

MANAGEMENT

THIS AGREEMENT, made this _____ day of _____ 2008, by and between _____, hereinafter called the Owner; and PANHANDLE PROPERTY MANAGEMENT, hereinafter called the Property Management Company.

For the consideration hereinafter named, the said Owner covenants and agrees with said Property Management Company, as follows:

1. The Property Management Company will provide a licensed CAM (Condominium Association Manager), to manage all financial responsibilities of the Home Owners Association; to include, but not limited to; receiving dues, banking, bill paying, insurance policy upkeep, contract upkeep with all subcontractors (elevator maintenance, trash company, security, etc.), paying utilities, and the planning of association meetings.

2. The Property Management Company will provide an inventory of all property equipment and supplies once a year.

3. Maintain a system of association records, books, and accounts approved by the association.

4. Maintain a current list of the members of the association at all times.

TOTAL ANNUAL COST FOR OUR SERVICE: \$ _____

Payments to be \$ _____ per month, payments due at beginning of month.

Owner / _____

Contractor / Panhandle Property Management

MAINTENANCE

THIS AGREEMENT, made this _____ day of _____ 2008, by and between _____, hereinafter called the Owner; and PANHANDLE PROPERTY MANAGEMENT, hereinafter called the Property Management Company.

For the consideration hereinafter named, the said Owner covenants and agrees with said Property Management Company, as follows:

1. The Property Management Company will provide all landscaping upkeep, not to include materials other than mulch for landscaped areas.

2. The Property Management Company will provide standard building maintenance; to include changing of all light bulbs, upkeep of all fire water and building water pumps, keeping all doors and gates in proper working order, and any other problems which arise that do not require a licensed technician (structural, electrical, HVAC, plumbing).

3. The Property Management Company will provide free service calls to homeowners, not to include materials for repairs.

4. Jim Buckner will be on call to the HOA and to homeowners 24n. All homeowners shall have Jim Buckner's cell phone number. 678-234-0841.

5. The Property Management Company shall provide maintenance and upkeep for swimming pool and hot tub, including supplying chemicals. This is to only include water quality and cleanliness.

6. The Property Management Company shall at all times keep the appearance of _____ to the highest standards as required and demanded by home owners. This shall include but not be limited to:
 - A. Pressure washing and striping of parking areas as deemed necessary by the HOA and Panhandle Property Management.
 - B. Keeping all litter on grounds picked up.
 - C. Upkeep of trash room.
 - D. Upkeep of elevator cabs and lobbies.
 - E. Upkeep of bathrooms and break rooms to include supplying paper products and soaps for owners and guests.
 - F. This shall not include vertical painting or vertical pressure washing.

7. Any items not covered in this contract shall be put out to bid to 3 sub-contractors and presented to the HOA. All work will be supervised by Jim Buckner to insure quality workmanship.

TOTAL ANNUAL COST FOR OUR SERVICE: \$, _____

Payments to be \$, _____ per month, payments due at beginning of month.

The Contractor and Owner for themselves, their successors, executors, administrators and assigns, hereby agree to the full performance of the covenants of this agreement.