

## EXHIBIT 2

### OAK PARK RESIDENCE CORPORATION 2023 SCOPE OF SERVICES AND PROGRAM GOALS AND MEASURES

*Use the attached Agency Update Report form provided as a cover sheet for delivering each of your quarterly updates, audits, annual financials, and any other required deliverables.*

In 2023, Contractor will continue an advisory and training Condominium Management Program for owners of small (12 units or less) multi-family residential unit buildings within the Village.

In 2023, Contractor will work with 4 small condominium boards. Contractor agrees to provide a report on a quarterly basis, summarizing program activities and services. The report will include the location of the property, a description of the type of services to be provided to the condo board, the start date and length of time Contractor plans to work with the condo board, and the goals established for each board. At the conclusion, Contractor will ask the condominium board to complete a written evaluation tool and will forward a copy of the evaluation to the Village on or before December 31st.

**[Insert Agency Name]**

Your Address Line 2

Your Address Line 3

Your Address Line 4

Executive Director/CEO/President

Phone: (555) 555-5555

E-mail: yourname@email.com

Agency Update Report
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To: Village of Oak Park

Date: April 1, 2021

From: [Insert Submitted by Name]

☐ 1st Quarter    ☐ 2nd Quarter    ☐ 3rd Quarter    ☐ 4th Quarter

☐ Audit (Year and  
Date)

☐ Annual  
Financials

☐ Other

***Confidentiality Statement***

*This report may contain confidential information and is intended for the exclusive use of the individual or entity to whom it is addressed. This report may also be privileged or protected by work product laws and regulations.*