

**THE LAW OFFICE OF JOHN A. GRANT, P. A.**  
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April 4, 2019

Pasadena Hills Owners Association, Inc.  
c/o Dennis Peloso  
6734 Pasadena Drive  
Tallahassee, Florida 32317

RE: Letter of Engagement

Dear Mr. Peloso:

This letter will confirm that The Law Office of John A. Grant, P. A. law firm (hereinafter referred to as the "Firm"), at your request, will provide legal services to Pasadena Hills Owners Association, Inc. on the terms set forth herein.

**A. Services.** We accept such employment and agree to undertake legal representation and to do and perform all acts which, in our professional judgment, are necessary or appropriate for the protection of your interests. Specifically, we discussed preparing a Notice to Preserve Covenants Under §720.3032, Fla. Stat. We estimate the fee for this work to be approximately \$750.00 plus recording costs. You are entitled to be kept informed as to the status of all matters and to request and receive copies of papers. It is our practice to send you copies of relevant pleadings and correspondence as we prepare them.

**B. Fees.** Our fees for collection of dues and assessments will be charged on a flat fee basis payable by the association after payment by the owner, or in the case of foreclosure subject to the "safe harbor" provision of Section 720.3085, Florida Statutes, after issuance of a certificate of title to the property. Our fee for a demand letter is \$200.00, and our fee for preparation and recording a lien, and sending an additional letter to the owner after recording the lien, is \$300.00. The association is responsible for the costs associated with certified mail, which we bill at a flat rate of \$10.00 per letter, and for the cost to record the lien, for which we will invoice the association monthly. Our fee for a demand to tenants for rent pursuant to § 720.3085 is an additional \$200.00.

Our fees for all other matters will be determined based on the time spent working on the matter. The following hourly rates will be charged:

Shareholder Attorneys:	\$250.00
Associate Attorneys:	\$150.00
Paralegals:	\$ 75.00

Fractions of hours will be recorded in tenths of an hour. Each such period of time recorded is based upon actual work on your particular matter, except that a minimum of one-tenth of an hour will be billed for any particular task. The fee arrangement outlined above covers only legal fees for professional services rendered by the Firm, and does not cover out-of-pocket expenses actually incurred by the Firm on your behalf.

**C. Out-of-Pocket Expenses.** In addition to our fees for professional services rendered, any out-of-pocket expenses incurred by us in representing your interests and directly attributable to this matter will be separately charged to you at cost for reimbursement.

**D. Billing Procedures/Statements.** Our policy is to issue billing statements to our clients on a monthly basis. Each such statement will include an itemization of time expended, so that you can see what professional services are being rendered on your behalf, as well as out-of-pocket expenses since the prior billing period.

**E. Settlement/Withdrawal.** Although a negotiated settlement is always a possibility in litigation matters, no matter will be settled or compromised without your specific authorization and approval. All settlement demands and offers will be communicated to you as soon as practicable following receipt.

**F. No Guarantees or Warranties of Success.** While it is impossible to guarantee any specific results or outcome, we appreciate the opportunity to represent you and will pursue your matters diligently and expeditiously.

If you have any questions regarding any aspect of this matter at any time, please do not hesitate to contact me.

Sincerely,

John A. Grant

Agreed and Accepted:

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Pasadena Hills Owners Association, Inc.

By: \_\_\_\_\_

Its: \_\_\_\_\_