**LIST OF SERVICES COURTS WITHOUT MANAGEMENT AGREEMENTS WOULD NO LONGER RECEIVE FROM FCO**

1. Security
2. **Will lose privilege of bar code; all residents must use guest lane**
3. Will lose seat on Security Committee
4. Venders and caretakers will no longer be issued ID badges or be put on master vender list – all must use guest lane and be called in

2) Use of website – will have to create their own – must be in operation by 1/1/19 and contain all of the information required by Chapter 718

1. Rental & Resale paperwork – will need someone to receive and process the paperwork; includes much communication with realtors, purchasers, owners, renters and title companies – need to prepare estoppel letters and certificates of approval – someone would need to set up the interviews
2. Filling out of estoppels for closings and bank questionnaires for mortgages and refinancing
3. All secretarial services
4. Letters
5. Notices
6. Typing of budgets and related notices and proxies
7. Annual meeting notices & proxies
8. Answers to questions posed
9. Interaction with residents
10. Election notices & ballots
11. Minutes
12. Collect and maintain board member certifications
13. Maintain Q & A sheets
14. All accounting services
15. Receive and deposit maintenance payments
16. Receive and deposit all other checks
17. ACH’s for automatic 5th of the month maintenance payments
18. Late notices
19. Warning of intent to lien letters
20. Payment of bills
21. Upkeep of insurance, W9’s and licenses of venders
22. Preparation of 1099’s
23. Invoice approvals; always being on the lookout for your best interests
24. Answering questions and providing requested research
25. Payroll if any employees are hired
26. Monthly financial statements & period summaries
27. Monthly Tourist Development Tax Returns
28. Corporate Resolution Updates for bank accounts
29. Bank Account Reconciliation
30. Annual coupon printing
31. Will no longer receive budget proposals or extensive worksheets to assist in final budget preparation
32. Use of maintenance department
33. Will need safe and secure place to store unit owner’s keys
34. Will need someone to assist owners who get locked out or advise them they must call a locksmith
35. Can no longer call maintenance manager for advice or assistance
36. Can no longer rely on maintenance to prepare the area (pool furniture, items left outside) for a hurricane
37. Unit owners can no longer call for “backchargeable” work
38. Residents will be told to call another number during the day. An after-hours number will have to be set up for emergencies
39. Insurance Claims
40. Would have to have someone receive and report insurance claims and then communicate with adjuster and unit owner – must be knowledgeable of Chapter 718
41. Seek renewals
42. Will have to read flow meters monthly and report usage quarterly to SFWMD.
43. Will no longer have access to or appear in Resident’s Directory
44. Will need new mailing address, email address and phone number. Must update all

forms. Will no longer have access to “mailbox” in receptionist area.

1. The use of Fountains Hall and Craft Hall – must find new location for board meetings, unit owner meetings, Grievance Committee meetings, interviews, etc. Residents will be prohibited from using any of the activities provided (card playing, library, pool, ping pong, art classes, etc.)
2. Cable TV – will have to secure own contract; cannot use Hotwire’s customer service provided in Craft Hall
3. FCO Board
4. Will lose seat on board and lose vote in community service issues

Note: This may not be the complete list. The Board of Directors of the FCO may wish to impose other penalties and restrictions.