

**EXHIBIT "A"**

**SERVICES INCLUDED IN THE MANAGEMENT FEE**

i. Rent Collection. Collect rents, security deposits and all other required tenant payments, and to deposit such monies in a Property Trust Account with Bank of America. Serve notice of termination of tenancies, notices to perform covenant or quit or notices to pay rent or quit and such similar other notices as Newport Pacific may deem appropriate. If requested by Owner, employ attorneys approved by Owner for the purpose of enforcing Owner's rights under the leases and rental agreements and instituting legal action on behalf of Owner.

ii. Rental of Spaces. Advertise the availability for rent or lease, and shall as appropriate display signs when there are vacancies. Newport Pacific shall screen and use due diligence in the selection of prospective tenants, in accordance with applicable Fair Housing Laws, and in accordance with leases and regulations and policies as established and approved by Owner.

iii. Disbursement. Disburse funds on a monthly or quarterly basis to Owner, as agreed between Owner and Newport Pacific. Accompany disbursements with income and expense reports, and other back up information as reasonably requested by Owner.

iv. Inspections; Maintenance. Provide all services reasonably necessary for the proper management of the Property including periodic inspections, supervision of maintenance, and arranging for such improvements, alterations, and repairs as may be required in accordance with the Property budget approved by Owner.

v. Employees/Independent Contractors. Hire, supervise and discharge all on-site employees and independent contractors required in the operation and maintenance of the Property. Compensation shall be in such amounts as approved by Owner and the employment of any employee shall be terminable at will. All such employees are employees of Newport Pacific and all related expenses including compensation, employment taxes and insurance are Property expenses even though they shall be Newport Pacific employees. Owner acknowledges that this Agreement does not relate to the services of any particular individual employed by Newport Pacific, and that the assignment of Newport Pacific employees to perform services shall be at the sole discretion and direction of Newport Pacific; provided that Newport Pacific shall replace or reassign any employee at the reasonable request of Owner.

vi. Resident Services. If requested by Owner and at Owner's cost, provide 24-hour answering service with "live" secretary. After hours emergency calls shall be put through to property manager on call. If requested by Owner, Newport Pacific shall use its best efforts to have bilingual staff available at all times.

vii. Utilities. To execute service contracts for utilities and services for the operation, maintenance and safety of the Property as Newport Pacific deems necessary or advisable provided that the terms are within the budget approved by Owner and the term of the contract does not exceed the current term of the Agreement.