

**SCHEDULE OF ITEMIZED CHARGES  
FOR ROUTINE REIMBURSABLE EXPENSES**

*The following services are charged to the Association AS used*

Item	Standard Charge
<b>ADMINISTRATIVE</b>	
Long Distance	Actual Cost
Emergency Answering Service (24/7)	Actual Cost (currently \$15 per month)
Courier / Delivery	Actual Cost
Routine materials reproduction	Management reports & financial statements - No charge Additional attachments & exhibits - \$0.10 per page
Non-routine materials reproduction (not otherwise outsourced)	\$0.10 per copy
Non-routine material reproduction (outsourced)	Actual Cost
Faxes / Incoming & Outgoing	NO CHARGE
Postage	Actual Cost
Notices by Certified Mail (except collections)	\$15 per notice + postage
Association stationery, envelopes, etc.	Actual Cost
Corporate stationery, envelopes, etc.	Actual Cost
Passes (pool, parking, recreation)	\$6 per pass (if performed by Corporate staff)
Community Mailings & Election Services	
Community Mailing	Clerical time + postage
Election & Annual Meeting Packages (mailing only)	Clerical time + postage
Newsletters (mailing only)	Clerical time + postage
Mailing Labels	\$0.10 each, minimum \$25.00
<b>Documents/Records Storage</b>	
Boxes/Storage Materials	Cost
Storage Cost	
Up to 3 years information	No Charge
3+ years	\$35 per box annually

**FINANCIAL**

Lock Box / Bank Charges	Actual Cost by Financial Institution
Additional bank account set up; Signature changes; Direct purchase of CDs, Direct purchase from US Treasury	\$75 per transaction
Annual Assessment Coupons	\$3.75 per booklet + postage
Invoices (in lieu of payment coupons)	\$2.75 each + postage
Temporary Assessment Coupons	\$1 each + postage
Direct Debit	No charge for set up at transition \$15 per set up after initial offering \$0.30 per transaction
1099 processing, reporting & filing	\$15 each
Laser checks / OCR magnetic toner	\$0.25 each
New owner account set up	\$25 per account

**SCHEDULE OF ITEMIZED CHARGES THAT MAY BE  
RECOVERED FROM, OR ARE PAID DIRECTLY BY, INDIVIDUAL OWNERS**

*Note: The Association may be able to recover expenses from owners if services are rendered*

Note: Regarding Resales, Management may, at the option of the homeowner, collect these fees directly from the homeowner. In the absence of this and pursuant to Virginia statute, the Association will be charged these fees and recover the costs at settlement of the transaction or after 90 days, whichever is

**Resale Disclosure Packages**

Preparation/Delivery in paper format	\$150 (for up to 2 copies)
Preparation/Delivery in electronic format	\$125 (original & up to 2 add'l recipients)
Exterior Lot/Unit Inspection	\$100 - REQUIRED in most cases
Special / expedited request	\$50 additional
Full or Financial Update	\$50
Post-Closing Fee	\$50
Shipping & Handling	Actual cost

**Delinquent Accounts Processing**

1st late notice	"Friendly" reminder \$5.00 per notice + postage
2nd late notice	\$15 per notice
3rd late notice (10-day demand)	\$25 per notice + postage
Attorney account set up & update	\$50 (charged one time per account)
Returned checks	\$50 (after 2 attempts to deposit)

*Note: Management is paid directly by owners upon request for the following services:*

Homeowner-requested materials review	Hourly rates
Homeowner-requested materials reproduction	Hourly rates + \$0.15 per copy

Additional services provided as may become available at the prevailing rate or as mandated by law.

Effective January 1, 2011

**SCHEDULE OF ITEMIZED CHARGES  
FOR SPECIAL OR ADDITIONAL SERVICES**

*The following services are charged to the Association IF used*

Item	Standard Charge
<b>ADMINISTRATIVE</b>	
Records Reconstruction (if necessary or requested)	Hourly rates
Notary Services	\$5 per item
<b>Newsletter Production / Desktop publishing</b> (if performed by Corporate staff)	
Up to 4 pages	\$295
per page thereafter	\$40
<b>Website Services</b> (if performed by Corporate staff)	
One time Website set up fee - initial setup & configuration (required)	\$150
Association site set up	\$150
Custom website graphic design svcs	\$85/hr
Full Association web portal subscription	\$0.45 per unit/mo
Account Access portal subscription (based on total number of units)	\$0.25 per unit/mo
Developer warranty issues / Bond release (in excess of 10 hours per year)	Hourly rates, portal-to-portal
Court Appearances / Depositions	Hourly rates, portal-to-portal
Insurance claims administration (in excess of 10 hours per claim or potential claim)	Hourly rates
Minutes transcription - Outsourced	Cost
Add'l meetings/Meetings in excess of 2 1/4 hrs	Hourly rates, portal-to-portal
Meetings held on Friday evenings & Saturdays	Hourly rates, double time and 1/2
Meetings held on Sundays & Holidays	Hourly rates, triple time and 1/2
<b>FINANCIAL</b>	
Loan placement fee	1/2% of loan amount, maximum \$6000
Tax record research	\$15 per account
Expedited request checks by Association (less than 4 business days)	\$15 per request
Special assessment processing	\$4.25 per unit monthly for duration of assessment
Account reconciliation letters for balances in excess of \$50	\$5 per notice
<b>Accounting &amp; database software on-site</b>	
Set up & install - includes initial training on-site (up to 4 hours)	\$850
Monthly licensing fee	\$150
<b>PROPERTY SERVICES - When Performed by Corporate staff</b>	
Work order processing	Up to 5 per month - NO CHARGE / \$3.00 each thereafter
Construction management/Major project oversight	Hourly rates
Between unit owner maintenance coordination (non-common area) Condos	Hourly rates
Emergency Response to Community by Phone	NO CHARGE
Emergency Response Requiring After Hours Visit to Community	Hourly rates per Meetings Schedule, portal-to-portal
ARC modification/variance applications processing	\$15 per application
Violation Notices	Up to 10 per month - NO CHARGE / \$10 each thereafter
<b>Comprehensive Annual ARC/Compliance Inspection - includes 1st letter of violation</b>	
1-200 homes	\$9 per unit
201-500 homes	\$8.50 per unit
501-1,000 homes	\$8 per unit
1,001-2,000 homes	\$7 per unit
2,001 or more homes	\$6 per unit
Follow up on ARC violations includes letters & telephone communications	\$10 per violation notice + postage + costs
Follow up on ARC violations with site visit	\$15 per violation notice + postage + mileage + costs
<b>HOURLY RATES</b>	
Principals	\$295 per hour
Chief Financial Officer	\$200 per hour
Vice Presidents	\$200 per hour
Managers	\$115 per hour
Accounting Staff	\$70 per hour
Administrative Staff	\$70 per hour
IT Computer Support/Staff	\$100 per hour
IT - outsourced	Actual Cost

Additional services provided as may become available at the prevailing rate or as mandated by law.

Effective January 1, 2011