

ADDENDUM
SCHEDULE OF FEES

This Addendum amends your existing Accounting Department service agreement starting 1/1/24

FEES FOR SERVICES THAT MAY BE REQUESTED BY THE COMMUNITY

<u>Description of Services</u>	<u>Charge (in \$)</u>
Vendor change of address letter / new process for Strongroom (emailed are free)	1.59 each
Monthly statement (produced & mailed with return envelope; including postage)	1.99/unit
Annual coupon book (produced & mailed; including postage)	6.99/unit
Expedited payment/wire/ACH/Overnight emergency check (if not regular AP process)	95.00 each
Stop payments	50.00 each
1099 processing (3 copies sent to the applicable vendor, State and Federal agencies)	19.99 per 1099
Additional bank/investment accounts, CDs or debit/credit cards to reconcile	35.00 each/mo.
Admin staff hourly rates (for out-of-scope customer requests)	50/hr
Accounting staff hourly rates (for out-of-scope customer requests)	95/hr
Community mailings, certified letters & overnight handling We will provide a per home fee that includes paper, processing and postage For community mailers please provide 2-3weeks lead time prior to target delivery date	Per item based on pages/ color, etc.
Special assessment (rather than a variable hourly rate we provide certainty with flat fees)	
Set-up fee	Ask for pricing
Monthly administration (we bill monthly for this regardless if SA is billed quarterly)	Ask for pricing
Bank loan coordination & administration	Ask for pricing
Payroll processing (separate quote)	Ask for pricing
Payroll processing corrections due to client (redoing payroll plus journal entries)	95/ea

POSSIBLE FEES REIMBURSED BY OR PAID BY A HOMEOWNER

As we do not have a contract with the individual unit owners, any work with respect to unit owners are on behalf of the Client; Agent will bill Client for such work; The unit owner's account is assessed the fees charged to the Client and when paid reimburses the Client.

<u>Description of Services</u>	<u>Charge (in \$)</u>
Return Check Charges (additional banking fees may be charged to the owner)	25.00
Late Notices Sent (subsidized by late fee charged)	10.00
Final Notice / 30 Day / Pre-Lien Letter	85.00
Collection Action File Management/Monitoring (when a unit is turned over to collections)	39/month
Resale Certificates & Lender Questionnaires (closing costs paid by unit owner)	Market Rate