

The Meadows at WGV – Board of Director’s Special Business Meeting
October 24, 2024 at 7:00 P.M. – Online & via Phone **
(Continuation of Oct 10th & Oct 17th Meeting)

Agenda

Meeting Called to Order

Opening Remarks

Unfinished Business

- Community Association Management Company – Contract
- Budget 2025 - Operating Expenses Estimates - Finalize

Open to those attending for comments, feedback and questions

- Additional comments, feedback and questions

Closing Remarks

Adjournment



Event Info

**** Web & Phone Connection Information:** <https://themeadowswgv.com/>

On HOA Web Site – Home Page – Bottom - Association Events Section

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Join Zoom Meeting - Video Conference (On-Line) & By Phone (Voice Only)

Register in advance for this meeting:

https://zoom.us/meeting/register/tJwsceiupjMtE9TMPcS5Q81vH_RE5MR6BiCT

After registering, you will receive a confirmation email containing information about joining the meeting.

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PROFESSIONAL REGULATION



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& Professional Regulation

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LICENSEE DETAILS

2:16:46 PM 10/21/2024

Licensee Information

Name:	THE CAM TEAM, INC. (Primary Name)
Main Address:	2233 PARK AVENUE, SUITE 103 ORANGE PARK Florida 32073
County:	CLAY

License Information

License Type:	CAM Firm
Rank:	CAB
License Number:	CAB2950
Status:	Current
Licensure Date:	02/02/2009
Expires:	09/30/2025

Special Qualifications

Qualification Effective

Alternate Names

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10/21/24, 2:17 PM

Related License Information

[Print](#)

Licensee

Name:	THE CAM TEAM, INC.	License Number:	CAB2950
Rank:	CAM Business	License Expiration Date:	09/30/2025
Primary Status:	Current	Original License Date:	02/02/2009

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
CAM35149	Current, Active	MELTON, LINDA KATHLEEN	CAM & CAM Business	10/23/2015	Community Association Manager	09/30/2026
CAM32549	Current, Active	WOODS, LINDA MARIE	Secondary Qualifier - CAM Firm	10/23/2015	Community Association Manager	09/30/2026
CAM35169	Current, Active	WOODS, ROBERT WAYNE	Secondary Qualifier - CAM Firm	10/23/2015	Community Association Manager	09/30/2026

The CAM Team - Contract Proposal - Meadows HOA
Overview Summary – By Section
TERMS OF AGREEMENT

Executive Summary

This contract clause outlines the terms of agreement between the Association and the Manager, including the contract duration, renewal process, termination procedures, and responsibilities of both parties upon termination. It specifies conditions for termination due to failure to perform duties, termination without cause, and the Manager's obligations regarding the handover of records and funds.

Outline

1. Contract Duration and Renewal

- a. Initial term:
 - December 1, 2024 - November 30, 2026
- b. Automatic renewal:
 - One-year extension if no notice given
- c. Renewal terms:
 - As per "Management Agreement" section

2. Termination Due to Failure

- a. Association's responsibilities:
 - Provide written notice detailing specific failures
- b. Manager's rights:
 - 45-day cure period
- c. Termination process:
 - Either party can terminate with 45 days' written notice if not cured

3. Termination Without Cause

- a. 90 days' written notice required before expiration or renewal date

4. Manager's Responsibilities Upon Termination

- a. Deliver all books and records to new management company
- b. Provide full accounting within 4 weeks of termination notice

The CAM Team - Contract Proposal - Meadows HOA
Overview Summary – By Section

- c. Transfer management agreement with 60 days' notice to Association
- d. Deliver final accounting and remaining funds within 30 days after month-end of termination

5. Association's Responsibilities Upon Termination

- a. Assume obligations of contracts executed by Manager
- b. Provide security for Manager's incurred liabilities
- c. Responsible for payment of all unpaid bills

6. Manager's Rights Upon Termination

- a. Withhold funds for outstanding payments for 30 days after month-end of termination

The CAM Team - Contract Proposal - Meadows HOA
Overview Summary – By Section

TERMS OF AGREEMENT

This agreement shall remain in full force and effect, commencing on December 1, 2024 through November 30, 2026 and may be extended. If at any time the Association believes the Manager has failed to properly perform its duties or obligations under this agreement, the Association shall provide to the Manager written notice detailing any specific failure on the part of the Manager. The Manager will be afforded forty-five (45) days to cure the failures listed by the Association in its notice. If the dispute/violation is not cured within forty-five (45) days from the date of the written notification, this agreement may then be terminated by either party by giving not less than forty-five (45) days written notice. In the event of termination of this agreement Manager agrees to deliver all books and records to the new management company in a timely fashion The Manager will deliver pertinent records and provide a full accounting of money owed under this contract within four (4) weeks after receiving termination notice. This agreement may be terminated without cause by either party hereto by giving not less than ninety (90) days written notice prior to the expiration date of the contract or any annual renewal thereof. If no such notice is given, this contract will be renewed for an additional one year with the monthly fee and contract terms to be consistent with the provisions below under the heading "Management Agreement." This management agreement is transferable by the Manager with 60 days' notice to Association. Upon termination of or withdrawal from this agreement by either party, the Association shall assume the obligations of any contract or outstanding bill executed by Manager under this agreement for and on behalf of the Association and responsibility for payment of all unpaid bills. The Association shall furnish Manager Security, in an amount satisfactory to Manager against any obligations or liabilities which Manager may have properly incurred on the Association's behalf under this Agreement. Manager may withhold funds sufficient to meet outstanding payments made on behalf of the Association for thirty (30) days after the end of the month in which this Agreement is terminated. Manager shall deliver to the Association within thirty (30) days after the end of the month in which this Agreement is terminated, any balance of monies due the Association which were held by Manager with respect to the Property, as well as a final accounting reflecting the balance of income and expenses with respect to the Property as of the date of termination or withdrawal, and all records, contracts, leases, receipts for deposits, and other papers or documents which pertain to the Property.

Optional Services and Administrative Fees

Board Meetings, in excess of number provided, and during normal business hours, Monday through Friday	\$150.00 per hour
Preparation for and appearance at depositions, alternate dispute resolutions, hearings, and court	Regular hourly fee per contract (including travel time) r mileage
For services provided by Accountant outside of the normal scope of	\$75.00 oer hour
financials/budget	
Website	Set-up Fee - \$500.00 Interactive - 5100.00 per month Basic - \$50.00 per month
Approved ARC, ARB, & ACC	Paid by owner
Drafting general letters (from scratch) at the request of the Board of Directors to the community, or homeowners (excludes violation enforcement/collections)	\$25.00 per occurrence
Registered Agent Service (Required by state statute)	\$100.00 per year
Approved Forbearance Agreements / Payment Plan	\$25.00, charged to owner
Proof of Claims in Bankruptcy	\$50.00 per collection
Answer and Monitor of Mortgage Foreclosure	CAM Team - \$25.00, charged to owner Attorney Fee, charged to owner
Delinquent Account Set-Up Administration Fee	\$25.00, charged to owner
Collection Letters	\$25.00, charged to owner
30 Day Notice of Late Assessment	\$50.00, charged to owner
Services provided by licensed CAM outside the scope of Management Agreement	\$150.00 per hour
Services provided by support staff for performing projects involving attendance or distribution of materials outside of normal scope of office responsibility.	\$35.00 per hour, per employee
Black & White Copies	\$0.16 each
Color Copies	\$0.50 each or current 3rd party provider rate
Envelopes	\$0.18 each
Labels	\$0.03 each
Accounts Payable Check & Envelope	\$0.35 each
First Class Postage	Billed at current LISPS presort first class rates
Certified e-Return Receipt Postage	Billed at current LISPS rates
Intent to Lien	CAM Team - \$75 00+ Cost of Cert. Mail, charged to owner Attorney - Attorneys cost, charged to owner
Claim of Lien	Attorney's cost, charged to owner
Intent to Foreclose	Attorney's cost, charged to owner
Foreclosure	\$1,500.00 - 51,800.00 Retainer — varies by Attorney (additional charges will apply), charged to owner
Satisfaction of Lien	Attorney's cost, charged to owner
Foreclosure Affidavit Fee	\$10.00 each
NSF/Returned Check (or electronic draft) fee	\$32.00 per event, charged to owner
Estoppel	\$250.00, charged to owner
Estoppel Rush (3 days or less)	\$100.00, charged to owner
Administrative Transfer Fee	\$100.00, charged to buyer
Security Camera / Video Review	\$75.00 per hour
Inspections behind Townhomes & Condos	\$1.50 per unit
Special Assessment Accounting Services	\$15.00 per door

* Fees are subject to change without notice. *

The CAM Team - Contract Proposal - Meadows HOA
Overview Summary – By Section
MANAGEMENT AGREEMENT

Executive Summary:

This management agreement outlines the terms between The Meadows at Saint Johns Owners Association, Inc. and a property management company. The contract covers monthly fees, additional services, compensation for special projects, administrative fees, and policies regarding late payments and collections. It also includes clauses on contract binding, assignment, and the comprehensive nature of the agreement.

Outline:

1. Basic Management Fee
 - \$2,650 per month
 - Due on the first of each month
 - Annual increase to be negotiated after the first year
2. Initial Setup Fee
 - One-time fee of \$1,000
 - Covers setup of bookkeeping, online portal, roster corrections, and record review
3. Manager's Role and Responsibilities
 - Represent the Association and its members in matters of common interest
 - Provide assistance, suggestions, professional opinions, and guidance
4. Additional Compensation
 - For projects outside the scope of the agreement
 - To be determined before project start
5. Construction Supervision Fee
 - 4.5% of gross amounts for construction, renovation, or restoration work
 - Includes general monitoring and supervision
 - Excludes engineering, technical, or architectural work

The CAM Team - Contract Proposal - Meadows HOA
Overview Summary – By Section

6. Administrative Fees
 - As per Addendum A
7. Late Payment and Collection Policies
 - Manager receives 0% of late charges collected
 - Manager receives 0% of fines collected
 - \$25 one-time collections administration fee per occurrence for delinquent accounts
 - Non-sufficient funds fee for returned checks (not to exceed Florida Statute limits)
8. Notice Requirements
 - All notices must be in writing
 - Sent by US mail, registered or certified, return receipt requested
9. Contract Binding and Assignment
 - Agreement binds successors and assigns of both parties
 - Manager can only assign interests in connection with sale of business assets
10. Comprehensive Agreement Clause
 - This agreement supersedes all prior agreements, oral or written
11. Captions and Headings Clause
 - Captions and headings are for convenience and reference only
 - Do not define, modify, or add to the agreement's meaning or intent

The CAM Team - Contract Proposal - Meadows HOA
Overview Summary – By Section

MANAGEMENT AGREEMENT

The Meadows at Saint Johns Owners Association, Inc. agree to pay the Manager the sum of ~~\$2695.00~~ \$2650.00 per month, due on the first of each month to manage the Association. An additional one-time fee of \$1000.00 will be charged at the beginning of this agreement for setting up all bookkeeping and the online portal for Florida statutory requirements, making necessary corrections to owner's roster and prior bookkeeping, and reviewing all records. After the first year the Management fee will increase annually. Increase to be negotiated between Association and the Manager.

Manager agrees that its principal function is to represent the Association and all of its members in all matters of common interest. Manager further acknowledges that it will assist the Association in its overall operation for its betterment and improvement said Assistance will be in the form of suggestions, professional opinions, and guidance as relates to community association living.

The Manager shall be entitled to be compensated by the Association for projects outside of the scope of this agreement. Compensation is to be determined prior to the beginning of the project. Construction Supervision with respect to Modernization / Rehabilitation / Improvements / Fire Restoration. The Association shall pay to Manager a fee equal to four and one half percent (4.5%) of the gross amounts payable by the Association for all construction, renovation or restoration work relating to the property during the term of this Agreement where Manager when so directed by the association, acts as construction supervisor, plus all costs and expenses relating thereto. Manager's role shall be to perform general monitoring and supervision of all construction, renovation or restoration work, and shall specifically exclude, without limitation, and engineering, technical or architectural work or inspections, which shall be the responsibility of the Association's engineers, architects or contractors, as the case may be.

The Manager shall also be entitled to charge administration fees as per the attached Addendum A (1 page).

The CAM Team - Contract Proposal - Meadows HOA
Overview Summary – By Section

In the event the Association shall impose any late charge for assessments not paid by the due date, the Association shall pay the Manager 0% of any late charges collected. If fines are imposed by the Association, the Manager shall be paid 0% of fines collected. In the event a member's account becomes delinquent and legal collections are begun, the Association agrees to pay a one-time collections administration fee of \$ 25.00 per occurrence, to be paid upfront by the Association and charged to the member's account. The Association agrees that if such administration fee is not presently provided for in the governing documents, such fee will be approved by the Board of Directors at its next regular meeting that follows the commencement date of this agreement. In the event a member's check or draft is returned by the member's bank, Manager shall also collect a non-sufficient funds fee to cover the cost of processing the returned item. The fee is not to exceed that allowed by Florida Statute.

All notices required to be given under this contract shall be in writing and sent by US mail, registered or certified, return receipt requested.

This Agreement shall be binding upon and inure to the benefit of the successors and assigns of Manager and the heirs, administrators, successors and assigns of the Association. Notwithstanding the preceding sentence, Manager shall not assign its interests under this Agreement except in connection with the sale of all or substantially all of the assets of its business. In the event of such sale, Manager shall be released from all liability under this Agreement upon express assumption of such liability by its assignee.

This agreement constitutes the entire agreement between the parties relating to the subject matter hereof, superseding all prior agreements or undertakings, oral or written.

The captions and headings throughout this agreement are for convenience and reference only, and they shall in no way be held or deemed to define, modify, or add to the meaning, scope or intent of any provisions of this agreement.

**The CAM Team, Inc.
COMMUNITY ASSOCIATION MANAGEMENT**

This agreement made by and between, **The Meadows at Saint Johns Owners Association, Inc.** thereafter "Association" and **The CAM Team Inc.**, hereafter "the Manager," having its principal office at 2233 Park Avenue, Suite #103, Orange Park, Florida 32073.

MANAGEMENT

The Manager is a licensed Community Association Management Company (CAM Firm), authorized and permitted to operate in the State of Florida by the Department of Business and Professional Regulation (DBPR). Manager further represents and warrants that the person or persons employed by the Manager to directly provide the management services under this contract shall maintain a Community Association Manager's (CAM) License from DBPR. Any unlicensed employees shall be directly supervised by a licensed CAM employed by the Manager.

The Manager shall manage, operate, maintain, and supervise the properties of the Association in an efficient and satisfactory manner and in accordance with the Association's documents, applicable Florida Statutes, Federal Regulations and local ordinances. Supervision of any projects does not hold the Manager to be professionals in any particular field; rather they will supervise through a signed contract made by and between the Association and the vendor; any dispute shall be between vendor and Association. The Manager shall act in a fiduciary capacity with respect to the proper protection of and accounting for the Association's assets. In this capacity, the Manager assures the Association that all third parties shall be dealt with at arm's length and that the Association's interests will be served at all times.

The Manager agrees to handle the bookkeeping for the Association, said bookkeeping will include collecting from each owner the fixed monthly, quarterly, or annual Association fee, collecting any general or special assessments that may become due, and making timely deposits in special bank accounts in the name of the Association. The Association hereby authorizes the Manager to request, demand, collect, receive, and issue receipt for any and all charges which may at any time be or become due to the Association, and to take such action deemed necessary pursuant to the [Association Governing](#) documents, in the name of the Association, by the way of legal process, or otherwise may be required for the collection of delinquent assessments, [in coordination with the association board, and that the Association Board must approve initiating any lawsuit, including foreclosure.](#)

As a standard practice, the Manager shall furnish the Association Board of Directors an itemized list of all delinquent accounts immediately following completion of the monthly financial statements, [and, in accord with Association Collection Guidelines and Procedures, will issue a written](#)

[reminder statement notice to members whose accounts are unpaid 25 days after date when assessment due](#), and will issue ~~written notice~~ [Legal Notice of Late Assessment](#) to members whose accounts are [unpaid](#) 15 days past ~~due~~ [date of delinquency](#).

In addition, if the Associations governing documents provide for them, a late fee/interest/and an administrative late fee will be collected for assessments not paid when due. The date of delinquency shall be established by the Board of Directors. Accounts that become delinquent will be acted upon in accordance with directions of the Board of Directors.

Manager will handle all of the Association's monthly disbursements in a timely manner so late fees are not incurred. Not later than the 20th day of each month (unless bank statements are not received by that date] the Manager will render a detailed financial report of the previous month to the Board of Directors.

~~Manager agrees to prepare and submit to the Association a proposed budget no later than October 15th of each year, prior to the start of each fiscal year. The Association will consider the proposed budget and will consult with the Manager in order to prepare a final "Operating and Capital Budget" for approval, and subsequently mail a copy of the proposed budget along with the required Notice of Meeting to each owner at least 14 days prior to the Annual Budget Meeting to approve the budget.~~

[Manager agrees to prepare, no later than July 10 of each year, an Interim Comparative Financial Report for Owners consisting of a Statement of Financial Activity \(aka Operating Income Statement\) and Statement of Financial Position \(aka Balance Sheet\), which will be included in and with the delivery of the Annual Members Meeting Notice. Furthermore, Manager agrees to prepare and deliver to the Directors of the Association draft budgets for the Operating account and the Capital Reserves Account no later than September 15th of each year. The Directors of the Association, in consultation with the Manager, will consider these draft budgets to prepare the proposed 'Operating Budget' and the proposed 'Capital Reserves Budget' for the next fiscal year at a scheduled public Board meeting. This meeting must be held at least 20 days before the next regular board meeting, which will be held no later than November 15. At this regular board meeting, the Board of Directors will approve the operating budget for the next fiscal year and approve the owners' regular assessment for the next fiscal year. The Manager agrees to initiate the delivery, no later than November 21, to each owner the required notice of regular assessment for the next fiscal year and its adopted operating budget.](#)

Manager agrees that all books and records will be available by appointment during normal business hours for the purpose of an inspection of said books and records by unit owners and their designated agents and/or mortgagees.

For Discussion – Working Suggestions – For Discussion (2024-10-21 0135)

Manager will inspect the Association's property and services areas and will take action to correct any discrepancies. The CAM Team Inc. agrees to inspect the property twice a month from April through October and once a month from November through March.

ASSOCIATIONS' MEETINGS

Manager or designated employee or other representative of Manager shall attend the ~~Budget Meeting and~~ Annual Membership Meeting and the Board of Directors meeting at which the 'Operating Budget,' 'Capital Reserves Budget,' and the owners' regular assessment is approved and adopted for the next fiscal year.

Should the Board of Directors request the Manager to attend meetings in excess of seven (7) meetings a year, the Manager must be given written notice of the date, time, place, and purpose of the meeting at least two (2) days in advance unless in an emergency capacity. ~~All meetings must be noticed to the members by law and Manager will provide all required notices. Manager must be notified at least ten (10) days in advance of any special meetings (if non-emergency) called by the Board of Directors to provide adequate time for Manager to post/send out notices. Zoom meetings are acceptable should the Community Board of Directors be in agreement.~~

All Membership and Board of Directors meetings must be noticed to the members in accord with the Association Governing Documents and Florida Statute s. 720. The Manager will post all required meeting notices to the online portal. The Association will post all required public meeting notices within the community and on the Association Website.

Manager must be notified at least twenty-five (25) days in advance of any special membership meetings (if non-emergency) called by the Board of Directors to provide adequate time for Manager to post/send out notices.

Attendance of the Manager or designated employee or other representative of Manager at Board of Directors meetings via Zoom video and audio conference meeting is acceptable should the Association Board of Directors be in agreement.

TERMS OF AGREEMENT

This agreement shall remain in full force and effect, commencing on December 1, 2024 through November 30, 2026 and may be extended. If at any time the Association believes the Manager has failed to properly perform its duties or obligations under this agreement, the Association shall provide to the Manager written notice detailing any specific failure on the part of the Manager. The Manager will be afforded forty-five (45) days to cure the failures listed by the Association in its notice. If the dispute/violation is not cured within forty-five (45) days from the date of the written

For Discussion – Working Suggestions – For Discussion (2024-10-21 0135)

notification, this agreement may then be terminated by either party by giving not less than forty-five (45) days written notice. In the event of termination of this agreement Manager agrees to deliver all books and records to the new management company in a timely fashion The Manager will deliver pertinent records and provide a full accounting of money owed under this contract within four (4) weeks after receiving termination notice. This agreement may be terminated without cause by either party hereto by giving not less than ninety (90) days written notice prior to the expiration date of the contract or any annual renewal thereof. If no such notice is given, this contract will be renewed for an additional one year with the monthly fee and contract terms to be consistent with the provisions below under the heading "Management Agreement." This management agreement is transferable by the Manager with 60 days' notice to Association. Upon termination of or withdrawal from this agreement by either party, the Association shall assume the obligations of any contract or outstanding bill executed by Manager under this agreement for and on behalf of the Association and responsibility for payment of all unpaid bills. The Association shall furnish Manager Security, in an amount satisfactory to Manager against any obligations or liabilities which Manager may have properly incurred on the Association's behalf under this Agreement. Manager may withhold funds sufficient to meet outstanding payments made on behalf of the Association for thirty (30) days after the end of the month in which this Agreement is terminated. Manager shall deliver to the Association within thirty (30) days after the end of the month in which this Agreement is terminated, any balance of monies due the Association which were held by Manager with respect to the Property, as well as a final accounting reflecting the balance of income and expenses with respect to the Property as of the date of termination or withdrawal, and all records, contracts, leases, receipts for deposits, and other papers or documents which pertain to the Property.

LIABILITY

The Board of Directors shall designate one officer as the person hereinafter "designated person" who shall be authorized to deal with the Manager on any matters relating to the management of the Property. Manager shall not accept directions or instructions with regard to the management of the Property from anyone other than the designated person. In the absence of any other designation by the Board, the President of the Board shall be deemed to have this authority. Board appoints Vice President as alternate should the President be unavailable. The Manager will upon direction of the designated person, submit any matter, direction, instruction, or the like to the Board and shall then follow the direction of the Board. The Board shall not hold the Manager liable or otherwise at fault for action taken at the direction of the designated person.

LIABILITY

Unless the cause of action is the result of the Manager's own negligence, willful misconduct, criminal act or breach of this agreement, Manager shall not be liable for any action or error committed

by Manager. The Association agrees to save and hold harmless Manager from all damages, suits or claims in connection with administration of Manager's duties hereunder, and from all liability for injuries to person or property suffered or sustained so long as not caused by Manager's own negligence, willful misconduct, criminal act or breach of this agreement, and from any such liability for damages, cost and expenses, including attorney's fees, arising from the administration of Managers duties hereunder or from injury to any person or property in and about or in connection with Association's property unless such loss or injury shall be caused by Manager's own negligence, willful misconduct, criminal act or breach of this agreement.

The CAM Team, Inc., the Manager, is comprised of seven licensed Community Association Managers and five full-time and two part-time staff members and two onsite degreed accountants.

Accounting services shall include:

Accounting services provided by the Manager shall include collecting Association fees, bank deposits and bank account reconciliation, paying all bills, and accounting of all disbursements. A complete accounting, including year-to-date figures, shall be provided to the Board of Directors on a monthly basis. Accounting services do not include preparing or filing of tax returns; however, it does include providing all information necessary and contracting with accountants for the preparation and filing of required tax filings.

MANAGEMENT AGREEMENT

The Meadows at Saint Johns Owners Association, Inc. agree to pay the Manager the sum of ~~\$2695.00~~ \$2650.00 per month, due on the first of each month to manage the Association. An additional one-time fee of \$1000.00 will be charged at the beginning of this agreement for setting up all bookkeeping and the online portal for Florida statutory requirements, making necessary corrections to owner's roster and prior bookkeeping, and reviewing all records. After the first year the Management fee will increase annually. Increase to be negotiated between Association and the Manager.

Manager agrees that its principal function is to represent the Association and all of its members in all matters of common interest. Manager further acknowledges that it will assist the Association in its overall operation for its betterment and improvement said Assistance will be in the form of suggestions, professional opinions, and guidance as relates to community association living.

The Manager shall be entitled to be compensated by the Association for projects outside of the scope of this agreement. Compensation is to be determined prior to the beginning of the project. Construction Supervision with respect to Modernization / Rehabilitation / Improvements / Fire Restoration. The Association shall pay to Manager a fee equal to four and one half percent (4.5%) of

the gross amounts payable by the Association for all construction, renovation or restoration work relating to the property during the term of this Agreement where Manager, when so directed by the association, acts as construction supervisor, plus all costs and expenses relating thereto. Manager's role shall be to perform general monitoring and supervision of all construction, renovation or restoration work, and shall specifically exclude, without limitation, and engineering, technical or architectural work or inspections, which shall be the responsibility of the Association's engineers, architects or contractors, as the case may be.

The Manager shall also be entitled to charge administration fees as per the attached Addendum A (1 page).

In the event the Association shall impose any late charge for assessments not paid by the due date, the Association shall pay the Manager 0% of any late charges collected. If fines are imposed by the Association, the Manager shall be paid 0% of fines collected. In the event a member's account becomes delinquent and legal collections are begun, the Association agrees to pay a one-time collections administration fee of \$ 25.00 per occurrence, to be paid upfront by the Association and charged to the member's account. The Association agrees that if such administration fee is not presently provided for in the governing documents, such fee will be approved by the Board of Directors at its next regular meeting that follows the commencement date of this agreement. In the event a member's check or draft is returned by the member's bank, Manager shall also collect a non-sufficient funds fee to cover the cost of processing the returned item. The fee is not to exceed that allowed by Florida Statute.

All notices required to be given under this contract shall be in writing and sent by US mail, registered or certified, return receipt requested.

This Agreement shall be binding upon and inure to the benefit of the successors and assigns of Manager and the heirs, administrators, successors and assigns of the Association. Notwithstanding the preceding sentence, Manager shall not assign its interests under this Agreement except in connection with the sale of all or substantially all of the assets of its business. In the event of such sale, Manager shall be released from all liability under this Agreement upon express assumption of such liability by its assignee.

This agreement constitutes the entire agreement between the parties relating to the subject matter hereof, superseding all prior agreements or undertakings, oral or written.

The captions and headings throughout this agreement are for convenience and reference only, and they shall in no way be held or deemed to define, modify, or add to the meaning, scope or intent of any provisions of this agreement.

For Discussion – Working Suggestions – For Discussion (2024-10-21 0135)

IN WITNESS WHEREOF, the parties have executed this agreement this _____ day of **October**, 2024.

On Behalf of:
The Meadows at Saint Johns Owners Association, Inc.

Michael Krugman, President
For: The Meadows at Saint Johns Owners Association, Inc.
dba The Meadows at World Golf Village

On behalf of:
The CAM Team, Inc.

Bob Woods, CAM
For: The CAM Team, Inc.

Optional Services and Administrative Fees

Board Meetings, in excess of number provided, and during normal business hours, Monday through Friday	\$150.00 per hour
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Black & White Copies	\$0.16 each
Color Copies	\$0.50 each or current 3rd party provider rate
Envelopes	\$0.18 each
Labels	\$0.03 each
Accounts Payable Check & Envelope	\$0.35 each
First Class Postage	Billed at current LISPS presort first class rates
Certified e-Return Receipt Postage	Billed at current LISPS rates
Intent to Lien	CAM Team - \$75 00+ Cost of Cert. Mail, charged to owner Attorney - Attorneys cost, charged to owner
Claim of Lien	Attorney's cost, charged to owner
Intent to Foreclose	Attorney's cost, charged to owner
Foreclosure	\$1,500.00 - 51,800.00 Retainer — varies by Attorney (additional charges will apply), charged to owner
Satisfaction of Lien	Attorney's cost, charged to owner
Foreclosure Affidavit Fee	\$10.00 each
NSF/Returned Check (or electronic draft) fee	\$32.00 per event, charged to owner
Estoppel	\$250.00, charged to owner
Estoppel Rush (3 days or less)	\$100.00, charged to owner
Administrative Transfer Fee	\$100.00, charged to buyer
Security Camera / Video Review	\$75.00 per hour
Inspections behind Townhomes & Condos	\$1.50 per unit
Special Assessment Accounting Services	\$15.00 per door

* Fees are subject to change without notice. *

THE MEADOWS AT WORLD GOLF VILLAGE HOA	01/01/2024 to 09/30/2024					2024		2025	% CHANGE
Description	Actual	Year-to-date Budget	Variance	% of Budget		Annual Budget		Proposed Budget	Inc \$17 per Yr
OPERATING INCOME						@\$288		@\$305	5.9%
Revenue									
4110-000 Assessments	86,400.00	86,400.00		75.0%		115,200.00		122,000.00	5.9%
4400-000 Interest & Late Fees - Owners	1,575.15	1,649.97	(74.82)	71.6%		2,200.00		1,000.00	(54.5%)
4410-000 Interest Income - Operating	27.64	9.00	18.64	230.3%		12.00		12.00	0.0%
4999-000 Use of PY Surplus		3,715.20	(3,715.20)			4,953.64		0.00	(100.0%)
Total Revenue	88,002.79	91,774.17	(3,771.38)	71.9%		122,365.64		123,012.00	0.5%
Total OPERATING INCOME	\$88,002.79	\$91,774.17	(\$3,771.38)	71.9%		\$122,365.64		\$123,012.00	0.5%
OPERATING EXPENSE									
General & Professional									
5105-000 Bad Debt	573.77	1,800.00	1,226.23	23.9%		2,400.00		1,000.00	(58.3%)
5110-000 Annual Corporate Report	61.25	82.53	21.28	55.7%		110.00		110.00	0.0%
5120-000 Insurance Expense	6,462.65	7,031.25	568.60	68.9%		9,375.00		9,375.00	0.0%
5125-000 Annual CPA (Audit & Tax)	250.00	187.47	(62.53)	100.0%		250.00		250.00	0.0%
5130-000 Legal & Professional	5,499.29	5,400.00	(99.29)	76.4%		7,200.00		5,500.00	(23.6%)
5140-000 Management Fees	10,800.00	21,600.00	10,800.00	37.5%		28,800.00		31,800.00	10.4%
5160-000 Office Expense	5,594.90	4,650.03	(944.87)	90.2%		6,200.00		6,300.00	1.6%
5240-000 Records Storage	413.01	810.00	396.99	38.2%		1,080.00		900.00	(16.7%)
Total General & Professional	29,654.87	41,561.28	11,906.41	53.5%		55,415.00		55,235.00	(0.3%)
Grounds Maintenance									
6010-000 Landscape Maint Contract	31,431.18	31,740.48	309.30	74.3%		42,320.64		43,272.00	2.2%
6020-000 Landscape Enhancements	9,040.05	6,052.50	(2,987.55)	112.0%		8,070.00		8,070.00	0.0%
6050-000 Irrigation Repairs & Maint	845.15	1,800.00	954.85	35.2%		2,400.00		2,440.00	1.7%
6060-000 Lake & Fountain Maint	4,275.00	4,590.00	315.00	69.9%		6,120.00		5,820.00	(4.9%)
Total Grounds Maintenance	45,591.38	44,182.98	(1,408.40)	77.4%		58,910.64		59,602.00	1.2%
Common Property Repairs & Maintenance									
6515-000 Repairs & Maint - General	54.17	375.03	320.86	10.8%		500.00		500.00	0.0%
Total Common Property Repairs & Mal	54.17	375.03	320.86	10.8%		500.00		500.00	0.0%
Utilities									
7040-000 Electricity	4,941.52	5,024.97	83.45	73.8%		6,700.00		6,835.00	2.0%
Total Utilities	4,941.52	5,024.97	83.45	73.8%		6,700.00		6,835.00	2.0%
Reserves									
8160-000 Reserves-Entry Monument	630.00	630.00		75.0%		840.00		840.00	0.0%
Total Reserves	630.00	630.00		75.0%		840.00		840.00	0.0%
Total OPERATING EXPENSE	\$80,871.94	\$91,774.26	\$10,902.32	66.1%		\$122,365.64		\$123,012.00	0.5%
Net Income:	7,130.85	(0.09)	7,130.94	0.0%		0.00		0.00	0.0%