



Condominium Association Management Agreement Proposal

The Property Management Team of Gant Hill & Associates has interest in acquiring the contract of leading the Condominium Association Management for Reynolds Lofts located at 2520 S. 3rd Street in Louisville, KY. Below is a list of responsibilities and services that would be provided.

Services of Agent(s):

- Collect all association fees and invoices if necessary
- Develop and monitor a yearly Association Budget
- Manage all contracts for cleaning and maintenance of common areas including entry ways, stairwells, elevators, hallways, lobbies and parking structures
 - Appropriate standards of maintenance will be consistent with the character of the property at the expense of the association for all the of the following:
 - Landscaping
 - Painting
 - Roofing
 - Cleaning
 - Parking Structure Maintenance
 - Snow Removal
 - Elevator Maintenance
 - Window Cleaning
 - Weekly maintenance visits to occur
- Pay all invoices from Association Account
- Provide monthly or quarterly financial reports to all Association Board Members
- An Agent of Gant Hill & Associates will attend all quarterly Association Board Meetings in person as a non-voting member
- Any additional trips made to the property for vendors will be charged a "Trip Fee" based on the time in which this has occurred.
 - During Business Hours (M-F from 8am-5pm) : \$50
 - After Hours: \$99
- Any additional items that are not part of this list in which an agent must be present on site will be charged at a billable hourly rate as stated below:
 - During Business Hours (M-F from 8am-5pm) : \$50
 - After Hours: \$99
- The Association will be charged a one time fee of \$199 for the use of our Management Software, Buildium for electronic payments that will be paid into the Association account for monthly dues.

The Association shall pay Agent a Management fee of \$3200 per month in advance.