

c. Prepare annual budget.

xv. Off-Site Management. Provide off-site management services including regular on-site visits and inspections to supervise the on-site manager.

xvi. Equipment. At Owner's cost and expense, ensure that necessary equipment is available for on-site manager (e.g. office equipment, hand tools, miscellaneous maintenance equipment, and utility trailer), for the proper operation and maintenance of the Property.

xvii. Computer Billing Services. At Owner's costs and expense, provide computer-billing services to the Property complete with monthly printouts showing all charges billed to each resident.

xviii. Permits. Maintain or assist Owner, at Owner's cost, in maintaining all permits required to operate the Property by State or local law.

xix. Annual Gas Leak Survey. Arrange, at Owner's cost, for a yearly gas leak survey by an independent outside third party.

xx. Meter Change Outs. At Owner's cost, work with weights and measures on meter change outs to verify proper operation of all meters.

xxi. Potential Sales. Advise Owner of all potential mobile home sales in the Property as soon as possible. Act only as Owner's agent in mobile home sales if requested, for fee to be negotiated. Shall not act as agent for seller for any mobile home sale on the Property or to be located on the Property.

xxii. Construction. Notify Owner immediately of attempts by residents to obtain construction permits or actual construction on the Property. No construction on the Property is allowed without the prior written approval of Owner.

xxiii. Compliance with Laws. Comply with all applicable laws relating to the Property and services to be provided.

xxiv. Delivery to Tenants. As applicable, provide a copy of Mobile Home Residency Law of the State in which the Property is located with required leases approved by Owner and the rules and regulations for the Property to tenants, as necessary and appropriate. Provide annual updates as required by law.

xxv. Periodic Statements. Render monthly itemized statements of receipts, expenses, charges and accruals and to remit to Owner receipts less disbursements and accruals for future expenses. In the event disbursements shall exceed receipts, Owner shall promptly remit such deficit to Newport Pacific.

xxvi. Annual Budget. Prepare an annual operating budget for Owner approval with projection of estimated income and expense for operation of the Property.