



August 4, 2026

Seabridge North Condominium Association, Inc.

Thank you for the opportunity to present a proposal for your association management needs. Our agreement will allow us to devote the resources necessary to provide the industry-leading services that we deliver to our customers daily, and that your Community deserves.

South Atlantic Communities adheres to established best practices. We are focused on providing superior service with definitive results that ensure success and longevity for the Community.

Sincerely,

Chris Pollard
Broker / Owner
South Atlantic Communities
386-236-0474
chris@chrisspollard.net
www.sac-cam.com

Jill Fuller
Director of Community Operations
South Atlantic Communities
386-236-0474
jill@sac-cam.com
www.sac-cam.com



Property Management Services

Administration

- Maintain and safeguard the official records of the Association to include covenants, insurance policies, minutes of the Association meetings, rental records, bids, contracts, correspondence, and all records as specified and required by Florida Statutes. Ownership of all records remains with the Association. The Corporate Records Books shall remain on the Association premises if there is an onsite office.
- Provide CINC Systems Portal and Document repository for access by Owners and the Board of Directors. This will include access to online bill pay, HOA documents, meeting minutes, and contracts.
- Assist in organizing and providing proper notice for and attend Annual Owners' meetings. A representative of Agent will attend all regularly scheduled Board of Directors meetings. Agent shall prepare and present an operations and financials report for Board meetings and make best efforts to have a representative attend any special meetings of the Board and committee meetings.
- Respond and interact with developers, government agencies, attorneys, and realtors.
- Assist in digital capture of historical Association financials and relevant documents into CINC Systems software.

Maintain an incident log of accidents and violations

- Agent shall contact and address all violations with Owners if needed.
- Complaints of a serious nature shall, after thorough investigation, be reported to the Board with appropriate recommendations.
- Prepare letters for the homeowner citing the violation observed.
- Assist Association's attorney in legal enforcement of Covenants and Restrictions and Rules and Regulations if necessary.

Maintenance

- Create, document, and coordinate scheduled maintenance, inspections, and repairs. Agent shall obtain cost estimates from qualified vendors when necessary to maintain mechanical systems, equipment, grounds, and all other components of the common property. Agent agrees to hire and use only licensed and insured contractors and verify same prior to employment.
- Meet with (a) contracted representative(s) of the Association to review operations, and maintenance activities completed, in process, or planned. Provide continuous service improvement recommendations to reduce costs, increase quality or both.
- Establish an abstract of all systems describing equipment, last date of maintenance, maintenance schedule, and contact information documented in a digital format or spreadsheet. Keep an updated Long Term Maintenance schedule and completion log for maintenance due on a quarterly, semi-annual, annual, or longer-term basis.
- Perform on-site inspections as needed to maintain standards set by the Board of Directors.

Personnel

- Agent shall communicate with Owners on Association matters, act as liaison for the Board with Association business, and circulate Board announcements to Association.
- Agent shall recommend and manage all personnel, maintenance, housekeeping, and contractors, whether employed by Agent or Association, or hired on a contracted basis, including the hiring, firing, scheduling, and performance review upon consultation with the Board of Directors.
- Agent shall be responsible for payroll and the workers' compensation requirements.
- Agent shall respond to all resident inquiries, document requests and concerns in a timely manner and within the Florida Statute guidelines, clarifying covenants when necessary.
- Agent shall monitor and track all Architectural Review Committee (ARC) submissions and violations, preparing and issuing letters for notices and updates.
- Agent shall monitor and apprise the Board of all changes to legislation, state and federal regulations that affect the Association activities.
- The Board of Directors will conduct an annual performance review with South Atlantic Communities leadership, no later than (30) days prior to the anniversary date of the contract.

Finance and Accounting Services

- Agent will supply the Association with accounting services. Services to be determined by the Board of Directors in accordance with the Association's requirements.
- Provide individual members with account statements upon verbal or written requests within 72 hours or three business days. Account statements to be available on demand from CINC Systems portal.
- The Agent will arrange for an annual audit/review of the Association financial records, preparation and filing of all tax forms by an Accountant or tax preparer approved by the Board, with the cost borne by the Association.
- Collect Association fees and notify members who are ten (10) days delinquent in payment of assessments, and regularly follow-up on delinquent accounts inquiring as to Owner's plan to bring their account current.
- Receive, deposit, disburse and account for all Association funds in accordance with the Association's financial procedures. Import transactions into CINC systems.
- Agent shall prepare a draft budget for the Board no later than (45) days prior to the Budget Board meeting. The Agent shall also prepare an analysis of the Association's reserve account in addition to any reserve study prepared by a consultant hired by the Association at its expense. Agent shall assist the Board of Directors in: A- Adherence to Budget; B- Sound cash management principles; C- Maximizing investments; and D- Benchmarking spending.
- Agent shall prepare and distribute, through CINC Systems, monthly financial statements to include P&L, Budget v. Actual, Budget Performance, Balance Sheet, Check Detail, Aging Report and Accounts Receivable.
- Agent shall import previous financial data from QuickBooks or other software system into CINC Systems platform. In the event of termination, Agent shall provide financial data export and association digital documents.
- Agent shall assist in obtaining insurance coverage, at Association expense, for the common properties, to include all risk, windstorm, flood, and liability. Agent shall file any claims arising under the policy and shall reimburse any resultant funds.
- Agent shall manage Annual Corporate Charter renewal with State of Florida.
- Upon notification by a closing agent of a pending sale, Agent will review the property account status and provide an Estoppel Certificate stating the total amount of maintenance fees, special assessments, late fees, transfer fees, etc., due to be collected at closing of title and responding to title companies or lenders information requests.

- Those employees of the Agent who handle or are responsible for the handling of the Association's monies shall, without expense to the Association be bonded by a fidelity bond equal to the greater of three (3) months common assessments or in an amount not less than \$100,000.00, evidence of which shall be furnished to the satisfaction of the Board. In addition to a Bond, the Agent shall carry liability insurance: The Agent shall place and carry General Liability insurance and other such appropriate insurance coverage, with limits of not less than \$1,000,000.

Management Fee Structure

- **Proposed Management/Financials:** **\$1200.00 per month**
- **Technology/Bank Fee:** **\$100.00 per month**
- **One Time Transition Fee:** **\$650.00**

Contracted extras, i.e. copies, postage, and office supplies, are tracked and billed monthly. Additional fees may include corporate filings, compliance filings or community supplies.