

As appropriate, coordinate with the local utilities to cause all utility meters to be read at least monthly and bill tenants, utility bills shall be included with the monthly rental bills sent to all tenants. Newport Pacific shall have available and provide to qualified residents, all appropriate forms regarding any discounted utility rates as provided by law.

viii. Bill Payment. Pay the bills including utility, service bills, leases, management fees, insurance premiums and costs, operating expenses and improvements from the gross receipts and providing monthly accounting in detail acceptable to the Parties.

ix. Supervision of the management and on-site operations:

- a. Set marketing plan;
- b. Establish site and rental policies;
- c. Maintain good resident and public relations;
- d. Collection of income;
- e. Pre-qualifying prospects and leasing vacant spaces;
- f. Office administration;
- g. Complete maintenance supervision;
- h. Janitorial and other vendor management;
- i. Grounds, building and equipment maintenance;
- j. Inventory control, purchasing;
- k. Site employee management;
- l. Bad debt management;
- m. Landlord/Tenant legal assistance.

x. Price investigation and review of new vendors.

xi. Site inspections by Newport Pacific regional managers (and principals as appropriate) and Owner managers (and principals as appropriate).

xii. Preparation of payroll and maintenance of required payroll records.

xiii. Develop alternative secure bids and supervise minor construction and repair work performed by outside contractors.

xiv. Accounting:

- a. Assemble monthly Owner's reports, and distribute:
 - (i) Profit & Loss Statement;
 - (ii) Budget vs. actual comparison;
 - (iii) General ledger;
 - (iv) Rent rolls.
- b. Prepare monthly variance analysis and site status summary.