

COFFEY & ASSOCIATES, LLC

*P.O. BOX 631874
LITTLETON, 80163*

This letter will set forth the arrangement by which Coffey & Associates, LLC Management ("Coffey") P.O. Box 631874, Littleton, CO 80163, will provide property management services for the Stanton Farms Homeowner's Association ("Homeowner's Association").

THE PROPERTY MANAGEMENT AGREEMENT

Coffey & Associates, LLC is Property Management organized by Jacqueline Schwindt under which Coffey intends to engage in the Property Management business.

The Homeowner's Association wishes to retain Coffey to act as property manager for the Association.

NOW, THEREFORE, in consideration of the performance of the mutual covenants and promises contained herein, the parties agree as follows:

The Homeowner's Association hereby retains Coffey to perform such management service as the Association shall request. Such services shall include, but not be limited to:

MANAGEMENT SERVICES

- Responsibility for operation and management of all common grounds, according to the specifications set by Board of Directors and Covenants.
- Supervise storage of all plans, specifications, maps, water line designs, landscape plans as provided to Coffey by the Board of Directors.
- Serve as liaison between the Homeowner's Association and all contractors connected with the operation of the property.
- Serve as a registered agent for the Homeowner's Association.
- The Homeowner's Association shall reimburse Coffey for all supplies used on behalf of the Association.

ASSOCIATION COMMUNICATIONS

- Distribute summary of Board meeting minutes, agenda for next meeting, financials, bank statements, and any submitted committee communications and news items related to the community prior to the meetings.
- Receive and procure bids for all services needed by the Homeowner's Association for common areas, trash service, repairs to Association owned sidewalks and roadways, insurance coverage, and special improvement projects.
- Execute such correspondence as directed by the Board of Directors on behalf of the Homeowner's Association and act as Recording Secretary at meetings as requested by the Board of Directors.
- Coordinate all complaints and concerns related to common areas and violations of Covenants, rules and regulations of the Association.
- Record resale information and insure proper transfer of property ownership and warranty information. A fee paid to Coffey shall be charged to purchaser for providing these services.
- Execute and file all forms, reports, and returns required by law in connection with the Homeowner's Association.
- Investigate and make full report of all accidents or damage claims relating to the operation of the maintenance of the common areas.
- Insurance: Coordinate and monitor insurance coverage and requirements, maintain copies of insurance policies and file all claims for the Homeowner's Association.
- Attend Association meetings as requested by Board of Directors.
- Provide 24-hour emergency contact to residents/ Board members by phone.
- Provide current property owners lists to Board and members as requested.
- Support designated Board member(s) in liaison with legal counsel and provide reports if requested.

ACCOUNTING SERVICES

- Collect all funds owed to the Homeowner's Association and punctually disburse all amounts payable for expenses incurred on behalf the Homeowner's Association.
- Monitor all savings and reserve accounts. Reconcile all bank records. Maintain bank account at government insured reputable community bank.
- Provide monthly financial statement and bank statement to the Board of Directors. Cost for statement paid by the Association.
- Diligently pursue the collection of delinquent accounts concurrent with policies as established by the Board of Directors and the Association Covenants and By Laws.
- Coordinate the preparation of the annual operating budget for the calendar year.
- Coordinate and supervise preparation of the any audit/financial review as required.
- \$100 fee is charged for each due increase and/or special assessment.

COMPENSATION

The Association hereby agrees to pay Coffey & Associates LLC \$967.00 per month for the position of General Manager. This contract will increase 3% each year through December 2027 and is effective as of January 1, 2025, at the annual fee of \$11,604.00. Payments are to be made by the 10th of each month thereafter.

TERM

The term of this Agreement is 3 years from January 1, 2025, to December 31, 2027. The Agreement, however, may be terminated by either party, with or without cause, first giving sixty (60) days written notice to the other party of its intent to terminate the Agreement.

GENERAL TERMS AND CONDITIONS

All documents, reports, memoranda and all information whatsoever prepared by Coffey for the account of the Homeowner's Association in performance of Coffey's management services hereunder, shall remain the property of the Homeowner's Association.

Coffey & Stanton Farms Homeowners Association agree that in performing services, pursuant to the terms of the agreement, Coffey is not an employee of the Stanton Farms Homeowners Association, but an independent contractor. As such, Coffey shall have no authority to enter into contracts or agreements on behalf of the Association and no authority to financially obligate the Association.

Coffey & Stanton Farms Homeowner's Association hereby agree to indemnify and hold harmless each other from all liability or damages and expense of litigation in respect to services performed pursuant to the terms of this Agreement.

Coffey & Associates, LLC will maintain error and omissions insurance coverage, along with crime fidelity insurance coverage as follows:

Rule D-10 Crime Fidelity Insurance requirements.

Every active licensed CAM company and licensed sole proprietorship must have in effect a crime fidelity insurance policy covering the dishonest acts of all employees in the CAM company or proprietorship.

Rule D-9 Errors and omissions (E & O) insurance requirements.

Every active licensed CAM company and licensed sole proprietries must have in effect a group policy of errors and omissions insurance to cover all acts requiring a license.

This Agreement is assignable by either party with the written consent of either party.

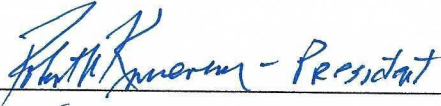
Any waiver, alteration or modification of any of the provisions of this Agreement shall not be valid unless in writing and signed by the parties. Any notices to either party shall be deemed delivered if in writing and delivered personally or sent by Certified Mail, return receipt requested, with proper postage affixed, to the party receiving such notice, addressed to such party at the address set forth above. Either party may change its address by written notice to the other.

This Agreement shall be governed by the laws of the State of Colorado, Federal, municipal, and local laws and regulations.

Coffey shall carry proper liability and bond coverage and workers compensation should it be required by the State of Colorado.

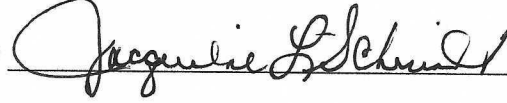
IN WITNESS HEREOF, this Agreement is executed effective JAN. 1, 2025.

Homeowner's Association Representative

By  - President

Date JANUARY 8, 2025

Coffey & Associates, LLC
Jacqueline Schwindt, Owner

By 

Date JANUARY 15, 2025

As required by the State of Colorado the following fees are to be disclosed to the Stanton Farms Homeowners Association.

Fees charged by Coffey & Associates LLC

1. Contract fee of \$967.00 monthly for services.
2. All document status letter, transfer fee, and document fees in the amount of \$500.00 will be charged to purchaser at the time of closing.
3. A \$15.00 processing fee will be charged to each homeowner who is delinquent after the due date of assessment charges.
4. A \$10.00 storage fee will be charged to the Stanton Farms Homeowners Association for storage of all association documents.
5. A fee of .50 will be charged to the Stanton Farms Homeowners Association for any large manila envelopes used for the association.
6. A fee of .20 will be charged to the Stanton Farms Homeowners Association for any legal-size envelope.
7. All fees charged by the United States Post Office including postage and/or certified mail will be reimbursed to Coffey & Associates, LLC for any mailings required by the association.
8. Black and White copies will be at the cost of .15 cents for each page. Color copies will be at the cost of .20 cents for each page.
9. All fees charged by the State of Colorado and/or Department of Regulatory Agency will be reimbursed to Coffey & Associates, LLC for registering Stanton Farms Homeowners Association annually.
10. There will be no charge for email, telephone calls, small envelopes, and/or faxes.
11. Coffey & Associates will help monitor the Association website as directed by the Board of Directors, along with homeowner DRC request forms.