

Wellington Station/Ethan's Glen HOA
Secretary Services Request for Proposal (RFP) for Year 2026
Form approved by the Board: 2020-09-28

This document outlines the desired services to be provided by

_____ (Thereafter Vendor).

Address: _____

Phone #: _____ E-Mail: _____

If accepted by Association, the proposal below shall be delivered to the Vendor as an Agreement for service. No agreement for services shall be binding without authorized signatures from both parties.

Please return by September 15, 2025 to:

Ethan's Glen Homeowners Association, 3915 NE 22nd Lane, Ocala, FL 34470

Specifications for the Secretary Services Agreement are as follows:

1. TERM - The period for this service shall be one (1) year, from Jan 1, 2026 - Dec 31, 2026

2. SERVICES

Record Keeping

- Ensure Association records, documentation, and postings are kept in accordance with all State of Florida Association laws
- Accurately and completely maintain homeowner records/status
- Archive records
- Regularly, back up digital files
- Submit updated PDF files to Webmaster

Support Directors

- Prepare/complete monthly Board meeting agenda and minutes
- Copy and distribute minutes to block captains for distribution to resident owners
- Email minutes to those who requested it (resident and non-resident owners)
- Mail minutes via US postal to non-resident owners
- Scan/save and postal mail notices from Compliance and Fining Committees
- Maintain vendor files and documents
- Provide secretarial support to Directors and Committees
- Coordinate with President and attorney as needed

Manage Annual Meeting of Members

- Secure meeting venue in preceding summer
- Prepare/postal-mail packet (agenda, ballot and proxy, budget) 6 weeks prior and mail packets to all homeowners 2 weeks prior to annual meeting
- Take minutes, write minutes, copy and give to block captains for distribution
- Email minutes as requested by resident and non-resident owners
- Mail minutes via US postal to non-resident owners
- Archive ballots

Member correspondence

- Respond to Members' questions
- Correspond with members (via postal mail, phone, email, text)

3. EXCLUSIONS - Update EGHOA google drive and website

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4. CANCELLATION - This agreement may be cancelled by either party with or without cause. A minimum of thirty (30) days' notice must be sent by Certified Mail - Return Receipt Requested by the terminating party.

5. LITIGATION - In the event of any litigation arising from the execution of this agreement, the prevailing party shall be entitled to recover any attorney fees as well as related costs and expenses for the enforcement of the rights and obligations of the parties to this agreement.

6. COST OF SERVICE _____

Signature EGHOA _____ by Hellena Smejda, President Date _____

Signature Vendor _____ by _____ Date _____