



## COMMUNITY ASSOCIATION PARTNERS FEES CHARGED TO HOMEOWNERS FOR SERVICES OUTSIDE THE SCOPE OF THE MANAGEMENT CONTRACT

Task	Description	Fee	Notes to owners
Condo Mortgage Questionnaire	Questionnaires sent to us from banks when owners are either purchasing or refinancing a unit.	\$150	If Sale to New Owner: Charged to Buyer; If re-finance for current Owner: Charged to Owner
Sales Packet	Items provided to real estate agents for potential homeowners. Items vary depending on the agent's request.	\$50	Charged to Buyer
Title Search	Single title search to verify ownership of property	\$50	Charged to person ordering the search
New Owner Packet	Items provided to new Owner	\$50	Charged to new Owner
Interest Charges	Charged to accounts when monthly assessment is not received by the 10 <sup>th</sup> of each month	1% of the monthly assessment	Per Resolution 2, page 1: <i>"The Association may also begin assessing interest at the rate of 12% per annum, in addition to the normal late fees and charges."</i>
Late Fees	Charged to account when monthly assessment is not received by the 10 <sup>th</sup> of each month	\$50 initial fee + \$50 per each subsequent monthly billing	Per Resolution 2, page 1: <i>"A late fee of \$50 is applied when a delinquency first occurs. A minimum \$50 invoice/statement charge will apply each month to the outstanding delinquency, regardless of the amount due."</i>
Paper Copies	For documents that are available by email, but the owner requests a hard copy to be mailed instead.	\$0.17 b&w \$0.45 color	
Payment coupons	Coupons for sending physical checks as payments	\$10/book; \$1/coupon	Direct deposit preferred
Individual Owner Statements	At Owner's request	\$1/statement	
Invoice Fee	Charged to owners when trying to collect on an outstanding balance	\$20	



Payment Plan Agreement	For Owners agreeing to make up past due payments prior to Collections	\$25	
NSF check	Fee for processing a returned check	\$35	
Special Assessment Invoice	Charged to owners for special billings	\$25	
Certified letter	Charged to owners to cover fees related to mailing	\$10 + postage	
Document change	Legal & other official data changes	Actual charges	Per Resolution 2, page 2: <i>"The Association also charges a fee for change in Association records due to name changes and transfer of ownership, completion of forms required by mortgage lenders and others, with the fee(s) typically paid by the new owner."</i>
Liens, Lawsuits, Collections	All costs associated with legal actions against an Owner	All costs	Refer to Resolution 2 regarding owners' responsibility for costs related to Collections & Foreclosures, Liens, Lawsuits & Litigation
Remodeling plan	To submit remodeling plans to HOA Architectural Review Committee	Plan review & administrative fee; depends on scope of project	Per Resolution 3, page 1: <i>"Prior to commencement of any alteration or addition to an existing unit, the plans and all required forms shall be submitted in writing to the Architectural Review Committee (ARC) for approval, along with payment of a plan review fee and/or deposit. The plan review/administrative fee(s) can vary depending on services provided by the Association."</i>
Move-In/Move-Out fee	For installing & removing elevator pads; programming the entry system & verifying after the move that the area is clean with no damage	\$70 per move	Per Resolution 7, page 1: <i>"New owners or tenants moving into a unit are charged a non-refundable move-in fee of \$70. There is also a non-refundable move-out fee of \$70."</i>  An inspection will follow all unannounced move-in/outs for damages and the offending owner will be assessed any damage compensation.