

DIXIE DAIMWOOD  
DAVISSON F. DUNLAP, JR.  
DAVISSON F. DUNLAP, III \*  
KRISTIN A. GARDNER  
MICHAEL J. HENRY  
LANA A. HILLIS  
ROBERT L. KAUFFMAN +  
DAVID H. MILAM  
COLLEEN C. SACHS \*\*  
CHRISTINE SUTHERLIN \*\*\* +  
GARY A. SHIPMAN \*\*  
JOHN P. TOWNSEND  
AARON A. WHITE  
WILLIAM E. WHITNEY

BOARD CERTIFIED - CONSTRUCTION LAW \*  
CERTIFIED CIRCUIT COURT MEDIATOR \*\*  
FL LICENSED CPA & LLM (TAXATION) \*\*\*  
NOT ADMITTED TO THE FL BAR \*\*\*\*  
ALSO ADMITTED IN AL +



**PLANNING & DEVELOPMENT CONSULTANT:**  
\*\*\*\* MELISSA WARD

**OF COUNSEL:**  
JAMES C. BARTH

2063 SOUTH COUNTY HIGHWAY 395  
SANTA ROSA BEACH, FLORIDA 32459  
PHONE: 850-231-3315  
FACSIMILE: 850-231-5816

2065 THOMASVILLE ROAD, SUITE 102  
TALLAHASSEE, FLORIDA 32308  
PHONE: 850-385-5000  
FACSIMILE: 850-385-7636

**REPLY TO: TALLAHASSEE OFFICE**

December 6, 2018

Via Email

Property Owners Association, Inc.  
c/o Lisa Smith, its property manager

Re: Proposal for representation of Ox Bottom Crest Homeowners Association, Inc.

Dear Board of Directors:

I am writing to confirm that Ox Bottom Crest Homeowners Association, Inc. ("Ox Bottom Crest HOA") would like to engage my firm as legal counsel in connection with general legal matters and other matters involving assessment collection, including, drafting claims of lien, foreclosures and other legal collection actions. I am pleased to have this opportunity to represent Ox Bottom Crest HOA and will endeavor at all times to provide effective, efficient, and responsive service.

All other matters will be billed at an hourly basis for my services. My current hourly rate for this matter will be \$250.00 per hour and \$90.00 per hour for paralegals. This rate and the rates of other attorneys in the firm are periodically adjusted, and the rates in effect when services are rendered will be used in preparing our statement. If you have any questions about those adjustments, I will, of course, be happy to discuss them with you.

In the future, the nature or scope of the services we are to render may change; and in that event, it may be necessary for me to seek a modification of this agreement.

I am mindful of your interest in controlling the cost of legal services and will make every effort to represent you efficiently and in a cost-effective manner. Toward this end, I will attempt to ensure that work is allocated among attorneys (or paralegals, where appropriate) to maintain high quality service at a reasonable cost. To the extent practicable and consistent with our professional responsibilities, I will accommodate your wishes about staffing this case.

Clients are responsible for our customary charges for expenses related to legal services rendered and for disbursements incurred by the firm on the client's behalf. Bills for some third-party costs may be transmitted directly to you for payment, and it is expected that these bills will be paid by you upon receipt. You are responsible for all such costs and charges.

Letter to Ox Bottom Crest HOA  
December 6, 2018  
Page 2

We will send you an invoice for our fees and costs each month. We will include with the invoice a reasonably detailed description of the services and costs covered by the invoice. Our statements are due on receipt. A monthly service charge of one and one-half percent (1½%; 18% per year) will be added to delinquent accounts. The firm reserves the right to terminate its services if statements are not paid when due. Termination will not discharge the obligation to pay the firm all amounts due.

Please write or call me at any time if you have any question about an invoice or about our services. I will be pleased to discuss any concerns that any of you may have.

If these arrangements are satisfactory, please sign this letter and return it to me at your earliest convenience.

I look forward to working with you on this matter, and again, I appreciate the opportunity to be of service to your association.

Sincerely yours,

DUNLAP & SHIPMAN, P.A.

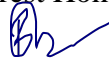


Kristin A. Gardner

**Acceptance of Engagement**

Accepted and agreed to this \_\_\_\_ day of \_\_\_\_\_, 2018.

Ox Bottom Crest Homeowners Association, Inc.



By:                     **Rakesh Sharma**                    

Its:                     **President**