

NOTICE

Pursuant to Florida Statute 718.112(2)(c) this notice is hereby given that a meeting of the Board of Directors will take place at the following:

Date of Notice: 04/03/2018
Date of Meeting: 04/05/2018
Time: 11:00 AM
Location: Origin at Seahaven Theater
15100 Front Beach rd.
Panama City Beach, FL 32413

AGENDA – Board of Directors Meeting

1. Call to Order & Establishment of Quorum
2. Proof of Notice
3. Approval of previous meeting minutes
4. Financials
5. New Business
 - a. Review and discussion of current surveillance operations
 - b. Review and discussion of existing Rules and Regulations
 - c. Cooling Tower Repairs
6. Open Forum
7. Adjournment

Join the call: <https://www.uberconference.com/rerent>
Optional dial in number: 585-632-4893
PIN: 91988

At Seahaven



AMERICAN SECURITY ASSOCIATES INC.

(Florida License B1100265)

Mission Statement

To provide superior service, exceeding customer's expectations, and setting a standard of excellence at every occasion. To provide superior training to the highest qualified employees. To be responsive and proactive continually protecting the customers interest.

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American Security Associates Inc.

P.O. Box 1071

Acworth, GA. 30101
(404) 313-5252

April 5, 2018

To: Origin at Seahaven - Gene Claseman
From: William Seiz
Re: Security Guard Services

Thank you for allowing American Security Associates Inc. to submit the following information to your company. For the past 18 years we have taken great pride in being the industry leader in service satisfaction. We believe that our commitment to selection, training, supervision, and customer service make the difference. American Security Associates is a woman owned company with a core goal of providing superior service and improving the professional reputation to the security guard industry. Over 35 years of combined executive security management experience from our owners will provide you the most consistent and effective security program available. American Security Associates is proud to be a nationwide provider; however, our growth has strengthened our resolve to continue to provide personalized service dedicated quality and professionalism.

American Security Associates annual sales exceed 10 million annually with corporate office is located in Acworth, Ga. We are proud to offer services throughout the country with branch offices in Florida, Texas, Oklahoma, Minnesota, Kansas, Kentucky, Arkansas, Alabama, Missouri, and Ohio.

Selection

Not just anyone can carry the pride of being an American Security Associates officer. All applicants are extensively screened to ensure only the best candidates are accepted. All successful candidates must pass a national background and are drug free. All employees must be at least 25 years of age. We only accept those who are physically and mentally prepared to represent your company.

Training

All successful applicants must complete 40 hours of classroom and on-site training prior to being placed at your facility. All applicants must complete training with a minimum of 80% passing grade to be acceptable. Once all training has been completed a post specific test will be administered. This test is developed with the customer to ensure the officer is

fully aware of the responsibilities at your location. In addition to initial classroom training all officers receive quarterly updates for continued development.

Supervision

Our supervisors and managers are continuously performing inspections. The only way to ensure equal levels of protection at all times is to constantly conduct on-site inspections. You will receive a copy of these inspections whether they are positive or negative. We will not hide from our problems. Instead we will contact you to let you know what we are doing to correct the situation.

Post Positive Reporting

All officers are required to report to our command center upon arrival of duty. This is completed via a dedicated line that confirms the officer is at your facility ready to begin their tour of duty. Hourly reports are then required to ensure the safety of the officer. This ensures the officer is at your facility performing and reporting any incidents. This process is duplicated with our Employee Tracking system. Employee Tracking provides real time transparency to clients, with wireless reporting. All reports have image and video capture capability.

Customer Satisfaction

We cannot tell you that we are perfect, nor can anyone else. We want to make a commitment to ensure a long-term relationship. We do not believe that having a sales force promising you the world is the way to establish these relationships. Salesmen often have little authority and after the acquisition have no responsibility for the day to day operations. The manager submitting your proposal will be responsible for your business. Our business managers are available to our customers 24 hours a day.

Owner Support

Our opinion is that you will have a hard time finding a business owner with the personal involvement in the day to day operations as you will in our organization. Personally, involved in every employee we hire and every employee we train. Ensuring that all employees see the big picture and understand how vital their role is within the industry and your organization. Over 35 years of combined executive management experience in our family owned organization make the difference in the small details that propel our service from ordinary to extraordinary.

Since day one the President and CEO have been personally available to our customers 24 hours a day / 7 day a week / 365 day a year. William and Michelle Seiz are personally involved in resolving issues, concerns, and addressing the needs of the customer. To this day we have never lost business to poor service or failure to perform.

**Our goal is to establish a long term
business relationship.**

WWW.AMERICANSECURITYASSOCIATESINC.COM

Training Program

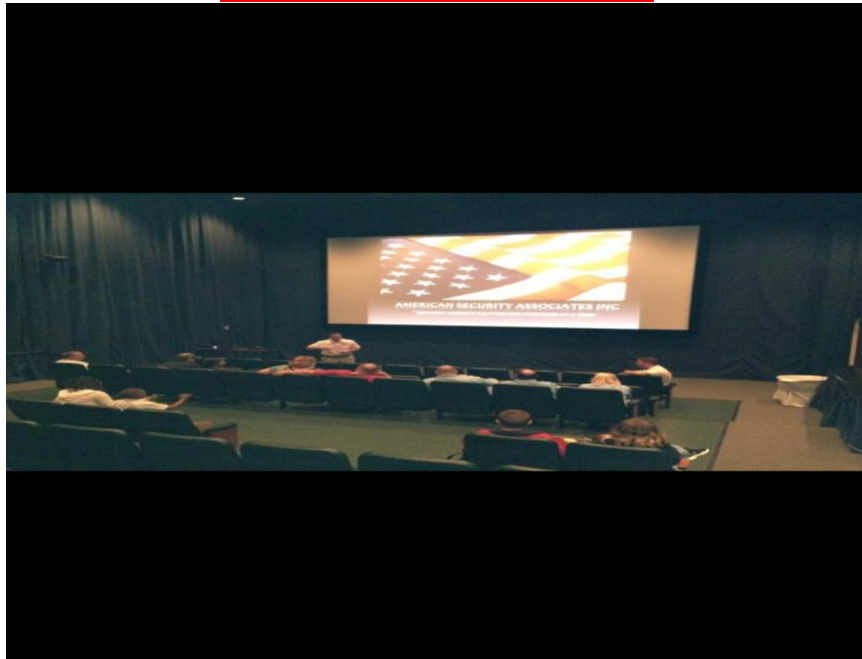
Please allow us to elaborate on our screening and minimum training requirements. We feel that our dedication to training, supervision, selection, and customer service are what separate us from the other 30,000 security services nationwide. This interaction promotes enthusiasm, allows the officer to truly understand their role as a security officer, and drastically reduces turnover.

Our security officer training program begins with a comprehensive 40 hours of classroom and verbal instruction. All successful candidates must pass with a minimum score of 80%, have a satisfactory credit rating, must be drug free, clean criminal history, clean driving history, and must be able to meet the professional, physical, and mental requirements of our customers.

Updated training is continued every 90 days to refresh officers, address concerns, implement new procedures, and ensure awareness to client expectations.

Our basic training program consists of the following topics. All employees are given written test on these topics:

***All training is administered by state certified
classroom instructors***



Legal Issues; Liability

- ☐ Criminal laws relative to common crimes, such as theft, assault, battery, robbery, and burglary
- ☐ Limitations of arrest authority (citizen arrest; retail theft)
- ☐ Legal use of force
- ☐ Response to crimes in progress
- ☐ Guidelines for when a client requests a search

Basic Emergency First Aid

- ☐ First Aid, AED, CPR Certification
- ☐ Basic first aid instructions on various injuries; wounds and shock; emergency response requirements
- ☐ Provide information about the Good Samaritan Act
- ☐ Orientation to blood borne pathogens

Emergency Procedures

- ☐ Fire and bomb threat evacuations
- ☐ Natural disaster preparation and responses
- ☐ Major electrical failure
- ☐ Response to emergencies
- ☐ Crowd control and evacuation
- ☐ Fire control and prevention
- ☐ Hazardous materials
- ☐ Bomb threats and terrorism
- ☐ Incident reports
- ☐ Crowd control
- ☐ Emergency situations

Ethics and Professional Conduct

- ☐ Describe what professional conduct is for a security officer
- ☐ Code of Conduct or Code of Ethics (defined)
- ☐ Uniform and personal grooming
- ☐ Effective assertiveness
- ☐ Discipline
- ☐ Readiness: Shift work and sleep adjustment
- ☐ Alertness
- ☐ Honesty
- ☐ Developing rapport with management, employees and guest
- ☐ Sexual Harassment
- ☐ Internet, Cell Phone and Text-Messaging Etiquette
- ☐ Board rules regarding governing the private security industry

Access Control

- ☐ People
- ☐ Vehicular
- ☐ Basic Technology
- ☐ Visibility

Patrol Techniques

- ☐ Define patrolling
- ☐ Purposes for patrol
- ☐ Types of patrols
- ☐ Identify required equipment for a security officer
- ☐ Mobile patrol and vehicle safety (defensive driving techniques)
- ☐ Preventative patrols and fire watches
- ☐ Fixed post duties and vehicle control
- ☐ Fencing

Observation Techniques and Report Writing

- ☐ Observation techniques: Foot patrol and vehicular patrol
- ☐ Field note-taking, prerequisite to good reporting
- ☐ Report elements: the six interrogatives defined (who, what, when, where, why, how and to what extent)
- ☐ Characteristics of a good report (Clear, neat, complete, brief, accurate, prompt)
- ☐ Procedure (outline, draft, final product)
- ☐ Importance of proofreading
- ☐ Sample reports common to the security industry
- ☐ Punctuation and capitalization
- ☐ Grammar guidance
- ☐ Introduce student to bullet-style outline
- ☐ Search and seizure
- ☐ Contract law
- ☐ Information gathering
- ☐ Crimes in progress
- ☐ Officer Safety
- ☐ Identifying safety hazards
- ☐ Lighting
- ☐ Proper inspection of trailer seals

Interviewing Techniques

- ☐ Explain what an interview is
- ☐ Explain the difference between interview versus interrogation
- ☐ Explain the styles of interviewing
- ☐ Provide an understanding of how to develop rapport with the victim, witness, or suspect
- ☐ Explain how to motivate the person being interviewed

- ☐ Interview approach
- ☐ Explain how to end an interview
- ☐ Define deceptive cues

Fire Detection, Suppression and Life Safety

- ☐ Mission of the security officer regarding fires
- ☐ Definition of fire, highlighting the necessary ingredients
- ☐ Responsibilities of security officer regarding:
 - ☐ Fire prevention
 - ☐ Fire extinguishing
- ☐ Procedures for controlling small fires
- ☐ Fire extinguishing methods (cooling, smothering, starving)
- ☐ Use of extinguishing agents:
 - ☐ List of extinguishing agents
- ☐ Identification of extinguishers and relative markings
- ☐ Sodium fires
- ☐ Acids
- ☐ Life safety issues, such as: life safety plans, fire detection, location and intensity
- ☐ Evacuation
- ☐ Failure to control or report a dangerous fire

Crime and Accident Prevention Techniques and Practices

- ☐ Methods of prevention (thefts by use of lock, inspection or alarm technology)
- ☐ Methods of prevention (injury, eliminating hazards and reporting)
- ☐ Methods of prevention: Securing company equipment, property and reporting deficiencies
- ☐ CCTV

Crime and Accident Scene Protection

- ☐ Definition of a crime/accident scene
- ☐ Crime / accident scene integrity for investigators
- ☐ Duties of the first security officer on the scene:
 - ☐ Determines what makes up the crime/accident scene
- ☐ Isolating and protecting the crime/accident scene
- ☐ Methods to protect the crime/accident scene
- ☐ Evidence preservation
- ☐ Contamination of evidence
- ☐ Chain of custody
- ☐ Identifying witnesses
- ☐ Types of Crimes: Misdemeanors and Felonies.
- ☐ Vulnerability Awareness

Terrorism Awareness

- ☐ Definition and history of terrorism
- ☐ National Threat Levels

- ☐ Types of terrorist attacks
- ☐ Role of Security Officer
- ☐ Recognition and response to potential terrorist activities

Public Relations

- ☐ Private security/law enforcement relations
- ☐ Firefighter and EMT interaction
- ☐ Relations with the media
- ☐ Community relations
- ☐ Courtesy and etiquette issues

Courtroom Procedures

- ☐ Explain the security officer's role as a witness in both criminal and civil court
- ☐ Explain the roles of the judge, prosecutor, defense attorney and jury
- ☐ Explain the security officer's rights as a victim/witness
- ☐ Identify the types of questions a witness may be asked
- ☐ Use of reference records
- ☐ Value of good notes and reports
- ☐ Use of security records in court
- ☐ Explain subpoena, deposition and pretrial hearing
- ☐ Discussing the case, dos and don'ts
- ☐ Courtroom testimony issues
- ☐ Preparation
- ☐ Giving testimony
- ☐ Courtroom demeanor

Fundamentals of Personal Security

- ☐ Explain the proper use of cognitive and affective skills - calmness, courtesy, patience, and self-control
- ☐ Provide an awareness of the types of weapons that might be used against a security officer - batons, chemical weapons, knives, guns, etc.
- ☐ Response to violent crimes
- ☐ Defusing hostility, de-escalation techniques
- ☐ Evasive tactics
- ☐ Weapon safety awareness
- ☐ Review the security officer's use of weapons
- ☐ Explain the steps to be followed when responding to a potentially violent situation

Interpersonal Communications

- ☐ Perception factors - appearance, body language, tone of voice
- ☐ Clarifying verbal and written communication (speaking well)
- ☐ Demonstrate professional communication
- ☐ Identify the effects of threats or challenges which are directed toward the security officer
- ☐ Identify the effects of threats or challenges that are directed toward a citizen by the security officer

Professional Communications

- ☐ Two-way radio use and procedures
- ☐ Telephone etiquette
- ☐ Professional communication techniques
- ☐ Public relations
- ☐ Interpersonal communications
- ☐ Customer perspective on service
- ☐ Client relations
- ☐ Media relations
- ☐ Personal appearance standards

Traffic Direction

- ☐ General responsibilities of traffic controllers
- ☐ Areas where security officers may direct traffic
- ☐ Position and posture in directing traffic
- ☐ Identify practical hand signals
- ☐ Identify safety equipment
- ☐ Use of the whistle
- ☐ Use of the flashlight
- ☐ Use of traffic cones and flares

Crowd Control

- ☐ Types of crowds (peaceful, hostile, demonstration, etc.)
- ☐ Characteristics of crowds
- ☐ Identify methods for directing flow of crowd traffic
- ☐ Teamwork among security officers in crowd control situations
- ☐ Crowd control techniques
- ☐ Interaction procedures
- ☐ Effective assertiveness
- ☐ Issuing directives
- ☐ Eliciting cooperation
- ☐ Identifying Agitator
- ☐ Effective security officer behavior in crowd control situations
- ☐ Riot and protest preparation

Special Problems for Security

- ☐ Fundamentals of understanding unique behavior
- ☐ Persons with disabilities
- ☐ Elderly
- ☐ Juveniles
- ☐ Street people (trespassers)
- ☐ Controlled substances
- ☐ Identification and recognition
- ☐ Response with people under the influence
- ☐ OSHA first responder's duties (such as hazardous materials)

- ☐ How to read and understand labels
- ☐ Response to hazardous materials incidents
- ☐ Security officer safety and accident prevention
- ☐ Violence in the workplace
- ☐ History and scope of the problem
- ☐ Awareness of potential violence
- ☐ Security actions to prevent workplace violence
- ☐ Physical security measures
- ☐ Detection of abnormalities
- ☐ Reporting incidents
- ☐ Response to violent behavior
- ☐ Role of crisis management and trauma teams
- ☐ Security officer's role in providing assistance

Terrorism Awareness

- ☐ Dynamics of a Terrorist Attack
- ☐ Proactive Counter Intelligence and Operational Security (OPSEC)
- ☐ Physical Security and Access Control
- ☐ Bomb Incident Response
- ☐ Mail Screening
- ☐ Biological/Chemical
- ☐ Explosive
- ☐ Types of Attacks and Response
- ☐ Biological
- ☐ Explosive
- ☐ Nuclear
- ☐ Incendiary
- ☐ Chemical
- ☐ Energetic
- ☐ Overview of terrorist threat to transportation industry

Additional Topics

- ☐ Overview of safety manual
- ☐ Overview of company diversity plan
- ☐ Review of post orders

**All training and screening information are available
to our customers upon request.**

American Security Associates Inc. is pleased to present the following proposal for security guard services. We are currently servicing customers in your area and have a capable staff ready to meet all of your security needs.

Through our research we have comprised the following hourly billing rate. The following rate includes all employee pay rates, payroll taxes, employee benefits, operation cost, and administrative expense.

You will be provided a client service manager so that you have a single source of contact for all your needs. Your client service manager will conduct weekly meetings, unannounced employee inspections, and oversee the day to day security operations. All client service managers are required to contact our clients on a weekly basis to ensure customer satisfaction.

Suggested Price Quotation

The following is a fixed hourly billing rate. You will only be billed for actual hours worked. No additional cost will be incurred unless additional hours, emergency situations, or specialized service are required. Client is billed weekly and payment must be received within 30 days of billing date.

\$17.45 per hour

Employee Tracking \$50 per month plus the cost of a tablet.

All wages, taxes, uniforms, equipment, administrative cost, and any additional cost associated with standard guard services.

All employees receive time and a half for any hours over 40 in a week.

All Employees receive time and half for all holidays

Please feel free to contact me anytime should you have any questions at (404) 313-5252.

Sincerely,

William Seiz
President

Employee Benefits

Full medical benefits – 92% Employer paid

Vision Policy

Dental Policy

Cancer Policy

Life Insurance

Vacation

Paid Sick Days

Free Uniforms

References

Ok Foods
Oklahoma and Arkansas Production
Terry Yopp
479-784-1151

Majestic Beach Resort
Paul Shamblin
850-563-1015

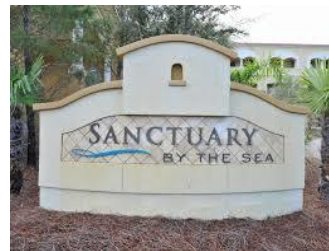
Hidden Dunes
Mike Balzer
850-654-1325

Additional Reference available upon request

Please visit our website:

www.americansecurityassociatesinc.com

WHO WE SERVICE





Additional references available upon request.



April 15, 2013

To Whom It May Concern:

I am writing this letter on behalf of the Board of Directors for Majestic Beach Resort Community Association, Inc. As with many properties, Majestic Beach Resort has gone through several different security companies since we opened our doors in 2005. The problem we experienced was typical for security services on Panama City Beach, over promising while under delivering. From staffing issues to service levels we began to think all companies were alike. Then our Board of Directors met with William and Michelle Seiz of American Security Associates. Their team is extensively trained, professional, and provide an added level of customer service for our owners and guests.

I would highly recommend American Security Associates for any condominium/resort facility. If you have any questions, please do not hesitate to call or email.

Sincerely,

A handwritten signature in blue ink, appearing to read "PS", with a long horizontal line extending to the right.

Paul Shamblin, CMCA
Majestic Beach Resort Community Association, Inc.
850-563-1015
paul.shamblin@majesticbeachresort.com

On behalf of the Schwan's Stilwell management team I would like to say "Thank You" for making us a stronger and better prepared organization. We look forward to a long and continued positive working relationship as we strive to be the best in the SGSC environment. We have under your commitment; understanding and steadfastness on obtaining positive results came a long way in a very short time in our security change out. If I can be of assistance as you implement this throughout the supply chain please do not hesitate to contact me.

Respectfully

Terry Yopp, CPEA,ASC,CSHS
Environmental Health Safety & Security
Schwan's Global Supply Chain
Stilwell, OK 74960

Direct line 918-696-8237
Fax line 918-696-5691

Terry.Yopp@schwans.com

American Security Letter

April 4, 2014

To Whom It May Concern:

Laketown Wharf is a very large property which consists of 765 residential and 35 commercial unit complexes in the heart of Panama City Beach, open and assessable to the public. American Security has been with Laketown Wharf Resort Condominiums over the last 2 months which included Spring Break and great addition to the LTW Community. American Security performed their duties with professionalism and diligently during a very difficult time. Working extremely hard to learn and protect LTW the property and residents, which AS has accomplished all task set before them. The patrolling officers are courteous too long term renters, guest and homeowners; and able to handle all incidents and circumstances they encounter.

The smooth running security program and successful support efforts at Laketown Wharf can be attributable to American Security direct efforts to training and support from ownership.

Don't hesitate to call me if you require further substantiation as to American Security's capabilities.

Chris Cleveland
Association Manager
Laketown Wharf Resort Community Association, Inc.
850-563-3996 (office)
850-563-3998 (fax)
ccleveland@condominiumconcepts.com

Uniform Selection

American Security Associates Inc. standard uniform consists of navy slacks, royal blue shirt, black belt, black socks, and black shoes. A metal badge is present over the heart with American Security Associates Inc. patch on the left sleeve and an American flag on the right sleeve. Optional security hats are navy blue with gold lettering. Supervisors are issued white shirts.

The client always has the option of choosing uniforms of personal preference. Please view a sampling of uniform options:





All uniforms are provided at no cost to employees.

Command Console



All officers are required to contact our command center upon arrival of duty. The officer verifies their name, position, and post location to ensure they are at your facility ready to assume duties. The officer must call from the assigned post location.

Hourly checks are required to ensure the officer is safe and remains on site reporting any unusual occurrences.

Our command officers are trained to begin attempting to contact the officer after 10 minutes without reporting. Supervision is notified so someone can be in route to your facility.

Transition Plan

Upon award of contract American Security Associates will immediately begin the transition process. Executive management will meet with Origin's Management to discuss policies, procedures, and expectations. American Security Associates Inc. will develop a site-specific training regiment specifically based upon Origin Management's expectations.

The recruitment process will begin immediately after once we have a firm understanding of client's expectations, duties, and facility conditions. Once key positions are filled outside recruiting will begin to fill any remaining positions available. All employees will be personally approved by William and Michelle Seiz.

Selection process will begin 30 days prior to commencement. All staff should be retained within 15 days of commencement and begin classroom and site-specific training. Meet with the client on as needed basis to discuss staffing, policies, and procedures.

Once the selection process is completed classroom instruction will begin with all employees. All employees will complete state required and site-specific training before placement at your facilities. All successful applicants must pass with an overall score of 80%. Any candidates not meeting this requirement will be rejected.

The assigned account manager will assist in this process every step of the way to ensure they are fully aware of all policies, procedures, state requirements, training regiments, and expectations of the client and William and Michelle Seiz.

Management will be onsite during the startup and training process to ensure knowledge of responsibilities and duties.

American Security Associates Inc.

Security Service Agreement

American Security Associates Inc., hereinafter referred to as “**Service Company**,” and _____ hereinafter referred to as “**Client**”, hereby mutually agree as follows:

Purpose: The purpose of the agreement is to establish a continuing relationship that is cooperative and confidential in nature; to help provide the client with a system of protection of its assets and employees against certain hazards.

1. **Appointment:** Client hereby agrees to use service company at the following Location(s):

2. **Duties:** Service company will assist the client in preparing policies and procedures for the protection of its assets and shall enforce all orders relating to guard and/or patrol service.

3. **Service Period:** Service shall commence on the _____ day of _____, 20____ and shall continue until terminated upon 30 days written notice by either party at contract year end, provided, however, that such service shall not be terminated prior to 1 years from commencement date hereof, contract shall automatically renew for another 1 year term at the end of each contract year thereafter, and provided further, that service company may discontinue its service immediately under this agreement upon default by client in making payment hereunder after demand therefore.

4. **Pricing:** Client agrees to pay Service Company for the services at the above location(s) at the following rates for _____ weekly hours.

Security Officer \$ _____ per hour

Supervisor \$ _____ per hour

Patrol Service \$ _____ per _____

Patrol Vehicle \$ _____ per _____

Golf Cart \$ _____ per _____

Additional Service: Description of

Service _____

_____ \$ _____ per

The client will be billed time and a half for the following marked holidays:

New Years Eve _____	Thanks giving Day _____
New Years Day _____	Christmas Day _____
Memorial Day _____	Christmas Eve _____
Independence Day _____	Easter _____
Labor Day _____	

Should client request additional services over those set forth, then the rate for such additional service shall be the rate mutually agreed upon in writing. Should labor rates and /or fringe benefits cost under existing labor agreements increase, or should new minimum wage standards be established by state or federal statutes, the above rate shall be increased by the percentage that such labor agreements or to the minimum wage standards prior to such increase.

5. **Terms of payment:** All invoices presented to client for services performed shall be due for payment upon receipt. Should it become necessary to employ an attorney to collect payments overdue hereunder, Service Company may charge client reasonable attorneys' fees.
6. **Independent Contractor:** Service Company is an independent contractor and neither Service Company nor its officers, agents, or employees are in law or in fact employees of the client. Service Company assumes full responsibility for worker's compensation, state unemployment tax, Medicare tax, social security, withholding tax deductions, uniforms, firearms, training programs, liability insurance, employee fidelity bond, state, county, and city license, group insurance, administration, inspection, and supervision.
7. **Insurance:** Service Company warrants it has comprehensive program of insurance covering its liability for personal injury (including bodily injury, false arrest, libel, slander, and similar torts) and property damage with minimum limits of \$1,000,000.00 and worker's compensation as required by statute. Service Company shall defend and indemnify client against any claims asserted by an employee or agent of Service Company.
8. **Liability:** It is understood that service company is not an insurer: that insurance shall be obtained by client, if any is desired; that the sum payable hereunder to service company by client are based upon the value of services offered and the scope of liability undertaken, and sums are not related to the value of client's interest protected or of property belonging to client or to others located on client's premises.

- 9. Employees:** It is agreed that Service Company is not an employee agency and the service it renders is made possible only by a substantial investment in advertising, recruiting, training personnel to be effective employees at client's facility. Therefore, in consideration of these monies service company has invested in these employees, it is understood that client and client's vendors and contractors shall not hire employees of service company while the employee is employed by service company and 180 days thereafter employee terminates employment with Service Company. Client may waive this amendment for a fee of \$2500 per employee.
- 10. Amendment:** The daily schedule of guard assignments, patrol inspection, and other services provided by Service Company may be changed from time to time upon oral or written notice by client and Service Company. Other amendments to the agreement must be in writing and signed by the parties hereto.
- 11. Entire Agreement:** This agreement constitutes the entire agreement and understanding between the parties, and no representations, inducements, promises, or agreements or otherwise between the parties not embodied herein shall be of any force and effect.

Witness our signatures this _____ day of _____, 20____.

American Security Associates Inc.

Name: _____

Signature: _____

Title: _____

Client:

Name: _____

Signature: _____

Title: _____



AMERI41

OP ID: MO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

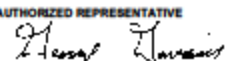
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Central Insurance Agency, Inc. 93 East Main Street Smithtown, NY 11787 George Gavaris		CONTACT NAME Robert Pettolino PHONE (A/C, No, Ext): 877-242-9600 FAX (A/C, No): 877-243-8995 E-MAIL ADDRESS: certificates@ciainsures.com	
INSURED American Security Associates, Inc. William Setz 4394 Seminole Dr Acworth, GA 30101		INSURER(S) AFFORDING COVERAGE INSURER A: Steadfast Insurance Company INSURER B: Employers Assurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 26387 25402	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
PROD LTR	TYPE OF INSURANCE	PROD LTR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Errors & Omission GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	Y	EOL1027591-01	09/23/2017	09/23/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A	EIG 2447944 01	01/21/2018	01/21/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance

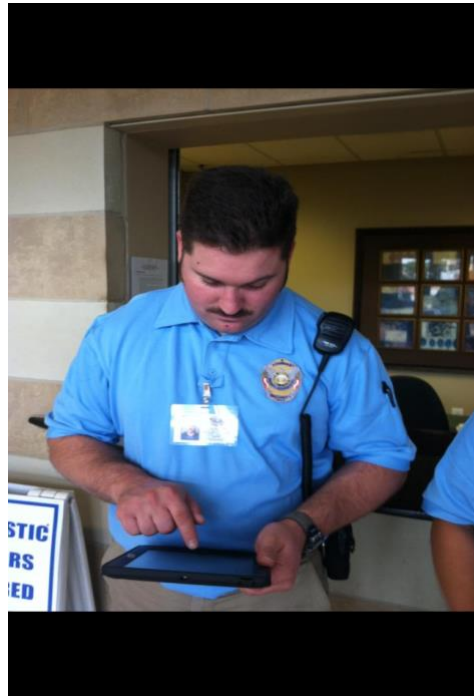
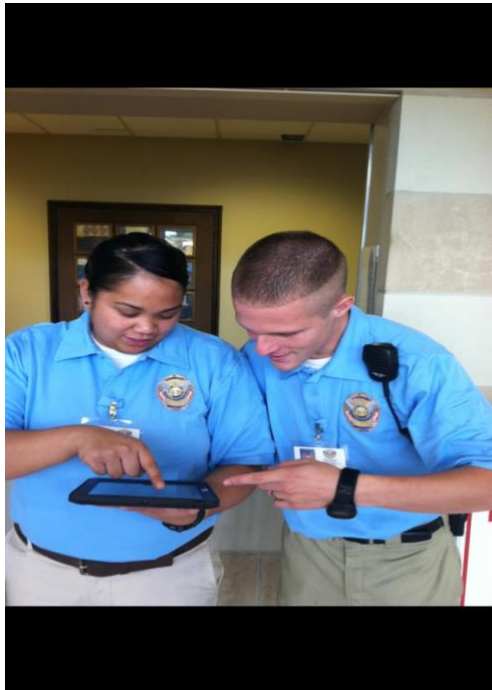
CERTIFICATE HOLDER Proof of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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Employee Tracking



Track and monitor:

- ☐ unauthorized vehicle use
- ☐ driving habits
- ☐ idling/fuel usage
- ☒ all of the above

Real Time Tracking

View current location, proximity to jobs, customers and locations. Monitor clock in/out, idle time, routes traveled, arrival/departure times and speed. Knowing current and historical location

information will help you save money.

Tracking History

At a glance, you can view driver history in real time. By simply clicking on each “breadcrumb” you have an instant view of driver location, direction and speed.

Instant Alerts

In the office or in the field, receive alerts as they occur. Become instantly notified if a driver is violating speed zones or traveling out of an assigned territory. Set maintenance alerts to keep your vehicles safe and on the road.

Detailed Reporting

Stay informed with On Demand or Automated reports. Our robust reporting records speed, rapid acceleration and deceleration, arrival and departure times and more.

Timekeeping



**YOUR MOBILE DEVICE
IS NOW YOUR MOBILE
PUNCH CLOCK**
Anytime. Anywhere.



Complete Visibility

Manage time through GPS time-stamped data. Validate employee clock in/clock out, stops, idle time and more.

Completely Automated

Clock in with forms attached and receive time and date stamped information showing current and historical GPS locations.

Efficient Time Management

With each time punch you can capture photos, signatures, data about current jobs, vehicles, inspections, and odometer readings.

Operations Made Easy

Supervisors can capture, review and modify information electronically, eliminating the clutter of paperwork.

FORMS



Capture data and send it all electronically from the field to the office for instant analysis

Eliminate Paper

Convert paper forms into electronic forms which can be deployed instantly from your wireless device to the field. With the form designer you can also create customized forms.

Reduce Errors

Drop down lists, check boxes and automatic calculations allow your field workers to quickly capture information. With decision logic, your forms can be designed to guide workers through a defined workflow.

Immediate Information

Reduce trips to the office with form information readily available in the application moments after being captured. Email copies of the form complete with your company logo directly to your customers upon submission.

Signatures and Pictures

With GPS tracking you can see where every job-related activity took place. Capture signatures for proof of service or delivery. Take before and after pictures, and draw directly onto an image to identify items or communicate thoughts.

Analyze Data

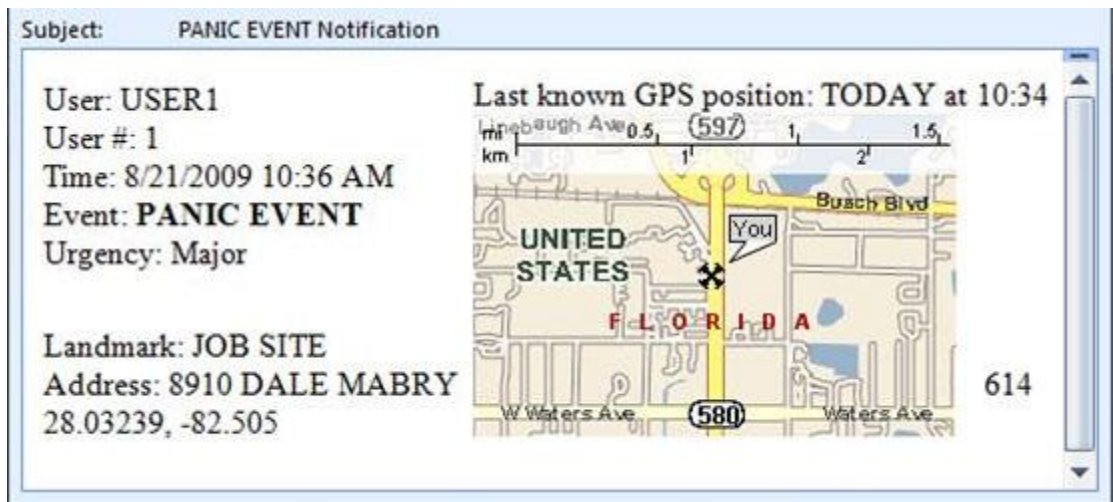
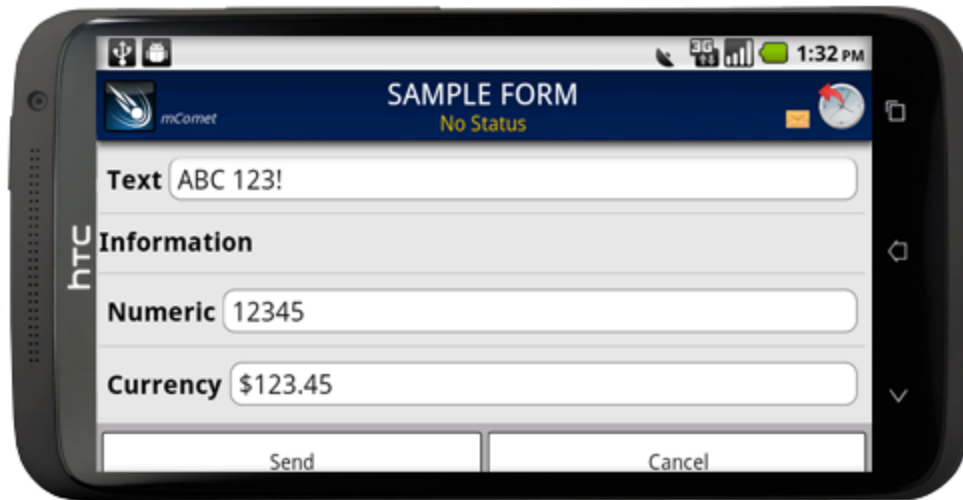
Visualize key performance indicators by utilizing the dashboard. With custom-made forms, reports and graphs, you will be able to view and understand information relevant to the current performance and history of your business and workforce.

Export and Integrate

Reduce data entry by exporting collected information directly from the application. With Comet Connect and Actsoft's Professional Services team, you can integrate with other systems to further streamline the process.

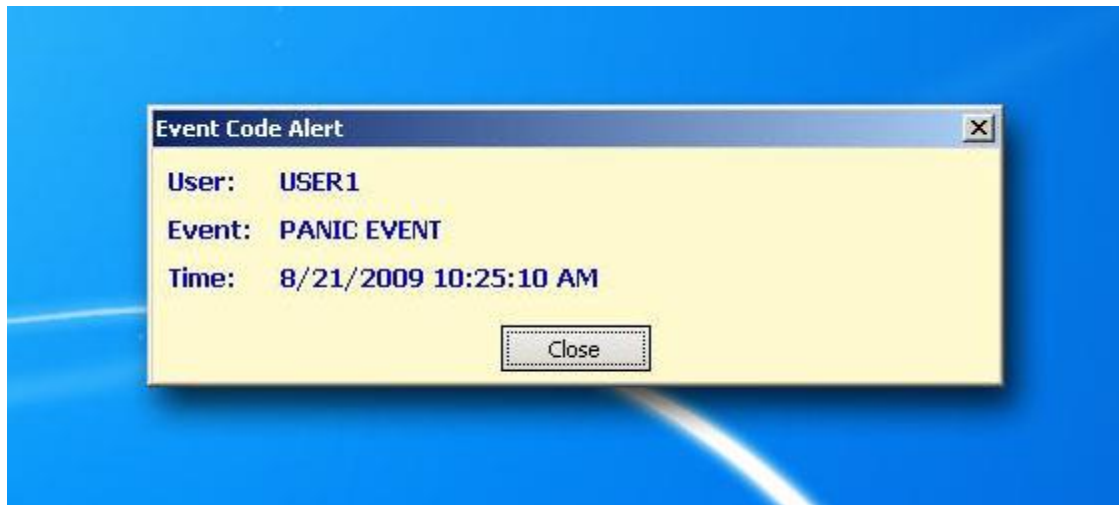
Alerts

Eliminate paper, have instant access to information and reduce data. Comet Tracker includes Standard Forms to capture basic information including barcodes, pictures and signatures. You can also use our Advanced Wireless Forms to capture even more data.



Panic Button Alert

Enhance safety by sending alerts if your employees experience trouble or are in a dangerous situation. Panic button is included on all cellular phones, smart phones and tablets.



Violation Alerts and Notifications

Stay informed by receiving alert notifications of violations or bad habits such as speeding or hard braking as well as late arrivals, late departures and more.

RULES AND REGULATIONS OF ORIGIN AT SEAHAVEN CONDOMINIUM

Pursuant to the authority vested in the Board of Directors of ORIGIN AT SEAHAVEN CONDOMINIUM ASSOCIATION, INC. (the "Association"), the following rules and regulations of the Origin at Seahaven Condominium (the "Condominium") have been adopted by the Board of Directors of the Association (the "Board") to govern the use of the Condominium Property ("Condominium Property" or "Property") as defined in the Declaration of Condominium for Origin at Seahaven Condominium (the "Declaration"). The following rules are in addition to any Use Restrictions stated in the Declaration of Condominium and Bylaws. These rules may be amended from time to time by appropriate action of the Association's Board of Directors. It is imperative that you read these rules. **THERE WILL BE NO WARNINGS ISSUED.**

1 - ENFORCEMENT

It is the responsibility of all Unit Owners that these Rules and Regulations be provided to and observed by their occupants, families, guests, agents, servants, vendors, customers, employees, contractors, invitees and licensees (collectively referred to herein as "Guest" or "Guests"). All violations of these rules and regulations shall be reported immediately to a member of the Board, an Association officer and/or the Management Agent. The Board's determination shall be dispositive in the event of any disagreements concerning violations, including without limitation, disagreements regarding the proper interpretation and effect of these rules. In the event that any person, firm, or entity subject to these rules and regulations, fails to abide by them, as they are interpreted by the Board, such person, firm, or entity shall be liable to be fined by the Association for each such failure to comply or other violation of these rules and regulations. Such fine, which shall not exceed One Hundred and no/100 Dollars (\$100.00) or the maximum amount permitted under Chapter 718, Florida Statutes (the "Condominium Act") for each violation, provided however, a fine may be levied on the basis of each day of a continuing violation, for a total amount not to exceed One Thousand and no/100 Dollars (\$1,000.00). **The Unit Owner is responsible for all fines incurred including fines of the Unit Owner's Guests** and shall be collected by the Association and shall become a part of the Common Surplus of the Condominium, all as more fully set forth in the Bylaws. If the Board deems it necessary, it may bring action at law or in equity in the name of the Association to enforce these rules and regulations, including any provision herein for fines. In the event any such action is instituted, and reduced to judgment in favor of the Association, the Association shall, in addition, be entitled to recover its costs and attorney's fees incurred in enforcing these rules and regulations, whether before or at trial, on appeal, in bankruptcy or in post-judgment collection.

2 - USE OF THE COMMON ELEMENTS

The Common Elements and Limited Common Elements designated for use by all Residential Units shall be used in common by Unit Owners and Guests in accordance with the purpose for which they are intended, reasonably suited and capable, and as may be required for the purposes of access, ingress to, egress from, use, occupancy and enjoyment of Units. Neither a Unit Owner nor a Guest may use any Common Element in any manner that unreasonably interferes with the rights of other Unit Owners in and to the Common Elements. Without limiting the generality of the foregoing, no Unit Owner shall cause, or permit its Guests to cause, waste to any Common Element. The Owners rights to use the Common Elements are subordinate and subject to all the rights and powers of the Association with respect to the Common Elements, including, without limitation, the Association's right and power to adopt rules regulating the use of the Common Elements. Use of the Common Elements is further restricted to only Owners and Guests wearing an authorized wristband as defined in the Association wrist band policy. The Association reserves the right to monitor and record all activities and

access to the Common Elements including recording video and audio of all individuals accessing the common elements. The Association Staff, Management Staff and Security personnel are authorized to wear body cameras that record video and audio. All recordings are the possession of the association and will only be made available to Owners and/or the public upon the approval of the majority of the Board of Directors and with the consent of general counsel for the Association. Only personnel approved by the Board of Directors will have access to the video surveillance system.

3 - DAMAGE TO COMMON ELEMENTS

Unit Owners shall reimburse the Association for all expenses relating to any damage to the Common Elements caused by moving to or removing from their Unit household furnishings or other objects, or caused by any other deliveries to or from Units by their Guests, or any damage to the Common Elements or Limited Common Elements caused by the acts or omissions of the Unit Owners or their Guests. Such expenses shall be charged to the Unit Owner by Special Assessment as provided in the Declaration.

The Unit Owner is responsible for the actual cost to repair damage to the common elements caused by the Unit Owner or their Guests. In addition, a Fine in the amount of One Hundred Dollars (\$100.00) will be levied for each instance of damage to a Common Element.

4 - NOISE, HAZARDOUS ACTIVITIES AND UNSIGHTLINESS

- (a) No person shall conduct any activity on the Property that creates a nuisance.
- (b) No person shall conduct any activity on the Property that is or might be hazardous to any person or property.
- (c) No unsightliness shall be permitted at the Property.
- (d) No littering of common areas is allowed including cigarette butts and gum.

5 - OBSTRUCTIONS

There shall be no obstruction or cluttering of the Condominium Property, including, without limitation, sidewalks, driveways, automobile parking spaces, lawns, entrances, stairways, decks, balconies or vestibules, or other Common Elements or areas.

A violation of this provision of the Association Rules is subject to a Fifty Dollar (\$50.00) per day fine including each day the violation continues up to a maximum fine of One Thousand Dollars (\$1,000.00) per violation.

6 - DESTRUCTION OF PROPERTY

There shall be no marking, marring, damaging, destroying, or defacing of any part of the Condominium Property. **Unit Owners shall be held responsible and shall bear any expense for such damage caused by the Unit Owner and their Guests and subject to a One Hundred Dollar (\$100.00) fine for each instance.**

7 - BALCONIES, WINDOWS, TERRACES, AND DOORS

Nothing shall be dropped, thrown, swept, or otherwise expelled from any window, door, balcony, or terrace. The Association hereby reserves the right to trespass or evict any Guest that causes any item or object to be dropped, thrown, swept, or otherwise expelled from any window, door, balcony, or terrace. All loose or movable objects shall be removed from balconies upon notice of an approaching hurricane or other inclement

weather characterized by conditions of high wind. Balconies, windows, terraces, and doors shall not be altered from the condition in which originally constructed, including without limitation alteration by painting, screening, or installation of reflective materials, unless pursuant to the Declaration, Articles of Incorporation and Bylaws of the Association. No door-to-door solicitations shall be allowed. No "For Sale", "For Rent" or "For Lease" signs shall be displayed on the exterior of Residential Units or in the windows.

A violation of this rule will include a fine of One Hundred Dollar (\$100.00) per day with each instance being a new violation and immediate eviction/trespass in the case of an item or object dropped, thrown, swept, or otherwise expelled from any window, door, balcony, or terrace. The Association will participate and assist law enforcement with the criminal prosecution of any individual willfully breaching this rule.

8 - EXTERIOR STORAGE

No Owner shall store any materials or items on or in any Common Element or Limited Common Element unless expressly designated for such purpose. Unit Owners and Guests shall not allow bicycles, baby carriages or similar vehicles or toys and other personal articles to remain unattended, except in approved designated areas. Bikes must be stored in bike racks provided in garages or within the resident's unit. No bikes are to be parked or stored on patios, balconies, parking garage or hallways. Bicycles, scooters, skateboards, roller skates or similar devices are not permitted to be ridden in hallways, courtyards, the lobby, parking garage, pool deck or in any common element. No skateboards or push scooters are permitted on property.

A violation of this rule will include a Fifty Dollars (\$50.00) per day fine and the Association reserves the right to remove any material or items on or in any Common Element or Limited Common Element unless expressly designated for such purpose and charge the Owner for all costs incurred.

9 - UNIT RULES

- A. Patios and/or balconies shall be kept clean and uncluttered as determined by Management. Approved items on a patio or balcony include patio furniture, outdoor rugs, and plants with water catch basins. Items such as storage closets or containers, coolers, floats, bikes, toys and other items are not permitted.
- B. Quiet time is between the hours of 10:00 p.m. and 9:00 a.m. The playing of stereos, radios, televisions, musical instruments and the like must not exceed a reasonable volume as to create a nuisance to other units at any time. All work on construction, improvements and alterations are not permitted during quiet time.
- C. Any clothesline or other clothes-drying facility outside a Unit or visible from outside a Unit is prohibited. Railings are not to be used for hanging towels, bathing suits, clothes or other items.
- D. Grills are not allowed. No electric, propane, gas, or charcoal appliance or storage device is allowed inside or outside the Unit. This is a State of Florida requirement (NFPA 1:10:11.6). The 2010 Life Safety Codes went into effect March 15, 2012. Violators of the fire code may be prosecuted in the same manner as misdemeanors and may be punished by a fine or by imprisonment.
- E. Garbage shall be placed in secured garbage bags and deposited in the floor east trash chute or garbage cans located in the west elevator lobbies. No rubbish, refuse or garbage shall be allowed to accumulate on patios, balconies, or hallways. No household trash is permitted to be deposited in any receptacle other than the trash chute, garbage cans or 1st floor dumpsters. No items, including cigars and cigarettes are to be thrown at any time from balconies or windows. No construction materials, building supplies, cardboard, furnishings or other trash ("Trash") may be placed in the trash chute or floor garbage cans. All Trash must be brought to the 1st floor and placed inside of the dumpsters located in the east loading dock area. **Violation of this rule will result in a One Hundred Dollar fine (\$100.00) and the Unit Owner will be responsible for all clean up costs including the cost to clear any blockage of the trash chute.**

- F. All fire protection devices and controls are not to be covered, altered, painted, discounted, disabled, removed or modified in any way. This includes all fire protection devices installed in the Common Elements and the Association Owned fire protection devices in the Residential and Commercial Units (notification devices, sprinklers, etc). Any tampering with the system and equipment may cause an alarm that automatically notifies the Fire Department and/or damage to the Common Elements and adjacent Units. All fees and costs associated with the nuisance alarm including actual and consequential damages, repairs, labor and materials are the Unit Owners responsibility. **Violations of this rule will result in a One Hundred Dollar (\$100.00) fine and reported to the police/fire department for criminal prosecution.**
- G. Exterior Christmas decorations may be displayed between December 1st and January 10th. The illumination of decorations shall not disturb other Unit Owners or residences and under no circumstances shall be attached by screws or nails (no holes are to be made to the exterior). Door wreaths can be hung on doors with a door hanger. No holes are to be made in doors for the purpose of hanging a wreath or any other item. **All Christmas decorations are to be removed by January 10th.**
- H. No modifications to the exterior of the building or doors is permitted, including hanging items or attaching items which requires a nail, screw or any type of fastener which creates a hole or damage to exterior.
- I. Police response to and individual or Unit constitutes a breach of the quiet and enjoyment of other units and is a violation of these rules and includes a fine of Fifty Dollars (\$50.00) per occurrence. The fine amount doubles with each successive violation for the same individual or unit within a 30 day period.

All violations of this section include a fine in the amount of Twenty Five Dollars (\$25.00) per day unless otherwise defined above.

10 - UNIT ACCESS

The Association shall at all times have access to each Unit in the Condominium. No Unit Owner shall change existing access devices or codes or install additional locks unless the Association is given access thereto. The Association may forcibly enter any Unit and replace the lock in the event the Association cannot access a unit as a result of a lock being changed and no key was provided by the Unit Owner. The Unit Owner will be charged for all costs incurred for the Association to gain access and replace a lock.

11 - COMPLIANCE WITH LAWS

Nothing shall be done or kept at the Property in violation of any law, ordinance, rule regulation or other requirement of any governmental or quasi-governmental authority.

12 – CONDUCT

Any person physically/verbally abusing any employee, Officer, or Committee Member of the Association, while performing their duties will be fined One Hundred Dollars (\$100.00). If the offense happens in a common area you will be asked to leave the common area. Failure to leave the area can result in the police being called to the property and a disorderly conduct charge being issued.

13 – VEHICLES

- A. Parking areas are for use by Unit Owners and Guests for personal vehicles or other vehicles which are used by them for transportation purposes. All vehicles parked on property must visibly display a parking permit in the lower left windshield (driver's side) area or a temporary parking pass hanging from the rear-view mirror with the dates and pass number facing the outside of the vehicle. Motorcycles parking permits should be

displayed on left front fork/wheel area. **Failure to display a parking permit will result in the vehicle being towed without warning.** Temporary parking passes can be obtained from the front desk.

- B. Boats, personal watercraft, golf carts, scooters and related vehicles are not permitted on the property at any time. Trailers of any sort are not permitted and may not be stored or parked, permanently or temporarily, or left standing on any portion of the Common Areas. Exception for trailers being used for moving large items, contact Association office for permission to temporarily park while moving furnishings and appliances. Failure to register, contact Association office or follow parking guidelines will result in towing of vehicle/trailer without warning at Owner's expense.
- C. In the event that an inoperable vehicle or a vehicle with an expired license tag shall remain on any portion of the Common Elements for more than twenty-four (24) hours, the Association shall have the right, without further notice to the owner of such vehicle, to have it removed at such owner's expense.
- D. The only emergency repairs allowed on site are for flat tires and dead batteries.
- E. Vehicles, the dimensions of which prohibit the vehicle from fitting into a designated parking space, shall not be permitted to park temporarily or permanently on the Common Elements. Approval from the Association office is needed before such vehicles are allowed on the property and then only for a specified length of time. Vehicles will be towed without warning.
- F. Speeding in any area of the property is prohibited. This includes the parking garages, entry and all of the roads. The posted limit is 15 mph on all roads and 10 mph in garages. **A One Hundred Dollar (\$100.00) fine will be levied for all speeding violations.**
- G. No parking is allowed in the front entry/exit and in all marked no parking areas. Vehicles will be towed without warning.

14 – PET POLICY

- A. Guests are prohibited from having any pets at the property. This includes pets visiting the property. Unit Owners are permitted to have pets in compliance with the Association Governing Documents.
- B. Pets shall not be permitted upon the Common Elements of the property unless accompanied and under the control of the Unit Owner or other responsible adult. When in common areas, including all elevators and hallways, pets must be on a short lead or caged.
- C. Any Unit Owner who keeps or maintain his pet upon any portion of the Property shall be deemed to have indemnified and agreed to hold the Association, each Unit Owner and the Managing Agent free and harmless from any loss, claim or liability of any kind of character whatever arising by any reason of keeping or maintaining such pet within the property.
- D. Because of health regulations, pets are strictly forbidden in or around the pool area.
- E. Pets must only be walked in pet walk areas around the outer perimeter of the complex. Pet exercising or defecating in the Common Elements, patios or balconies will result in a One Hundred Dollar (\$100.00) fine.
- F. Pet owners are responsible for the immediate removal and proper disposal of animal wastes from pet walk areas as well as on all other portions of the property.
- G. Pet owners are responsible for any property damage, injury or disturbances their pet may cause or inflict.

H. Pets shall not be left unattended outside a unit, including limited common element balconies and patios.

15 - POOL AREA

The Pool Area is defined as the fenced area surrounding the pool, hot tub, pool lobby and restrooms.

THERE IS NO LIFEGUARD ON DUTY.

All persons using the pool facilities do so at their own risk. The Association will not be responsible for any loss of personal property. The pool does not maintain facilities for checking valuables.

- A. The Association reserves the right to limit the times and days for which the pools will be available. The pool hours will be posted at the pool site. Management may, in managements sole discretion, close the pool at any time if judged necessary.
- B. Use of the pool is restricted to Unit Owners and Guests. All visitors to the pool area and common elements must wear a valid Association wrist band in compliance with the Association wrist band policy.
- C. A Unit Owner or Guest eighteen (18) years of age or older must be present and responsible for Guest or resident children under the age of sixteen (16). Parents or guardians who accompany children must remain with the children during the time the children are in the pool area, and are responsible for the children's safety and actions, and for any damage which may occur. No children under the age of 12 will be allowed in the hot tub.
- D. Children in diapers are permitted in the pool provided diapers are swimming diapers. Diapers may not be disposed of at the pool site. They must be taken with the resident when leaving the pool.
- E. Posted rules are to be observed at all times.
- F. No diving.
- G. If there is a lifeguard on duty, he or she has the authority to use his/her own discretion to maintain pool safety and etiquette.
- H. Proper swimming attire is required at all times. No cutoffs are permitted in the pools. Women must have bathing suit tops and bottoms tied at all times.
- I. During inclement weather, such as lightening or thunder, or other conditions hazardous to swimmers, everyone is required to leave the pool area. Management may close the pool under such circumstances. Pool gates will be locked during pool closures and people will be required to leave the pool area.
- J. Screaming, boisterous conduct, unnecessary splashing and throwing a ball or other objects in the pool or pool area are not permitted. Soft ball such as beach and nerf balls are allowed. No running, pushing, wrestling, jumping or rough play are permitted in or about the pool. No climbing or wading in the fountains.
- K. Life preservers, when worn for safety, are permitted in the pool. Other floatation devices are allowed, as long as it is not disturbing the enjoyment of the pool for other visitors.
- L. Food and Drink are permitted on the deck area only and may not be within five (5) feet of the water or in the water. Cleanup of any food or drink is required.

- M. No glass containers are permitted in the Pool Area. **\$100.00 fine**
- N. Persons suspected of being under the influence of drugs or alcohol may be prohibited from entering the pool area. Any person intoxicated will be asked to leave.
- O. All Unit Owners and Guests are required to dispose of trash in the receptacles.
- P. Smoking is prohibited in the Pool Area except in designated areas.
- Q. Radios and music players may be used in the Pool Area only with individual headphones.
- R. Persons with infections or contagious health conditions must not use the pool. Swimmers with skin lesions, inflamed eyes or discharge from the nose or ears, open blister or cuts will not be permitted to enter the water.
- S. Animals, **with the exception of seeing eye/service dogs**, are not permitted in the Pool Area. **\$100.00 fine**
- T. Pool furniture must remain within the Pool Area. Additional furniture may be brought to be used at the pool but must be taken out of the Pool Area before closing each night.
- U. Replacement or repair costs for any damaged pool property will be charged to the person responsible and the Unit Owner. Parents are responsible for any damage caused by their children, and Unit Owners are responsible for any damage caused by their Guests.
- V. All injuries must be reported to the Association office immediately.
- W. All persons must shower before entering the pool.
- X. Dripping wet and saturated clothes or bathing suits are not to be worn inside the hallways and elevators at any time. Violators will be asked to leave immediately and be responsible for all cleanup costs.

THE ASSOCIATION AND ITS AGENTS ASSUME NO RESPONSIBILITY FOR ANY ACCIDENTS OR INJURIES IN CONNECTION WITH THE USE OF THE POOL. PERSONS USING THE POOL RELEASE AND INDEMNIFY THE ASSOCIATION AND ITS MEMBERS AND AGENTS FROM ANY CLAIMS IN CONNECTION WITH ANY LOSS OF LIFE OR PERSONAL INJURY OR DAMAGE TO OR LOSS OF PERSONAL PROPERTY.

16 - COMPLIANCE WITH INSURANCE

Except as may be approved in writing by the Association, nothing shall be done or kept at the Property that may result in the cancellation of any insurance maintained by the Association or may result in any increase in the rates of any such insurance. Activities incident to or necessary for the conduct of commercial operations shall not violate the terms of this Section even if such activities result in an increase in rates of insurance. Any such increase in the rates of insurance shall be charged to the Owners of the Non-Residential Units whose uses create such increase in Special Assessments.

17 – FINES

- A. Violations of the Rules will result in fines ranging from \$25.00 to \$100.00 per violation depending on the severity and the frequency of the violations. Each reoccurrence of a violation results in doubling of fine. If the amount of the fine is not defined above the Board of Directors authorizes Management to determine the amount of the fine for the Fine Committee to consider.

- B. The Fines Committee will meet each month for the purpose of hearing resident violation ticket appeals. The place, date and time will be noted on the bottom of the violation ticket when issued.
- C. All fines are due within 30 days. If unpaid, amenity privileges may be revoked and the Association reserves the right to take legal action to recover all amounts due and owing.

18 – WRISTBAND POLICY

The wristband policy is defined on a separate document (attached addendum A). The wristband policy is incorporated into these rules and a violation of the wristband policy includes a fine of Twenty-Five Dollars (\$25.00) per occurrence. The fine doubles for each reoccurrence of a violation of the policy by the same Unit Owner or Guest.

19 - RULE CHANGES

The Board reserves the right to change or revoke existing rules and regulations and to make such additional rules and regulations from time to time as, in its opinion, shall be necessary or desirable for the safety and protection of the buildings and their occupants, to promote cleanliness and good order for the Condominium Property and to assure the comfort and convenience of Unit Owners.

Last updated 02/23/2018

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ORIGIN FINE SUMMARY SCHEDULE

3 DAMAGE TO COMMON ELEMENTS – Minimum Fine of \$ 100.00 per occurrence plus repair costs. The Association reserves the right to complete any and all repairs using Association or Management Staff at the rate of \$ 45.00 per hour. The Association is not required to obtain competitive bids to complete any actual and consequential damage repairs.

4 NOISE, HAZARDOUS ACTIVITIES AND UNSIGHTLINESS – Minimum Fine of \$ 25.00 per occurrence that double with each reoccurrence within a 30 day. The fine schedule listed under Units takes priority where there is a conflict in the amount of a fine.

5 OBSTRUCTIONS - Minimum Fine of \$ 25.00 per occurrence that doubles with each reoccurrence within a 30 day period. For specific parking violations fines are defined under Vehicles.

6 DESTRUCTION OF PROPERTY - Minimum Fine of \$ 100.00 per occurrence plus repair costs. The Association reserves the right to complete any and all repairs using Association or Management Staff at the rate of \$ 45.00 per hour. The Association is not required to obtain competitive bids to complete any actual and consequential damage repairs.

7 BALCONIES, WINDOWS, TERRACES AND DOORS – Minimum Fine of \$100.00 per day with each instance being a new violation and immediate eviction/trespass in the case of an item or object dropped, thrown, swept, or otherwise expelled from any window, door, balcony, or terrace.

8 EXTERIOR STORAGE - Minimum Fine of \$ 50.00 per occurrence plus repair costs. The Association reserves the right to remove and dispose of any items stored outside of Board approved designated storage areas.

9 UNIT RULES

- A. Minimum Fine of \$ 25.00 per occurrence that doubles with each reoccurrence within a 14 day period.
- B. Minimum Fine of \$ 25.00 per occurrence that doubles with each reoccurrence within a 14 day period.
- C. Minimum Fine of \$ 25.00 per occurrence that doubles with each reoccurrence within a 14 day period.
- D. Minimum Fine of \$ 50.00 per day that doubles with each reoccurrence within a 30 day period.
- E. Garbage left in the hallway and not placed in the east trash chute or west rolling garbage can in the elevator lobby will result in a \$ 25.00 fine that doubles with each reoccurrence within a 14 day period. Leaving trash or furnishings in the Common Elements will result in an \$ 100.00 fine plus the cost of cleanup. Any blockage of the trash chute with furnishings, trash or oversize garbage bags will result in a \$ 100.00 fine plus the cost to unclog the chute. The Association reserves the right to complete any and all clean up and service using Association or Management Staff at the rate of \$ 45.00 per hour. The Association is not required to obtain competitive bids to complete any clean up and repairs.
- F. Minimum fine of \$ 100.00 plus the cost to replace or repair the damaged, painted or altered device.
- G. Minimum fine of \$ 25.00 per day.
- H. Minimum fine of \$ 50.00 per occurrence plus repair costs. The Association reserves the right to remove any unauthorized item installed and complete any and all repairs using Association or Management Staff at the rate of \$ 45.00 per hour. The Association is not required to obtain competitive bids to complete any actual and consequential damage repairs.
- I. Minimum fine of \$ 50.00 per day that doubles with each reoccurrence within a 30 day period.

10 UNIT ACCESS - Minimum Fine of \$ 50.00 per occurrence plus repair costs. The Association reserves the right to complete any and all repairs using Association or Management Staff at the rate of \$ 45.00 per hour. The Association is not required to obtain competitive bids to complete any actual and consequential damage repairs.

11 COMPLIANCE WITH LAWS - Minimum Fine of \$ 100.00 per day plus the costs. The Association reserves the right to take any and all actions required to bring the Unit into compliance with applicable Laws including trespassing/evicting all Guests in the event of over occupancy without advance notice.

12 CONDUCT – Minimum fine of \$ 100.00 per occurrence.

13 VEHICLES

- A. No parking pass will result in no fine, the vehicle will be immediately towed from the property.
- B. Un authorized vehicles, trailers etc. will result in no fine, the item will be immediately towed from the property.
- C. After 24 hours un registered and inoperable vehicles will be immediately towed from the property.
- D. Performing non emergency repairs will result in a fine of \$ 100.00 per day and the Association reserves the right to remove the vehicle from the property. Emergency repairs include and are limited to installing a spare tire, replacing a battery or a general repair taking less than 30 minutes to complete.
- E. See 13 B.
- F. A fine in the amount of \$ 100.00 per occurrence.
- G. Parking in an unauthorized area will result in no fine, the vehicle will be immediately towed from the property.

14 PET POLICY

- A. A fine in the amount of \$ 100.00 per day with each day a new violation.
- B. A fine in the amount of \$ 50.00 per occurrence.
- C. No fine
- D. A fine in the amount of \$ 100.00 per occurrence.
- E. A fine in the amount of \$ 100.00 per occurrence.
- F. A fine in the amount of \$ 50.00 per occurrence.
- G. Minimum Fine of \$ 100.00 per occurrence plus repair costs. The Association reserves the right to complete any and all repairs using Association or Management Staff at the rate of \$ 45.00 per hour. The Association is not required to obtain competitive bids to complete any actual and consequential damage repairs.
- H. A fine in the amount of \$ 50.00 per occurrence.



SYSTEM SERVICE
& ENGINEERING

SERVICE • DESIGN • CONSTRUCTION
AIR CONDITIONING | PLUMBING | ELECTRICAL

Origin Condominium Cooling #1 Tower Repair



Introduction

System Service & Engineering, Inc. is a company built on the partnership of two HVAC professionals with a desire to educate, train and support business facilities managers as well as their staff in managing their mechanical assets. Our company ownership has a combined 40 years of experience and strives to offer the highest level of customer service. The partners of SS&E, Inc. know that rising energy costs, increasing fiduciary strains unexpected capital expenses and a lack of true technical expertise in the local market make managing sophisticated mechanical systems difficult. Our unique approach of combining mechanical engineering, fast service and strong field personnel allow our company to stand out in the local market.



Who We Are and What We Do

We are a Panama City Beach, Florida-based mechanical service contractor, SS&E, Inc. was created by its co-founders to offer the highest quality HVAC and Plumbing service, repair, maintenance and installation for a wide array of customer throughout Bay, Walton and surround counties.

SS&E, Inc. is a team of service professionals with a company combined 100 plus years of field experience. Our factory trained technicians can handle any challenge from domestic water pumping, closed loop water systems, commercial coolers, chilled water systems and complete turnkey design build solutions type projects.

Service Provider:
System Service & Engineering Inc.
205 Mosley Drive
Lynn Haven, Florida 32444

Job Site Address:
Origin Condominium
Attn: Mark Huebner

Billing Address:
Rerent

Evapco Cooling #1 Tower Repairs

Scope of Work Includes:

- Isolate and Tag out electrical to cooling tower.
- Disassembly and removal of existing parts for replacement.
- Installation of New Fan Shaft, bearings and Bushing.
- Installation of Cooling Tower Fan Assembly.
- Installation of New Cooling Tower Belt.
- Installation of New Cooling Tower Fan Sheave.
- Start and test equipment for proper operation
- Removal and disposal of existing equipment
- General cleanup of work area upon completion of the install
- All equipment, labor, and basic materials necessary to complete the project.

Repair Price.....\$17,086.00

Overnight shipping Add:.....\$1,500.00

Our Scope Excludes:

- Any other work not mentioned or specifically excluded above
- Painting, patching, cosmetic work or any work not pertaining to the HVAC or plumbing system

WARRANTY: Our warranty on work performed is one (1) year, parts and labor. Standard equipment warranty from manufacturer is (1) years on parts.

TERMS OF PAYMENT: **DUE TO SPECIAL ORDER & SHIPPING ARRANGEMENTS, PAYMENT DUE IN FULL UPON RECEIPT OF INVOICE.** Material and equipment furnished under this proposal shall remain the property of the seller until final payment has been received

Customer Signature & Date

March 27, 2018

Origin at Seahaven Condominium Association
Attn: Billy Stavridis
15100 Front Beach Road
Panama City Beach, FL 32413

Project: Evapco, S#6-304375, Cooling Tower #1, Fan Assembly and Shaft Repairs Proposal

Billy,

Comfort Systems USA Southeast is pleased to propose the following proposal for your approval:

Scope of work:

- Isolate, secure and disconnect electric and valve off water to Evapco Cooling Tower #1.
- Provide labor and materials to remove existing Fan Assembly and Fan Shaft.
- Provide labor and materials to install new Fan Assembly and Shaft Kit. Repairs include new hub, blades, shaft, bearings, fan sheave, bushing, installation hardware, fan belt and fan sheave.
- Due to the amount of rust, this project may take up to two days for two men to complete. Cooling Tower #2 would remain in operation at all times while repairs are being made to Cooling Tower #1.
- Start-up system and monitor for proper operation.
- Manufacturer's lead-time is 6 - 8 business days.
- Project is priced with normal working labor hours.

Comfort Systems will perform this work for

\$18,122.00

Notes/General Provisions:

- All work will be performed during normal working hours unless otherwise noted.
- A 1-year parts warranty 90-day labor warranty is included with this proposal, which will begin at the completion of this project unless noted otherwise. Parts warranty may be limited by the manufacturer.
- Prices contained herein are for a complete job including labor, material, sales tax and permits as applicable unless otherwise noted.
- Payment terms are "Net 30 Days" unless otherwise noted herein.
- This proposal is valid for 30 days unless validated in writing by CSUSA Southeast.
- This proposal is subject to progressive invoice schedule as outlined in the Invoice Schedule above.
- This Agreement sets forth all of the terms and conditions (pages 2-3) binding upon the parties and no person has the authority to make any claim, representation, promise, or condition on behalf of the Contractor, which is not expressed herein.
- Any alteration or deviation from the above proposal involving extra cost of material or labor will become an extra charge over the sum stated above.

- The contents of this document are proprietary, including scope and pricing, are intended for use by individuals within the above listed company. Any distribution of this document or its contents to any person or company outside the addressed without express written consent of the original creator is strictly prohibited.

Please contact me should you have any questions.

Best Regards,

Charles Weathersby
M#850-867-3779

Customer Approval

Name _____

PO# _____

Date: _____

PROJECT TERMS AND CONDITIONS

The following terms and conditions are incorporated into and a part of the Project Agreement (the "Agreement") between Comfort Systems USA Southeast ("Contractor") and Customer:

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.

2. Contractor warrants that the workmanship hereunder shall be free from defects for ninety (90) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.

3. LIMITATIONS OF WARRANTY. CONTRACTOR MAKES NO OTHER WARRANTIES, EXCEPT AS DESCRIBED IN PARAGRAPH TWO ABOVE, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE PARTIES AGREE THAT THIS LIMITATION OF WARRANTIES IS COMMERCIALY REASONABLE UNDER THE CIRCUMSTANCES OF THIS CONTRACT, AND THAT THESE LIMITATIONS ARE AN ESSENTIAL TERM OF THIS CONTRACT.

4. Contractor will invoice Customer on a monthly basis unless other specific invoicing arrangements are detailed within the body of the proposal.

5. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the Customer will be invoiced for all work performed including costs for equipment and/or materials in production at the time of work stoppage. These amounts shall become due and payable immediately without notice or demand. In addition, if Contractor does not receive payment of a properly submitted invoice within thirty (30) days, Customer shall accrue a late charge on the balance outstanding at the lesser of (a) 1 1/2% per month or (b) the highest rate allowed by law, in each case compounded monthly to the extent allowed by law. If any payment is late, all balances under this agreement shall be accelerated and shall become immediately due and payable.

6. Contractor specifically excludes collective bargaining agreements, project labor agreements, living wage requirements, Davis-Bacon or Service Contract Act wages, or any other similar wage specific agreements unless noted specifically within the body of this proposal. As these requirements vary from County to County or are very job specific it is prudent that Contractor and Customer fully acknowledge in writing when any of these are required.

7. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

8. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.

9. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all costs, including taxable costs, and all attorneys' fees incurred by Contractor, including, without limitation, all fee and costs incurred in finalizing a supplemental judgment for fees and costs.

10. Limitations of Remedy. In the event of a breach by Contractor of the terms of this Agreement, including without limitation Section 2, or in the event Customer incurs any liability in connection with the rendering of services by Contractor, Customer's sole remedy against Contractor shall be for Contractor to re-perform the services in accordance with the warranty or, if such services cannot be re-performed or such re-performance does not cure the breach or the liability, to refund to Customer the amount paid to Contractor under this Agreement, up to Customer's direct damages caused by such breach or liability. Notwithstanding the foregoing, in no event shall the liability of Contractor in connection with any products or services, whether by reason of breach of contract, tort (including without limitation negligence), statute or otherwise exceed the amount of fees paid by Customer to Contractor for those products or services. Further, in no event shall Contractor have any liability for loss of profits, loss of business, indirect, incidental, consequential, special, punitive, indirect or exemplary damages, even if Contractor has been advised of the possibility of such damages. In furtherance and not in limitation of the foregoing, Contractor

shall not be liable in respect of any decisions made by Customer as a result of Contractor's services. The customer waives any claims for consequential damages, and damages shall be limited to the cost of repair or replacement of the equipment purchased. The parties agree that these limitations of remedies are commercially reasonable under the circumstances involved in this agreement, and that this limitation is an essential term of this contract made to induce Contractor to enter this agreement.

11. Contractor shall not be liable for any delay, loss, damage or detention caused by acts or circumstances beyond its control including, without limitation, unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, war, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control.

12. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, liabilities, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder or any act or omission arising out of or related to this Agreement, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor. Further, and notwithstanding the preceding sentence, Contractor shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses and expenses related to mold or to the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold. Contractor agrees that this indemnity agreement is commercially reasonable and that contractor has reduced the price of its equipment and services by \$100 as separate consideration for this indemnity agreement.

13. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.

14. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos, mold or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. As previously provided, Contractor shall be held harmless and shall not be liable for any claims, liabilities, damages, losses and expenses related to such substances, wastes and materials, including the failure to identify or notify Customer of such substances, wastes and materials.

15. This Agreement is between Contractor and Customer alone, and neither intends that there be any third party beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services on Customer's behalf, Contractor is not assuming any duty or obligation to any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members. Customer agrees to indemnify and hold Contractor harmless from and against any and all liabilities, losses, claims, costs, expenses and damages (including without limitation reasonable attorneys' fees) incurred by Contractor by reason of a claim brought against Contractor by any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members with respect to the services provided by Contractor on Customer's behalf.

16. Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or present itself, directly or indirectly, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

17. This Agreement constitutes the entire understanding among the parties hereto and supersedes any and all prior agreements and understandings, oral or written, relating to the subject matter hereof. It sets forth the terms for the provision of any products or services Contractor may provide Customer, whether in connection with the particular engagement that is identified as the subject of this Agreement or otherwise, unless and until a written instrument is signed by an authorized representative of Contractor agreeing to different terms. This Agreement shall not be assignable by Customer without the express prior written consent of Contractor. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. **THE PARTIES HERETO EXPRESSLY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY LITIGATION ARISING FROM OR RELATING TO THIS AGREEMENT.** The exclusive venue and jurisdiction for any action arising under or relating to this Agreement shall be the state courts of Escambia County, Florida.

18. Each party agrees they have read the terms of this Agreement and have had opportunity to consult with legal counsel regarding the same. In the event any portion of these terms and conditions is held invalid or inoperative, the other portions of these terms and conditions shall be deemed valid and operative and, so far as is reasonable and possible, effect shall be given to the intent manifested by the portion held invalid or inoperative. Moreover, in the event any court of competent jurisdiction shall determine that the scope or terms of any restriction set forth herein is unreasonable, then it is the intention of the parties that such restriction or term be enforced to the fullest extent which the court deems reasonable, and these terms and conditions shall thereby be reformed.