



Reliable Sun Management, LLC

PROJECT MANAGEMENT / OWNER REPRESENTATION AGREEMENT

This Project Management Agreement ("Agreement") is entered into on March 16th, 2026 by and between:

Owner: Golden Arrow Condominium, Inc.

Address: 299/ 298 7th/ 6th Streets Boca Raton Florida 33432

and

Project Manager: James Martin

Company: Reliable Sun Management LLC

Address: 1099 NW 111th Way Coral Springs Florida 33071

1. Project

Owner retains Project Manager to coordinate and manage improvements or repairs at the following property:

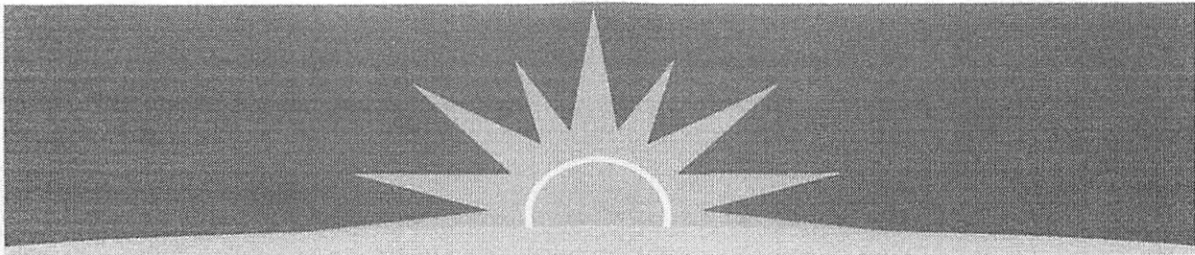
Property Address: 299/ 298 7th/ 6th Streets Boca Raton Florida 33432

Project Description (general scope): Roof (s) Replacement, 2 Buildings

2. Scope of Services

Project Manager shall provide administrative and coordination services for the project, which will include:

- Preparing in the preparation of project specifications and scope of work.
- Soliciting and coordinating contractor bids.
- Reviewing bids and providing recommendations to Owner.
- Coordinating contractor selection with Owner approval.



- Scheduling and overseeing work progress.
- Conducting periodic site visits to monitor project progress.
- Coordinating required permits and inspections.
- Collecting contractor insurance certificates when required.
- Obtaining contractor lien releases prior to payment when applicable.
- Confirming permit sign-offs and final approvals from the applicable municipality.
- Coordinating communication between Owner, contractors, and vendors.
- Project Manager shall act solely as a coordinator and representative of Owner and shall not act as a general contractor or construction professional unless separately licensed and contracted to do so.

3. Owner Responsibilities

Owner agrees to:

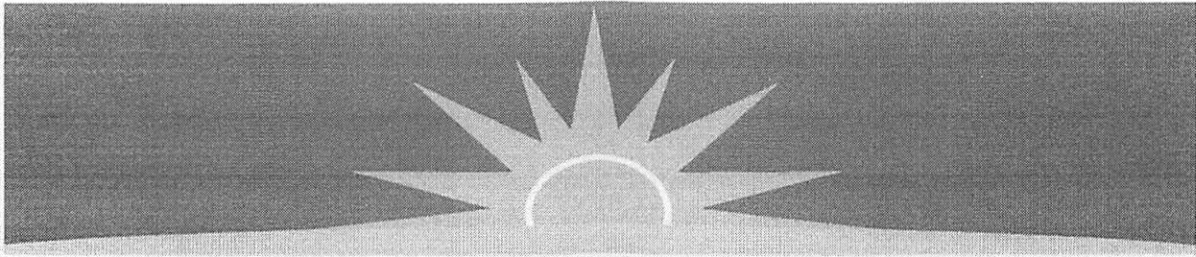
- Approve contractor selection and project scope.
- Provide timely decisions and funding for project expenses.
- Pay contractors and vendors directly unless otherwise agreed in writing.
- Maintain appropriate property and liability insurance.

4. Compensation

Owner agrees to compensate Project Manager as follows (select one):

- ☒ Flat Fee: \$ 10,000
- ☐ Percentage Fee: _____ % of the total project cost.
- ☐ Hourly Rate: \$ _____ per hour.
- ☐

5. Payment Schedule: 50% deposit due upon signing this Agreement. The remaining balance shall be paid upon project completion when the City of Boca Raton issues final permit sign-off.



6. Independent Contractors

All contractors and vendors hired for the project are independent contractors and are not employees, agents, or subcontractors of the Project Manager.

Project Manager shall not be responsible for the means, methods, quality, or safety of the contractor's work.

7. Insurance and Licensing

Contractors performing work shall maintain appropriate licenses and insurance as required by law. Project Manager may request proof of such insurance but does not guarantee contractor compliance.

8. Liability Limitation

Project Manager shall not be liable for:

- Contractor performance or workmanship
- Construction defects
- Project delays caused by contractors, suppliers, or permitting agencies
- Cost overruns beyond approved budgets
- Project Manager's role is limited to administrative coordination and oversight.

9. Indemnification

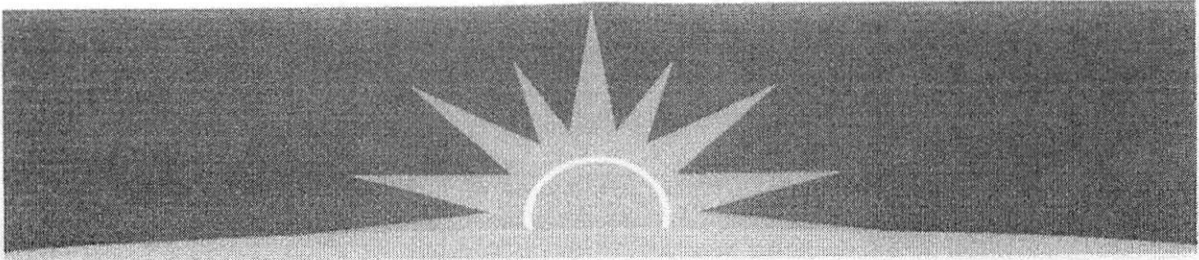
Owner agrees to indemnify and hold harmless Project Manager from claims arising from contractor work, project construction, or third-party actions related to the project.

10. Term and Termination

This Agreement shall remain in effect until the project is completed.

11. Governing Law

This Agreement shall be governed by the laws of the State of Florida.



12. Entire Agreement

This document represents the entire agreement between the parties and may only be modified in writing signed by both parties.

Owner

Signature: Mary Gerakopoulos for Golden Arrow

Name: Mary Gerakopoulos

Date: 3/16/26

Project Manager

Signature: James Martin

Name: JAMES MARTIN

Company: Reliable Sun Management LLC

Date: 3/13/26