

The Melrose Management Partnership  
Community Management Agreement  
Item Price Listing - 2023  
Schedule A

<u>Item</u>	<u>Price</u>
<u>To Be Paid By Association</u>	
Alteration Application Form	\$1.00
Alteration Approval Letter	\$2.50
Annual Accounting File Set Up Fee	\$150.00
Assessment Statements	\$5.50
Association Start-Up Fee – 0 – 49 Lots	\$300.00
50-99 Lots	\$400.00
100-199 Lots	\$500.00
200-399 Lots	\$600.00
400 + Lots	\$750.00
Bank Accounts – Additional Accounts Funds Transfer Fee	\$10.00
Bank Accounts – Additional Accounts Set Up Fee	\$25.00
Bank Accounts – Reconciliations in Excess of 2	\$5.00 each
Background Check	\$70.00 per association employee
Budget Mailout (Yearly)	\$2.00 each
Credit Card Set Up	\$50.00
Credit Card – Management if limit is at or under \$1,000	\$50.00/month
Certified Mail Preparation	\$2.50
Checks	\$1.50
Dual Signature Checks	\$15.00/month based on volume
Collection – Late Notice	\$6.00
Copies	\$.22
Color Copies	\$.48
Correspondence	\$2.00
Coupon	\$10.50
Coupon Distribution	\$2.00
Drug Testing	\$70.00 per association employee
Envelopes (regular/large)	\$.15/\$.50
Fax	\$.50
Financial Statements in excess of 2 per month	\$5.00
Gate Access Management	\$150.00/per gate per month
Introductory Package to Resident	\$3.50
Mailing Labels (regular/large)	\$.15/\$.28
Meetings in Excess of 2 Hours	\$150.00/hour
Meeting Notice – Up to 4 pages	\$2.50
5 to 10 pages	\$3.50
Over 10 pages	TBD
Newsletter – Creation	\$50.00/hr
Newsletter – Production	\$1.50/Newsletter (up to 4 pgs.)
Notary Services	\$10.00
Office Supplies	Cost plus 15%
Online Payables	
Up to (10) Transactions	\$20.00/month
Over (10) Per Transaction	\$2.00
Overnight or Special Delivery	Cost plus 15%
Owner's Roster/Sign In Sheet – Count 0-49	\$8.00
50-99	\$12.00
100-199	\$16.00
200-399	\$20.00
400 +	\$30.00
Postage	Cost plus 15%
Professional Service Fee – Accounting	\$150.00/hour
Professional Service Fee – Administrative	\$50.00/hour
Professional Service Fee – Management	\$200.00/hour
Record Storage	\$30.00/month
Registered Agent Fee	\$150.00/year
Special Assessment Management	TBD
Storage Boxes	\$5.00/per box
Transition Committee Meetings (2 hrs)	\$200.00
Transmitter Remote Order Processing Fee	\$5.00
Year End Financial Statement	\$2.00 each
Violation Letter	\$2.50
Website Enhancements	TBD
1099 Processing Fee	\$5.00/each

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Page Two

To Be Paid By Owner

Architectural/Alteration Processing Fee	\$35.00
Association Documents Sent To Resident	\$50.00
Lien Administration Handling Fee	\$100.00
Intent-to-Lien Letter	\$75.00
PUD Questionnaire	\$150.00
Transfer Fee	\$150.00 (HOA) \$100 (Condo)
Estoppel Fee	\$250.00
Rush Estoppel Fee	\$100.00

Turnover Charges for Official Records

Resignation of Registered Agent	\$87.50
Production of Homeowner History	\$0.25 per page
Detail General Ledger for Current Fiscal Year	\$0.25 per page
Vendor History	\$0.25 per page
Homeowner Roster	\$0.25 per page
3 Months Forwarding Fee	\$150.00