



Customer: Sunset Lakes	Contact: Julie Song
Email: juliesong02@gmail.com	Phone:
Project Address: N Courtenay	Date: 3/30/26

CONTRACT

SCOPE OF WORK:

- | | |
|--------------------------------------|------------|
| Refurbish Existing Monument Sign | \$4,200.00 |
| ·Paint Existing Sign Structure | |
| ·Fabricated aluminum pan semi circle | |
| ·Halo lit channel letters | |



Trip Fee	
Installation Labor	\$1,000.00
Engineering	\$0.00
Permit Acquisition Labor	\$0.00

SUBTOTAL: \$5,200.00 TAX: \$294.00 TOTAL: \$5,494.00 DEPOSIT DUE: \$2,750.00

TOTAL DOES NOT INCLUDE THE COST OF THE PERMIT. PERMIT WILL BE BILLED AT ACTUAL COST UPON COMPLETION.

RESPECTFULLY SUBMITTED BY: JONATHAN SKINNER EMAIL: SIGNLORDS@GMAIL.COM

Terms and Conditions: A deposit is due upon acceptance of job. Balance is due upon installation. Any payments not received in a timely manner by SignLords shall bear interest from the due date at the rate of 18% per annum, with a \$50 late fee assessed per month for the past due accounts until paid in full. All signage to remain property of SignLords until paid in full. Customer's failure to submit prompt final payment following installations as per plan shall constitute default. The client/buyer agrees to pay all cost in the event of default of payment by the client/buyer, including reasonable attorney's fees. The client/buyer hereby grants Signs Lords the right of entry into and on the property of the client/buyer for the purpose of retaking possession of the signage in the event of default, regardless of partial payment received for signage.

NOTES: SignLords will complete all work as per plan. Customer shall be assessed a lost trip charge if site is not ready upon our crews arrival. Pricing based upon 120 volt primary power to sign location by others. Substandard soil conditions (i.e. coquina, rock, large roots, water, pipe, etc.) or fascias (i.e. steel beams) are additional. All additions, changes or errors that require additional time, labor or materials will be charged at SignLord standard pricing. Sign Lords reserves the right to apply minor final adjustments and revisions to any sign designs that is deemed in our sole discretions to benefit the sign's operation and/or overall appearance.

Product Warranty: Our standard warranty is as follows: One (1) year on materials, finishes, general workmanship parts and labor. one (1) year on ballasts and transformers; includes parts only; labor to be billed as extra. Ninety (90) days on neon; includes parts and labor. Thirty (30) day on fluorescent lamp; included parts and labor. Warranties for specialty products such as electronic message centers (LED displays) issued separately.

ACCEPTANCE OF PROPOSAL: The above price(s), specifications and conditions are satisfactory and are hereby accepted. I authorize Signs Lords to perform the work as specified. I agree to make payments as outlined above.

DATE OF ACCEPTANCE

AUTHORIZED CUSTOMER PRINTED NAME

AUTHORIZED CUSTOMER SIGNATURE

April 10, 2026

To: Sunset Lakes HOA

Demo playground border wall of railroad ties – stack for pick up from HOA landscaper
Install new border wall purchased by HOA

Total Due:

\$1,500.00

Thank you

Gretta Demming

Brevard Lawn Care Inc.
P.O. Box 560091-0091
Rockledge, FL 32955

Estimate

Date 4/8/2026
Estimate # 22

Name / Address
Sunset Lakes HOA

P.O. #

Terms date

Due Date 4/30/2026

Other

Description	Qty	Rate	Total
will cut down dead bottle brush on sunflower court		4,000.00	4,000.00
will cut down dead arikas on limerick dr by both gazebos		0.00	0.00
will cut down dead tree by tennis court on park		0.00	0.00
will cut down dead trees at the en of starligh and sierra		0.00	0.00
will prunne damage plants and remove dead ones for the beds on sunward and sierra		0.00	0.00
will cut down dead tree along the walkway along starlight		0.00	0.00
will prunne damage plants and remove dead ones from the cortner of sunset lakes dr and sunward dr		0.00	0.00
will prunne damage plants and remove dead ones from main entrance, sunset lakes		0.00	0.00
will prunne damage plants and remove dead ones from entrance at island states		0.00	0.00
will clean arikas at main entrance of island states		0.00	0.00

Payments are due by the 30th day, for the month wich service was rendered. Late payments are subject

Subtotal	\$4,000.00
Sales Tax (0.0%)	\$0.00
Total	\$4,000.00

Brevard Lawn Care Inc.
carlospereyrajr@hotmail.com

321-604-1093
321-806-4610

MandM Beachside Property Maintenance
Fully Licensed and Insured
Dependable and Professional with an attention to detail

Sunset Lakes HOA - Maintenance Proposal

Owner Information

Name: Nick Mariani
Address: 201 St. Lucie Lane, #402, Cocoa Beach, FL 32931
Phone: (970) 710-0450 Email: mandmbeachside@gmail.com

Proposal date: March, 2026

Project: Sunset Blvd - Merritt Island Fl.

hourly rate: \$42

SCOPE OF WORK:

- ❖ Services to be provided at no more than 15 hours per week - unless otherwise directed and approved through association direction -
- ❖ MandM Beachside will provide a set schedule of services 3 days per week Monday Wednesday and Friday - and follow association direction
- ❖ Services provided will be tracked and recorded using an interactive google spreadsheet following each MandM Beachside Property Maintenance service call - and shared in real time with the property manager and/or association designated liaison
- ❖ Services will be invoiced at the end of each month directly to the property management company and/or designated association liaison
- ❖ Contractual agreement of services and price, renewable annually - cancellation of contractual agreement to be terminated by Sunset Lakes with or without cause, providing 4 weeks notice in writing.

Date: March 2026

Submitted by: Nick Mariani, owner

Association Liasion



MANAGEMENT AGREEMENT

Between
SUNSET LAKES HOMEOWNERS ASSOCIATION, INC.
&
Space Coast Realty & Investments

This agreement, made and entered into this ____ day of _____, 2026 in effect the 1st day of _____, 2026 by and between SUNSET LAKES HOMEOWNERS ASSOCIATION, INC. individually but on behalf of all of the owners from time to time of SUNSET LAKES HOMEOWNERS ASSOCIATION, INC. (the “board”) and on behalf of the owners’ association organized pursuant to the laws of the State of Florida and Space Coast Realty & Investments, home of Showcase Property Management (the “agent”):

WITNESSETH

Whereas, under the provisions of the purchase contract with the purchaser of each unit, and the SUNSET LAKES HOMEOWNERS ASSOCIATION, INC., the *owner* delegate the authority to manage the to the Board of Directors (the “board”); and the *board* is authorized to engage a management agent on behalf of the *owners* under a management under a management contract; therefore, the *board* desires to employ the *agent* to manage the association, and the agent desires to be employed to manage said association. Now, therefore, it is agreed as follows:

1. The *board* on behalf of the *owners* hereby employs the *agent* exclusively to manage the association for the period _____ 1, 2026 to _____ 31, 2027. Thereafter, this agreement will automatically renew from year to year unless terminated by *agent* on 60-days’ notice or by the *board* upon the same 60-days’ notice. Association or Agent has the right to terminate this agreement with a written 60-day notice by either party at any time.
2. The *agent* agrees to manage the association to the extent, for the period, and upon the terms herein provided.
3. More particularly, the *agent* agrees to perform the following services in the name of and on behalf of the association, and the board hereby gives the agent the authority and powers required to perform these services:
 - a. The *agent* shall collect and, as necessary, receipt for all annual assessments and other charges due to the association for operation of the association.
 - b. The *agent* shall maintain records showing all its receipts and expenditures relating to the association and shall promptly submit to the board a cash receipts and disbursements statements for the preceding month and a statement indicating the balance in the agent’s account for the association on or before the 25th days of the following month.
 - c. The community association manager shall abide by all professional standards and record keeping requirements imposed pursuant to part VIII of chapter 468, Florida Statutes.
 - d. The *agent* shall prepare and submit to the *board*, on or before the annual meeting of each year, a recommended budget for the next year showing anticipated receipts and expenditures for such year.
 - e. Within 60 days after the end of each calendar year, the agent shall submit to the association a summary of all receipts and expenditures relating for the preceding year provided that

- this service shall not be construed to require the agent to supply an audit. Any audit required by the board shall be prepared at their expense by accountants of their selection.
- f. Subject to the direction of the *board* and at the expense of the association, the *agent* shall cause the common elements of the association to be maintained according to appropriate standards of maintenance consistent with the character of the association, including cleaning, painting, decorating and such. Other annual maintenance and repair work as may be necessary.
 - g. The *agent* shall execute and file all returns and other instruments and do and perform all acts required of the association under the Federal Insurance Contributions Act, the Federal Unemployment Tax Act, Subtitle C of the Internal Revenue Code of 1954 and the United States Income Tax Act with respect to wages, paid by the agent and under similar Federal, State or Municipal law now or hereafter in force.
 - h. Subject to the direction of the *board*, the *agent* shall negotiate and execute on behalf of the board contracts for water, electricity, gas, telephone and such other services for the common elements of the association as may be necessary or advisable. The *agent* shall also purchase on behalf of the association such equipment, tools, appliances, materials and supplies as are necessary for the proper operation and maintenance of the association. All such purchases and contracts shall be in the name and at the expense of the association or the *board*.
 - i. The *agent* shall pay from the funds of the association all taxes, building and inspection fees, water rates and other governmental charges, and all other charges or obligations incurred by the association with respect to the maintenance or operation of the association or incurred by the *agent* on behalf of the association pursuant to the terms of this agreement or pursuant to other authority granted by the association.
 - j. The *agent* shall maintain appropriate records of all insurance coverage carried by the association. The *agent* shall cooperate with the board in investigating and reporting all accidents or claims for damage relating to the ownership, operation and maintenance of the common elements of the association including any damage or destruction hereto.
4. In discharging its responsibilities, the *agent* shall not make any expenditure nor incur any non-recurring contractual obligation exceeding \$1,000 without the prior consent of the *board*. Notwithstanding the limitations imposed by the preceding sentence, the *agent* may, on behalf of the association without prior consent, expend any amount, or incur a contractual obligation in any amount, required to deal with emergency obligation which may involve a danger to life or property or may threaten the safety of the association or the homeowner and occupants or may threaten the suspension of any necessary service to the association.
 5. Notwithstanding any other provision of the agreement, the *agent* is not given the authority or responsibility for maintenance of or repairs to the interior of individual units in the association. Such maintenance and repairs shall be the sole responsibility of the owners.
 6. A. The *agent* agrees that all monies collected by it on behalf of the association shall be deposited in a custodial account in state or national bank where deposits are insured by the Federal deposit Insurance Corporation and shall keep such funds separate and apart from agents' own funds. Agent shall provide detailed financial reports to the board as directed.

B. All expenses of operation and management may be paid from the associations' funds held by the *agent*, and the *agent* is authorized to pay any amounts owed to the *agent* by the

association from such account at any time without prior notice to the association. The *agent* shall have no obligation to funds to the association for any purpose whatsoever.

C. Additional services, i.e. insurance claim reviews, complaint investigations, extended set up fees for bookkeeping will be billed as an additional charge.

7. The association shall pay the *agent* a management fee equal to an amount calculated by multiplying the number of units by a monthly charge of \$10.00 per unit. The management fee shall be paid monthly in advance. Preparation and circulation of notices and newsletters are general correspondence of the board shall be at the expense of the association.
8. The *agent* shall work with associations' attorney in filing liens for delinquencies of owners, and shall supervise collection efforts; *agent* shall supervise all contractors retained by the board to do work on the associations' property and shall advise the board at its meetings as to payments made and the status of work in progress. *Agent* shall provide 24-hour, 7-day emergency service for association.
9. The *agent* agrees that one of its employees shall be designated manager for the association. The manager shall attend meetings of the board or the association as requested. The manager shall be custodian of the official records of the board and the association and shall be required to record the minutes of the meetings.
10. The *board* and association agree to permit the *agent* the right to install signage in the front of the property being managed for the benefit of service people and emergency services.
11. Estoppel & questionnaire fees are charged when requested by the title company. There will be extra charges applied for a 3-day rush order and extra fees subject to delinquency of member. Funds are paid to the *agent* and are not distributed to the association.
12. The board shall designate a single individual who shall be authorized to deal with the *agent* on any matter relating to the management of the association. The agent is directed not to accept directions or instructions with regard to the management of the association from anyone else. In the absence of any other designation by the *board*, the President of the board shall have authority.
13. A. The *agent* shall have no authority to make any structural changes of the association or to make any other major alterations or additions in or to any buildings or equipment therein, except such emergency repairs as may be required because of danger to like or property or which are immediately necessary for the preservation and safety of the association or the safety of association and occupants or are required to avoid the suspension of any necessary service to the association.
B. The *agent* is to forward to the board promptly, any complaints, warnings, notices or summonses received by it relating to compliance of any law.
14. The association further agrees to carry at their own expense insurance naming the *agent* as an additional insurance.
15. If this agreement is canceled by either party before the termination date specified in paragraph 1, the monthly management fee for the remainder of the month shall be presumed to be the same as that of the last month prior to service of the notice of cancellation.
16. Any notice required or permitted to be served hereunder may be served by register mail or in person as follows:
 - A. If to *agent*: Space Coast Realty & Investments; 101 S. Courtenay Parkway, Merritt Island, FL 32952



- B. If to the association, at its principal place of business or to the President of the *board* at his or home address. Either party may change the address for this notice by notice to the other party. Notice served by mail shall be deemed to have been served when deposited into the mail.
- 17. In the event of any dispute whatsoever between the parties hereto, the parties agree to binding arbitration under the Florida Arbitration Code, as amended from time to time. The arbitrator shall be a member of the Florida Bar acceptable to both parties; and if they cannot so agree, the arbitrator shall be a member of the Florida Bar chosen by the ten Chief Judge of the Brevard County Circuit Court. The arbitrator's fee shall be paid by the non-prevailing party, as determined by the arbitrator.
- 18. This agreement shall be binding upon and become of the advantage of the successors and assigns of the agent and the heirs, administrators, successors and assigns of the association. Notwithstanding the preceding sentence the *agent* shall not assign its interest under this agreement except in connection with the sale of all or substantially all the assets of its business; in the event of such a sale, agent shall be released from all liability hereunder upon the express assumption of such liability by its assignee.
- 19. Full management - 469 units @ \$10.00 per unit, charge per month \$4,690.00.
- 20. Monthly Board Meetings, one annual meeting and property walks as needed.
- 21. Board Meetings that are in excess of 90 minutes will be billed at a rate of \$100 per half hour increments.
- 22. Monthly Fee of \$50.00 per month for online services and website.

IN WITNESS WHEREOF, the parties hereto have affixed or caused to be affixed their respective signatures this ____ day of _____, 2026.

Board of Directors:

Agent: Space Coast Realty & Investments/Showcase Property Management

By: _____ Broker of Record/LCAM
 Karen E. Gunn-Bardot