BRISTOL MANAGEMENT
Services, Inc.

JUPITER
1930 COMMERCE LANE
SUITE #1
JUPITER, FL 33458
(561) 575-3551
(561) 575-5423 FAX

STUART
(772) 288-7255
(772) 288-7203 FAX

PORT ST. LUCIE
543 NW LAKE
WHITNEY PLACE
SUITE #101/102
PORT ST. LUCIE,
FL 34986
(772) 323-2004
(772) 878-1519 Fax

VERO BEACH
PALM BAY
(772) 781-5515

NATIONAL
1-800-340-4546

DATE:

TO:

Re: VACATION STATUS REPORT

Please fill in any information on any of the properties you manage **before you go on vacation on** _____, so that Steve, or whoever is covering for you while you are gone, will have an update on what specifically, if anything, is going on in the individual communities. (Make copies and do a separate sheet for each Association you manage, and RETURN THIS FORM TO STEVE INGLIS.) Also, it would be helpful if you list a contact person i.e. contractor or Board member who can be contacted if needed, etc. If you have an ADMINISTRATIVE ASSISTANT, please let her know of any special instructions. Make sure the following is completed:

1. Fact Sheets completely up to date.
2. Current Projects, contractors, etc.
3. Any litigation.
4. Resale / Rental process & who approves the paperwork.
5. Who signs the checks.
6. Who to contact on the Board.
7. Email – Change to notify you will be on vacation by clicking on **Tools, Out of Office Assistant. Click "I am currently out of the office".**
8. In the **Auto Reply, only once to each sender with the following text box, type the message you want to send to others while you are out. When you return, be sure to turn the Out of Office Assistant off!**
9. Voice Mail – Change message stating you will be on vacation. (See Bonner on how to do this.)