



INSIGHT COMMUNITY SOLUTIONS™

CONSULTING AGREEMENT

This Consulting Agreement (the "Agreement") is entered into as of June 12, 2025, by and between Insight Community Solutions™, a Florida Limited Liability Company ("Consultant"), and Brickell Place Phase II Association Inc., with its principal place of business at 1925 Brickell Avenue, Suite D-201, Miami, Florida, 33129 ("Association").

1. Engagement of Services

Association hereby engages Consultant, and Consultant agrees to provide consulting services as described in Statement of Work. The specific scope of work and related tasks detailed in the Statement of Work may be amended from time-to-time by mutual written agreement of the parties.

2. Term

This Agreement shall commence on June 23, 2025 and shall continue for three months, and may be renewed for an additional 3 months at the option of the Board. This Agreement may be terminated in accordance with the provisions of paragraph 4.

3. Compensation

In consideration for the Services to be performed by Consultant, Association agrees to pay Consultant as set forth in the Statement of Work.

4. Termination

4.1 Termination for Convenience: Either party may terminate this Agreement for any reason upon thirty (30) days' written notice to the other party.

4.2 Termination for Cause: Either party may terminate this Agreement immediately upon written notice if the other party breaches any material provision of this Agreement and fails to cure such breach within fifteen (15) days after receiving written notice of the breach.

4.3 Effect of Termination: If this Agreement is terminated, no further payment shall be required and no further services shall be performed.

5. Independent Contractor

Consultant shall perform the Services as an independent contractor and not as an employee of Association. Consultant shall have no authority to bind Association in any manner.

6. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or confidential information provided by the other party and to use such information solely for the purpose of performing the Services. This confidentiality obligation shall survive the termination of this Agreement.

7. Prevailing Party Fees and Costs

In the event of any dispute arising out of or relating to this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees, court costs, and other legal expenses from the non-prevailing party.

8. Miscellaneous

8.1 Governing Law: This Agreement shall be governed by, and construed in accordance with, the laws of the State of Florida. The parties hereby agree that the exclusive jurisdiction for any disputes arising out of or relating to this Agreement shall be the state or federal courts located in Miami-Dade County, Florida.

8.2 Entire Agreement: This Agreement, including the Statement of Work, constitutes the entire agreement between the parties and supersedes all prior or contemporaneous agreements or understandings, whether written or oral.

8.3 Amendments: Any amendment to this Agreement must be in writing and signed by both parties.

8.4 Severability: If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

8.5 Notices: Any notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person, by certified mail, or by email with confirmation of receipt to the addresses set forth below.

Consultant: Insight Community Solutions™ LLC, 333 NE 24th Street, Unit 1709, Miami, Florida, 33137 – Vanessac@insightcommunitysolutions.com

Association: Brickell Place Phase II Association Inc, 1925 Brickell Avenue, Suite D-201, Miami, Florida, 33129.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Vanessa Conde

Insight Community Solutions™ LLC
By: Vanessa Conde
Title: Managing Partner

Brickell Place Phase II Association Inc.
By: Eleonora Gabaldon
Title: President of the Board

Proposal for Statement of Work (SOW)

Compensation:

- An initial fee of \$10,000 payable upon the execution of this agreement.
- A monthly fee of \$10,000 will be due 30 days after the payment date of the initial fee. And then on that date each month thereafter.
- Term: 3 months with review at end of term to engage another 3 months
- Reimbursement for reasonable and necessary expenses incurred by the Consultant in connection with the performance of the services, provided such expenses are pre-approved by the Association.

Invoices for monthly fee, additional services, and expenses will be submitted monthly, and payment is due within 7 days of receipt of each invoice.

Any invoice not paid within 30 days shall bear interest at the rate of 7% per month until paid in full.

Term:

- This Agreement shall commence on June 23rd, 2025 and shall continue until terminated in accordance with the provisions of this Agreement.

II. Scope of Work (SOW)

1. Software Implementation, Processes & Financial Compliance

- Provide software implementations / deployment / training.
- Assist in owner's staff to ensure integration, implementation and staff training by Condo Control and Auto Control in their contract agreement. Guide and Assist in uploading necessary information to Condo Control. And ensure ongoing staff usage and proficiency and provide guidance and support to staff for full implementation.
- Assist owner's staff to ensure integration, implementation, and staff training by the Condo Control and Auto Control systems. Guide and assist employees



INSIGHT COMMUNITY SOLUTIONS™

Proposal for Statement of Work (SOW)

Prepared by Insight Community Solutions

Project: Operational, Staffing, and Facilities Optimization for Brickell Place II

Date: June 12th, 2025

Proposed Term: 3 months

Check-in & Adjustment Period: 3-month midpoint (90-day review) to engage an additional 3 months

I. Executive Summary

Insight Community Solutions™ LLC proposes a comprehensive six-month engagement with Brickell Place II to assess, optimize, and implement key improvements in three critical operational areas: **Software & Financial Process Automation, Staffing & Organizational Development, and Facilities & Project Oversight**. This engagement is designed to increase operational efficiency, compliance, and resident satisfaction through a structured implementation and evaluation plan.

II. Scope of Work (SOW)

1. Software Implementations, Processes & Financial Compliance

- PMS software integrations / deployment / training.
 - Act as owner's rep to ensure integration, implementation and staff training by Condo Control and hold Control to their contractual agreement. Guide and Assist employees in uploading necessary information to Condo Control. And monitor ongoing staff usage and proficiency and provide guidance and support to staff for full implementation.
 - Act as owner's rep to ensure integration, implementation, and staff training by GetQuorum, the electronic voting platform. Guide and assist employees

in preparing and uploading necessary information, and monitor ongoing staff usage, proficiency, and the rollout and communication to the community.

- Identify manual processes and introduce automation tools (ie. amenity bookings, work orders, packages, banking – AR/AP, etc.)
- Review responsibilities of current in-house staff and 3rd parties (Accounting Firm, Security, HouseKeeping) to ensure workload distribution aligns with best practices.
- Recommend new systems or upgrades to current tools to improve compliance, tracking, and reporting.
- Implementation of secure communication systems to replace informal and unsecured messaging channels, ie. email accounts.
- Automation of estoppel and Notice of Commencement requests.
- Engage with CondoControl to determine need for website and statutory compliance.

2. Staffing & Organizational Performance

- Evaluate and make recommendations regarding staff responsibilities, organizational charts, schedules, job descriptions, and departmental SOPs.
 - Provide resource recommendations to fill gaps and to evaluate redundancy and reallocation based on analysis of our staffing, operations, and risks
- Conduct performance evaluations and coaching sessions.
- Review hourly vs. salary requirements.
- Assist in hiring, cross-training rotation and onboarding framework for new hires.
- Evaluate employee benefits, recognition systems, and time tracking tools.
- Assess in-house staff performance and propose 3rd party vendor alternatives as needed.
- Implementation of Employee / Facilities Handbook.
- Create job descriptions for all employee positions.

3. Facilities Inspection & Optimization

- Conduct physical inspections for compliance, safety, and efficiency.
 - Make recommendations to increase safety and security of the property and the residents
- Review space usage and propose restructuring plans and the repurposing of poorly used spaces where necessary.
- Develop and update facility manuals and inventory management systems.
- Review in-house projects, including cost recovery, tracking methods, and internal billing clarity.
- Look for cost savings and revenue generating opportunities.

- Ensure compliance with DBPR, Chapter 718, Florida Legislature – House Bills 1021, SB 154 and HB 837 - CPTED, Building Department, Fire Marshall, Department of Health, EPA and DEP.

Additional Strategic Focus

- Review current sources of Revenue and make recommendations on optimization of revenue sources and potential new revenue sources. And/or make recommendations to eliminate current services due to potential compliance issues.
- Governance and fiduciary training for Board members based on Florida Statutes and association best practices.
- Set-up of secure Board communication channels (email, task tracker, cloud storage).
- Establish consistent resident communication channels for transparency (email, newsletters, dashboards).
- Assist and participate in the execution of board (open and closed), town hall, annual meetings, and community gatherings to ensure compliance with Florida Statute and to foster proper community engagement.
- Facilitate Board goal-setting and strategic visioning sessions.

III. Work Plan & Timeline

Phase	Duration	Key Activities
Phase 1: Discovery & Assessment	Days 1–30	• Meetings with staff, board, and key stakeholders, Condo Control, Get Quorum, etc. Begin staff reviews and tool implementation. • Full evaluation of existing systems, processes, staffing, and facilities • Set baseline KPIs and success metrics • Monthly strategic adjustment.
Phase 2: Strategy Development & Pilot Implementation	Days 31–60	• Develop strategic road map for all 3 areas • Launch communications framework for residents and board • Implement revised account/financial procedures • Monthly strategic adjustment
Phase 3: Implementation & Monitoring	Days 61–90	• Deploy SOPs and staff coaching initiatives • Begin facilities restructuring projects • Prepare mid-point performance review • Monthly strategic adjustment
Phase 4: Midpoint Review & Strategic Adjustment	Days 91–100	• Present performance report to the board • Make necessary adjustments to strategy, tools, staffing plans • To be determined based on midpoint review
Phase 5: Optimization & Final Rollout	Days 101–120	• Continue implementation based on revised strategy • Finalize hiring and process automation • Distribute updated manuals, charts, and documentation
Phase 6: Evaluation & Performance Analysis	Months 5–6 (Days 121–180)	• Conduct full performance evaluation of all departments • Final reporting and transition planning • Recommend long-term solutions for sustainability and continued performance tracking

IV. Project Oversight

This project will be led by a dedicated team from Insight Community Solutions™ LLC with expertise in:

- HOA and property management compliance
- Staff and vendor optimization
- Technology implementation
- Facilities management

A bi-weekly status update will be provided to the Board, and full transparency will be maintained through shared documentation.

- The Board will provide full access to key staff, Board members, operational data, and systems.
- Training sessions will be delivered both onsite and virtually, depending on topic and availability.
- The Board will assign a liaison to coordinate engagement progress and approvals.

At the conclusion of the six-month engagement, Insight Community Solutions™ LLC will also provide a proposal for ongoing quarterly inspections—covering both operational and physical aspects of the property—to support continued performance, compliance, and long-term planning.

V. Fee Structure

\$10,000 per month

- An initial fee of \$10,000 payable upon the execution of this agreement.
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- Term: 3 months with review to engage an additional 3 months
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VI. Approval & Next Steps

To proceed with the project, Insight Community Solutions™ LLC will prepare a formal engagement agreement upon approval of this SOW. Initial kickoff meetings can begin within 10 days of acceptance.

Prepared By:

Insight Community Solutions™ LLC

Vanessa Conde, Managing Partner

[Name, Title]

Vanessa Conde

[Signature Line]

Approved By:

Brickell Place Phase II Condominium Association

Eleonora Gabaldon

[Name, Title]

EG

[Signature Line]

Contact Information

Insight Community Solutions™ LLC

Vanessa Conde – Managing Partner

vanessac@insightcommunitysolutions.com

305-546-6683

www.insightcommunitysolutions.com



INSIGHT COMMUNITY SOLUTIONS™

INVOICE

Invoice Number 1
Invoice Date: 6/11/25

Insiaht Community Solutions

333 NE 24th St
Miami, FL 33137
(305) 546-6683

www.insiahtcommunitysolutions.com
info@insiahtcommunitysolutions.com

Bill To: Eleonora Gabaldon
Brickell Place Phase II Association
1925 Brickell Avenue, Suite D-201
Miami, FL 33129
(305) 858-3891

Item #	Description	Date Of Service	Unit price	Price
Brickell Place II Management Consulting	Initial Fee	6/12/25		\$10,000.00
Invoice Subtotal				\$10,000.00
Deposit Received				\$0.00
TOTAL				\$10,000.00



Please make all checks payable to Insight Community Solutions™ LLC
info@insightcommunitysolutions.com | www.insightcommunitysolutions.com
Terms: Paid Upon Receipt