthly.
9. Laundry rooms (if accessible) will be serviced weekly.
 - a. Floors will be swept.
 - b. Dust off washers and dryers top and front only.
 - c. Dust ceilings to remove insects, webs, nests etc.
10. Annually – pressure wash of catwalks, railings, and stairways only – this is water only no chemicals. NOTE*** Walls, Patio enclosures and roofs are excluded from Pressure Washing. Seacrest will not pressure clean air conditioner cabinets.
11. Elevator cab floors mopped 2 times per week; elevator cab ceilings dusted. This excluded lifts at 2 story buildings.
12. Sweep and hose dumpster areas weekly in 4 story buildings only.



PEST CONTROL SERVICES AGREEMENT

1. Exterior Pest Control

- a. Catwalks and perimeters of all buildings will be treated monthly. A broad-spectrum insecticide will be applied up to three (3) feet from ground level to the entire building perimeter. The application is designed to prevent intrusion of ants, roaches, silverfish, etc. This treatment does not include Carpenter ants, or White-footed ants. 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. Chemicals used will meet or exceed all government standards.
- e. Operators will sign-in on sheets provided by each building.

2. Interior Pest Control

- a. All units and storage areas will be sprayed as needed at no additional cost per unit. All accessible units and storage areas will receive a thorough service one (1) time per year. **NOTE*** Unit Owner must be present for their unit to be sprayed.** Room perimeter, patios, spaces between appliances in kitchens and bathrooms will be sprayed with state approved pesticide. Wherever food and clothing are openly exposed, this area will not be sprayed.
- b. Callbacks may be scheduled Mondays through Fridays, 8:00 to 12:00 & 11:00 to 3:00 excluding holidays.

Note: Pest Control Services are considered non-emergency.

3. Optional Services (there is a charge for these)

- a. Rodent Bait Stations: There will be a one-time charge of \$40.00 per bait station and a monthly maintenance cost of \$8.00 covering labor and bait. (The Association will own the bait stations.)
- b. Carpenter Ants, Fire Ants, White Footed Ants, and other exotics.
- c. German Roaches, Fleas, Ticks, and Bed Bugs.
- d. All species of Whitefly, Scale and Aphids.
- e. We do not provide any services for termites.



ACCOUNTING SERVICES AGREEMENT

Accounting Services Agreement dated JANUARY 1, 2026, 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 receipt and disbursements statement with budget comparisons on a monthly and year-to-date basis.
- c. Maintain cash receipts journal.
- d. Maintain a cash disbursement journal.
- e. Maintain an accounts receivable and payable ledger.
- f. Additional reporting that is included in this proposal, profit/loss statement and an aged receivables report.
- g. Monthly financial statements will be made available to the Association via the online portal within 20 days following the end of each month.

3. Accounts Payable

- a. Prepare checks to be drawn on the 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
 - 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 approval 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. The association pays the common area 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 monthly. 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. There is a charge of \$25.00 per reminder letter, \$50.00 per NOLA (Notice of late assessment) \$200 for Transfer to Attorney.
 - 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 \$10 per coupon book, postage and mailing of the coupons is the responsibility of the Association. The Association is responsible for 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 \$10 per unit to set up and an additional rate of \$2.50 per installment per unit for each special assessment. Seacrest will set up an additional account for each assessment to ensure no commingling of these funds as set forth by the State statutes.



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 all assessments and charges which may be due.
- b. The Association designates Seacrest as its authorized agent to enforce the collection of assessments from unit owners. Legal procedures for collections would be at the direction of the Board of Directors to their Association Attorney or Collection Company, these expenses 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 carefully review the Association's records and statements.
- d. Compilations, reviews, and 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, 2026, 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 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 Community Association Manager s (CAM) for the supervision of the property on a portfolio basis.

1. Training

1. All new employees of Seacrest Services receive an orientation module that includes but is not limited to the following.

- a. Employee conduct
- b. Security
- c. Safety Standards
- d. Chemicals

ii. Management

2. 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.

2. Management Undertaking

- a. We will provide an experienced and licensed Community Association Manager for the supervision of the property.
- b. The 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. 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 \$150, a credit and criminal background check will be performed unless waived in writing by the board of directors, which will reduce the application processing fee 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.

- i. Completed Applications will be emailed to designated Board Member for approval.
- ii. Hard Copies of the application will be available for pick up at the local Coconut Creek Office.
- iii. Hard Copies of the application can be mailed to Board Members at the actual cost of postage.

- b. Seacrest agrees to perform Estoppels for the Association.

SEE FEE OF NOT LESS THAN SCHEDULE BELOW

Coupons: \$10.00 per unit

Special Assessments: \$2.50 per unit, per installment

The current maximum estoppel certificate fee that may be charged in Florida is \$299 for non-delinquent accounts, and up to an additional \$179 for delinquent accounts. There is also an additional fee of \$119 for expedited requests. These fees are set by Florida Statutes and the Florida Department of Business and Professional Regulation (DBPR). It is important to note that these are intended to be maximum fees, and HOAs and condominium associations are not required to charge the maximum estoppel certificate fee.

- c. 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.

4. Association Correspondence & Violations

- a. Oversee 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 condominium 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. Administrative charge for manager to be in review of \$75 per hour.



- c. Repeated record documentation reviews may be subject to a reasonable administrative fee of not less than \$100 per hour. The board will be notified prior to charge.
- 6. Community Reviews
 - a. Review the property on a semi-annual basis consisting of one (1) complete building assessment with one (1) follow-up assessment. (Elevator, mechanical rooms, and roofs are not included.)
 - b. Make recommendations to the Board regarding assessment 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 assessments. This may include progress updates on third party vendors.
- 7. Meetings
 - a. Community Association Managers are available from 8AM to 4PM Monday through Friday. The Community Association 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 Community Association Manager attend after-hours or weekend meetings at an additional charge of \$200.00 per hour with a minimum charge of 3 hours.
- 8. Proposals
 - a. Upon request, proposals for the following categories can be provided by outside vendors as directed by the Board of Directors. Any proposals above these listed should require an engineer's involvement. Examples of proposals from outside vendors 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. Seacrest will ensure contractors are properly licensed and insured.
 - b. Assist the Board in gathering references upon request.
 - c. Under no circumstances shall a Community Association Manager or an employee 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. Community Association Managers are not allowed to sign any contract with a vendor on behalf of the board.



SIGNATURE PAGE

Dated JANUARY 1, 2026 , 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 on this 1st day
of JANUARY 1, 2026 .

ASSOCIATION PRESIDENT SIGNATURE

DATE

ASSOCIATION PRESIDENT PRINTED NAME

CAMBRIDGE G CONDOMINIUM ASSOCIATION, INC.

SEACREST SERVICES, INC.

DATE

Building Seal

INITIAL



IMPORTANT CONTACTS

Customer Service ~ 1-888-828-6464

Please call this number to have work orders generated.

Work orders may also be generated online at:

www.SeacrestServices.com

Administrative

Community Association Manager ~ Jacqueline Pugh, Regional

Accounting ~ 1-888-828-6464

Sales/Rentals Processing ~ cvesnl@seacrestservices.com

Senior Operations Manager – Terry Johns

Landscape Manager – John Nogrady

Janitorial – Patricia Almanzar

www.seacrestservices.com – work orders