



Property Management Services Agreement For

Jupiter Lakes Villas Condominium Association Inc.

Prepared By:

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ABOUT TRITON

OUR SERVICES

COMMUNITY ASSOCIATION MANAGEMENT

Our comprehensive management services begin with selecting the right community manager for your community. We utilize proven management systems to preserve your community's assets and enhance your home values. Our multiple services includes:

- Complete Financial and Administrative Services
- Complete Covenant Administration and Governance Services
- Online Maintenance Requests
- 24/7 Emergency Response Staff
- Requests for Proposals
- Work Orders and Tracking
- Property Maintenance Supervision
- Architectural Support Services
- Vendor Qualification and Monitoring
- Facility Maintenance Reviews
- Developer Transition Process
- Monthly Management Reports
- Board Meeting Facilitation and Preparation
- Organize Community Meetings
- Board Member Training Programs
- Clubhouse Management
- Special Projects Management
- Community Communication Programs

ACCOUNTING and ADMINISTRATIVE SERVICES

Our accounting and administrative Services departments are the hub of every one of our associations. These departments offer tailored services to meet each individual associations' needs including:

- Annual Operating & Reserve Budget Preparation
- Accounts Payable Processing
- Accounts Receivable Collection Process
- Assessment Collection and Small Claims Services
- Effective Internal Controls
- Financial Statement Preparation
- Association Banking Activities
- Insurance Support Services
- Work order submittal
- Work order monthly wrap up for Board Members
- Filing of Association Records
- Facilitate Association Correspondence
- Responding to telephone inquiries

SYSTEMS & TECHNOLOGY

Our technology includes: Tops One Connection (web service portal that offers both a homeowner and board member interface); Convenient Assessment Payment Programs (such as online bill payment); Statement and Notification Programs, and Online Account Information.

A complete guide to all services available is listed below:

- Homeowner and Board Portal
- Convenient Payment Programs
- Electronic Statements and Billing Inserts
- Electronic Notification System
- Standard and Customized Community Websites
- Online Access to Association Documents and Information
- Online Account Updates
- Work order submittal
- Work order monthly wrap up for Board Members

WEBSITE INTEGRATION

With Tops One, our website integration will allow further automation and some of these examples are as follows:

1) Dedicated community website will comply with Florida law which requires a formal website for communities that are over 150 units. Tops One will integrate with the current website the Community uses.

2) Board Members & Committee Members

- Review all expenses and approve online
- View homeowner accounts balances in TOPS
- Review violation and Architecture applications
- Online meeting and conference call
- Manage collection of delinquent owners
- Send email blast/text/voice... many more

3) Resident/Homeowners

- Check their account balance and make payment online
- Receive eStatement
- Reserve facility online
- Work Order, Architecture, sales/rental applications and many more

AGREEMENT FOR SERVICES

THIS PROPERTY MANAGEMENT AND ACCOUNTING SERVICES AGREEMENT, including all attachments, exhibits, and addenda (collectively, the “Agreement”) is made and entered into in Jupiter, Florida on _____ 2022 by and Between *Jupiter Lakes Villas Condominium Association, Inc.* (the “Association”) and Triton Property Management, LLC., a Florida corporation (“Triton”).

WHEREAS the Association has been established under a certain Declaration of Condominium as recorded in the Official Records of Palm Beach County, Florida, as amended from time to time (“the Declaration”);

WHEREAS the Association is the entity responsible for the operation of certain specific property as specifically defined in this Agreement (the “Association Property”);

WHEREAS, the Association, has proposed to engage and hire the services of Triton for the management of the Association Property for the use and benefit of the Association, and Triton 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 ASSOCIATION PROPERTY

- a. As used in this Agreement, 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.

II. TERM OF THE AGREEMENT

- a. The term of this Agreement shall be for a period of Twenty-four (24) months, commencing _____ and ending on _____.
- b. A four percent (4%) annual increase shall be applied to the contract price at the beginning of year two.
- c. The Association or Triton may terminate this contract with a Thirty (30) day written notice, with or without cause.

III. COMPENSATION OF TRITON

- a. In consideration of the services to be performed by Triton Property Management under this Agreement:

***Please see page 22 for the
complete break out of billing***

- b. Payment is due on the first (1st) day of each month, with a ten (10) day grace period. Interest on overdue amounts shall be charged at 1 ½ percent (1.5%) per month. All applicable sales and use taxes will be in addition to the stated prices.

IV. TERMINATION CONDITIONS

- a. Upon receipt of written termination notice, Triton shall:
 1. Stop work under this Agreement on the date and to the extent specified in the notice.
 2. Place no further orders or hire additional subcontractors with relation to the work terminated, except as necessary to complete the work under this Agreement.
 3. Assign to the Association all of Triton's rights, title, and interest in any sub-contract in process.
 4. Within seven calendar days of notice (or as otherwise required by Florida law), permit the Association access to Triton's premises to review the Association's records, and make an itemized claim for delivery of the Association's records.
 5. Provide the Association:
 - A schedule of termination activities, including notices to vendors and banks, if required by those vendors and banks; and including meeting with the successor entity responsible for the management of the Association to complete the transition of responsibility in a comprehensive and businesslike manner.
 - An itemized statement of the estimated amounts due from the Association to Triton.
 - An itemized statement of the estimated amounts due from the Association to suppliers of services and goods ordered in the name of, or on behalf of, the Association.
 - A date for a meeting, at the Association offices, for Triton to return to the Association: records, funds (if any), deposit accounts (if any), and inventory belonging to the Association (if any); and to conclude the contractual obligations.
 - All records pertaining to this Agreement shall be submitted to new management within ten (10) business days of the termination date.

V. GENERAL CONDITIONS

- a. This Agreement constitutes the entire Agreement between the Association and Triton, and any changes or modifications of any kind or nature must be in writing, executed by the parties with the same formality as the within Agreement.
- b. Triton shall comply with and abide by all applicable laws, rules and regulations of the federal, state and local governments.
- c. During the entire term of this Agreement and for any and renewal terms, Triton shall maintain and keep in force and effect general liability insurance in an amount not less than \$ 1 million, workers compensation as required by law, automobile insurance on all Triton vehicles working on the Association property in an amount not less than \$1 million per occurrence and a blanket fidelity bond in the amount not less than \$500,000. Certificates of Insurance will be presented to the Association prior to commencement of this Agreement.
- d. Triton shall perform services to the Association as specified except for six (6) holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day.
- e. All Triton employees must successfully pass a criminal background check and drug screening before they are assigned.
- f. Triton is an equal opportunity employer.
- g. Triton will pay all labor costs (such as payroll), taxes, and insurance related to Triton's employees who are assigned to the Association, as identified in this Agreement.
- h. Upon reasonable notice by the Association to Triton of the unsatisfactory performance of a Triton employee who is assigned to the Association Property, and upon reasonable investigation and review by Triton, Triton shall replace that employee on the Association Property.
- i. Triton's undertaking. Everything done by Triton under the provisions of this Agreement shall be done as agent for the Association and all obligations or expenses incurred in the performance of Triton's duties and undertakings shall be for the account, on behalf of, and at the expense of the Association. Triton shall not be obligated to make any advance to or for the account of the Association or to pay any sum, except to the extent funds are possessed, held, or provided as aforesaid by Association or from its members, or tenants, nor shall Triton be obligated to incur any liability or obligation on account of the

Association without appropriate assurance that the necessary funds for the discharge thereof will be provided. Because Triton shall be acting at all times for and on behalf of the Association, it is understood and agreed that the public liability insurance shall be carried and maintained by the Association, and Triton shall be listed as additional insured. Any matter that involves legal action or poses a potential legal action shall be submitted to the appropriate Association counsel.

- j. Independent Contractor. Triton shall be deemed to be an independent contractor for all purposes and shall not be deemed an employee of the Association for any purpose. Triton shall be free to contract for similar services to be performed for other entities, wherever located, while it is under contract with the Association.
- k. Indemnity. The Association hereby expressly agrees and understands that Agent shall not be liable to the Association or its members for any injury, loss or damage to person or property, except to the extent caused by Agent's own negligence or willful misconduct, or arising out of a material breach by Agent of this Contract. To the fullest extent of the law, the Association will, and does hereby agree to indemnify, save, defend and forever hold harmless Agent and employees 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, sustained, arising out of or connected with any injury to person or property however caused, or from any matter whatsoever arising from or in connection with Agent's performance of services hereunder except to the extent that such liability results from Agent's own negligence or willful misconduct or from a material breach of this Contract by Agent. However, the foregoing will not relieve Agent from liability for any injury, loss or damage to person or property, to the extent same results from Agent's own negligence or willful misconduct, or which arises from a material breach by Agent of this Contract. To the fullest extent of the law, Agent will, and does hereby agree to indemnify, save, defend and forever hold harmless the Association and its Members 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, sustained, arising out of or connected with any injury to person or property however caused, or from any matter whatsoever arising from Agent's own negligence or willful misconduct or from a material breach of this Contract by Agent.

VI. MISCELLANEOUS

- a. In any action, proceeding, or litigation relating to, connected with, or arising under this Agreement, the prevailing party shall be entitled to reimbursement of its costs, including attorney's fees, and including costs and attorney's fees incurred on appeal, if any.
- b. The waiver by either party of any right or remedy under the terms of this Agreement shall not be construed as a waiver of any other provision of this Agreement.
- c. 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.
- d. If any term or condition of this Agreement is, to any extent, invalid, illegal, or unenforceable, in whole or in part, 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.
- e. 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 Agreement.
- f. This Agreement constitutes the entire understanding and agreement between the parties hereto on the matters covered herein and supersedes all prior written or oral agreements, discussions, and understandings with respect to its subject matter.
- g. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.
- h. 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 and shall not be construed against any party as drafter of this Agreement.

i. NOTICE

1. For the purpose of notices required by this Agreement, the address of Triton shall be:

Triton Property Management LLC
175 Toney Penna, Suite 100
Jupiter, FL 33458

2. For the purpose of notices required by this Agreement, the address of the "Association" shall be:

Jupiter Lakes Villas Condominium Association, Inc.
Jupiter, FL

j. GOVERNING LAW, VENUE, AND JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, without application of its conflict of laws provisions. Each party to this Agreement irrevocably submits to the exclusive personal jurisdiction of the courts of the State of Florida and the venue of the courts in Palm Beach County, Florida. Each party agrees that the Circuit Court for the Fifteenth Judicial Circuit in and for Palm Beach County shall be the exclusive jurisdiction and venue of any litigation or special proceeding to resolve any dispute or claim arising from or related to or connected with this Agreement, including any claims based upon statute, common law or rule. The parties hereby waive any objection to such forum based upon venue or forum non conveniens grounds.

- k. **WAIVER OF JURY TRIAL. EACH PARTY HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ANY AND ALL RIGHTS IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY DISPUTE, LITIGATION OR COURT ACTION (INCLUDING, BUT NOT LIMITED TO, ANY CLAIMS, CROSSCLAIMS OR THIRD-PARTY CLAIMS) ARISING FROM, GROWING OUT OF, OR RELATED TO THIS AGREEMENT. THE PARTIES ACKNOWLEDGE THAT THIS WAIVER IS A SIGNIFICANT CONSIDERATION TO, AND A MATERIAL INDUCEMENT FOR THE PARTIES TO ENTER INTO THIS AGREEMENT. EACH PARTY HEREBY CERTIFIES THAT NO REPRESENTATIVE OR AGENT OF THE OTHER PARTY HAS REPRESENTED, EXPRESSLY OR OTHERWISE, THAT EITHER PARTY WOULD NOT, IN THE EVENT OF SUCH LITIGATION, SEEK TO ENFORCE THIS WAIVER OF RIGHT TO JURY TRIAL PROVISION.**

IN WITNESS WHEREOF, the parties hereto have executed this _____ day of _____, 2023.

JUPITER LAKES VILLAS CONDOMINIUM ASSOCIATION, INC.

ASSOCIATION PRESIDENT SIGNATURE

DATE

ASSOCIATION PRESIDENT PRINTED NAME

TRITON PROPERTY MANAGEMENT, LLC. SIGNATURE

DATE

TRITON PROPERTY MANAGEMENT, LLC. PRINTED NAME

TRITON PROPERTY MANAGEMENT, LLC. TITLE

SCHEDULE I

Scope set forth in Pages 12 to 19

CUSTOMER SERVICE & ADMINISTRATIVE AGREEMENT

Customer Service

1. Carefully designed customer service program has been implemented and will be tailored to the specific needs of the Association.
2. This convenient program will assure prompt response to owner requests for services. Our corporate office and the Association Manager will communicate through customized Triton work-order software. A current list of pending and completed work orders is only a touch away. Work orders may also be placed by phone, through the Triton work order portal or requested directly in the Association Office.
3. A work order will be generated and tracked until completion.
4. Once the work is completed and double checked by Triton, a Triton representative will contact the owner to communicate the completion of work. To be tailored by the Board of Directors and Triton.
5. A detailed report of all service requests will be included in the monthly manager's report. This customer service report will include type of service, date of request, and date of completion.
6. All calls are answered by a live operator twenty-four (24) hours a day. Triton's customer service number, Monday through Friday and on weekends twenty-four (24-hours) a day seven days a week, (561) 250-6565.

**These are standard services and will be tailored to the
specifications set forth by the
Board of Directors and agreed upon by Triton**

Administrative Services

1. Prepare and advise the Association's Board of Directors (the "Board") with general correspondence dealing with business matters between the Board and unit owners, contractors, government officials or other entities.
2. Arrange for mailing or distribution of notices required by the Association's governing documents, Florida statutes, or as required by the Board. Out of pocket expenses such as postage, copying, material, and labor costs for mailings performed offsite are to be paid for by the Association. Please see schedule II.
3. 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 and/or Chapter 720, to be stored at Triton's corporate office. A duplicate set of these records will be maintained at the Association if the individual Board of Directors wishes. Any records kept at the Triton's corporate office will be available for unit owner inspection as required by Florida Statute. There will be no charge to the Association for the storage of documents.
4. Transmit to the Board reports received on any accidents, fires or other claims related to the management, maintenance, and operation of the property.
5. Upon receipt of notification of a sale of a unit, set up necessary new ownership records and files to facilitate communications and assessment billing.
6. Assist the Board in the organization of the Association's annual meeting and preparation and distribution of notice material in accordance with Florida Statutes Chapter 718.
7. Assist in arrangements for the necessary materials, procedures, personnel and other support for the conduct of the Association's annual meetings.
8. Triton agrees to perform Estoppels for the Association at a charge to seller. If required to answer mortgage questionnaires additional fees will apply.
9. Process "Cease and Desist" letters and violation letters. As necessary, follow up on such letters to ensure compliance. Keep the site manager and the Board informed of all such violations and letters. These tasks will be can be performed onsite or in our corporate office.

Transitional Program

1. One month prior to the commencement of the Term as set forth in the Agreement:
 - a. Set up contract folder including personnel and equipment needs. Distribute this information to the Triton's division heads for total knowledge of contract.
 - b. Order Insurance certificates.
 - c. Establish emergency service program.
 - d. Start to collect accounting info, mailing lists, information about approved Association vendors and all other transition paperwork from previous management or bookkeeping company.
 - i. Contact President of the Association to set-up transitional meeting.
 - e. Receive a copy of individual Association budgets, covenants, and rules and regulations.
2. Two weeks prior to the commencement of the Term as set forth in the Agreement:
 - a. Triton will compose and send out a transitional letter to all the owners along with a customer serv. This letter will detail our Customer Service and Accounting procedures, the services we will be offering, and any other pertinent information.
 - b. Review all job specifications with new hires and Property Manager, setting the schedule for services for the first month.
 - c. Distribute coupons to unit owners including EFT/ACH option.
 - d. Complete vendor list address changes to receive all invoices at Triton.
3. One week prior to the commencement of the Term as set forth in the Agreement:
 - a. Do a walk-through with designated board members, Property Manager, and start-up manager and on-site personnel. Evaluate grounds condition including, clubhouse, work shed, golf carts, fountains, gates, landscaping, irrigation, pool, ARB issues, etc. Discuss in detail the overall plan for the community. Introduction of new Property Manager is done at this time.
 - b. Post upcoming month of services and employee schedules.
 - c. Meet with the Presidents or designated member of the board of directors for final review of upcoming services.
4. Weeks One through four after the commencement of the Term as set forth in the Agreement:
 - a. Set up a two-three week post-transition meeting with Presidents or designated board members, Triton owner, and Property Manager to discuss progress and concerns on the transition.

PROPERTY MANAGEMENT SERVICES AGREEMENT

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

Triton shall provide: One part-time portfolio manager (8) hours a week, experienced and licensed Property Manager (CAM) for the supervision of the Association.

1. Review the property on a regular basis, perform a walk-through of the entire Association Property every week, and make recommendations to the respective Board of Directors. Architectural and other rule and regulation violations will be noted during this review. A monthly report will be generated and distributed detailing these weekly reviews of the property.
2. Obtain bids (minimum of three bids for all contracts in excess of \$1,000.00) and proposals for work to be performed, for review by the Board of Directors. Triton will assist in the preparation of specifications for projects, such as pool maintenance, paving, painting, roofing, or other needs of the Association. Triton will screen all potential bidders to ensure that they have the proper licenses and insurance. Triton will check references and gather other information necessary to assist the Board in selecting a contractor who is in the best interest of the Association. Triton shall not receive any additional compensation for the supervision of these services listed above.
3. Ensure that contracts and agreements between the Association and contractors are performed in accordance with their terms.
4. Handle all of the Association's correspondence. Routinely provide copies to the respective Board of Directors.
5. As requested, attend meetings of the Board of Directors and plan meetings to assess progress and assign priorities for action. The Property Manager will attend the annual members' meetings as well as one nightly board meeting a month.
6. Prepare weekly written management reports containing a summary of business being conducted on behalf of the Association. This report will be tailored to meet the requirements of the individual Association. It may include status reports on projects which are in progress, charts of work schedules versus actual completion dates, work orders completed, work orders pending, inspection reports for all services, recommendations for preventive and other maintenance, updates on bids being sought on behalf of the Association, sales and rental activities, status of liens and foreclosures, accounts receivable report, and any other data routinely

required by the Board of Directors. This report will be provided to the Board of Directors prior to the monthly meeting.

7. Provide a twenty-four hour answering service for emergencies. Respond promptly and appropriately to emergencies.
8. Assist the Board in obtaining and evaluating bids for Association insurance.
9. Assist the Board in the enforcement of the individual Association Rules and Regulations.
 - a. Receive and investigate written and signed complaints regarding document and rule violations and report findings to the Board.
 - b. At the request of a Board or per the terms of the Agreement, inform owners who are in violation of Association rules, in writing. Direct costs of printing, postage, and labor are included in the contract cost of this Agreement. Follow-up letters are also included. To the extent that the Association incurs attorney's fees in connection with violations of Association rules by owners, Triton will assist the Association in assessing the owners for such attorney's fees, as permitted by the Associations rules and regulations.
 - c. Take such other actions as consistent with the Agreement to assist the Board in administration and enforcement of the Association's rules and regulations.
10. Keep the Board informed about significant legislation, insurance, financial practices, court decisions, tax rulings, and other publicly available information pertaining to the Association which come to Triton's attention.
11. Offer advice and direction to the Board regarding administrative processes and responsibilities.
12. Ensure that pool and Clubhouse rules are observed by all owners, tenants, residents, and their guests.

ACCOUNTING SERVICES AGREEMENT

Triton shall perform all bookkeeping functions as may be necessary and desirable, in accordance with standard industry practices, for the accurate accounting of sums collected and expended by Triton, 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 the reserve schedule required by applicable Florida Statutes and applicable sections of the Florida Administrative Code.
2. Monthly Financial Reports
 - a. Maintain the general ledger.
 - b. Prepare 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 a 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. Supply copies of monthly financial reports to each Board of Directors forty eight (48) hours before the Board meeting of each month including but not limited to: a profit/loss statement, aged receivables report, and balance sheet.
3. Accounts Payable
 - a. Organize all bills and post them to proper account numbers. The Property Manager will verify that all work has been properly completed using material in accordance with the Agreement.
 - b. AvidXchange's accounts payable system completely automates your invoice management and bill payment processes, liberating your AP from the endless paper chase that's eating up time and money and

replacing it with a digital application that provides you with remote, on-demand access.

- c. 100% automated invoice to pay solution provides a leading end-to-end spend management platform that delivers improved visibility and control over payables with paperless invoicing, automated purchase requests and integrated electronic payments.
- d. Triton will not disburse any payments without Board approval.

4. Accounts Receivable

- a. Maintain an up-to-date owner's roster with up to three (3) mailing addresses, plus E-mail addresses.
- b. Prepare and issue maintenance coupons to all unit owners, annually. Monthly coupons will only be utilized at the direction of the individual Association's Board of Directors. The direct cost of printing, postage and mailing of the coupons is the responsibility of the Association. The cost will pass through from the banks couponing provider with no mark-up.
- c. Maintain complete accounts receivable report on a monthly basis. This report will be provided to the Board of Directors, monthly.
- d. Mail past due notices on the 10th of each month or in accordance with the individual Association documents.

5. Cash Collections

- a. Receive maintenance, other assessment payments and miscellaneous receipts and deposit them in the Association's interest bearing account(s) on a timely basis.
- b. These funds shall not be commingled with any other funds managed by Triton.
- c. Additional Special Assessments authorized by the individual Association's Board of Directors, for items such as (for example) roofing, hurricane clean-up or landscaping replacement will be billed at a one-time rate of \$350.00 for each special assessment. Triton will set up an additional account for each assessment to ensure no commingling of these funds, as required by the Florida Statutes.

6. Fidelity Bond

- a. Triton will provide a blanket fidelity bond in the amount of \$500,000 for Triton officers and employees.

7. Assessment Collection

- a. The Association designates Triton as its authorized agent to enforce the collection of assessments from unit owners. Triton 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 incurred to implement such procedures, if undertaken, shall be borne entirely by the individual Association.

8. Miscellaneous Services

- a. Provide a lock box service. (This service requires that the Associations 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 each Association are responsible for engaging an independent accounting firm of their choice and at their sole expense for the purpose of annual reviews/audits and all state and federal tax returns.
- d. Triton will assist the accounting firm and/or CPA in providing input, documents and information needed to properly review the individual Association's records and statements.

SCHEDULE II

The following office expenses will be charged to and become a cost of the Association and will be reimbursed to Triton. These office expenses shall be substantiated with back-up documentation itemizing each charge.

1. Black & White copies at \$0.15 per page
2. Postage, printing, and mailings at actual cost
3. Courier services at actual cost
4. Long distance phone calls at actual cost
5. Document preparation (i.e., labeling, stuffing and collating) at \$0.15 each
6. Maintenance fee and special assessment statements/Coupons \$3.00 per Unit/Lot per statement plus postage. This item may be waived or a reduced cost depending on the banking institution selected by the Association.
7. Avid/Strong Room accounts payable is a third-party bill payment system Triton uses for all Associations. This system allows designated Board members the ability to approve bills online. Bills will be presented with invoices etc.; the cost of this service will be passed on to the Association with no upcharge by Triton. Bank charges may also apply for this service depending on the Bank the Association uses.
8. Administrative fees for production and inspection of records by Association members (billed at \$50.00 per hour for staff and \$100.00 per hour for senior staff) Administrative fees for mailings and/or special meetings/conference calls etc. for accounting staff will be billed at \$50.00 per hour.
9. Certified mail handling fee at \$5.00 per piece.
10. Violation letters at \$1.50 each.
11. Any fees and costs to provide a unified communications system/resident alert system.
12. In the event the governing municipality imposes a charge for a business tax receipt, occupational license or similar charge related to Triton's performance of services for the Association from Association's on-site management office, the actual charge shall be paid by the Association.

- B. The following office expenses will be billed to the Association and charged to the delinquent Owner for reimbursement to the Association:
1. Delinquent account reminder letters at \$5.00 each; collection demand letters at \$25.00 each, and attorney transfer packages on collection matters at \$100.00 each. These amounts will be billed to the Association and charged to the delinquent Owner.
 2. Estoppel Letters and Mortgage Questionnaires: The Association agrees to provide Triton with rights and authorization to charge and collect from the appropriate third party for completion of estoppel letters and mortgage questionnaires as provided by Florida Statute and any other applicable administration fees including, but not limited to, fees to update transfers of title.
- C. The following office expenses will be charged to the Owner or third party:
1. Should the Association select a screening company which uses Triton to assist in the screening process and/or the secure storage of screening reports, Triton may be reimbursed by the screening company in an amount as Triton and the screening company may mutually determine.
 2. Triton may charge, collect and retain NSF check costs as authorized by applicable law to compensate Triton for the preparation of the statutorily required notice.

Jupiter Lakes Villas

**One (1) Experienced Property Manager
Community Association Accounting Services
Technology Services
Customer Service Program**

Eight Hours (per week) monthly cost: \$2,315.00