SERVICE AGREEMENT

This Service Agreement ("**Agreement**") is made by and between:

_____,

a nonprofit mutual benefit corporation or other common interest development association organized and existing under the laws of _____ ("**Association**"), and Blue Horizon Management Company, d/b/a "VirtualHOA.com," a California corporation ("**Agent**").

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1. Definitions

a. "**Agent**" means Blue Horizon Management Company, d/b/a "VirtualHOA.com," as identified in the opening paragraph of this Agreement.

b. "**Agreement**" means this Service Agreement, including its exhibits, schedules, addenda, attachments, and the incorporated Terms and Conditions and pricing, as each may be amended in accordance with this Agreement.

c. "**Association**" means the nonprofit mutual benefit corporation or other common interest development association identified in the opening paragraph of this Agreement that is responsible for governing and administering the property described in its governing documents, located at:

Address: _____
City: _____
State: _____
Zip Code: _____

d. "**Board of Directors**" or "**Board**" means the duly elected or appointed board of directors authorized to direct and govern the Association's business in accordance with the Association's governing documents.

e. "**Terms and Conditions**" means the additional terms and conditions applicable to Agent's services, including applicable pricing, as attached to this Agreement and/or made available on Agent's website at www.virtualhoa.com/terms, as may be amended in accordance with Section 2(e) of this Agreement.

f. "**Unit**" means each separate legal lot, parcel, condominium unit, or other separately established real property interest that is subject to the Association's governing documents and for which the Association assigns a separate regular assessment obligation. As of the Commencement Date of this Agreement, the Association consists of _____ Units. For purposes of calculating the Monthly Fee under Section 2(c), the Unit count shall be adjusted prospectively as of the legally effective date on which a Unit is added to or removed from the Association in accordance with the Association's governing documents and applicable law.

2. Appointment, Term, Compensation, and Services

In consideration of the mutual promises set forth in this Agreement, and intending to be legally bound, Association and Agent agree as follows:

a. Appointment of Agent

i. Association hereby appoints Agent, and Agent hereby accepts such appointment, as Association's managing agent, subject to the terms, conditions, duties, limitations, and compensation set forth in this Agreement and the incorporated Terms and Conditions.

b. Term

i. This Agreement shall commence on the following date (the "Commencement Date"): _____

ii. The terms governing termination of this Agreement, including applicable notice periods, procedures, and post-termination obligations, are set forth in the Terms and Conditions incorporated into this Agreement under Section 2(e).

iii. As of the Commencement Date, this Agreement supersedes and replaces any existing agreement between Association and Agent, and any such prior agreement terminates as of that date notwithstanding any conflicting termination requirement in the prior agreement.

c. Compensation for Agent

In consideration of the services to be performed by Agent hereunder, Association shall compensate Agent as follows:

i. Association shall pay Agent a monthly service fee ("Monthly Fee") for the work performed hereunder, exclusive of any surcharges. The Monthly Fee shall be $75.00 plus $3.00 per Unit, based on the Unit count determined under Section 1(f). A change in the Unit count shall affect the Monthly Fee beginning with the first monthly billing period commencing on or after the legally effective date of the change and shall not constitute a discretionary adjustment requiring notice under this Agreement. The Monthly Fee shall be due and payable on the first day of each month. Agent may otherwise adjust the Monthly Fee upon at least sixty (60) days' prior written notice to the Board of Directors in accordance with Section 2(e).

ii. In addition to the Monthly Fee, Association shall pay the Service Charges, Special Charges, surcharges, and other fees described in Exhibit 1 to the Terms and Conditions available at www.virtualhoa.com/terms and incorporated herein by this reference. Amounts not included in the Monthly Fee shall be billed monthly in arrears and are due upon receipt. Changes to those charges are governed by Section 2(e).

d. Duties of Agent

i. Agent's duties and services are described in the Terms and Conditions on Agent's website (www.virtualhoa.com/terms) and incorporated herein by this reference. Compensation for those duties and services is governed by Section 2(c), and changes to pricing are governed by Section 2(e).

e. Additional Terms and Conditions

i. Additional Terms and Conditions and pricing are shown attached to this Agreement, and on Agent's website at www.virtualhoa.com/terms as essential terms to this Agreement and incorporated herein by this reference.

ii. Association acknowledges that, before signing this Agreement, it received, reviewed, and accepted the Terms and Conditions and pricing in effect as of the Commencement Date.

iii. The Terms and Conditions and pricing in effect as of the Commencement Date shall govern unless modified after that date in accordance with the notice procedure set forth in this Section 2(e).

iv. Agent shall provide the Board of Directors with at least sixty (60) days' advance written notice, including notice delivered by email to the Board's email addresses then maintained in Agent's records, of any change to the Terms and Conditions or pricing. Each change shall take effect upon expiration of the notice period stated in the notice.

3. Disclosures

Legal Name of Corporation ("Agent")	Blue Horizon Management Company, d/b/a "VirtualHOA.com"
Incorporation Date	November 13, 2017
Principal Owner	Kevin Lehman
California Broker's License	01898099
Address	2020 Alameda Padre Serra, Suite 220 Santa Barbara, CA 93103
Phone	1-833-989-4462
E-Mail	info@virtualhoa.com
Website	www.virtualhoa.com

4. Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement, to be effective for all purposes as of the Commencement Date set forth in Section 2(b), regardless of the actual date of signature. Each person signing below represents that they are authorized to execute this Agreement on behalf of the party identified.

BY ASSOCIATION:

Signature of Association Representative

Name of Association Representative

Title of Association Representative

Date Signed

BY AGENT:

Signature of Agent Representative

Name of Agent Representative

Title of Agent Representative

Date Signed