



Terms and Conditions of Employment

Employee Name: _____ Date of Hire: _____

Property: _____ Regional Office: _____

This agreement sets forth the basic terms and conditions of your employment with Preservation Partners Management Group, Inc. (hereafter "PPMG") effective on your date of hire. By signing this agreement you will be agreeing to these terms. It is important that you understand clearly both what your benefits are and what is expected of you by PPMG.

Compensation. You will be paid bi-weekly, \$ _____ [per hour][per month (exempt)] less regular payroll deductions. If you are an exempt employee the above monthly salary covers all hours worked. If you are a non-exempt employee, in the event you are needed to work overtime, the overtime hours will be compensated per the applicable federal and state laws.

If you received lodging as a condition of employment, refer to the Employee Occupancy Agreement for the total compensation, terms and conditions.

Duties. Your job title will be _____. Your duties are described in your job description, you may be assigned other duties as needed and your duties, title or compensation may change from time to time on reasonable notice, based on the needs of PPMG and your skills, as determined by PPMG.

Adjustments and Changes in Employment Status. You understand that PPMG reserves the right to make personnel decisions regarding your employment including but not limited to decisions regarding any promotion, compensation adjustment, transfer or disciplinary action, up to and including termination, consistent with the needs of the business.

As an employee, you are required to exercise good judgment and discretion to provide high-quality services. You are required to follow company policies and procedures adopted from time to time by PPMG and to take such general direction as you may be given from time to time from the Executive Vice-President of PPMG. Preservation Partners Management Group reserves the right to change these policies and procedures at any time. You are required to devote your full energies, efforts and abilities to our employment, unless PPMG expressly agrees otherwise. You are not permitted to engage in any business activity that competes with PPMG.

Hours of Work. You are expected to work your scheduled hours established by the Property Supervisor or Regional Manager. PPMG reserves the right to change the schedule or hours as needed to meet the needs of the business. If additional hours are needed to get the job done, you are expected to work upon request. Non-exempt employees are expected to obtain prior written authorization before working any overtime hours.

Authorized to Work Documentation. Please be advised that your employment is contingent on your ability to prove your identity and authorization to work in the U.S. for PPMG. You must comply with any applicable U.S. Citizenship and Immigration verification requirements.

Employee Benefits. You will be eligible for company sponsored benefits in accordance with and pursuant to PPMG standard policies and procedures. You will be covered by Workers' Compensation Insurance and State Disability Insurance, as required by state law.

Terms of Employment. Your employment with PPMG is "at-will". In other words, either you or PPMG can terminate your employment at any time for any reason, with or without cause and with or without notice. The term of employment is not subject to change or modification of any kind except if in writing and signed by you and the Executive Vice-President of PPMG.

Integrated Agreement. Please note that this Agreement supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between the parties hereto with respect to the subject matter herein. It constitutes the full, complete and exclusive agreement between you and PPMG with respect to the subject matters herein. This agreement cannot be changed unless in writing, signed by you and the Executive Vice-President of PPMG.

Severability. If any term of this Agreement is held to be invalid, void or unenforceable, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected; and, the parties shall use their best efforts to find alternative way to achieve the same result.

Notice to employee. Attached is an updated Labor Code section 2810.5 notice for your records.

In order to confirm your agreement with and acceptance of these terms, please sign and return it to me. If there is any matter in this Agreement which you wish to discuss further, please do not hesitate to speak to me.

We very much look forward to having you join our team.

Very Truly Yours,

Property Supervisor or Regional Manager

Date

I agree to the terms of employment set forth in this Agreement.

Employee Signature

Date