



Term Sheet Outline for Third-Party Administrator Services

1. **Introduction**
 - Overview of the agreement between Community Solutions Partner, LLC d/b/a Community Champions (the “Administrator”) and the Town of Loxahatchee Groves, FL (the “Town”).
2. **Scope of Services**
 - **Town Branded Mobile Friendly Web Portal**
 - **Property Registration and Compliance Management:** Administration of compliance, outreach, and enforcement activities, including the assessment and collection of statutory fees and fines. Web-based mobile friendly portal for all stakeholders from registration to enforcement case management.
 - **Business Tax Receipt (BTR) Program:** Management of BTR program to include non-owner occupied properties, specifically short-term rental properties. Administration includes compliance, outreach, and collections of statutory fees and fines through Administrator’s portal.
 - **Community Outreach:** Notification services via AI-initiated phone calls, text messages, emails, and regular mail.
 - **Enforcement Services:** Engagement of special counsel legal services and case management in administrator’s portal for enforcement actions when outreach does not result in compliance.
3. **Financial Terms**
 - **Licensing Fee:** A proposed annual licensing fee (\$12,000) for the use of the platform, payable monthly, with the administrator option to waive.
 - **Service Fees:**
 - Property Registration Compliance Services: 50% of collected foreclosure fees.
 - BTR Management: 30% of BTR fees.
 - Fines Collection: 60% of collected fines to be retained by the Administrator for managing enforcement and payment of legal counsel.
4. **Legal and Regulatory Compliance**
 - The Administrator will ensure all services are provided in compliance with applicable laws and regulations.
5. **Term and Termination**
 - Duration of the agreement and conditions under which either party may terminate the contract.
6. **Confidentiality and Data Protection**
 - Obligations to protect confidential information and comply with data protection laws.
7. **Dispute Resolution**
 - Mechanisms for resolving any disputes that may arise under the agreement.
 - Any additional terms such as governing law, amendments, and notices.

Please note that this term sheet is a preliminary outline and not a legally binding document. It is intended to serve as a basis for further negotiation and drafting of a definitive agreement.

Respectfully,

Thomas R. Darnell

Thomas R. Darnell
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