

APPENDIX

Exhibit 1

Site Employee Categories

Level	Title	Flynn Management Experience (years)	Prop. Management Experience (years)	515 Certification	Fair Housing Training	Grace Hill Training	Attributes
SM1	Assistant Manager	0	0	No	No	No	
SM2A	Manager	0	0	No	No	No	
SM2B	Manager	0	0-2	No	Yes	No	
SM2C	Manager	0	+2	Yes	Yes	No	
SM3	Senior Manager	+2	+2	Yes	Yes	Yes	-Complete understanding of FMC procedures -High grades on all inspection reports (RD and FMC) -Superb property performance (Exceeds expectations)
SM4	Supervising Manager	+4	+4	Yes	Yes	Yes	-All attributes of a SM3 plus: -Willingness to travel and train other managers -Innovative and effective management approaches

Level	Title	Flynn Management Experience (years)	Maintenance Experience (years)	Specialized Skills	Fair Housing Training	Grace Hill Training	Attributes
MP1	Maintenance Assistant	0	0	No	No	No	
MP2A	Maintenance Person	0	0	No	No	No	
MP2B	Maintenance Person	0	0-2	No	Yes	No	
MP2C	Maintenance Person	0	+2	Yes	Yes	No	
MP3	Maintenance Supervisor	+2	+2	Yes	Yes	Yes	-Able to complete all maintenance related tasks -Able to supervise, train, and evaluate other maintenance personnel -Able to effectively manage a maintenance budget
MP4	Area Maintenance Director	+4	+4	Yes	Yes	Yes	-All attributes of a MP3 plus: -Able to coordinate with vendors/suppliers on major jobs -Able to travel to assist other staff members in completing major jobs

Notes:

- Completion of Grace Hill Training is based on a passing score in the courses designated by FMC on the Grace Hill Training Schedule
- FMC will pay for employees first 515. course; all others will be at employer's discretion

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Exhibit 2

Property Classification / Weekly Hours Formula

Property Name	Units	Classification				
		FA	FB	FC	EA	EB
Baldwin	49		X			
Candlewood	24		X			
Cherry Tree 1	34				X	
Cherry Tree 2	36				X	
Collingswood	36				X	
Colonial Pines	30			X		
Colony West	18		X			
Countryside	39			X		
Dunes	54	X				
Forest Glen I	33		X			
Forest Glen II	24		X			
Forest Glen III	30		X			
Forest Park	32	X				
Gifford	36				X	
Greenleaf 1	47	X				
Greenleaf 2	30	X				
Washington Square	28		X			
Heritage Manor	36				X	
Hilltop 1	36			X		
Hilltop 2	45			X		
Inglis	32		X			
Kings Villas I	60			X		
Kings Villas II	30			X		
Knollwood	20		X			
Lakebreeze	36					X
Lakewood	36				X	
Laurel Hills	102					X
Misty Woods	42				X	
North Grove	31	X				
Oakbrook	42	X				
Palmetto	48			X		
Pearl Lane	34					X
Pine Ridge	50			X		
Pinewood	16		X			
Rolling Hills	67			X		
Smith Thomas	52			X		
Sparta	38		X			
St Johns River	48					X
Sugar Hill	51		X			
Sugar Mill Woods	30				X	
Sunny Hill	34		X			
Sunset Villas	24				X	
Suwannee River	24		X			
Thornbury	48	X				
Wild Oak Farm	107		X			
Windemere	60	X				
Woodcliff	34				X	
Yulee 1	16		X			
Yulee 2	32		X			

Calculation of Weekly Hours

$$\frac{\text{Number of Units}}{\text{Hourly Factor}} \times .4 = \text{Hourly Factor}$$

$$\frac{\text{Hourly Factor}}{\text{Prop. Factor}} \times \text{Prop. Factor} = \text{Calculated Hours Per Week}$$

Property Factor

Elderly A = 1.00
 Elderly B = 1.10
 Family A = 1.10
 Family B = 1.25
 Family C = 1.50
 Farm Labor = 1.50

Notes

-"Actual Hours" may differ from "Calculated Hours" due to adjustments for the needs of the business

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Exhibit 3

Grace Hill Training Schedule

Number	Course Name	Completed During	
		Site Manager	Maintenance
1	Fair Housing	Week 1	Week 1
2	Preventing Sexual Harassment	Week 1	Week 1
3	Fair Housing II	Week 1	Week 1
4	Being a Team Player	Month 1	Month 1
5	Leasing Series 1-4	Month 2	
6	Curb Appeal	Month 2	Month 2
7	Advanced Leasing	Month 3	
8	Mold Awareness	Month 4	Month 4
9	Bed Bug Awareness	Month 4	Month 4
10	Hoarding	Month 5	Month 4
11	Resident Retention for Today's Savvy Customers	Month 6	Month 6
12	Customer Relationship Management	Month 7	Month 7
13	Traffic Generation	Month 8	
14	Conflict Resolution	Month 9	Month 9
15	Preventing Sexual Harassment - Supervisor Version	Month 10	
16	Interviewing Skills	Month 11	
17	Conflict Resolution - Supervisor Version	Month 12	

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Exhibit 4

RealPage Leasing Training Schedule

Number	Course Number	Course Name	Completed During Office Staff
1	LR400001	Introduction to OneSite	Week 1
2	LR400003	Customize the Today Page	Week 1
3	LR400005	Advance the Property Date	Week 1
4	CV401001	Add a New Prospect	Week 1
5	CV401003	Manage Prospects	Week 1
6	CV402001	Place a Prospect onto the Waitlist	Week 1
7	CV402003	Complete an Application	Week 1
8	CV402005	Manage Applicants	Week 2
9	CV402007	Process a Move-In	Week 2
10	CV403009	Create Letters and Notices	Week 2
11	FA302001	Create and Complete Service Requests	Week 2
12	PU400100	Create Purchase Orders and Invoices	Week 2