



**CONDOMINIUM  
MANAGEMENT**



Thank you very much for considering  
**Quorum Real Estate Property  
Management, Inc. (QRE)**

In this packet you will find an outline  
of our services  
available to Homeowner's  
Associations as well as a sample  
monthly statement, testimonials, and  
more.

We look forward to hearing from you!



# Empowering Your Association

**Superior** property management makes things easy. It keeps your property **beautiful, safe, and well maintained.**

It takes the headache and complexity out of dealing with vendors and contractors, and it saves money in both the short and long term.

Quorum provides trusted management services and **peace-of-mind.**



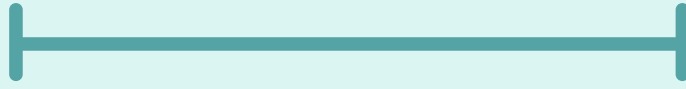


## **QRE provides a broad range of customized services for your Association, including:**

- Up to Date Washington State HOA Laws
  - Reserve Studies
- Budget Planning and Preparation
  - Maintenance and Repairs
- Risk Assessment and Management
  - Insurance Review
  - Legal Needs
- Quarterly Property Walk-throughs







45

*condominium associations  
proudly managed by  
Quorum Real Estate*

1,422

*total number of condominium  
units in our current portfolio*





# Specialists in Condominium Management

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Our firm acts both in an advisory capacity and as a mechanism for the Board to carry out its mandated responsibilities. This permits our clients to utilize our expertise in making decisions which maintain the continuity of their communities and promote the appreciation of property values. Coordination of the Association's functions are handled efficiently by our competent staff and any problems receive prompt attention.

At Quorum, we are guided by a management philosophy that emphasizes **active management** and **clear communication**.

Our experienced managers are empowered to blend creativity with time-tested management methods. Customized service for each client is our priority. From every day management to capital improvement projects, QRE has the knowledge and experience to handle all of your association's needs.



# **Our Full Management Services**

## **Manage Association Finances**

1. Monthly assessments, rental income, user fees and other charges from owners, tenants, and vendors.
2. Maintain a payment account for each unit. Take action on delinquent accounts per the instructions of the Board and in accordance with Association policy and Condominium law.
3. Transfer funds between Association accounts as directed by Association policy.
4. Pay the Association's routine expenses in a timely and professional manner and in accordance with Association policy.
5. Maintain financial records of receipts and disbursements. We provide the Board of Directors with copies of their monthly summary along with comparison to the approved budget. The summary provided to the Association's treasurer will include the original paid bills and bank statements.
6. Prepare an annual summary of the Association's receipts and disbursements and, at the request of the Board, provide financial data to the Association's outside auditor or corporate tax return preparer.
7. Supervise the payment of all payroll expenses incurred on behalf of the Association including, but not limited to, salaries, payroll taxes, and the preparation and filing of all tax returns or other reports.
8. Provide estimates of future operating costs and assist in the preparation of the Association's annual budget.



## **Supervise Maintenance of the Property**

1. Supervise all of the Association's employees and vendors in the performance of their duties.
2. Conduct periodic physical inspections of the property.
3. Arrange for and supervise the accomplishment of routine repairs, including those required by regulatory agencies, within the limits determined by the Association.
4. Assist the Board in soliciting bids from contractors for repair, maintenance, or replacement of common elements and assist the Board in the evaluation of such bids.
5. Assist the Board in contracting for services such as trash removal, equipment maintenance, pest control, utilities, and landscaping.
6. Assist the Board in monitoring the performance of contractors and tradesmen to ensure that the conditions of contracts, specifications, and other requirements are met prior to payment.



## **Provide Administrative Services**

1. Maintain Association records including records of current unit ownership and subsequent changes, copies of contracts and other legal documents, information for emergency access, financial statements, audit reports and Board minutes. Association records are to be maintained on-site for two years plus the current fiscal year. Prior years records are to be placed in storage at Board approved location.
2. Participate in annual membership meetings and attend Board meetings as mutually agreed.
3. Prepare and serve notice of infractions of the Association's Declaration and Rules upon request of the Board.
4. Assist the Board in the maintenance of adequate insurance coverage and assist in its timely renewal and claims processing.
5. Provide unit owners with access to the Association's financial and insurance records, as required.
6. Maintain a telephone during normal business hours to which inquiries and concerns can be directed. Maintain an after-hours telephone for emergency matters.



# CUSTOMER TESTMONIALS

"**Excellent** property management company. I have had several years of experience working with Quorum. Working directly as an HOA board member, I have had almost weekly interaction with Felix and his staff. They have always performed professionally with integrity. **Our HOA has been fortunate to have this management company** guiding us through the legal requirements and helping us with short and long range goals." - Steve C.

"I have been working with Quorum for about a year now as my property manager. Felix is always very **helpful, responsive** and **great at communicating**." - Stephanie B

"Quorum Real Estate Property Management, easy to work with. **reliable** and the process was easy." -  
Frank M



# REFERENCES

**Nancy Boesen** - Board President of the Boardwalk  
Condominiums - 86 units  
(206)-714-0599

**Cameron Martin** - Former Board President of the Pheasant  
Hill Condominiums - 92 units  
(206)-600-0647

**Julianne Clark** - Board Member of the Chateau Boise  
Condominiums - 21 units  
(206)-361-1176

**Aaron Lum** - Board President of the Meridian 106  
Condominiums - 27 units  
(425)-209-8320

**JoAnn Kenann**- Board President of the Greentree Village  
Condominiums - 54 units  
(206)-525-5368

**Amy Dennis**- Board President of the Lake Ballinger Estates  
Condominiums - 128 units  
(425)-478-2429

**Theresa Torgesen** - Managing Partner at Sage Community  
Law, Condo Attorney  
(206)-823-1040



# FELIX RODRIGUEZ

PRESIDENT & CEO /  
REAL ESTATE BROKER

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FELIX IS A HIGHLY SKILLED  
**RESULTS-ORIENTED**  
PROFESSIONAL WITH AN  
INTENSE WORK ETHIC AND  
PROVEN ABILITY TO DEVELOP  
STRATEGIES WHICH ATTAIN  
COMPANY FINANCIAL GOALS.

HE HAS AN EXTENSIVE  
SUPERVISORY HISTORY AND  
UNIQUE ABILITY TO WORK  
COMPLEX SITUATIONS.

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**LET'S WORK TOGETHER!**

**Office:** 206.283.6000 ext. 16

**Cell:** 206.227.4773

**Email:**

[frodriguez@quorumrealestate.com](mailto:frodriguez@quorumrealestate.com)

**FELIX RODRIGUEZ IS THE NEW  
OWNER OF QUORUM REAL  
ESTATE PROPERTY  
MANAGEMENT, INC.**

**FELIX HAS BEEN EMPLOYED  
EITHER AS A WASHINGTON  
STATE LICENSED LOAN  
ORIGINATOR OR LICENSED  
REAL ESTATE AGENT SINCE  
2002.**

**FELIX CURRENTLY MANAGES A  
DIVERSE PORTFOLIO OF SINGLE  
FAMILY HOMES, MULTI-FAMILY  
APARTMENT BUILDINGS AND  
COMMUNITY ASSOCIATIONS.**





# JAN BUNKER

PROPERTY MANAGER / REAL  
ESTATE BROKER / RESIDENTIAL &  
COMMERCIAL / SALES & LEASING

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**JAN IS A LICENSED PROPERTY  
MANAGER AND REAL ESTATE  
BROKER. SHE HAS A PORTFOLIO  
OF 18 CONDOMINIUM  
ASSOCIATIONS HERE AT  
QUORUM.**

FOR THE PAST 22 YEARS SHE HAS  
WORKED AT A SCHOOL FOR THE  
DEAF IN SHORELINE AND WAS A  
FREELANCE INTERPRETER FOR THE  
DEAF WORKING PREDOMINANTLY  
FOR THE SHORELINE AND EDMONDS  
PARKS DEPARTMENTS.

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**LET'S WORK TOGETHER!**

**Office:** 206.283.6000 ext. 24

**Cell:** 206.227.4773

**Email:**

**[jbunker@quorumrealestate.com](mailto:jbunker@quorumrealestate.com)**

**JAN IS THE COMMUNITY  
ASSOCIATIONS MANAGER  
AT QUORUM. SHE HAS BEEN  
A FACILITY MANAGER FOR  
SEVERAL YEARS.**

**JAN HAS BEEN ACTIVELY  
INVOLVED FOR 17 YEARS ON  
THE BOARD OF THE  
CONDOMINIUM  
ASSOCIATION WHERE SHE  
LIVES, AND HAS WORKED  
ON WIDE VARIETY OF  
PROJECTS OVER THE YEARS.**







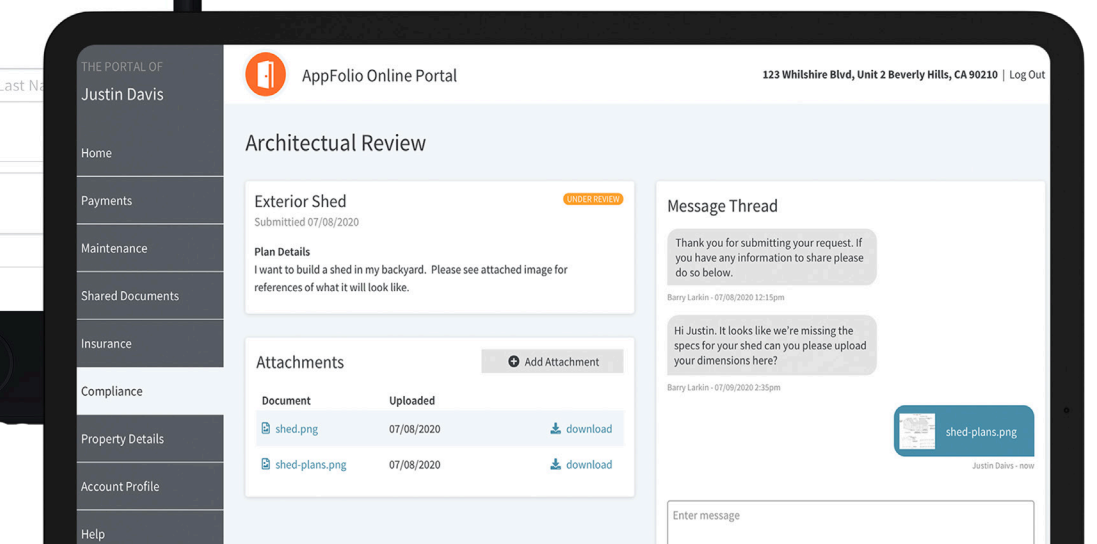
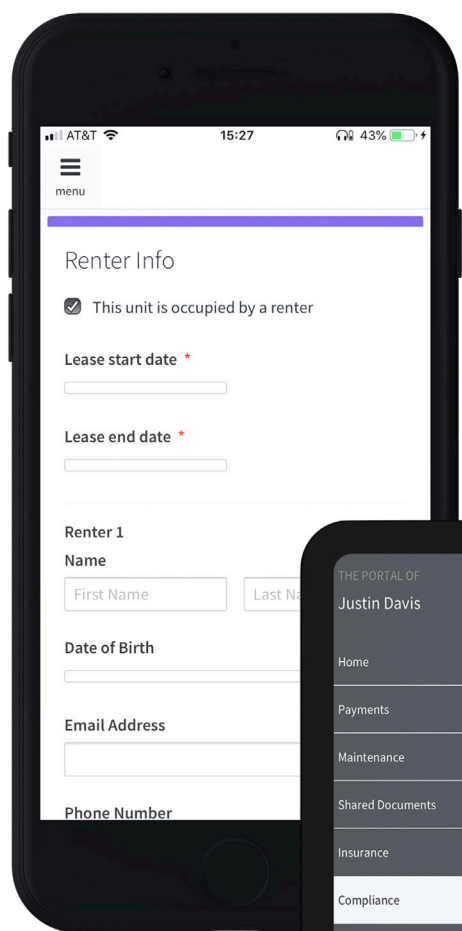
# Enhanced Communication With Your Management Company

## Communication Is Critical

It's important for you to always be connected to your community. AppFolio's built-in messaging tools and Online Portal make collaboration and receiving information from your community more convenient than ever.

## Key Features:

- Access **invoices** and other items that require **board approval** directly from your portal, where you'll be able to **vote on invoices and share comments** with other board members.
- Connect with your management company easily via **email and SMS text messaging**. All communication history will be tracked and archived.
- Reduce delinquency with **automatic reminders** for dues and assessment payments.
- View **important documents** and **report packets** from your portal anytime.
- Keep your **contact preferences** up-to-date directly from within your portal.
- Easily share **renter information**, when applicable, with your community manager through your portal.
- Streamline the **architectural review process** by submitting requests directly from the online portal and use two-way communication to discuss any logistics with your community manager.







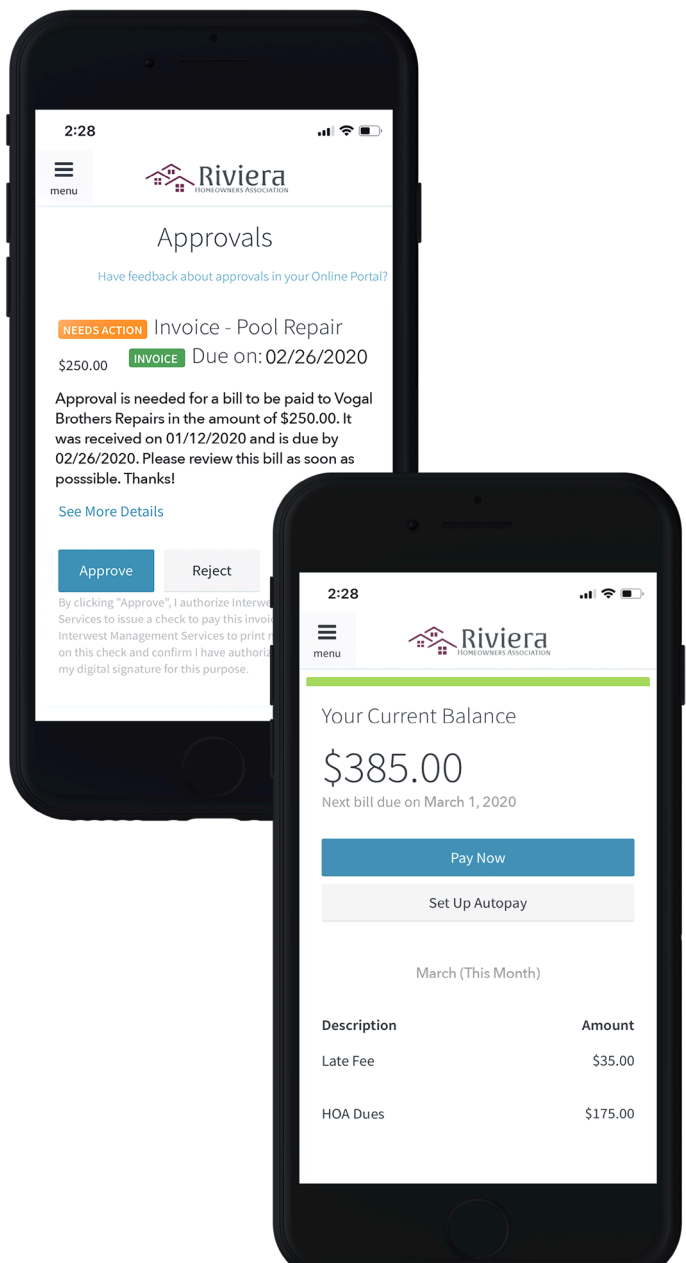
# Stay Connected with Real-Time Access

## Go Mobile!

Mobile functionality is a must – and increasingly a top priority for community managers and homeowners. AppFolio's robust Online Portal gives you on-demand access to important documents, pending approvals, and payment history.

## Key Features:

- Download the free **Online Portal app** on any device for easy access.
- Board members can easily **approve and sign checks** from the mobile app.
- Make secure **dues and assessment payments** via eCheck or credit card, preventing mail delays or lost checks.
- Schedule **recurring payments** to avoid delinquency.
- Submit **maintenance requests** directly to your community manager and track the progress of your request.
- Submit **architectural reviews** directly to your community manager and stay updated on the status of the request.







# Transitioning your Community and Board Governance with Ease

## What You Can Expect

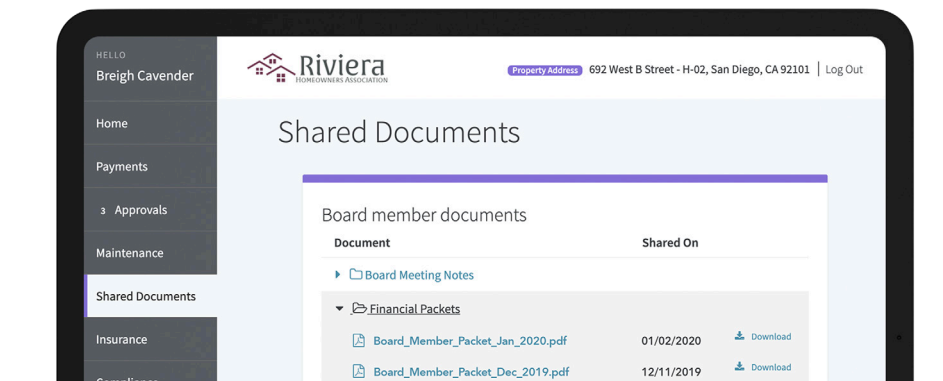
The AppFolio Property Manager Onboarding team will assist your community manager so that there is no disruption to you or your residents. In the meantime, here are some simple ways you can get started with AppFolio's exciting tools built for board members:

### 1. Optimized Payments

- AppFolio works with major association banks and will **support your existing lockbox process** if your association uses Lockbox receivable payments through your bank.
- Utilize AppFolio's simple **mobile payments platform** to set up recurring payments so you can help eliminate delinquency (and get rid of checks and lockbox all together).

### 2. Enhanced Reporting

- AppFolio's reports are **robust, easy-to-read**, and always **available at your fingertips**.
- Reach out to your manager and ask for **sample reports and statements**.
- Request your favorite reports to be included in your **monthly Board of Directors packet**.



### 3. A Connected Community

- Invite the community to your next **Board of Directors meeting** and **host an open forum** to discuss the software transition.
- Highlight key benefits including convenient **online payments, managing your contact information** with ease, uploading **leases for rented homes**, and submitting **architectural requests** from their mobile device or computer.
- Have your owners sign in with their email address when they arrive so they can **activate their online portals**.



An aerial photograph of a suburban neighborhood during the 'golden hour' of late afternoon. The scene shows a grid of streets with numerous two-story houses, many with dark roofs and light-colored siding. Lush green trees are scattered throughout the yards and along the streets. Several cars are parked on the roads and in driveways. The lighting is warm and soft, creating long shadows and a pleasant atmosphere. The Appfolio logo is centered over the middle of the image.

# appfolio

PROPERTY MANAGER



# Balance Sheet

Properties

As of: 09/30/2018

Accounting Basis: Cash

Account Number	Account Name	Balance
<b>ASSETS</b>		
<b>Cash</b>		
101.1	Operating Cash	7,697.60
	<b>Total Cash</b>	<b>7,697.60</b>
	<b>TOTAL ASSETS</b>	<b>7,697.60</b>
<b>LIABILITIES &amp; CAPITAL</b>		
<b>Liabilities</b>		
240	Prepaid Rent	1,530.00
	<b>Total Liabilities</b>	<b>1,530.00</b>
<b>Capital</b>		
302	Opening Bal Equity	7,500.00
	Calculated Retained Earnings	-1,332.40
	<b>Total Capital</b>	<b>6,167.60</b>
	<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>7,697.60</b>



## Annual Budget Comparison

Properties:

As of: Sep 2018

Additional Account Types: Asset, Cash, Liability, Capital

Accounting Basis: Cash

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
<b>Income</b>								
402	Dues	1,540.00	1,650.00	-110.00	3,080.00	14,850.00	-11,770.00	19,800.00
	<b>Total Operating Income</b>	<b>1,540.00</b>	<b>1,650.00</b>	<b>-110.00</b>	<b>3,080.00</b>	<b>14,850.00</b>	<b>-11,770.00</b>	<b>19,800.00</b>
<b>Expense</b>								
<b>600</b>	<b>ADMINISTRATIVE</b>							
601	Insurance	2,280.00	100.00	-2,180.00	2,280.00	900.00	-1,380.00	1,200.00
602	Legal	0.00	75.00	75.00	26.50	675.00	648.50	900.00
605	Licenses/Permits	0.00	0.83	0.83	0.00	7.51	7.51	10.00
607	Bank< Service Charges	28.00	20.00	-8.00	189.00	180.00	-9.00	240.00
610	Management Fee	500.00	500.00	0.00	1,000.00	4,500.00	3,500.00	6,000.00
615	Office Supplies/Postage	0.61	12.50	11.89	-174.22	112.50	286.72	150.00
635	Reserve Study	850.00	116.66	-733.34	850.00	1,050.02	200.02	1,400.00
	<b>Total ADMINISTRATIVE</b>	<b>3,658.61</b>	<b>824.99</b>	<b>-2,833.62</b>	<b>4,171.28</b>	<b>7,425.03</b>	<b>3,253.75</b>	<b>9,900.00</b>
<b>700</b>	<b>MAINTENANCE &amp; REPAIRS</b>							
701	Repairs & Maintenance	0.00	416.66	416.66	241.12	3,750.02	3,508.90	5,000.00
	<b>Total MAINTENANCE &amp; REPAIRS</b>	<b>0.00</b>	<b>416.66</b>	<b>416.66</b>	<b>241.12</b>	<b>3,750.02</b>	<b>3,508.90</b>	<b>5,000.00</b>
	<b>Total Operating Expense</b>	<b>3,658.61</b>	<b>1,241.65</b>	<b>-2,416.96</b>	<b>4,412.40</b>	<b>11,175.05</b>	<b>6,762.65</b>	<b>14,900.00</b>
	Total Operating Income	1,540.00	1,650.00	-110.00	3,080.00	14,850.00	-11,770.00	19,800.00
	Total Operating Expense	3,658.61	1,241.65	-2,416.96	4,412.40	11,175.05	6,762.65	14,900.00
	<b>NOI - Net Operating Income</b>	<b>-2,118.61</b>	<b>408.35</b>	<b>-2,526.96</b>	<b>-1,332.40</b>	<b>3,674.95</b>	<b>-5,007.35</b>	<b>4,900.00</b>
	Total Income	1,540.00	1,650.00	-110.00	3,080.00	14,850.00	-11,770.00	19,800.00
	Total Expense	3,658.61	1,241.65	-2,416.96	4,412.40	11,175.05	6,762.65	14,900.00
	<b>Net Income</b>	<b>-2,118.61</b>	<b>408.35</b>	<b>-2,526.96</b>	<b>-1,332.40</b>	<b>3,674.95</b>	<b>-5,007.35</b>	<b>4,900.00</b>



## Annual Budget Comparison

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
<b>Cash</b>								
101.1	Operating Cash	-2,008.61	0.00	2,008.61	7,697.60	0.00	-7,697.60	0.00
	<b>Total Cash</b>	<b>-2,008.61</b>	<b>0.00</b>	<b>2,008.61</b>	<b>7,697.60</b>	<b>0.00</b>	<b>-7,697.60</b>	<b>0.00</b>
<b>Liability</b>								
240	Prepaid Rent	110.00	0.00	110.00	1,530.00	0.00	1,530.00	0.00
	<b>Total Liability</b>	<b>110.00</b>	<b>0.00</b>	<b>110.00</b>	<b>1,530.00</b>	<b>0.00</b>	<b>1,530.00</b>	<b>0.00</b>
<b>Capital</b>								
302	Opening Bal Equity	0.00	0.00	0.00	7,500.00	0.00	7,500.00	0.00
	<b>Total Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>



## Bank Account Activity

Bank Account: OP CK (9794)

Date Range: 09/01/2018 to 09/30/2018

Based On: General Ledger Beginning Balance

Date	Payee	Transaction Type	Check/Deposit #	Cleared	Cash In	Cash Out	Running Balance	Description
Starting Balance							9,706.21	
09/04/2018		Deposit	Automatic Deposit	Yes	220.00		9,926.21	
09/04/2018		Deposit	Automatic ACH Deposit	Yes	220.00		10,146.21	
09/04/2018	Quorum Real Estate Property Management Inc.	Check	10006	Yes		500.00	9,646.21	Management Fee
09/05/2018		Deposit	Automatic Deposit	Yes	110.00		9,756.21	
09/05/2018		Deposit	Automatic ACH Deposit	Yes	110.00		9,866.21	
09/06/2018		Deposit	Automatic Deposit	Yes	110.00		9,976.21	
09/07/2018		Deposit	6	Yes	110.00		10,086.21	
09/10/2018		Deposit	7	Yes	220.00		10,306.21	
09/11/2018		Deposit	Automatic ACH Deposit	Yes	110.00		10,416.21	
09/12/2018	Quorum Real Estate Property Management, Inc.	eCheck	D31F-5838	Yes		20.00	10,396.21	Bank Service Charge
09/12/2018	AFCO	Check	10007	Yes		2,187.47	8,208.74	03-06454178-06
09/12/2018	ThyssenKrupp Elevator Corporation	Check	10008	Yes		1,406.74	6,802.00	3004122135
09/12/2018	ThyssenKrupp Elevator Corporation	Check	10009	Yes		579.06	6,222.94	5000928116
09/14/2018	City of Seattle, Dept of Finance	Check	10010	Yes		3,892.76	2,330.18	1961840000
09/17/2018		Deposit	Automatic ACH Deposit	Yes	110.00		2,440.18	
09/20/2018	M & C Consulting	Check	10011	Yes		850.00	1,590.18	10480
09/20/2018		Deposit	8	Yes	8,066.03		9,656.21	
09/24/2018		Deposit	9	Yes	110.00		9,766.21	
09/27/2018	BDR LLC	Bill Pay Check	30000000003	No		2,280.00	7,486.21	3048.HOA
09/27/2018	Quorum Real Estate Property Management, Inc.	eCheck	D9DA-5C1E	Yes		0.61	7,485.60	Postage



**Bank Account Activity**

Date	Payee	Transaction Type	Check/Deposit #	Cleared	Cash In	Cash Out	Running Balance	Description
09/28/2018		Deposit	10	Yes	110.00		7,595.60	
09/30/2018		JE		Yes		8.00	7,587.60	Bank Fee
Net Change							-2,118.61	
<b>Total</b>					9,606.03	11,724.64	7,587.60	



## Dues Roll

Properties:

As of: 09/30/2018

Unit	Homeowner	Dues	Past Due	Late Count
<b>West Coast Homeowners Association, Inc. - 692 West B Street San Diego, CA 92101</b>				
A-01	Marcus Pinkett	110.00	-110.00	0
A-02	Dylan Tendler	110.00	-110.00	0
A-03	Bradley Shaw	110.00	0.00	0
A-04	Richard Ellison	110.00	220.00	0
B-01	Ronald White	110.00	-980.00	0
B-02	Cassandra Surchi	110.00	-110.00	0
B-03	Albert Shasta	110.00	0.00	0
B-04	Lisa Purdue	110.00	0.00	0
C-01	Sherman Moon	110.00	0.00	0
C-02	Francis Waddell	110.00	0.00	0
C-03	Justin Case	110.00	0.00	0
C-04	Sean Fleur	110.00	-110.00	0
D-01	Darryl Werther	110.00	0.00	0
D-02	Lionel Hunt	110.00	-110.00	0
D-03	Jennifer McGall	110.00	0.00	0
D-04	Sheila Compo	110.00	0.00	0
E-01	Morris Paddington	110.00	0.00	0
E-02	Mavis Teller	110.00	0.00	0
E-03	Allen Trust	110.00	0.00	0
E-04	Monica Disco	110.00	0.00	0
<b>20 Units</b>		<b>2,200.00</b>	<b>-1,310.00</b>	<b>0</b>
<b>Total 20 Units</b>		<b>2,200.00</b>	<b>-1,310.00</b>	<b>0</b>



## CONDOMINIUM MANAGEMENT AGREEMENT

**Condominium Owners Association:**

**Condominium**

**Agent:**

**Quorum Real Estate Property Management, Inc  
3227 NE 125<sup>th</sup> Street  
Seattle WA 98125**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_ by and between  
Condominium (the "Condominium Association") and **Quorum Real Estate  
Property Management, Inc** acting as Agent (the "Agent");

**WITNESSETH:**

WHEREAS the Board, on behalf of the Condominium Association, desires to employ the Agent to manage the Condominium Association, and the Agent desires to be employed to manage the Condominium Association;

**NOW, therefore, it is agreed as follows:**

1. The Agent is employed as the exclusive Agent to manage the Condominium Association. The term of this agreement shall commence on \_\_\_\_ and, unless sooner for the period from \_\_\_\_ to \_\_\_\_\_. Renewed at the end of the original term for successive one-year terms. Upon expiration of the twelve-month initial term, and upon not being otherwise extended by separate written agreement, the terms of the Agreement shall continue on an annual basis. This agreement may be cancelled by either party, without cancellation fee, at the end of any month, by giving 30 days written notice to the other. Cancellation may be given without cause.
2. The Agent agrees to manage the Condominium Association to the extent, for the period and upon the terms herein provided.
3. More particularly, the Agent agrees to perform the following services in the name of and on behalf of the Condominium Association, and the Condominium Association hereby gives the Agent the authority and powers required to perform these services:



a. The Agent shall collect all Monthly Assessments and other charges due from the Condominium Association for the operation of the Condominium Association and all rental or other payments from Concessionaires, if any, provided that the Agent shall have no responsibility for collection of delinquent assessments or other charges except sending notices of delinquency, although Agent may exercise such latter responsibility to the extent it chooses to do so

b. The Agent shall maintain records showing all its receipts and expenditures relating to the Condominium Association and shall promptly submit to the Board a cash receipt and disbursements statement for the month.

c. The Agent shall assist the Board in the preparation of a recommended budget for the next fiscal period, showing anticipated receipts and expenditures for such period.

d. Within 30 days after the end of each preceding fiscal period, the Agent shall submit to the Condominium Association a summary of all receipts and expenditures relating to the Condominium Association or the preceding period, provided that this service shall not be construed to require the Agent to supply an audit. Any audit required by the Condominium Association shall be prepared at the expense of the Condominium Association, paid for by funds of the Condominium Association.

e. Subject to the direction of and at the expense of the Condominium Association, the Agent shall cause the common elements of the Condominium Association to be maintained according to appropriate standards of maintenance consistent with the character of the Condominium Association, including cleaning, painting, decorating and other such annual maintenance and repair work as may be necessary.

f. Agent shall use reasonable diligence to assure that contracts and agreements between the Condominium Association and suppliers or service providers are performed in accordance with their terms, and to inform the Board in the event that performance is considered by Agent to be inadequate or contrary to the agreed terms.

g. Agent shall not be responsible for the failure of any such contractor to perform as specified. Significant problems, complaints, or requests of a serious nature shall be reported to the Board liaison with appropriate recommendations or for the purpose of receiving further instructions from the Board.

h. On the basis of the budget and normal job standards and wage rates, the Agent shall hire, pay, negotiate agreements with, supervise, and discharge Maintenance Contractors required to maintain and operate the Condominium Association properly. Personnel who are employed shall be the employees of the Condominium Association and not of the Agent, unless Agent elects, with the



consent of the Board, to use its own employees to perform any particular item of service. All salaries, taxes and other expenses payable on account of Condominium Association employees shall be operating expenses of the Condominium Association.

i. Subject to the direction of the Condominium Association, the Agent shall negotiate and execute on behalf of the Condominium Association, contracts for water, electricity, gas, telephone, and such other services for the common elements of the Condominium Association as may be necessary or advisable. The Agent shall also purchase on behalf of the Condominium Association and with the consent of the Board, such equipment, tools, appliances, materials, and supplies as are necessary for the property operation and maintenance of the Condominium Association. All such purchases and contracts shall be in the name of and at the sole expense of the Condominium Association.

j. The Agent shall pay from the funds of the Condominium Association all taxes, building and elevator inspection fees, water rates and other governmental charges, and all other charges or obligations incurred by the Condominium Association with respect to the maintenance or operation of the Condominium Association or incurred by the Agent on behalf of the Condominium Association pursuant to the terms of this agreement or pursuant to other authority granted by the Condominium Association.

k. The Agent shall maintain appropriate records of all Insurance Coverage carried by the Condominium Association. The Agent shall cooperate with the Board in investigating and reporting all accidents or claims for damage relating to the Condominium Association, operating, and maintenance of the common elements of the Condominium Association including any damage or destruction thereto.

4. In discharging its responsibilities under paragraph 3 hereof, the Agent will not make any expenditure nor incur any non-recurring contractual obligation exceeding \$\_\_\_\_\_ without the prior consent of the Board, provided that no such consent shall be required to repay any advances made by the Agent under the terms of this agreement. Notwithstanding the limitations imposed by the preceding sentence, the Agent may, on behalf of the Condominium Association and without prior consent, expend any amount, or incur a contractual obligation in any amount required to deal with emergency conditions which may involve a danger to life or property or may threaten the safety of the Condominium or the Condominium Association and Occupants or may threaten the suspension of any necessary service to the Condominium Association.

5. The Agent agrees that all monies collected by it on behalf of the Condominium Association shall be deposited in a Custodial Account in a State or National bank where deposits are Federally insured, separate and apart from Agent's own funds.



a. Agent shall establish and maintain, in the name of, and at the expense of the Condominium Association, at Wells Fargo one checking account, which shall be designated the Condominium Association's operating Account. All funds received on behalf of the Association shall be deposited into the Operating Account and Agent shall have exclusive authority to draw thereon for any payments to be made by the Agent to discharge any liabilities or obligations incurred pursuant to the Agreement.

b. All expense of operation and management may be paid from the Condominium Association's funds held by the Agent, and the Agent is authorized to pay any amount owed to the Agent by the Condominium Association from such account at any time without prior notice to the Condominium Association.

c. The Agent agrees that all its employees who handle or are responsible for the safekeeping of any monies of the Condominium Association shall be covered by a Fidelity Bond protecting the Condominium Association, such bond to be in an amount and with a company determined by the Agent.

d. The Agent agrees to offer the members of the Condominium's Association the ability to pay monthly Condominium's Assessments through direct bank withdrawal service, ACH.

e. Any Board member, officer, committee member, unit owner, or agent authorized in writing by the Board or a member of the Condominium Association shall have the right, during normal business hours and upon reasonable notice, to inspect any and all financial records of the Condominium Association at the Agent's principal place of business. Agent shall be entitled to charge for clerical and administrative services at the rate of One Hundred and no/100 Dollars (\$100.00) per hour where such services are necessary for such inspection.

6. The Condominium Association shall pay the Agent a monthly Management Fee of \$\_\_\_\_\_. The Management Fee shall be paid monthly in advance. No further charge shall be made by the Agent for services pursuant to paragraph 7, its services pursuant to paragraph 3 and the other services of the Agent's staff except as otherwise expressly provided in this agreement. It is understood, however, that any clerical services performed for the Board, such as preparation and circulation of Notices and Newsletters and General Correspondence of the Board shall be at the expense of the Condominium Association.

a. **Administrative Expenses**. Condominium Association agrees to reimburse Agent for certain administrative expenses Agent may advance which are costs of the Condominium Association. These costs include, but are not limited to postage, printing, envelopes, photocopying, digital scans, mass mailings, bank charges, long distance telephone charges, fax charges, messenger service, and consumable supplies for record maintenance. Condominium Association specifically authorizes Agent to reimburse itself for such expenses at cost.



Administrative cost list:

Envelopes:	<u>\$0.15 - \$0.50</u>
Copies:	<u>\$0.05-\$0.10</u>
Monthly Banking Fees:	<u>\$30.00</u>
Special Assessment	<u>\$1.00 per unit (for life of assessment)</u>
Fees are subject to change.	

b. **Professional Services**. Agent shall be compensated for all additional work performed above and beyond regular management duties including but not limited to: Court Appearances, Building Defect Work, Project Management / Administrative Work, Special Assessments (Project Coordination & Collection of fees), Insurance Claims involving multiple units, More than three (03) on-site visits per month, Assisting audits (CPA Audits), Assisting consultants on certifications (FHA, VA etc.) at a rate of **\$75.00** per hour of time spent.

c. **Record Maintenance and Storage**: Agent agrees to maintain and store all corporate, administrative, financial and operational records for the current and two immediately preceding fiscal years. Storage and maintenance of any and all other corporate, administrative, financial and operational records are the responsibility of the Condominium Association and shall be at Condominium Association's expense, if any. Quorum Real Estate Property Management, Inc will charge **\$25.00** monthly for storage of documents older than the previous 2 years.

d. **Setup Consideration**: Condominium Association agrees to compensate Agent, on a one time only basis, for account set up in the amount of \$\_\_\_\_\_.

e. **Costs & Charges to Homeowners**: Resale Certificates - **\$275.00**, Document fee **\$250.00**, Refinance Questionnaire **\$75.00** fee, Unit Transfer fee **\$150.00**. For HOA Payments; bounced and/or returned check, **\$75.00** fee. **50%** of assessed late fee to owner will be retained by Quorum Real Estate Property Management, Inc. Fees are subject to change.

7. In order to facilitate efficient operation of the physical plant, the Condominium Association shall furnish Agent with reasonably available plans including, any available site plans, typical construction plans, landscape plans, irrigation plans, mechanical plans and plans for all safety installations such as fire protection and security systems and all keys.

8 The Agent shall attend Meetings of the Board as agreed upon and the Annual Meeting of the Condominium Association. When directed the agent shall send formal notification of meetings at the expense of the Condominium Association, including registered or certified mail costs. Any additional meeting scheduled by the Board that requires the attendance of the Agent shall be agreed to by both parties. The Agent shall respond to Emergency Requests in a timely manner.



9. The Board shall designate a single individual who, along with committee chairpersons, shall be authorized to deal with the Agent on any matter relating to the management of the Condominium Association. The Agent is directed not to accept direction or instructions with regard to the management of the condominium from anyone else except in the form of a resolution adopted at a duly called meeting or by unanimous written consent of the Board. In the absence of any other designation by the Condominium Association, the President of the Board shall have the authority to act as Board liaison. The Board shall also appoint an alternate Board liaison to act in the place of the President should the President be unavailable

10. Agent shall assist the Board in the development of good communications with the unit owners and a high level of owner participation in the affairs of the Condominium Association.

11. The Condominium Association further agrees:

a. To indemnify, defend, and save the Agent harmless from all suits in connection with the Condominium Association and from liability for damage to property and injuries to or death of any employees or other persons, whomsoever, and to carry at their own expense public liability, boiler, elevator liability (if elevators are part of the equipment of the Condominium Association), and Workmen's Compensation Insurance naming the Condominium Association and the Agent as insured and adequate to protect their interests and in form, substance, and amounts reasonably satisfactory to the Agent, and to furnish to the Agent certificates evidencing the existence of such insurance. Unless the Condominium Association shall provide such insurance and furnish such Certificate within 30 days from the date of this agreement, the Agent may, but shall not be obligated to, place said insurance and charge the cost thereof to the account of the Condominium Association.

b. To pay all expenses incurred by the Agent including, without limitation, attorneys' fees for counsel employed to represent the Agent or the Condominium Association in any proceeding or suit involving any alleged violation by the Agent or the Condominium Association, or both, of any constitutional provision, statute, ordinance, law, or regulation of any governmental body pertaining to Environmental Protection, Fair Housing, or Fair Employment, including without limitation those prohibiting or making illegal discrimination on the basis of race, creed, color, religion, national origin, or other factors in the sale, rental, or other disposition of housing or any services rendered in connection therewith or in connection with employment practices (unless, in either case, the Agent is financially adjudicated to have personally and not in a representative capacity violated such constitutional provision, statute, ordinance, law, or regulation), but nothing herein contained shall require the Agent to employ Counsel to represent the Condominium Association in any such proceeding or suit.



c. The Condominium Association, through its Board of Directors, retains the primary responsibility of enforcing the provisions of its Covenants, Conditions and Restrictions, Articles of Incorporation, Bylaws, Rules and Regulations, and contracts; however, Agent will provide administrative support in these matters.

12. This agreement may be cancelled by the Board before the Termination Date specified in paragraph 1 on not less than 30 days prior written notice to the Agent.

13. Any notices required or permitted to be serviced hereunder may be served by Registered Mail or in person as follows:

a. If to the Agent, to:

**Quorum Real Estate Property Management, Inc  
3227 NE 125<sup>th</sup> Street  
Seattle, Washington 98125**

b. If to the Condominium Association, to:

**HOA Board President**

Either party may change the address for notice by written notice of change to the other party. Notice served by mail shall be deemed to have been served when deposited in the mails.

14. This Agreement shall be binding upon and inure to the benefits of the successors and assigns of the Agent, and the heirs, administrator, successors, and assigns of the Condominium Association.

15. In addition it is agreed that Condominium Association will, at all times, provide to Agent a complete list of Homeowners and Tenants, to date, to include home addresses, telephone numbers, and such other information as may be reasonably necessary for communication and billing purposes, which Condominium Association list shall be supplemented and updated as Condominium units are sold.

16. Agent shall not be required to perform any act or duty hereunder involving the expenditure of money unless Agent shall have in its possession sufficient Condominium Association funds available therefore. If at any time such funds in the possession of Agent are not sufficient to pay the charges incident to this agreement, Agent, though not obligated to, may, with Board approval, advance such sums as it deems necessary, and the Condominium Association shall, in such cases upon notice thereof by Agent, pay to Agent the sums necessary to cover such deficit or such advances together with interest at 12% per annum from and after 30 days from the date of payment by Agent.



IN WITNESS WHEREOF, the Parties hereto have affixed or caused to be affixed their respective signatures this \_\_\_\_ day of \_\_\_\_.

\_\_\_\_\_  
Agent:  
Quorum Real Estate Property Management, Inc

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Broker:  
Quorum Real Estate Property Management, Inc

\_\_\_\_\_  
Date

\_\_\_\_\_  
HOA Board President:

\_\_\_\_\_  
Date



# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)  <b>Quorum Real Estate Property Mgmt.</b> <b>3227 NE 125th Street</b> <b>Seattle, WA 98125</b>
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div></div>	<div></div>

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



## **REQUIRED INFORMATION FOR A NEW CONDO HOA SET UP**

### **Basic Site info:**

- ☐ Management Agreement
- ☐ Legal Name of Association: \_\_\_\_\_
- ☐ Tax ID Number: \_\_\_\_\_
- ☐ Condo Address (addresses for each building and number of units in each):
- \_\_\_\_\_ # \_\_\_\_\_
- \_\_\_\_\_ # \_\_\_\_\_
- \_\_\_\_\_ # \_\_\_\_\_
- \_\_\_\_\_ # \_\_\_\_\_
- \_\_\_\_\_ # \_\_\_\_\_
- ☐ Number of total units: \_\_\_\_\_
- ☐ Resident Manager: ☐ Yes ☐ No.
- If yes: Manager's name: \_\_\_\_\_ Number: \_\_\_\_\_
- Wage: \_\_\_\_\_ W4 ☐
- ☐ Board Members (name, unit#, phone, email, position):

Position	Name	Unit#	Phone	Email



☐ Newsletters: ☐Yes or ☐No

☐ Website or email groups: \_\_\_\_\_

### **Homeowner Information:**

☐ All owner information:

- **Name**
- **Condo Address**
- **Owners Mailing Address**
- **Phone**

☐ Any parking spaces, garages, and/or automobile information: \_\_\_\_\_  
\_\_\_\_\_

☐ If unit is not owner occupied:

- **Owner Name**
- **Tenant name**
- **Phones**
- **Email**
- **emergency contact**

### **Dues/Assessments:**

☐ Current Dues for each unit

☐ Any special assessments and schedule of assessment payments by owner  
(Include start date-length-beginning balance & cost per unit)

☐ On both items above we need **previous amount owing**

### **Financials:**

☐ All bank account information: \_\_\_\_\_



- Account Number(s): \_\_\_\_\_
  - Bank Address: \_\_\_\_\_
  - List of signers on account(s): \_\_\_\_\_
  - CD maturity dates and interest rates: \_\_\_\_\_
- ☐ Late Fees: \$\_\_\_\_\_ If received after the \_\_\_\_\_ of the month.
- ☐ Move in Fees: \$ \_\_\_\_\_
- ☐ Last two months of Financial Statements
- ☐ All payroll/payroll tax info including ADP setup info for any payrolls
- ☐ All employee info: \_\_\_\_\_
- ☐ Budget for the current year
- ☐ Fiscal year begins: \_\_\_\_\_
- ☐ Bank Statements go to: \_\_\_\_\_ ☐mail or ☐email
- ☐ Paid bills to: \_\_\_\_\_

### **Building Info**

- ☐ Insurance Information: All contracts/coverage/agents info for current year
- ☐ renewal dates
  - ☐ Building Warranties information
  - ☐ Maintenance/Contracts information
  - ☐ Special Projects information
  - ☐ Utilities information – Names and addresses

Include copy of change of address request form



- ☐ Towing company w/phone number and address
- ☐ Vendor Information
  - ☐ List of all current & preferred vendors
  - ☐ Vendor W2 information
  - ☐ Vendor phone/address
  - ☐ Any contract employees and copy of contracts
- ☐ Attorneys name/contact if they have one

### **Association CC&R's**

- ☐ Declarations & Addendums in date order
- ☐ By Laws
- ☐ House Rules
- ☐ Minutes as many years as possible (in separate folders by year)
- ☐ Articles of Incorporation
- ☐ Reserve study

### **Set up Fee:**

- ☐ Money collected to setup property



# MANAGING A BETTER SEATTLE



Spanish and Sign Language  
Interpretation Available

