

Dear Owners,

We're looking onward...

And your collaboration is requested.

Several committees will be established to begin functioning immediately.

Kindly provide your brief bio and contact information for consideration at a committee member in the following:

Budget-Finances-Accounting Committee – Ideal candidate should have a background in bookkeeping, accounting, business management, budgeting and or property management. You will be asked to meet regularly with Odalys Sierra, Treasurer and coordinate historical and current budget, contracts, finances, banking and accounting with the accounting department of Caribbean Property Management.

Monthly reports will be submitted to the Board of Directors and Property Manager for recommendations and analysis.

Monthly updates approved by Eduardo Calil and Odalys Sierra for posting on Keylargoceanresort.com by the 15th of each month and emailed blast sent to all owners.

Architecture Review and Construction Committees – Ideal candidates should be a licensed General Contractor, Architect or Engineer in the State of Florida. Selected members should familiarize themselves with the KLOR Guidelines, Development Agreement and Monroe County Building Codes, requirements or guidelines. They will work closely with Ivan Garcia and Gilberto Garcia to insure compliance. A Construction Manager will be the direct contact on a daily basis and he/she will provide open and close reports of ongoing construction sites including individual lot compliance. This will include insurances, licenses, inspections etc. The committee will establish procedures for rapid and proper approval of permits with sealed approval letters in order to facilitate the owner's permitting process and also to facilitate the CO of each new construction.

Bio's are due in by Feb. 20th, 2106. Submit your bio and contact information on a PDF to: Elizabeth Perez Garcia at **Email: efperezgarcia@caribbeanproperty.cc**

Caribbean Property Management, Inc.

12301 SW 132 Ct., Miami, FL 33186

305-251-3848 Ext 109

Fax 305-251-3849

Website: www.caribbeanproperty.cc

Regards,

Key Largo Ocean Resort Inc.

Board of Directors 2016-2017

