

Exhibit A

The follow is to be used as a guideline when performing the annual review for the management company:

1. Communication.

- a. Was communication performed effectively over the past 12 months? Y or N
- b. Were e-mails or phone calls responded to within 1 working day? Y or N
- c. Were questions answered within a reasonable time period considering the complexity of the questions asked? Y or N

Overall Communication was considered to be:

1 2 3 4 5

Unacceptable Acceptable Outstanding

2. Financial.

- a. Were monthly financial reports sent on time each month? Y or N
- b. Were financial reports found to be accurate? Y or N
- c. Was the draft annual budget prepared on time Y or N
- d. Was the Tax return completed in a timely manner? Y or N
- e. Were bills paid in a timely manner Y or N
- f. Was the collection policy followed and late fees assessed? Y or N

Overall Financial Tasks were considered to be:

1 2 3 4 5

Unacceptable Acceptable Outstanding

3. Rules & Regulations.

- a. Were there any violations that were not addressed? Y or N

Overall Rules and Regulations Tasks were considered to be:

1 2 3 4 5

Unacceptable Acceptable Outstanding

4. Overall Performance.

- a. Where there any errors or mistakes made by the management company that were left unresolved? Y or N

- b. Were the interactions with the Management Company professional and courteous?
Y or N
- c. Were subcontractor relationship managed well? Y or N
- d. Is the community happy and healthy? Y or N
- e. Aesthetically does the community look pleasing? Y or N
- f. Overall was the relationship enjoyable? Y or N

Recommendation:

RENEW CONTRACT

OR

CANCEL CONTRACT

If renewing please list areas that are felt that are in need of improvement over the next 12 months by the Management Company:

General Comments:

Person who completed this Review:

Date: