

## Exhibit A-Supplemental Information

Marsh Landing Management Company, Inc.

Supplemental Information Per Section 468.4334, Florida Statutes

Office Address: 4200 Marsh Landing Blvd STE 200 Jacksonville Beach Florida 32250

Office Phone: 904-273-303 Fax 904-273-0933

Controlled Access Administration: 904-373-5600

Hours: Monday to Friday 8:30 AM to 5:00 PM.

Note: MLMC is closed on New Year's Day, President Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

After Hours Emergency Maintenance Phone 904-307-2759

### I. MLMC Staff Directory:

Tripp Richland, President

[trichland@marshlanding.org](mailto:trichland@marshlanding.org)

Kristy Richland, Senior Property Manager (Senior PM), Vice President

[krichland@marshlanding.org](mailto:krichland@marshlanding.org)

Noelle Salomon, Property manager (PM)

[nsalomon@marshlanding.org](mailto:nsalomon@marshlanding.org)

Erin Hires, Property manager (PM) Architectural Control Coordinator

[ehires@marshlanding.org](mailto:ehires@marshlanding.org)

Jamie Parker, ARB Coordinator, Assistant to the Property managers

[jparker@marshlanding.org](mailto:jparker@marshlanding.org)

Sylvia Gurganious, Front desk administrative assistant

[sgurganious@marshlanding.org](mailto:sgurganious@marshlanding.org)

Pat McInerney, RFID and administrative assistant

[pmcinerney@marshlanding.org](mailto:pmcinerney@marshlanding.org)

Peggy Paris, Comptroller of accounting department

[pparis@marshlanding.org](mailto:pparis@marshlanding.org)

Accounts receivable

[AR@marshlanding.org](mailto:AR@marshlanding.org)

## II. Summary of Management Duties

Note: All duties shown as “billable” shall be billed at the rates set forth in Section IV of this Exhibit A. Any change in such rates shall be subject to the prior written approval of the Association and the Management Company.

Provide Emergency On Call Service	Daily-365 days
Respond to emails from Board members and residents.	Daily within 48 business hours
Owner correspondence for questions.	Daily within 48 business hours
Process payments and deposit checks received.	Daily
RFID support and distribute new owner packets.	Daily (billable)
Retain staff to perform maintenance duties of master common including pump operations, pool servicing, recreational facility inspection and trash pick-up.	Daily (billable)
Respond to and process exterior modification requests.	Daily (billable)
Estoppel letter preparation.	Daily per Statutes
Retain and file all official records electronically.	Daily per Statutes
Tour common property and create work orders as needed.	Once per week
Review, code, and pay all invoices.	Once per week
Update website with meeting information (agendas and minutes) or any other approved documents as required by applicable statutes.	Once per week
Retrieve move in reports and provide to website administrator and communication chair.	Once per week
Process compliance violations and maintain open violation report.	As needed (billable)
Provide notary services when required to execute easement -other documents.	As needed
Support of standing meetings as outlined in Meetings Attendance (C-pg. 3)	As needed
Process pavilion reservations.	As needed
Process estate sales and open house requests.	As needed

Correspond with vendors at direction of committees or board.	As needed
Correspond with attorneys when appropriate to review contracts, interpret governing documents and prepare legal documents.	As needed
Support in connection with bid preparations.	As needed
Provide project management for contracted work.	As needed (billable)
Work with maintenance on special project issues.	As needed (billable)
Prepare monthly property management report.	Monthly
Prepare full financial report including past due balances, ACC deposit list, check register.	Monthly -by the 20th
Prepare variance and forecasted financial report.	Monthly
Update reader boards for meetings.	Monthly
Compile articles for Players Journal.	Quarterly
Send late notices per Statutes and forward past due accounts to collections when required.	Semi Annual
Support in connection with insurance renewals.	Annual
Provide Board with Florida legislative updates.	Annual
Work with Finance Committee and Board on budget preparation.	Annual
Annual meeting notices- orchestration of meetings and ballot counting	Annual
Send out notice of annual budget and audit completion per applicable statutes.	Annual
Maintain Board certification documents, update board directory.	Annual
Work with reserve company to update reserve studies.	Annual
Assist external auditor with all requested information.	Annual

### III. Meeting Attendance

MLMC meeting support includes posting meeting information in accordance with the Florida Statutes, preparation of the meeting agenda, printing of supplemental meeting packet materials, attendance at meetings, preparation of draft meeting minutes, and follow up on action items requested. All committee meetings are to begin by 4 PM and Board meetings are to begin by 5 PM except for the Annual

Membership meeting. Standing board and committee meetings included in the contract per calendar year are as follows:

24 Architectural Control Committee meetings – Attended by Property Manager (“PM”) and/or administrative staff, billable per hour.

11 Board of Directors meetings – attended by Senior PM and/or PM.

11 Finance meetings – attended by Senior PM and/or PM.

12 Landscape meetings –attended by Senior PM and admin.

11 Covenant Enforcement Committee meetings – attended by PM, billable.

12 Controlled Access meetings – attended by Senior PM and/or PM.

12 OMW meetings – attended by Senior PM and/or President (Director of Operations).

8 Recreation meetings - attended by PM.

4 Communications meetings - attended by PM.

1 Annual Membership meeting – attended by Senior PM, PMs, administrative staff and President

1 Organization meeting- attended by Senior PM and/or PM

Meetings not included in the scope of the contract include additional Board meetings, Closed Board meetings with legal, ad hoc committee meetings, Board officer meetings, special membership meetings or Townhalls, and newly created committees not listed above including ad hoc meetings.

#### **IV. Additional Services, Material and Supplies not included in Management Fee**

##### **A. Staff Costs Billable by Hour**

1. Maintenance Staff – \$57.20 -\$64 per hour depending on person needed for services if approved by board. (This rate is all inclusive and includes fuel, vehicle and all other costs associated with their pay including benefits. Adjusted for time and one half for after-hours usage)
2. Maintenance Supervisor - \$77.00 per hour
3. President of Management Company - Billable \$130 per hour for all meetings attended and project management
4. ARB PM - \$67 per hour and ARB admin, \$58 per hour.
5. Additional Meetings- Staff attendance, meeting preparation, minute taking, and follow-up action needed in meetings not listed in item C. of the Supplemental Information Sheet is billable. \$58 per hour for admin, \$85 for property manager and \$130 for senior property

manager.

6. After-Hours Meetings/Events- This contract assumes staff attendance at meetings/events will be 2 hours in length and begin no later than 4 PM. Meetings or events that require staff attendance outside of these hours will be billable as stated herein. An exception is for the Annual membership meeting and organizational meetings of the Board which will begin no later than 6 PM and conclude by 9 PM.
7. RFID Admin- The approved 2026 budget rate is \$56,000.

**B. Office Costs- Rates are subject to change**

1. Photo/Laser Copies - \$.15 per B&W page and \$.20 per Color pages
2. Fax Transmission if applicable (outgoing only) - \$1.00 per page
3. Stationary/Supplies – actual cost
4. Postage – Actual postage cost plus \$.15 each outgoing piece (\$.10 for bulk mailings)
5. Accounts Payable – checks – actual cost
6. Special Assessment Processing – \$2 per member, minimum \$200.
7. Lockbox processing - actual cost
8. Special Legal Projects (deposition, legal responses, e.g. discovery – \$125 per hour.)
9. Record storage - Administration and storage of boxes required by statute will be passed on to the association on a cost basis.

**C. Misc. Costs billed or reimbursed by owners or buyers as provided for in Statutes:**

1. Estoppel for new owners - Per Florida Statutes.
2. Refinancing Requests - \$25.00 (Billed to owner)
3. NSF Checks – Amount charged by bank
4. Covenants & Restrictions – as specified therein