

Exhibit A  
(\*indicates charges that could be billed to specific owner accounts)

Administrative Fees	
Services	Charge
Dedicated Zoom Account - PMI Managed (Optional)	\$20/month
Digital Voting for board and Homeowners (Optional)	\$250 + \$2 per home/annually
Mass Texting Outbound Communication (Optional)	\$20/month
Domain and Dedicated Board Distribution Email	Starting at \$25/annually
Purchases on behalf of the Association	Cost + 15%
Hard Copy Records Storage	\$5/month/per banker box
Digital Conversion Fee	\$45.00/hour
*Regular Mail (Includes first class mail) single page	\$2.00/each
*Regular Mail (Includes first class mail) additional page	.25/each
Certified Mail; ie collections letters	Cost + 15% (the percentage is to cover staff's time)
Mass Mailings	Cost + 15% (the percentage is to cover staff's time)
Printing Costs	B/W= .40 and Color=.60
*Emergency, Same Day, Additional, and Non Routine Administrative Work	Hourly rate=100.00/hr
Owner Collection set up	\$150.00/incident
Extended Meeting Fee (scheduled meeting is one hour unless negotiated)	\$100.00/hour
Leasing Management	150.00/lease
Cancellation Fee	One month Management Fee/150.00 per day

Accounting & Bank Fees	
Services	Charge
*Emergency, Same Day, Audits, Additional, & Non Routine Bookkeeping/Accounting	Hourly rate
Accounts Payable (Includes first class mail)	N/A
*Manual Homeowner Checks not processed through AR Lockbox	Possible fee but will be discussed prior to
*NSF Fee	\$20
1099 Filings and mailing	\$10.00 per vendor
Annual Renewal	250.00/year

Property Services	
Services	Charge
*Involvement of Projects (e.g. major maintenance; multi vendor coordination with immediate oversight, reconstruction, renovation, reserve projects, capital improvements, insurance claims)	10% of total cost and/or hourly rate (Minimum one hour)
*Emergency, Same Day, Additional, and Non Routine Property Services	Hourly rate (Minimum one hour)
*Requested Site Visits	Hourly rate including travel (Minimum one hour)
Additional Onsite Inspections	Vendor Rate + Hourly

Resale Certificates, Disclosures, and Questionnaires Charged directly to Sellers/Buyers (To expedite the process, PMI utilizes a third-party vendor to process some or all of these request)	
Disclosure – Escrow Questionnaire Update	Go to <a href="http://homewisedocs.com">homewisedocs.com</a> for processing and pricing
Disclosure – Escrow Questionnaire Update	
Disclosure – Lender Questionnaire	
Disclosure – Lender Questionnaire Update	
Disclosure – Resale Certificate	
Disclosure – Resale Certificate Update	
Disclosure – Rush (Less than 24 Hours)	
Disclosure – Rush (Less than 48 Hours)	
Resale – Transfer Fee	

Additional Hourly Billing Rates (Billed in quarter hour increments)	
Business Hours - Hourly rate billed in 15 minute increments	\$160 per hour
After Hours, Weekends, Holidays - Hourly rate billed in 15 minute increments	\$240 per hour
Any Attorney/Legal Communication ie zoom, email or inperson (with travel)	160.00/hr + any travel fees

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

Business Hours: Monday through Friday 9am - 5pm

\*All fees outlined above which are billed to specific units/lots are due and payable to Agent by the Association in the month the fees are assessed regardless if such fees are collected from unit owners. The Association should review whether its governing documents allows the assessment of specifically allocated fees to unit owners.

Changes in fees for Exhibit A Services will become effective January 1st of each year or upon 30-days' notice to Association.