

**ADDENDUM TO MANAGEMENT AGREEMENT
BETWEEN COMMUNITY MANAGEMENT ASSOCIATES,
INC. AND WILLOW PARK CONDOMINIUM
ASSOCIATION, INC. ESTABLISHING LEASING
ADMINISTRATION SERVICES**

This Addendum is made and entered into on this _____ day of _____, 2018 (the "Effective Date") by and between Community Management Associates, Inc. ("CMA") and Willow Park Condominium Association, Inc., (the "Association") for the purpose of amending the Association Management Agreement dated _____, _____ (the "Management Agreement").

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Article VII Section A of the Management Agreement is hereby amended by adding the following section:

- "A.5. Leasing Administration Services. CMA shall provide the Association with the following services:
- a) Construction and maintenance of a current and accurate database reflecting owners with approved leasing status, tenants' names and contact information, lease types, and lease expiration dates;
 - b) Maintenance of a current and accurate waiting list for all owners requesting approved leasing status;
 - c) Collection and retention of all customary leasing documents, including lease agreements and leasing permits;
 - d) Monitoring of, and investigation for, owners who may be leasing their unit without Board approval or in violation of the Association's governing documents;
 - e) On-going communication with owner-landlords regarding that owner-landlords leasing activity; and
 - f) Creation and distribution to the Board of a monthly report outlining the leasing activity within the Association."

Article VII Section E of the Management Agreement is hereby amended by adding the following section:

"E.7.a. Leasing Service Compensation. The Association shall pay CMA, as payment for the leasing administration services outlined in Section VII.A.5, an annual leasing administration fee equal to One Hundred Fifty and NO/100 Dollars (\$150.00) per leased unit within the Association (the "Leasing Administration Fee"). If any of the units within the Association are validly leased as of the Effective Date, then the Association shall pay CMA a prorated portion of the Leasing Administration Fee associated with those units, calculated as follows: $\$150.00 \div 365 = \$0.41 \times$ the number of days remaining until the anniversary of the associated lease agreement.

The Association may, at its sole discretion, assess any or all of the Leasing Administration Fee back to the owner-landlords. If the Association assesses the Leasing Administration Fee back to the owner-landlords, then CMA shall be responsible for invoicing and collecting the Lease Administration Fee on behalf of the Association. *If the Association assesses the Leasing Administration Fee back to the owner-landlords, then CMA shall, at no time in which the leasing services are being provided, collect more from the Association than what is actually collected from the owner-landlords."*

Article VII Section E of the Management Agreement is hereby amended by adding the following section:

"E.9.f. Lease Administration Termination. Either Party may terminate CMA's leasing administration services, as outlined in Sections VII.A.5 and VII.E.7.a of this Agreement, by giving the other Party sixty (60) days written notice. Such termination shall affect only those duties outlined in Sections VII.A.5 and VII.E.7.a of this Agreement and shall not affect the duties outlined in any other section."

All other terms of the Management Agreement shall remain in effect.

COMMUNITY MANAGEMENT ASSOCIATES, INC.

By: _____ Date: _____

WILLOW PARK CONDOMINIUM ASSOCIATION, INC.

By: William Lee Ridd Date: 1-30-18

William Lee Ridd - President