



February 15, 2023

Re: Villages of Valencia Homeowners Association

Villages of Valencia Board of Directors,

Thank you for your continued interest in Coastal Realty & Property Management, Inc to serve as Manager for your community. Attached you will find our revised Agreement after meeting with you and clarifying the needs at Villages of Valencia.

Our contract is all-inclusive for our management services. We will not charge extra fees for printing, inspections, special assessments, attending meetings, etc. The only additional cost you will see from Coastal is for the postage used for your community, at cost. Coastal will administratively handle ARB applications and send response letters based on the ARB's decision but will not attend ARB meetings.

Additional expenses that should be budgeted for are coupon books (only owners who do not pay online will receive these), Annual Review or Audit (required by statute to be done by a 3<sup>rd</sup> party), Taxes, and Professional Fees (Annual State Filing). These are Association expenses that are not paid to Management, in addition to your contracts for service providers to your community.

Last, I have adjusted our pricing based on our discussion of expectations from management to \$69,000.00 annually.

We look forward to working with Villages of Valencia. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Whitney Curry". The signature is written in a cursive, flowing style.

Whitney Curry  
Owner/Shareholder/CAM  
[Whitney@CoastalRealtyFL.com](mailto:Whitney@CoastalRealtyFL.com)