

Statement of Work for
Gearhart-by-the-Sea, Inc. (Agent)

I. Purpose and Scope:

This document defines the tasks, job responsibilities, and associated efforts/tasks to be performed by Gearhart-by-the-Sea, Inc. (Agent) on behalf of condominium associations (Association) for the management of property and rental services.

II. Task Descriptions:

1.) General Administration:

Agent will provide overall property management functions in a timely and effective manner. To assist Agent in these functions, Agent will designate an on-site property manager ("PM") to manage and oversee all activities included in this statement of work. Agent and the PM or the PM's designee will perform this statement of work under federal, state, and local laws and ordinances.

Agent will maintain current knowledge of the governing documents of the Association.

Agent will effectively communicate with the Homeowners Association Board of Directors (HOA Board), condominium unit owners, rental guests, contractors, and other parties with whom it might be necessary to interact in the conduct of Association business.

At all times, Agent will strive to maintain good rapport with the city of Gearhart and Clatsop County personnel on the Association's behalf.

2.) Management:

The PM or their designee shall be responsible for all Human Resources (HR) functions and activities, as they may relate to this Statement of Work and/or any Property Management Agreement with the Association.

The PM or their designee will attend and participate in HOA Board meetings, annual owner meetings, and ad hoc meetings established by the HOA Board upon request. At all meetings, the PM or their designee will be prepared to present reports and to field questions.

The PM will be the point of contact for realtors, appraisers, inspectors, banks and/or title companies, and prospective buyers related to the prospective sale or transfer of Association condominium units. The PM will also be the on-site point of contact for contractors.

The PM will report to the Agent and/or HOA Board on new and renewal contracts and/or leases for such items as management software, elevators, and property insurance.

The PM shall ensure all Association-related vendor invoices are reviewed for accuracy and completeness, properly coded, and sent to the HOA Board Chair and/or Treasurer for approval before payment.

The PM will review and approve all Association bank account reconciliations and funds transfers involving Association bank accounts.

The PM will review Association's monthly and annual financial reports and participate in annual budget preparation meetings.

The PM will maintain key Association and Board records such as approved minutes for each HOA Board meeting, tax returns, etc., kept in a secure manner such that they can be accessed upon request. These documents shall be backed up electronically via the internet "cloud" or a third-party offsite vendor.

3.) Management Assistant:

Under the PM, the Management Assistant will keep track of materials used for Association repair and/or maintenance work orders, including accurate acquisition and billable costs.

The Management Assistant will keep track of items paid for by the Association but maintained in Agent inventory until used (e.g., slider glass).

The Management Assistant will support unit owner remodel activities upon request and invoice the owner for the same. This activity is outside the HOA Board's purview (other than the HOA Board's Architectural Review process, if any is required), and is handled between Agent and the specific unit owner.

The Management Assistant will be responsible for other duties as assigned by the PM.

4.) Contracts, Purchasing/Subcontracts:

The PM will request quotes for operating and capital projects; receive and evaluate bids; provide contractor recommendations to the HOA Board; schedule HOA Board-approved projects; provide project oversight; and report technical, schedule, and financial progress of projects to the Board. The PM shall promptly communicate any problems or issues, and implement any resulting decisions of the HOA Board. The PM will also be involved in generating requests for proposals (RFP) or statements of work as needed in support of solicitations for quotes or proposals.

The PM will monitor contractor and Association performance per contract/Purchase Order terms.

5.) Accounting:

Under the PM, the accountant will maintain accurate and complete financial data needed to prepare various Association documents and reports in a timely manner. The accountant will be proficient in QuickBooks as well as whatever accounting/reporting software is utilized by Agent for the management of Association business affairs.

The accountant will follow generally accepted accounting principles in the performance of accounting functions performed for the Association. The accountant will communicate with the Board Treasurer regularly regarding reporting and promptly notify the Treasurer of any problems or concerns.

Tasks required to be performed by the accountant include, but are not limited to, the following tasks:

- Prepare and send out monthly billings to owners
- Track receipt of all unit owner payments for dues and/or assessments and, in conjunction with Association Treasurer, determine appropriate late payment interest/penalties
- Ensure adequate funds in checking and money market accounts to support bill payments, in coordination with the Association Treasurer
- Prepare monthly reports to the Association Board to include an income statement, balance sheet, statement of Agent charges, and supporting reports such as operating and capital projects status, distribution report, Agent charges, and contingency reports, as well as any additional report determined by the Association Board to be necessary
- Prepare checks to pay Association invoices that have been reviewed by the PM and approved by the designated Association Board member(s)
- Provide all information needed by Association CPA to complete and file annual tax returns on time
- Cause quarterly federal and state estimated income taxes to be paid in a timely manner
- Assist in the preparation of the annual budget and annual operating and capital assessment by unit
- Review, in conjunction with PM, employee timecards for accuracy and completeness

6.) Front Office:

Under the direction of the PM, front office staff will field questions from Association unit owners and rental guests. In addition, front office staff shall receive and record phone and in-person reservations as part of the rental services business. As necessary, front office staff shall provide access to authorized people, including either renters with a bonified reservation, or unit owner or their guests. The Front Office will also strive to constructively ~~resolve unit~~~~resolve issues~~~~unit issues~~, concerns, or complaints. Phone calls and/or emails will be ~~acknowledged~~~~acknowledged~~ and responded to within 24 hours of receipt of the call/email.

7.) Repairs & Maintenance:

Agent will provide maintenance department labor and conduct necessary repairs on the Property, billed at agreed-upon hourly rates. The PM will have primary oversight over maintenance and repair activities.

Agent maintenance and repair personnel, or its contractors will perform reasonable cleaning and preventative maintenance of all common areas of the Property at an agreed-upon rate. Standards to be set by Agent and HOA Board.

Work orders issued for Association will be billed at the agreed-upon hourly rate, calculated to the nearest quarter-hour. Agent will make available supporting billing documentation upon request.

Agent will arrange for garbage pick-up two to three times per week, depending on the time of year and the needs of the Association.

Agent will also oversee WIFI and Cable for the Property.

8.) Housekeeping:

Housekeeping services will be performed as part of rental management services provided by the Agent to Association units which are made available for short-term rental by the owner in the "rental pool". Housekeeping services include standard unit cleaning. These services may also be made available for an agreed-upon fee to Association unit owners who do not rent their units, on a schedule determined by Agent based on staff workload, subject to availability. Cleaning priority will be given to units in the rental pool.

9.) Safety and Security:

Agent will provide a watch person during the night shift (12:00 AM to 8:00 AM) 365 days per year. At a minimum, the night watch person shall patrol the Property multiple times per shift (preferably once every hour). Any security or safety incidents observed by the night watch person will be immediately reported to the PM or their designee. If appropriate, the night watch person will immediately call 911, the police, and/or fire departments. Security or safety incidents will be reported to the Association. If the watch person is unavailable, the PM will designate a point person to respond to calls.

READ, UNDERSTOOD AND AGREED:

By:

Kurtis A. Campbell
Signature of Gearhart By the Sea Authorized Representative

President - G.B.T.S. Board of Directors
Title of Gearhart By the Sea Authorized Representative

3/12/24
Date