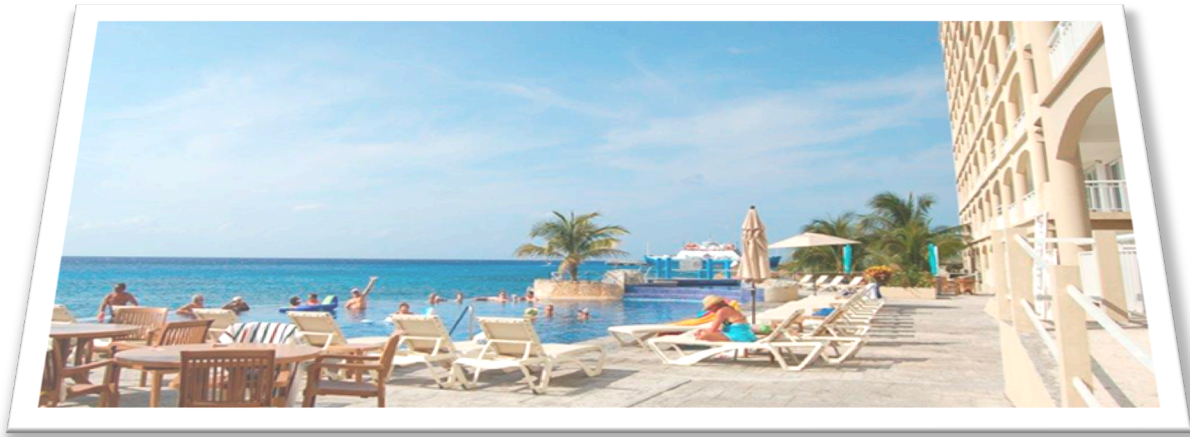


CBP Cozumel S.A. de C.V - Administration Proposal

El Cantil



July 2015



El Cantil Maintenance and Administration Proposal

The Objective:

- El Cantil Condominiums in Cozumel is looking for a company to provide the following services:
- Common Area Administration
 - Implement and maintain impeccable standards of quality, service and exclusivity to common area and building maintenance.
 - Clear, professional and transparent accounting
 - Strictly obey Hacienda Guidelines
 - QuickBooks accounting for detailed reporting
 - All expenses (Facturas) are scanned and uploaded into QuickBooks for transparency and expedient auditing.
 - VC will be given access to Quickbooks Online.
 - Open and clear communication with all homeowners and vigilance committee in English and/or Spanish.
 - We will keep co-owners informed through detailed financial and maintenance reports as well as by email for other matters pertaining to the common areas of El Cantil Condominiums.
 - As requested by the homeowners CBP Cozumel will legally call, organize and attend all homeowner's assemblies. The homeowners may contract our legal department to take legal minutes in English and/or Spanish then notarize and register the minutes for quick distribution to the homeowners following the assembly.
 - Be on call 24/7 for emergencies
 - Collect dues from all homeowners on time or apply penalties and seek legal action at the direction of the co-owners.
 - Implement a scheduled plan for maintenance.
 - Work hard for all homeowners in order to maintain open and clear communication with all. Remaining neutral, as administrators, is critical to maintaining peaceful and productive conditions amongst homeowners.
 - Punctual payment of all bills related to the Common Areas (ie. Electricity (CFE), City Water (CAPA), Insurance, Federal Zone, Taxes, Notary Fees, and any other bills related to the common areas).

The Solution:

Caribbean Beach Properties (CBP Cozumel, SA de CV) offers to provide administration to El Cantil, with priority on the accomplishment of the listed objectives above. CBP Cozumel will work to maintain high standards of quality and attention to detail. The details are what make an investment property stand out over others.

Our goal is to work hard and provide complete transparency so you as the homeowners can relax and enjoy your investment with complete peace of mind.

Curriculum Vitae

Who we are

Caribbean Beach Properties was started in 2002 by Jeff Hughes, who had moved with his family to Playa del Carmen. Caribbean Beach Properties is exclusively a property management company and does not sell real estate. The company was split into CBP Playa, which handles our property management services in Playa del Carmen, and CBP Cozumel, which handles our property management services in Cozumel. Ash Sartison was later added as a partner to CBP Cozumel. Together, these companies work closely with Rentals Your Way, our Colorado, USA based rental promotion agency.

Property Management Experience

CBP Cozumel manages 20 vacation rental properties in Cozumel, including properties in Peninsula Grand, Paradise, Palmar, Costa del Sol, Summer Breezes and others.

CBP Playa manages over 100 properties in Playa del Carmen, including properties in El Faro, Corto Maltes, Luna Encantada, Xaman Ha, Plaza Marina, Las Brisas, and Playacar Phase 2

Common Area Administration

CBP Cozumel manages the following complexes:

Palmar Condominiums	Since May 2013	65 unit condo complex
Summer Breezes	Since September 2008	6 unit condo complex
Nah Ha	Since February 2014	16 unit condo complex
Puesta del Sol Fase II	Since January 2014	14 unit condo complex
Brisas del Caribe	Since February 2015	14 unit condo complex
For 5 years CBP Cozumel provided administration to Paradise, a 13-condo property and for 3 years Costa del Sol, a 26 house development.		

CBP Playa manages the following complexes:

Corto Maltes	Since May 2013	55 unit condo complex + commercial locales and restaurant
AWA Condominiums	Since May 2015	18 unit condo complex

Our Mission Statement

Caribbean Beach Properties works constantly to provide the highest level of property administration by taking an honest, transparent, and diligent approach to implementing and improving systems that allow owners and guests to truly enjoy their property.

References

To protect the privacy of our clients, only email addresses are provided. You may request the reference for their phone number directly if you wish to speak with them.

Name / Nombre	Property / Propiedad	Email / Correo Electrónico
Ivan Parra	Peninsula Grand, Cozumel	ivan.parra059@gmail.com
Deb Stine	Costa del Sol, Cozumel	debstine@comcast.net
Connie Moran	Summer Breezes, Cozumel	csealove@mac.com
Jim and Kellery Zeltmann	Paradise, Cozumel	zeltmann@sbcglobal.net
Kenn and Karen Pryor	Paradise, Cozumel	cozumelcondo@comcast.net
Joseph Ciotti	Palmar, Cozumel	joseph.ciotti@yahoo.com
Bob Walton	Nah Ha, Cozumel	bobdrwalton@netzero.net
David Teater	Nah Ha, Cozumel	ddteater@gmail.com
Sherwood Frey	Puesta del Sol, Cozumel	freys@darden.virginia.edu
Matias Garrido	Brisas, Cozumel	director@cozumelseaside.com

Please feel free to contact us if you need any additional information

Management and Administration Services

Common
Area Duties

ACCOUNTING / BILL PAYMENT

- Transparent, clear and professional accounting with QuickBooks for easily tracking each and every expense.
NOTE: Scanned copies of every bill (factura) that is paid are uploaded into QuickBooks online along with a detailed description in English and Spanish of every expense.
- Timely payment of all bills related to the common areas (e.g. CAPA, CFE, Federal Zone.)
- Coordinating with Mexican accountant regarding employee payroll and taxes
- Coordination with accountant and attorneys for legal and fiscal matters
- Ensure that all legal and fiscal responsibilities are properly and timely cared for according to Mexican law.
- Management of the bank accounts
- Invoice and collect homeowners' dues and apply late fees for non-payment
- Issue receipts (facturas) for all homeowner's payments

STAFF SUPERVISION

- Train and supervise employees to be diligent, detail oriented and friendly
- Pool maintenance and cleaning
- Gardening / landscaping maintenance
- Beach Maintenance and Cleaning
- Elevator maintenance supervision
- Maintenance of all common area pumps, lighting, electrical, plumbing and paint
- Keeping ocean-side installations clean and well maintained
- Cleaning of grounds, pool area, parking lot, lobby, landings, beach, elevators and common area hallways
- Supervision of contracted security personal
- Purchase and delivery of chemicals, cleaning supplies, parts for repairs, gardening supplies, pool area furniture, etc.

OWNER COMMUNICATOIN

- Open and clear communication with all homeowners and vigilance committee in English and/or Spanish. We will keep co-owners informed through detailed financial and maintenance reports as well as by email for other matters pertaining to the common areas.
- Detailed quarterly reporting to all homeowners of all maintenance and activities pertaining to the common areas
Note: Example of quarterly reports attached to proposal.

MAINTENANCE AND REPAIRS

- 24 hour emergency contact
- Establish a preventative maintenance schedule.

ASSEMBLY COORDINATION

- Coordination with VC and Homeowners:
 - Date, Location, Food, Seating, etc
- Legal Callings and Agenda Items
- All documentation will be organized and shared with all the homeowners well in advance so they have time to review pertinent documents and come prepared for the assembly. We typically use DropBox or like-service to store and distribute the assembly documents digitally.

Condo
Property
Management

The fees and services apply only to the common areas of the property. If any owner wishes management or rental promotion services for the interior of their condo, including interior maintenance, housekeeping or guest services, this will have to be contracted separately with CBP or another management company. CBP will work cooperatively with all managers of individual units to ensure that the building is unified and runs smoothly.

Important

Caribbean Beach Properties will NOT up-charge any expense item. The administration fee will be the only money that is made by the administration. All other expenses will be billed at direct cost on the accounting statements. The only exception would be that, in the case of a major improvement project or disaster, CBP may need to charge some additional fees for supervision, if the project or disaster requires additional time or staff outside normal duties or operating hours. In these cases, CBP will submit specific estimates in which the costs and the additional administration fees are detailed, and such projects will not proceed without owner approval. This only applies to major projects or disasters. Standard care and maintenance will not be up-charged, nor will any utilities or bids. The maintenance staff will care for the majority of all maintenance needs of the building. We will only hire outside professionals if absolutely necessary.

Proposed Budget

To offer these services, for the administration fee in the amount of **3,500.00** usd per month. A legal Mexican invoice (factura) will be provided to the association for the total amount paid to CBP Cozumel (above) with VAT tax (IVA) included.

The monthly fee will be distributed in the following manner:

Description	Monthly USD	Annual USD
Administration fee will <u>include</u> the follow:		
<ul style="list-style-type: none"> • Bookkeeping and bill payment staff <ul style="list-style-type: none"> ○ All QBO accounting will be done by CBP. Including: Quarterly PnL, Budgeting, and any other reports needed or requested. Note: Monthly expenses (facturas), account statements and other supporting documents will be delivered to a Mexican CPA to file the simple Hacienda monthly reports. Mexican CPA will be paid by El Cantil. • Building Staff Supervisor(s) <ul style="list-style-type: none"> ○ Note: Building staff (Doormen, maintenance staff, cleaning staff, etc) will be budgeted and paid for by El Cantil. • Office Expenses: <ul style="list-style-type: none"> ○ Cell phone, telephone, internet expenses. ○ Automobiles, fuel and maintenance for errands, purchasing and delivery. ○ Office Supplies (Printers, Ink/Toner, Computers, Paper, Folders, etc.) • Monthly QuickBooks Online Fee 		
Administration Fee	\$3017,24	\$36,206.88
IVA	482.76	\$5,793.12
Total	\$3,500.00	\$42,000.00

***Detailed responsibilities will be included in the contract.**

Summary

Our goal for El Cantil would be to ensure that it continues to be a premiere destination in Cozumel. We will continue to create, enforce, and update processes to ensure efficiency in all aspects of our responsibilities. Our main goal is to allow you as owners to enjoy your paradise property to the fullest!

We hope that this CV has been informative, and we look forward to working with you to make your investment property truly the best it can be!

Sincerely,

Ashley (Ash) Grant Sartison

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