



EXHIBIT A – Menu of Services

Effective: January 1, 2024

Administrative Operating Charges (billed to the Association)

The following charges are reimbursable expenses that may occur on behalf of the Association and are in addition to the Management Fee agreed upon in the Management Agreement. An invoice to substantiate each charge at the time of payment will be provided.

Access Card / Key / Gates/ Processing	\$30.00 per card	Late Fee / Delinquency Letters	\$10.00 each + 50% of late charge (minimum \$22.50)
Account Maintenance Fee	\$1.00 per unit monthly	Loan Application Processing	\$350.00
Agent of Service/SOS	\$100 annually	Loan Maintenance Administration	\$50.00 per loan annually
Annual Financial Review Coordination	\$350.00 annually	Newsletter Design	\$15/page
Annual Audit Coordination	\$550.00 annually	Notary Services	\$10/service
Annual Set Up/Office Folders & Supplies	\$2.75 per unit annually	Off-Boarding Transition Coordination	\$750.00
Architectural Review Application (ARC) Processing	\$25.00 per application \$100 expedited fee	Paper Document Storage	\$3.50/box/month
Binders	\$25.00 each	Photocopies (color paper)	\$0.75 per page
Certified/UPS/Fed Ex	\$5.00 each + cost	Photocopies (white paper)	\$0.28 per page
Color copies and printing	\$1.25 per page	Postage (First Class)	\$0.70 each
Company (BMCM) Card Usage	25% of purchase	Reservations - clubhouse administration	\$25.00
Digital / Electronic Data Records Storage (per month)	\$35.00 (0-50 units) \$55.00 (51-100 units) \$75.00 (101+ units)	Reserve Study Coordination (outside vendors)	Community Mgr Hourly rate (\$175.00/hour)
Envelopes - Small (#10 or less)	\$0.30 each	Returned Address / Franked Envelopes	\$1.50 each + cost
Envelopes - Large (above #10)	\$1.00 each	Rush Mailing Charge (72 hour turnaround)	\$0.30/piece + admin hours
Emergency After Hours Coordination	\$50/event	Setup / On-Boarding	\$675.00+ (per quote)
eStatements	\$1.00 per statement	Special Posted (over weight limit)	\$0.15 each + cost
External Bank Account Maintenance	\$25/month/account	Special Assessment Coordination	\$150.00 quarterly + 5% of assessment
Form 1099 – MISC/NEC Processing	\$25.00 per form	Statements (mailed)	\$1.50 per statement
Form 1099 Year End Review Processing	\$60.00 annually	TownSq Access fee	\$10.00 per month
Insurance Claim Administration	20% and/or hourly	Trip Charge (In-Person Meetings)	\$50/meeting
Invoice Processing/Payment	\$1.50/invoice	Website	\$15.00/month
Labels	\$0.25 each	Welcome Letter Packets	\$4.00 each + App Exhibit 'A' cost(s)

Collection Charges (billed to Property Owner)

Late Fee per occurrence	\$35.00	Title Search	\$90.00
Intent to Lien Notice	\$50.00	Delinquent Account Transfer to Attorney	\$100.00/account
Return Check Fee	\$35.00		

Hourly Rate Services (pre-approved by Board and billed to the Association)

Principles and/or Executives	\$250.00	Custom Correspondence/Report Creation	\$100.00
Community Managers	\$175.00	Support Personnel	\$110.00
Meetings over 2 hours or after 9pm	\$225.00/1/2 hour	Weekend Meeting Attendance (Friday 4pm – Sunday)	\$350.00

Associa On-Call

Standard Hourly Labor (technician)	\$75.00/hour \$95.00/hour emergency	Oversight (Mgmt/Director)	\$120.00/hour
Skilled Hourly Labor (construction coordinator)	\$95.00/hour \$115.00/hour emergency	Trip Charge	\$45.00



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Escrow Transaction Charges *(billed by Title at closing to the Buyer)*

Transfer Fee	\$85.00	Covenants Compliance Inspection	\$135.00
Demand Fee (Statement of account)	\$185.00	Lender / Mortgage Questionnaire	\$180.00
Refinance Only / Statement of Account	\$180.00	Loan Estimate	\$20.00
New Home First Closing Statement	\$155.00	Purchaser Research Package	\$150.00

****In the event homeowners and/or residents harass or threaten Agent's employees, the Association agrees to deploy the Association's attorney to resolve homeowner and/or resident issues involving Agent employees, and hourly fees to coordinate may apply.****

Note: The Exhibit A intended to identify the major areas of service that are extraordinary expenses. There may be additional charges for which the Association or individual will be charged. In such cases, the Agent will provide cost estimate prior to engaging any additional service. Prices are subject to change with sixty (60) days' notice.