

Property Management Proposal for The Meadows South Association

**Proposal for Property Management Services
for**

The Meadows South Association, Inc.

Firm CAM License #: CAB6644

CAM License #: CAM64587

Performance Period: January 1, 2026 to December 31, 2026

631 Management Services LLC (hereafter referred to as **631**) has a keen understanding of the needs and unique property management solutions necessary for the members of The Meadows South Association, Inc.

631 recognizes there are 157 unit owners in the Meadows South Complex. Many of these owners are senior citizens on fixed incomes and nearly 41% of the units are owned by landlords. 631 proposes a low-cost, property management solution tailored to the needs of the Board of Directors (BOD) and the Association members. 631 will strive to provide exceptional service, be responsive to the BOD, and manage the day-to-day affairs of the Association.

Choosing 631 as your service provider will be a smart, low-cost solution to the worries of every volunteer Director. You can trust 631 to meet the BOD's needs and address each concern.

631 recognizes the Association has no clubhouse or amenities to maintain, and no employees or 1099 sub-contractors. Current Association contracts include: landscaping services, waste collection, reclaimed water, interior & exterior pest control, termite inspection & bonding, and Spectrum cable TV. Other Association expenses include AriasBosinger legal counsel, insurance with Auto-Owners, FPL power, and website maintenance. 631 will provide oversight of all contracts and such expenses on behalf of the Association.

631 is knowledgeable of the Association's governing documents and will enforce the covenants, conditions, restrictions, and rules & regulations to the extent directed by the BOD.

631 proposes an annual contract to the following terms, which is to be annually renewed upon the agreement of both parties.

MSA: msb

631: AD7

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631 Management Solutions LLC is pleased to present the following terms for property management services to The Meadows South Association. 631 will provide:

I. Board Services

- A. Schedule, attend, and support 12 Association meetings each calendar year
 - 1. Support ten board meetings each year
 - 2. Support one budget adoption meeting each year in October
 - 3. Support one annual membership meeting each year in January
 - 4. Designate the time, date, and location of all meetings.
 - a. Attempt to utilize meeting spaces at no-cost to the Association and will secure the approval of the BOD when a no-cost solution is unavailable.
- B. Support up to three hours for the annual membership meeting and up to two hours for the other eleven meetings.
 - 1. Bill the Association at \$80 per hour for any additional time or additional meetings (in 15-minute increments).
- C. Prepare all meeting agenda with guidance from the BOD.
 - 1. Post the agenda on the three community bulletin boards located in the Meadows South complex and Association's website within statutory and Association governance timelines
 - 2. Disseminate the agenda to all members with email addresses on file in the master roll.
- D. Record and publish the meeting minutes for BOD approval.
 - 1. Once approved by the BOD, publish the minutes to the Association's website.
- E. Provide hardcopies of all meeting materials to the BOD.
 - 1. Agenda.
 - 2. Previous meeting minutes.
 - 3. Financial reports.
 - 4. Manager's report.
 - 5. Other support material, as requested by the President.
- F. Serve as the Chairman and conduct any meeting as requested and appointed by the Association President.
- G. Take actions from the President.
- H. Prepare a monthly Manager's Report including:
 - 1. Action item summary, including: action statement, status, actions taken, open issues, and recommendations for resolution
 - 2. A listing of new homeowners.
 - 3. Tally of delinquency and violation notices sent.
 - 4. Summary of any legal proceedings.
- I. Post general announcements to the community bulletin board and website, as required.
- J. Perform quarterly compliance inspections. Prepare & deliver violation notices in accordance with Board guidance.

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- K. Review insurance policies (general liability, D&O, Fidelity Bond) and make recommendations, as required.
- L. Interface with the Association's legal counsel, as requested by the President.
- M. For the annual membership meeting, provide:
 - 1. A first notice, a minimum of 60 days prior, including:
 - a. The date, time, and location.
 - b. A request for Board candidates.
 - 2. A second notice, a minimum of 14 days prior, including:
 - a. The date, time, and location.
 - b. The agenda.
 - c. A ballot with candidate names listed in alphabetical order, if necessary.
 - d. A Designated Voter Certificate (DVC).
 - e. A Proxy form granting either "general" or "limited" powers.
 - f. Instructions on preparing and submitting the ballot, DVC, and Proxy.
 - g. Any other notices directed by the Board.
- N. Provide guidance to the Board during meetings to ensure state laws and Association rules are followed.
- O. Prepare the annual membership meeting forms.
 - 1. Validate the statutory requirements for candidates to the Board prior to inclusion on the ballot.
- P. Receive and manage correspondence on behalf of the Association, including:
 - 1. Members.
 - 2. Title companies.
- Q. Advise the Board of changes in federal, state, or local laws governing the Association.
- R. Ensure Board member and officer training meets statutory and Association requirements.
- S. A Florida state-certified CAM: David Flowers, License #: CAM64587

II. Association Services

- A. Serve as the Registered Agent for the Association.
 - 1. Prepare and file the annual update of Director and Officer information with the Florida Department of Business & Professional Regulation (DBPR).
 - 2. Prepare and file the annual report with the DBPR.
 - 3. Prepare and file all Board member Beneficial Ownership Information with the federal Financial Crimes Enforcement Network (FinCEN), as required.
 - 4. Provide recommend actions regarding the Marketable Record Title Act (MRTA) and coordinate any actions with Association legal counsel.
- B. Maintain an electronic copy of the Association's Master Roll.
- C. Maintain and store the permanent records of the Association.
- D. Manage the Association's real property.

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- E. Hire, manage, and pay laborers to perform maintenance and repair of association property.

III. Financial Services

- A. Provide monthly bookkeeping of member accounts.
- B. Post & deposit collected assessments.
- C. Implement the Adopted Operating Budget
- D. Prepare monthly financial reports including:
 - 1. An account statement.
 - 2. An accounts receivable aging report.
 - 3. A balance statement.
 - 4. A monthly and EOY profit & loss statement.
- E. Delinquency Notices
 - 1. Prepare and deliver *Notices of Late Assessment (NOLAs)* to members in arrears greater than 45 days via US mail.
 - 2. Prepare and deliver Intent to Lien notices to members via certified mail who fail to bring account into good-standing within 30 days of NOLA mailing.
 - 3. File *Claim of Lien* notices with the Clerk of Court against members who fail to bring account into good-standing within 45 days of Intent to Lien mailing.
 - 4. Prepare collection packages for Association legal counsel after 14 days of claim filing.
- F. Apply late fees and interest charges in accordance with the Association's Billing & Collections policy.
- G. Assist the Board in its development of the annual operating budget.
- H. Manage the preparation and delivery of the annual financial report.
- I. Prepare and file tax returns.
- J. Ensure property taxes are paid.

IV. Website

- A. Develop and maintain a dedicated website for the Association.
- B. Provide the ability for member submittal of architectural change requests and subsequent disposition by Architectural Review Committee (ARC) members or the BOD.
- C. Board members shall be able to access restricted content including:
 - 1. The master roll.
 - 2. Manager reports.
 - 3. Ledger of all violation notices.
 - 4. Ledger of all delinquency notices.
- D. Association members shall be able to access content including:
 - 1. Meeting notices and agenda.
 - 2. Meeting minutes.
 - 3. Governing documents and rules & regulations.
 - 4. All Association contracts and a summary of bids received

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5. General announcements and information.
6. Newsletters, if any.
7. Other member emails, as permitted by the member.
8. An ability to file a complaint.


V: Ancillary Terms

- A. Allow contract termination by the Association with or without cause upon 0-day notice, and upon 60-day notice by 631.
- B. Take actions solely from the Association's President, or the Vice-President in the President's absence.
- C. Be reimbursed for postage and printing at cost, plus a \$2.00 handling fee per member for regular notices and \$5.00 per member for annual meeting notices.
- D. Prepare and deliver an information package to new members which shall include:
 1. Website address.
 2. Summary of items available via website.
 3. Association Board & Officer contact information.
- E. Provide for member inspection and copying of records.
- F. Be added to the Associations banking account for the purpose of making deposits and paying invoices.
 1. Invoices beyond contracted services will first be approved by the BOD.

VI. Legal

- A. This agreement cannot be modified or amended without the written consent of both parties.
- B. The Association shall indemnify 631 Management Service LLC on its insurance coverage. Such indemnification shall not be enforced with respect to gross negligence on behalf of 631.
- C. The Parties agree to binding arbitration per Florida statute 682 to resolve disputes.
- D. The Association shall hold any 631 proprietary data and trade secrets made available to Board members and Officers in strict confidence.
- E. Provisions herein are severable. If any clause herein is found to be illegal or unenforceable by a court or binding arbitration, the parties agree to revise the terms to achieve the desired intent.


Melissa Brandon
Vice-President
The Meadows South Association


David Flowers
President
631 Management Services LLC

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Fee Schedule

631 Management Services LLC shall charge the following fees:

Basic Services

- Monthly Management Fee: \$600
- On-Boarding Fee: 0
- Termination Fee (for cause): 0
- Termination Fee (without cause): \$1,200
- **Administrative Services Rate:** \$80 per hour
 - Compliance Inspections & Report Development
- **Labor Rates**
 - Irrigation System Maintenance/Repair: \$40
 - General Property Repair: \$30
 - Landscaping Services: \$25
 - Unskilled Labor: \$18
- **Services Paid by the Association but Re-imbursed by the Homeowner**
 - Account Delinquency Notice: \$5
 - Notice of Late Assessment (NOLA): \$15
 - Intent to Lien Notice: \$75
 - Claim of Lien Notice: \$300
 - Release of Lien: \$50
 - Non-Compliance Violation Notice Preparation & Delivery: \$7
 - New Member Package Fee: \$50
 - Returned Check Fee: \$30
 - Attorney referral package preparation: \$125
- **Printed Pages/Copies:** 15¢ per page B&W; 22¢ per page color
 - Meeting Material Exceeding 100 Pages
 - Annual Meeting Material Exceeding 2,500 pages
- Envelopes & Postage: At cost
- Record Storage: \$10 per month, per box
- Website Hosting Fee: \$150
- Special Assessment Fee: \$7 per unit
- Digital conversion of physical records: \$40 per hour
- Direct Billing to Homeowner
 - Estoppel Preparation & Delivery: Statutory Limits
 - Member record inspection support: \$40 per hour
 - Member copying of records: 25¢ per page B&W; 40¢ per page color