



BRISTOL MANAGEMENT SERVICES, INC.

Bristol Update – March 2004

Well, another Season is winding down and we made it with a few less hairs for me, and a few more gray hairs for Nadine!

As we continue to grow, we are forced to expand our office in Jupiter and plan to finish off the remaining 1,200 square feet at the north end of our building. I didn't think we would need this space for three more years, but we need it now. At the Stuart office, we extended our lease, and also rented an additional office next door for more space. Both expansion projects are planned for this summer. Consequently, we have added additional Administrative Assistants at both offices. And finally, after almost a year, I think our new Integrated Software is starting to allow for accurate tracking of our work orders and thus, enabling us to keep the Board members better informed. Additionally, we have become more knowledgeable with Security Gate Software, as well as, Irrigation Computer Systems.

We are proud to point out, many of our employees have been with us for over five years, and some have been with us for over 10 years. Tragically, this year Bristol was saddened by losing two (2) long time valued employees and friends. Josephine Wicai died of cancer, and had been with us for seven years. Stalin Lopez died after a car accident on the way to work on I-95 and had been with us five years. Both Josephine and Stalin will be deeply missed.

Events like these, puts life in perspective when it hits this close to home. Although we have almost 100 employees, it still feels like family. On a brighter note, we had three employees come back to Bristol; Dan Clemson, Property Manager; Lois White, Accounting Department; and Ginger Johnson, Administrative Assistant. They all determined that Bristol was the place to be.

Last year, we had a Seminar for homeowners and Board members in Jupiter and Stuart, which was very successful. This year we are going to do a Seminar for our Employees and

bring in Julie Adamen, who is a National speaker on Community Associations, and managed a large management company in Palm Springs. Next year we will arrange another Seminar for Board members and interested homeowners. Please note, we will be sending out our Annual Survey for

Board members to grade us and tell us what they want and how we can improve.

JUPITER

1930 Commerce Lane
Suite #1
Jupiter, FL 33458
(561)575-3551
(561)575-5423(FAX)

STUART

735 Colorado Ave.
Suite #3
Stuart, FL 34996
(772)288-7255
(772)288-7203(FAX)

NATIONAL

1-800-340-4546

Web Site improvements: We are continually adding information to our Web Site. We have a lot of completed sets of Documents for some Associations, and almost all of the Associations have their Resale/Rental Applications, Rules & Regulations and Architectural Guidelines on the Web Site. Almost any form an owner or realtor needs is on our Web Site: www.Bristolmanagement.com. There is also a Vendor page, as well as Articles that I feel the Associations should be made aware of.



ASSOCIATIONS NEED TO BE INVOLVED IN LOCAL POLITICS

Recently, the City of West Palm Beach agreed to take over the Preserve maintenance of a number of the western communities. Much of this drainage wetland is where the City gets its drinking water, but that's not why West Palm Beach agreed to accept this responsibility that the Developer had previously agreed to. Simply put, the reason was because of the number of voters in these private communities.

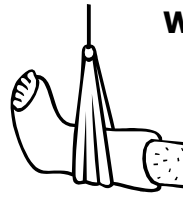
RiverWalk of the Palm Beaches hosted a Candidates Night, and a lot of the politicians attended. Bristol hosted two Candidates Nights, one at Ocean Trails to meet and greet the candidates, and the other was an actual debate at Florida Atlantic University's Auditorium in Abacoa. The Ocean Trail residents were very pleased to get to know the candidates, and at Abacoa, the whole issue of equity of the Special Taxing District and the Abacoa POA, which is causing some of the residents to feel they are paying more than their fair share. It only took the Town of Jupiter two years to complete an equity study, and many of the candidates were not even aware of this issue.

The Shores has always been able to maintain a political awareness by starting the Northwest Coalition with Northfork, Cypress Cove, Mystic Cove and Jupiter Landings. They have been successful about making sure Longshore Drive does not become a "Western Corridor" thoroughfare.

In Martin County, Lost Lake Homeowners Association, The Falls at Lost Lake and the Retreat at Seabranche are starting to think about becoming politically active because of the Road Development and Drainage issues they are faced with. Crane Creek, Evergreen and Canoe Creek all saw a mutual concern of the proposed development next to them on traffic access and drainage issues with the proposed 600 acre PUD in the middle. The Presidents Council of Hutchinson Island is supporting Charlie Grand for St. Lucie County Commissioner, and would like for Bristol to host a Concrete 101 Seminar because all the buildings are starting to have concrete concerns.

Conclusion: Associations make a mistake by not getting involved until a problem directly happens. Politicians should be invited to meetings. I especially like to invite them to speak at Annual

Meetings while we are counting the Ballots. This way we can brag a little about your Association, and it is a way of keeping track of what the government is doing. The Internet is also a great tool for this. We always thank them for coming to the meeting to insure good lines of communication.



WORKERS' COMPENSATION FOR ASSOCIATIONS

Associations routinely carry workers' compensation insurance for their employees. But, what about those associations that have no employees? Do they have an exposure? The answer is "possibly."

We think this exposure is serious enough that the association purchase workers' comp policies on an "if any" basis. The minimum premium for such a policy at this time is approximately \$800.00.

The reason we recommend this purchase is because it's low-cost protection for a potentially big problem. Most associations have outside contractors that come on the property to perform some kind of work, such as landscapers, tree trimmers, pool services, exterminators and other service providers. You do your job and make sure they're properly insured. You get a certificate of insurance and make sure they're carrying a minimum of \$1 million in general liability insurance and they've got workers' compensation. The certificate of insurance shows the names of the insurance companies and the inception and expiration dates of coverage. The problem is that nowhere on that certificate does it say you'll be notified if the insurance is cancelled or lapses for some reason – non-payment of a financed premium, for example.

Let's assume the tree trimmer loses a hand. When he gets to the hospital, he finds out his employer forgot to make the payment on his comp policy and there's no coverage. To make matters worse, the corporation the trimmer works for has two old pickup trucks and some miscellaneous tree trimming equipment as its only assets. They declare bankruptcy. What do you think the chances are the trimmers' attorney is going to look at your association and try to tie the trimmer in as your employee?

We think it's \$800 well spent.