

Cebu Condo Care — Partner One-Sheet

DRAFT · Ground-up digital condo-care venture · Partner discussion only

RACI — proposed operating responsibilities

Workstream	Eva Martinez	Benjamin	Weshie Mellijor	Providers
Local operations and Cebu coverage	A/R	C	R/C	R
VAOS systems, controls, reporting	C	A/R	R	I
Provider network and service delivery	A/R	C	C	R
Administration and coordination	A	C	R	I
Financial controls and review	C	A/R	R/C	I

R = Responsible · A = Accountable · C = Consulted · I = Informed

Ownership and Weshie’s role

Proposed ownership only: Benjamin 40% · Eva 40% · Weshie Mellijor 20%.

Weshie is proposed for bona fide executive-administration work and continuing contribution. Written duties, authority, reporting, vesting, and her personal acceptance are required. She is not a nominee.

Payment does not issue equity. Ownership requires separate professional review and Philippine company records.

Provider-first cash waterfall

1. Refunds and chargebacks
 2. Taxes and statutory obligations
 3. Provider compensation
 4. Direct service costs
 5. Essential operating expenses
 6. Required reserve
 7. Approved operating compensation
 8. Conditional revenue bonus
 9. Board-approved distributions
- No revenue bonus in Months 1–6. Year 1 retains at least 60% of real after-tax profit; any declared distribution follows documented ownership.

Data and access

The Philippine operating company owns its brand, domain, content, CRM records, bookings, SOPs, financial records, social accounts, and creative assets to the extent documented and transferable.

VAOS and payment providers act as contracted processors. Controls: dual admin, company recovery email, role-based access, monthly financial export, quarterly CRM export, audit logs where available, 30-day offboarding/export, and DPA.

Items to confirm

Item	Status
VAOS seats	[TO CONFIRM]
Monthly support-hour cap	[TO CONFIRM]
Defined basic SEO activities	[TO CONFIRM]
BenjaminCFO advisory cadence	[TO CONFIRM]
Phase 1 review window	[TO CONFIRM]
Weshie vesting and entity documents	Counsel + personal acceptance