

Stonebridge Creek Homeowners Association

ASSOCIATION MANAGEMENT AGREEMENT

ASSOCIATION

(hereinafter referred to as "Association")
Stonebridge Creek Homeowners Association
Lancaster County, Lincoln, Ne

MANAGEMENT FIRM

(hereinafter referred to as "Manager")
McCombs Commercial Realty, LLC
6333 Apples Way, Ste. 115
Lincoln, NE 68516

ARTICLE 1. APPOINTMENT AND ACCEPTANCE

Association hereby appoints McCombs Commercial Realty, LLC as Manager and Manager hereby accepts such appointment, under and subject to the terms and conditions contained in this Agreement. Association and Manager hereby agree that Association's appointment of Manager as Association's exclusive Manager for the purposes set forth in this Agreement shall be on the basis that Manager is an independent contractor and not an employee of Association.

ARTICLE 2. COMMENCEMENT DATE

The commencement date of this Agreement shall be the first day of _____, which date shall constitute the time Manager will be required to begin performance of its duties hereunder.

ARTICLE 3. TERM

This Agreement shall have an initial term of five (5) years and shall automatically be renewed at the end of the original term for successive terms of one (1) year each unless sooner terminated in accordance with Section 7 of the Agreement. Throughout the five-year term of this contract, an annual inflation adjustment made within 30 days of the anniversary month of this Agreement of either 5% of the previously monthly dues amount or the previously annual CPI and be applied to the current monthly dues. This means that each year, the fees and charges stipulated in this contract will increase by 5% or CPI whichever is greater to account for inflation. The adjustment will be calculated and applied at the beginning of each contract year, ensuring that the fees remain fair and reflective of economic conditions over the duration of the contract.

LIAISON WITH THE BOARD. Manager shall principally communicate to the Board of Directors ("Board") and to the Association membership, to the extent practical, through the Board's appointed liaison. In the absence of an appointed liaison, the President of the Board will be the liaison with the Manager. The Board liaison shall be authorized to act on behalf of the Board with the Manager on any matters related to those specific duties.

ARTICLE 4. COMPENSATION

The total compensation to which Manager shall be entitled during the terms of this Agreement shall consist of fees for recurring routine services, non-recurring services and for non-routine services, as stated in the attachments hereto and incorporated herein by this reference.

Base Fee. The Association agrees to pay the Manager a base fee of fifteen (15%) percent per month of gross income, per unit, as compensation for services. As additional compensation for the Manager's service, all payments by unit owners or their agents for transfer fees, collection fees, declarations, bylaws, and rules or other instruments as allowed shall be made directly to the Manager.

Non-Routine Services. The manager shall perform certain non-recurring services as necessary and in accordance with the fees set forth in Attachment D to this Agreement. Said fees shall be subject to adjustment by the Manager from time to time-upon thirty (30) days' notice to Association.

Reimbursement for Manager's Expenses. Everything done by the Manager under the provisions of this Agreement shall be done as Manager for the Association and all obligations or expenses incurred thereunder shall be for the account, on behalf of, and at the expense of the Association. Any payments to be made by the Association shall be made from the funds of the Association, or as may be provided by the Association. Manager shall not be obligated to make any advance to or from the account of the Association or to pay any sum, except out of funds held or provided as aforesaid, nor shall Manager be obligated to incur any liabilities or obligation for the funds for the account of the Association without the Associations knowledge and consent.

ARTICLE 5. DOCUMENTS AND PLANS

Delivery to Manger. The Association shall deliver to the Manager true, complete, and correct copies of all governing documents, financial reports, tax returns, corporation of good standing, rules and regulations, minutes and other documents of the Association as the Manager may require. The Association will furnish the Manager all the available architectural, electrical, mechanical, and other plans of the Association as the Manager may request. All such documents shall always remain the sole property of the Association and, upon expiration or termination of this Agreement, shall be delivered by Manager to the Association. Records older than two (2) years will be returned to the Association for retention or disposal.

Time of Delivery. The Association shall deliver to Manager, at least thirty (30) days prior to the commencement date stated in Item 2 herein, all current Association records, including membership, financial, delinquency reports and list of liens for all units governed by Association.

ARTICLE 6. TERMINATION

Termination Notice. Termination may be initiated by either party by providing written notice via certified mail at least sixty (60) days in advance. The termination notice should be sent to the Manager's principal place of business or, for the Association, to the current Board President's home address. The termination date will be sixty days after the receipt of the written notice, or a date mutually agreed upon by the Manager and the Association. Within 30 days after the termination date, the Manager shall provide the Association with a final accounting, including the amount of obligated funds retained and a statement of when and to whom these funds will be disbursed. "Obligated funds" include reasonable estimates and reserves for obligations known but not yet billed and shall include all management fee amounts due and payable thru the date of termination. Upon termination, unobligated funds will be disbursed to a new property manager.

Early Termination of Agreement. Early termination is defined as a termination date earlier than the renewal date. If the Association terminates the agreement early or breaches it, the Manager shall be paid all deferred or unpaid account administration fees and the full remaining amount of all base management fees (as established in Article 4 of this Agreement) through the end of the current contract term. Early termination will automatically permit the amounts set forth in this Section to be withdrawn from the Association's bank account immediately after receiving a notice of termination. The end of the current agreement term is defined as 5:00 pm CST on the day immediately before the renewal date of this contract as set forth in Section 8.1 of this Agreement. Upon termination, the Manager is entitled to charge an administrative fee for transferring Association records to another party or entity. The Association has 30 days from the termination date to inspect all records provided. If any records are missing, the Association must send a written notice by certified mail within this period, detailing the missing records. After ninety days from termination, if no notice is received, the Manager may permanently purge all Association records, and the Association agrees that the records received are complete. After the thirty-day period, the Association waives all claims and agrees to hold the Manager harmless for any missing, incomplete, or deficient records. Following termination, the Manager shall have no further obligation or liability to the Association or any of its members. Services provided after termination are subject to additional non-contracted hourly rate charges.

Enforcement Provisions: Except as otherwise provided in this Agreement, any claim or dispute between the Management and the Association, including those arising out of this Agreement, personal injury, or interpretation of any portion of this Agreement, shall be resolved exclusively by the following procedure:

1. **Notice of Claim:** Within thirty (30) days after a claim arises, the party asserting the claim (the "Claimant") shall notify the other party (the "Responder") in writing. The notice shall provide a detailed statement of the claim, including its elements, cause, effect, any alleged damages, and the proposed resolution or relief sought.
2. **Conference:** Within thirty (30) days after receipt of the notice, the parties shall meet personally (with or without legal representation) to discuss the claim in good faith, aiming to resolve it.
3. **Mediation:** If the claim is not resolved during the conference, the parties shall work with a mediator to facilitate a resolution.

Indemnification. The Association agrees to indemnify, defend, and save Manager harmless from all suits in connection with the Association and the property and from liability for damages to the property and injuries or death of any employees or other persons whomsoever, other than caused by the willful or grossly negligent conduct of Manager or its employees. The Association further agrees to pay all expenses, including attorney's fees incurred by Manager in any proceeding or suit involving an alleged violation by Manager, the Board, or the Association, of any constitutional provisions, statute, ordinance, law, or regulation of any governmental body.

Notices. All notices and demands required or desired by either party under this Agreement must be in writing. They can be served personally, electronically or by delivering a copy to the address on this

agreement. Alternatively, notices can be sent by certified or registered mail, postage prepaid, with a receipt requested. Service is considered complete upon delivery, or five (5) days after mailing, whichever occurs first.

ARTICLE 8. MISCELLANEOUS PROVISIONS

- a. **No Partnership.** Nothing contained in this Agreement, nor the relationship of Manager and the Association shall be deemed to constitute a partnership, joint venture, or other relationship between the parties hereto except that of principal and Manager as an independent contractor.
- b. **Independent Contractor.** Manager is an independent contractor, and it is fully understood and agreed upon by the parties that Manager shall have full power and authority to select the means, method, and manner of performing the duties, obligations, and responsibilities assumed by Manager under this Agreement, under and subject to the terms and provisions of this Agreement.
- c. **Attorney Fees.** In the event of any litigation between the parties in connection with this Agreement, the prevailing party to such litigation shall be entitled to all costs and expenses, including reasonable attorney's fees, incurred in connection with such litigation.
- d. **Waiver.** No waiver or breach of any provision contained in this Agreement shall be construed to be a waiver of any subsequent breach of the same provision or waiver of any other provision herein.
- e. **Interpretation.** This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, supersedes all prior and contemporaneous agreements between the parties hereto with respect to the subject matter hereof and may not be modified, amended, or otherwise changed in any manner, except by a writing executed by the parties so to be charged.
- f. **Governing Laws.** This Agreement shall be governed by and construed in accordance with the laws of the state of Nebraska and the parties expressly agree that the venue for any lawsuit pertaining to the enforcement of this Agreement shall be in Nebraska.
- g. **Successors and assigns.** The covenants contained in this Agreement shall apply to, bind, and inure to the benefit of successors and assigns of the parties hereto.
- h. **Representations.** The Manager represents and warrants that it is fully qualified and licensed, to the extent required by law, to manage and lease real estate and perform all obligations assumed by the Manager hereunder. Manager agrees to comply with all such laws now or hereafter in effect. Association hereby represents and guarantees that Association owns and has the right to collect dues from, operate and manage the Property. The individuals executing the Agreement represent and warrant that they each have the full power and authority to bind their respective parties and obligate each in accordance with the terms and conditions of this Agreement.
- i. **Provisions.** Each of the articles, sections, paragraph, and provisions of this Agreement shall be deemed independent and severable and the invalidity or unenforceability of any article, section, paragraph, or provision hereof shall not affect the validity or enforceability of any other article, section paragraph or provision hereof. The headings of the several articles and sections of this Agreement are inserted solely for the convenience of reference and are not a part of and are not intended to govern, limit, or aid in the construction of any article, section, paragraph, or provision of this Agreement. Wherever the context requires, the singular number includes the plural, the

plural number includes the singular, the masculine gender includes the feminine and/or neuter and the neuter includes the masculine and/or feminine.

This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement and supersedes all prior agreements and understandings. This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

24/09/2024

Dated: _____

Stonebridge Creek Homeowners Association

McCombs Commercial Realty, LLC

Mathew Brown

Mathew Brown

Bennie McCombs, President

SCHEDULE A

FINANCIAL AND BOOKKEEPING SERVICES

Collection of Fees: The Manager will supervise the invoicing of all assessments due, and processing of all assessments received from Association Associations, contractors, and other sources (common funds). Payments will be mailed to the depository or office of the Manager designated by the Manager. The Manager will mail reminder notices to all delinquent Associations on the tenth (10th) day of each month, or as otherwise directed by the Association, the postage or distribution cost thereof to be an expense of the Association. At the direction of the Board and at the expense of the Association, in accordance with Schedule "D", Manager will charge and collect special and/or additional assessments, late charges, and return check charges.

Payment of Association Obligations: The Manager will, from the common funds collected, pay all obligations of the Association. The Association shall provide sufficient funds to the Manager to comply with this provision if for any reason funds in the possession of the Manager are insufficient.

Financial Reports: The Manager shall prepare financial reports monthly for the Board on a cash basis, showing all receipts and disbursements, net profit or loss, cash on hand and reserve accounts.

Deposits and Accounts: The Manager will deposit all receipts from all sources in a financial institution insured by an agency of the federal government. The manager will provide individual checking and savings account for Association.

Delinquency Follow-up. The Manager shall be responsible for reasonable actions in collecting delinquent assessments and other routine charges in accordance with the procedures established by the Association. The manager shall maintain delinquent assessment records and shall submit to the Board monthly an aged monthly delinquency list.

Lien Enforcement Policy and Practices. Management participation in Legal Actions or any activities in support of Association Legal Actions is considered Non-Routine Services (See Schedule "D" - Non-Routine Services). The manager shall have the authority to sign liens, if applicable, for recording with the County. The Board shall ensure that this direction is in the minutes of a properly noticed Board meeting.

Foreclosure Proceedings. Management participation in Legal Actions or any activities in support of Association Legal Actions is considered Non-Routine Services (See Schedule "D" - Non-Routine Services).

Invoice Approval. Manager shall review and approve all invoices for budgeted items and Board approved expenditures, and report to the Board all apparent discrepancies or irregularities. The manager shall submit all bills for unbudgeted items to the Board for review and approval prior to payment.

Financial and Report Preparation. Manager shall maintain or cause to be maintained complete and accurate books and records of the Association's financial affairs in accordance with generally accepted accounting practices, including a balance sheet, a general ledger, and subsidiary journals, separate and

apart from the records of any other entity, and showing all income and expenses compared to budget. Manager shall cause to be prepared and submit to the Board monthly such reports as may be reasonably requested by the Board, including, but not limited to, account statements, bank statements, income and expense statements, balance sheets, cash disbursement journal and similar reports.

Budget Preparation: Manger will prepare and make available to the Board a proposed budget each year prior to the end of the calendar year if requested by the Board. It is the Board's obligation to approve a budget each year, however, if a budget is not approved by October 1st of each year the Board agrees that the proposed budget shall be utilized until the Board approves a final budget. If no proposed budget is prepared, the Manager shall act based upon the last approved budget.

Tax Return, Review or Audit Preparation. If required by the governing documents and unless otherwise directed by the Board, Manager will, on behalf of Association, engage a CPA to make recommendations on the chart of accounts, to conduce a compilation, review or audit of Associations financial records and perform other related services. The expense for the CPA services is paid for by the Association. If Association does not wish to perform the required audit, Association shall notify the Manager in writing by October 1st of each year. Tax returns, audits, financial reviews, compilation, consultation and related serves are to be provided at the expense of the Association. Unless otherwise directed by the Association, the Manager may, but shall not be required to, select a tax preparer to perform these services, and or other services, on behalf of the Association. The manager will prepare and file all IRS form 1099's a required by the IRS at a total cost of \$200. This price is subject to change. The Manager shall cooperate with and assist the Association's Treasurer, bookkeeper and/or certified public accountant in preparation of tax returns, audits, and reviews of the financial statements.

Liability for Use of Financial Statements. The Association shall have exclusive responsibility for the content and use of all approved financial statements, budgets and other financial documents prepared for the Association. The Association hereby agrees to indemnify and hold Manager harmless from all liability arising out of the content or use of all such documents. All draft financial statements proposed budgets and/or other financial documents prepared by the Manager shall be clearly marked "Draft" until approved by the Board.

Deposits. All monies collected by the Manager on behalf of the Association shall be deposited in such Association account(s) as may be directed by the Board, separate and apart from the funds of any other entity. The manager shall establish a system of controls to ensure monies received shall be handled and deposited without loss or undue delay. Manager shall have no authority to sign checks or authorize withdrawals from Association operating or reserve accounts.

SCHEDULE B

GENERAL MANAGEMENT SERVICES

FACILITIES MANAGEMENT

General: Manager shall oversee the operation, care, upkeep and maintenance of the common elements and other services of the Association as authorized by the Association and provided and funded for in the budget; and assist and/or advise the Association, and contractors of the Association.

Contractors: The Manager shall negotiate and present to the Board for approval contracts for maintenance and other necessary services which the Manager or Association shall deem advisable within the scope of services. Manager shall recommend to the Association for approval, contractors for work to be performed based on written specification approved by the Board of Directors. When taking bids, the Manager shall always act under the direction of the Association and shall be under a duty to secure for and credit to the latter any discounts, commissions, or rebates obtainable because of such purchases. The Manager shall maintain appropriate records of all such contracts and orders.

Insurance: Manager, in conjunction with and reliance upon a qualified insurance broker or brokers, will solicit insurance for the Association as required by the Association's governing documents and all other insurance reasonably necessary to cover the risks to which the Association and Manager are subject. The manager shall be named as an additional insured. The manager, in conjunction with and reliance upon qualified insurance brokers, will also recommend modifications and additional coverage. Manager will file for insurance claims, follow-up for payment and act as the Association representative in negotiating settlement up to a maximum of five (5) hours per claim, and thereafter in accordance with Schedule "D" Non-Recurring Addendum or ten (10%) percent of total claim, whichever is greater.

ADMINISTRATION:

Attend Board Meetings. Attend twelve (12) regular Board meetings per year. The manager has no obligation to attend regular Board meetings on weekends or holidays. The Board shall give the Manager reasonable advance notice of all such meetings and make reasonable efforts to accommodate any conflict in the Manager's schedule. Any annual meeting exceeding one (1) hour shall be separately billed by the Manager at a rate of One Hundred (\$150.00) dollars per hour, in accordance with Schedule "D".

Attend Annual Meetings. Attend one (1) regular annual meeting per year. Manager has no obligation to attend Annual meetings on weekends or holidays. The Board shall give the Manager reasonable advance notice of all such meetings and make reasonable efforts to accommodate any conflict in the Manager's schedule. Any annual meeting exceeding one (1) hour shall be separately billed by the Manager at a rate of One Hundred (\$150.00) dollars per hour, in accordance with Attachment "D".

Special Meetings: Special meetings of the Board or Members are subject to additional hourly charges as outlined in Schedule D.

Recording of Minutes. Minutes to be taken by an Officer the Board and emailed to Manger for posting to

the members. The Manager may take minutes of board and annual meetings at an additional rate as outlined in Schedule D. Any meeting scheduled on weekends shall be separately billed by Manager as outlined in Schedule D.

Records: Manager will maintain and keep accurate and up to date all the books and records of the Association which included association contracts and financial records. The board of directors is responsible for maintaining records of all meeting minutes and other correspondence generated by the board.

Certification of Assessment: Manager shall supply, in accordance with Nebraska law, in proper form, a written statement regarding the sale of a unit containing such information that is required by law. Manager is authorized to charge a fee for each statement furnished as outlined in Schedule "D".

Membership Notices and Communications: At the direction of the Board and at the expense of the Association, the Manager shall send all notices of meetings of the association or board meetings to its members and all parties entitled to copies.

Covenant Enforcement: Manager will assist the Association in the administration and enforcement of the governing documents by notifying and informing members, in writing by electronic mail or letter, who may be in violation of Association policies.

Secure Portal: Manager to provide a secure portal for all members of the association:

1. Homeowner Statements – Each homeowner can access the current statement of account.
2. Access Association Documents –View and download all association forms and documents.
3. Architectural Change Requests –Submit forms and images for board approval.
4. Online Payments (ACH or credit card)
5. Board Portal – Secure portal for board members only, voting capability.

MAJOR IMPROVEMENTS – PROJECT COORDINATION

Project coordination for major (capital) improvements fee will be based on a percentage of the cost of the project. This service covers bid solicitation, negotiation, reporting, inspections, and coordination.

Under \$3000	\$150 hourly
\$3000 - \$100,000	5% of total cost
\$100,000 and above	4% of total cost

RESPONSIBILITY OF ASSOCIATION

For Manager to effectively perform its duties, Association agrees to assume the following responsibilities:

1. Maintain a legally constituted Board of Directors.
2. Appoint one (1) Board member or authorized representative to act as liaison to coordinate with Manager on Association business. Unless a specific appointment is made in writing, the liaison shall be the President of Association. Manager takes its authority and direction from the policies

adopted by the Board and directives, written and oral, by the Board's liaison and cannot accept direction from any Association member(s) or member(s) of the Board or committee(s) without written approval and mutual consent of the Board and Manager.

3. Supply Manager with an accurate Association's information roster, showing names as recorded on the deed, the last known address, phone numbers (if known), and any other pertinent facts about ownership of the property. Any changes shall be communicated immediately to the Manager.
4. Association shall furnish Manager with a complete set of Association legal documents and any amendments that show the stamp of recording of the County and complete records and files of Association for one year prior to the date of this Agreement.
5. Failure of the Board to provide adequate information to the Manager, or if such information is not received in a timely manner, will revoke the right of the Association to claim non-performance as to duties that require such information.
6. Association shall not interfere with, nor allow or cause any of the Officers, Directors, or members to interfere with, Manager in the performance of its duties or the legitimate exercise of any of its powers, including, but not limited to direct contact with those persons or organizations performing services under the supervision of Manager.
7. Manager shall have the right to charge any authorized party or member requesting information or service which is under the control of Manager, to cover Manager's expenses as they relate to the specific request (i.e., copies of Association documents, financial reports, violation reports, etc.), including Manager's use of a printing company to provide the copies required.

SCHEDULE D

NON-RECURRING CHARGE ADDENDUM

All charges to the Association unless otherwise specified.

Administrative Costs/Expenses	
Transition Fee	\$500
Annual Tax filings (1120H)	\$200
1099 Forms and Prep	\$100
Attendance at Board Meetings/ Annual Meetings exceeding 1 hour	\$150
Meetings held on weekends	\$200
Minute recording for each meeting	\$100
Turnover Association Records (termination of contract)	\$500
Office supplies	At cost
Photocopies	\$.15 per page
Postage	At cost
eCheck payments to vendors	\$1.50
Mailing of Registered or Certified Letter	\$25
Printed checks	\$1.75
Certification of Assessment	\$150/\$175 (delinquent account)
Mileage	Actual Costs
Professional Rate	\$200
Collection Charges (billed to association; reimbursement by homeowner)	
Intent to Lien Letter & Tracking Fee	\$275
Administration Fee for each violation notice	\$20
Payment Plan Administration	\$50 per unit per month
Certificate of Assessments	\$150
NSF Fees	\$35
Certified/Returns Receipt Letter Fee (past due letters/liens, violations)	\$25

SCHEDULE E

SPECIAL AND NON-ROUTINE SERVICES

Non-Routine Services. The Manager shall, at the request of the Board, provide certain non-routine services for additional compensation at the rate as specified in Schedule "D" or at such other rate of compensation as may be agreed upon in writing by the Manager and Association. Professional management overtime will be billed at straight hourly rate unless otherwise specified in writing and agreed to by both parties. The owner agrees to pay the Manager a mark-up of 10% on all third-party invoices.

Documentation of Non - Routine Services. All compensation for non-routine services shall be supported by a statement itemizing the time and activity daily.

When Compensation is Due. The Association shall pay the Manager for non-routine services within 30 days of the invoice date. Charges for these services will be included in the normal monthly billing.

Non-routine services shall include any services not specifically designated herein as routine services, including, but not limited to, the following:

- (1) **Lawsuits.** Participating in any type of lawsuit or administrative proceeding, including without limitation lawsuits or proceedings involving the Association or any of its members, officers, directors, employees, Managers, or contractors, or in any way related to Association business, Association property, collection of delinquent assessments following the filing of liens, initiating foreclosure proceedings and/or enforcement of the Project Documents.
- (2) **Warranty or Workmanship Claims.** Aiding in the investigation, evaluation and presentation of claims arising from defective workmanship, defective materials, and/or substandard services in the development or construction of the Project.
- (3) **Insurance Claims.** Processing insurance claims involving bodily injury and/or property damage beyond preparation and submission of the original claim. Any such charges by the Manager shall be submitted to the insurance company as part of the claim.
- (4) **Receivables Collections.** Pursuing and prosecuting claims for delinquent receivables.
- (5) **Extra Meetings.** Attending more meetings of the Board, Committees or general membership than required under Schedule "A" - Routine Services.
- (6) **Projects.** Preparing or causing to be prepared architectural or landscape specifications, schematics, construction estimates, construction drawings and contracts for major renovation or repair of the common area(s).
- (7) **Emergency Service.** Aiding in emergencies or responding to resident complaints at times other than normal working hours. Non-routine services outside of those hours will be charged at 1.5 times the rate with a minimum of 2 hours charge per site visit.

(8) Association Document Revisions. Revision of the project declaration, articles, and by-laws, but excluding revision of rules, regulations and policies of the ASSOCIATION which shall be included in routine services.

(9) Common Area Acceptance. Organizing, participating in, and documenting common area acceptance and/or the release of bonds or other financial assurances which guarantee completion of the common area.

(10) Non-Association Residents. (Tenants) Researching and maintaining any type of roster or other information on non-Association residents when not provided by the non-resident Associations.

(11) Contract Management and Supervision of Major Projects. Projects in this context are defined as those activities that by their nature are significant in nature and not ongoing. A project has a beginning and end date. A project usually includes a specific activity; although, it may be made up of a series of tasks, skills, and related activities.

ATTACHMENT F

NEW ASSOCIATION STARTUP SERVICES

New Association startup includes the following and is an additional charge of \$500.00.

Records

1. Database for the project will be created.
2. All documents received will be inventoried.

Financials

1. All areas of expense will be reviewed for possible savings.
2. The budget and current spending trends will be reviewed with the Board.
3. Review reserve funding.
4. The Board will be advised of necessary or desired changes.
5. Review of security aspects.

Insurance

1. Insurance policies will be reviewed with insurance agent. Both sufficient levels of insurance will be evaluated, by the agent or broker, as well as proper coverage. The board will be advised of the required changes.
2. Contractor insurance will be verified for existence and adequacy to the extent able to verify.
3. The manager will check annually for this verification but is not required to review the coverage monthly to ensure that contractor payments to the insurance company have been made.

Documents

1. All Association documents will be reviewed for completeness and whether they appear to meet current requirements. Board will be advised of the need for legal review and any other recommended changes.

Enforcement

1. Enforcement policies will be reviewed or drafted, and recommendations made for review by legal counsel.
2. Current enforcement system will be reviewed, and recommendations made for review by legal counsel.

Contractors

1. All outside contracts with contractors will be reviewed for dates and if not previously reviewed by legal counsel, forwarded for review.