



HOA MANAGER CONTRACT

This agreement is between: **KUAU BAYVIEW AT PAIA HOMEOWNERS' ASSOCIATION** and **DARLENE BROTHERS.**

DESCRIPTION OF SERVICES: Full job description is posted on the website.

- accounting services, fiscal management, tax filing, corporate filing, escrow demands, budget
- preparing owner account statements, collecting and depositing dues payments
- preparing financial reports, putting descriptors on the bank entries for the banking screenshots
- preparing the meeting Minutes from the recordings & emails
- doing the year-end scripting & budget preparation
- doing the Annual Meeting preparation, handling proxies, running the elections
- organizing & maintaining all records, scanning documents for the website
- day-to-day management of the Association
- assisting the President, Treasurer, and Secretary with their duties as needed
- maintaining and updating content on the Kua Bayview at Paia website
- sending meeting notices and other communications to the members at the direction of the Board
- doing the paperwork for the Design Committee & Grievance Committee
- landscaping design and gardening services, maintaining the aesthetics of the neighborhood

WORK SITES: Landscaping services will include maintenance of the following areas...

- common areas at the front entrance to Kua Bayview at the corners of Hana Hwy & Lae St.
- the landscaping easement on the Lae St hillside alongside Lots 41-42-43.
- the County strips along each side of Lae St up to the north boundary of Lots 29 and 30.
- the narrow Agave bed along the sidewalk near Paia Community Center on Hana Hwy
- the north boundary of the subdivision along Hana Hwy behind Lots 43 to 49
- keeping clear the passageway to the Paia Community Center on Lot 25
- alerting the Board if conditions are noticed on any public land in Kua Bayview that may endanger pedestrians or vehicles
- other specific areas that may need attention as directed by the Board

PAYMENT: Payment shall be made by automatic bank transfer on the first of the month. As voted on in the 2013-6-13 and the 2013-11-21 Minutes, Kua Bayview agrees to pay \$2500 per year for bookkeeping services starting Aug 2012 and \$150 per week for landscaping services starting Nov 2013, and \$500 per year for Annual Meeting preparation. All of the aforementioned amounts are plus GE Tax. Monthly payments will be combined starting Jan 2016 such that the total monthly transfer amount with GE Tax at 4.166% shall be \$937.49.

INSURANCE: The HOA Manager is included under the Association's Pyramid Insurance Policy as an Individual Insured as a committee member and volunteer, as well as an Additional Insured under the IX. Property Management Extension for all the aforementioned services while acting within the scope of her duties on behalf of the Association.

Signed: /s/ Darlene Brothers Date: December 8, 2015
Darlene Brothers

Signed: /s/ Luba Reeves Date: December 8, 2015
Luba Reeves, President Kua Bayview