

Jim Keim (CY)

From: Michael Baulk [mbb@bcqs.com]
Sent: Wednesday, September 18, 2019 3:16 PM
To: jim48911@yahoo.com
Subject: RE: Villas Pappagallo

Good afternoon Jim,

As with the previous request from Rellim International I will seek instruction and revert to you shortly.

Please note the previous response to Rellim International was based on instruction from the Executive Committee.

Many thanks
Michael Baulk | Director
BSc (Hons) MRICS

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-----Original Message-----

From: Jim <jim48911@yahoo.com>
Sent: Wednesday, September 18, 2019 1:24 PM
To: Michael Baulk <mbb@bcqs.com>
Subject: Villas Pappagallo

Good Afternoon Michael,

I confirm that Rellim International Limited has been appointed by Global Marketing Associates LLC, as owner of a Unit 32 at Villas Pappagallo, to undertake an inspection of accounting and other books of account as held by BCQS on behalf of Villas Pappagallo. The right to inspect was acknowledged by letter from the Strata Attorney dated 12th October 2018 to our Attorney and confirmed by further letter of 24th January 2019.

The records that I will require at the outset are (all from the date of commencement of BCQS's responsibility).

1. Quickbooks accounting records and bank statements both in hard copy and on flash drive
2. Hard copy or on flash drive whichever is easier:
 - a. Individual Owner Statements
 - b. Cheque Payment details in Cheque Number order.
 - c. Deposit slip details in date order
 - d. Owner identification of direct receipts. A list of Owners and credit/bank account references will suffice.
 - e. Details of outgoing wire payments

Please let me know if you have any questions or alternatively when you expect the above will be ready for collection. It would be easier for both BCQS and Rellim International Limited if these records were provided as noted above and I ask that you accommodate this. We will cover the cost of the flash drives needed.

Regards,
Jim Keim
Managing Member
Global Marketing Associates LLC