



ACCOUNTING SERVICES CONTRACT

Agreement made this ____ day of _____, 20____, between Harbor Management of South Florida, Inc., a Florida Corporation, (“Harbor”) and MARINA AT THE BLUFFS CONDOMINIUM ASSOCIATION, INC., a Florida Corporation not for-profit (“Association”).

1. This agreement shall be effective _____, 2023, and shall continue in effect until terminated as provided in this Agreement.
2. Harbor agrees to prepare for the Association and/or provide to the Association the services as listed per Exhibit A (Scope of Services).
3. Harbor will operate as the Associations accounting department. The financial and accounting information would be considered “internally prepared”. Harbor would not be acting in an independent relationship as a Certified Public Accounting Firm. Harbor will be performing accounting and financial services for other clients.
4. In consideration of the services to be performed by Harbor as set forth in Exhibit A, the Association agrees to compensate Harbor in the amount of **\$3,500.00** per month, payable by the 10th of the month of the service. Any additional work will be billed at \$75 per hour. The Association will be provided notice and then provide approval for additional work to be billed outside of the contract.
5. Association shall have access to its books, records, etc., during regular business hours (9:00 a.m. - 5:00 p.m., Monday - Friday). Harbor agrees to deliver all of Association’s work, books, and records to Client within forty-eight (48) hours of hand delivery to Harbor at such location of a written request therefor.
6. This Agreement may be terminated by either party without cause by the giving of thirty (30) days written, hand-delivered notice, and with cause by the giving of hand-delivered notice.
7. Client will be responsible for delivering all invoices to be paid to the offices of Harbor Management or scanned and sent by email or uploaded to the online bill pay portal. (After all invoices have been properly approved and coded by the Property Manager or Client.) The checks can be signed with digital signatures once approved and processed to be mailed out to vendors by Accounting.



EXHIBIT A – SCOPE OF SERVICES

Services included in Contract:

- A. Monthly financial statements “internally prepared” by the 18th of the month including:
 - 1. Balance sheet
 - 2. Operation and Budget Variance Reports -month-to-date and year-to-date.
 - 3. Statement of Reserve Revenues and Expenditures
- B. Bank Reconciliation for each bank account, detailed with outstanding checklist.
- C. Maintain General Ledger detail and review activity.
- D. Accounts Receivable
 - 1. Maintain/prepare aging summary
 - 2. Deposit client’s cash receipts in client’s bank account
 - 3. Post cash receipts to customers’ accounts
 - 4. Update customer accounts for address changes
 - 5. Quarterly assessments utilizing a bank lockbox
- E. Accounts Payable – process invoices and cut checks weekly or biweekly. Additional checks need will be processed if requested.
- F. Assist property management in preparing the association’s annual budget.

Services Billed Separately:

- A. Additional collection work performed by the accounting staff after sending 30-day late letters to delinquent homeowners will be billed at \$75 per hour.
- B. Additional work performed for special assessment billings, special assessment collections and related expenditures will be billed at \$75 per hour.
- C. Supplies are billed separately (see Exhibit B) – including postage, bank checks, copies, assessment statements and envelopes.
- D. The cost of the preparation of the Federal and State Tax returns is not included and will be paid by the association directly to the CPA firm preparing the returns.



- E. Additional Association mailings are billed separately, for example, annual meeting notices, budget meeting notices, special assessment notices.
- F. A setup fee if the TOPS PRO (software) accounting file is not provided to us. That fee will be an hourly charge of \$75 (Estimated not to exceed \$350)

This proposal assumes that all books and records are in good order when received by Harbor Management.

MARINA AT THE BLUFFS CONDOMINIUM ASSOCIATION, INC.

By: _____

Print Name: _____

Print Title: _____

Date: _____

HARBOR MANAGEMENT OF SOUTH FLORIDA, INC.

By: _____

Print Name: _____

Print Title: _____

Date: _____

EXHIBIT B - PERIODIC ROUTINE SERVICES			
1	Copies - B&W	\$0.25 per page	
2	Copies - Color	\$1.00 per page	
3	Postage	at cost	
4	Certified Mailings	\$4.00 & postage	
5	Stationary/Envelopes/Labels	at cost	
6	Approvals of Resales/Leases	\$ 50.00	
7	Processing of Payroll	\$75.00 per payroll	This only applies for employees of the Association; if the Associations staff is a Harbor employee there is not a charge
8	Admin Fee for Delinquent Owners (charged to owner if sent to the attorney)	\$ 100.00	
9	Estoppel - review/clear violations	\$ per Statute	paid by seller
10	Storage of Electronic Files	No Charge	
11	Storage of Physical Records	\$ 10.00	per box monthly
12	Eblasts to owners/residents	No Charge	
13	Notary Service	No Charge	
14	(per FL Statute - to be paid by Owner)		
15	Reimbursable payroll costs	Cost & 35% burden	Please see Exhibit C - Payroll for details
16	1099 processing	\$ 19.00	per form
17	Website (one-time setup fee; future domain registration fees will be billed at actual cost approx \$20 per year)	\$ 350.00	if requested; one-time setup fee charged by vendor
18	Standard website updates (posting minutes, updating forms, etc.)	No Charge	
19	TOPS/CINC Software	No Charge	
20	Payables - In-house/Strongroom-Avid	\$ 2.00	per payment
22	Additional specialized software	At cost	only if needed/approved by BOD
23	Mass community outreach project (i.e. phone calls, text messages, owner update projects)	*	
	* Cost will be determined prior to commencement of work and approved by the Board.		

Initial _____

Initial _____