

REALMANAGE

FAMILY OF BRANDS

Additional Fees Price Schedule	
As of March 1, 2023¹	
1 - Additional Services Fees – Billed to Owner/Other	Price / Unit
Access Key, Remote, Plus Any Applicable Third-Party Charges for Supplies	\$35.00 each
Governing Documents Replacement Fee	\$50.00 each
Returned Payment Charge	\$25.00 each
Special Assessment Payoff Calculation, Account Status	\$295.00 each
Statement of Account	\$295.00 each
Conveyance Processing Fee	\$275.00 each
Refinance	\$250.00 each
Resale Certificate Fulfillment Fee	\$275.00 each
Condominium Lender Questionnaire	\$355.00 each
Mortgage Loan Subordination Fee	\$250.00 each
Closing Document Rush Fee	\$200.00 each
Coupon Replacement Fee	\$10.00 each
Conveyance Fee Surcharge for Delinquent Accounts	\$195.00 each
Request Update Fee	\$90.00 each
Title Search	\$75.00 each
ARC/ACC Submission Fee	\$30.00 each
2 - Additional Services – Billed to Association	Price / Unit
Delinquent Accounts - Collection Letter Fee ²	\$25.00 each
Late Notice/Debit Statement ²	\$5.00 each
Statutory (Certified) Demand Letters ²	\$35.00 each
Attorney Referral ²	\$225.00 each
Deed Restriction Violation (DRV) Letter	\$14.50 each
Administration of DRV Fines ²	\$40.00 each
Mailing or notice (other than a DRV notice or a late/collections notice) of up to three pages each (any mailing consisting of more than three pages is subject to a custom quote)	\$2.50 each
Standard assessment statement	\$2.50 each
Coupon book	\$10.00 each
Rush Check Fee	\$50.00 each
Management Certificate	\$125.00 per filing
Registered Agent	\$150.00 per year
Annual Report or State Tax Reporting (as applicable)	\$100 per year
Off-ramping Fee - Terminating Associations	\$1,500.00 one-time
Non-partner Bank Fee	\$75.00 per account/month
Special Assessment Financial Management	\$2 per assessable unit per month (\$100 minimum)
Storage retrieval fee - standard box	\$25.00 per box
Storage box fee	\$2.00 per month/banker's box
Certified Letter	\$35.00 per
Inclusion of a black & white photo of a deed restriction violation printed on violation letters	\$30.00 per month
Processing of any tenant/homeowner applications, background checks, tracking, etc.	by bid
Additional printing/Mail fulfillment requested by the board unless included in Exhibit A	by bid
1099 Processing	\$35.00 each
1096 Processing	\$60.00 per year
Mileage Rate	\$0.67 per mile
Recruitment: On-site Filled Positions - Part-time	\$150.00 each
Recruitment: On-site Filled Positions - Hourly	\$250.00 each
Recruitment: On-site Filled Positions - Salary	\$500.00 each
Mass Communications (Subscription Option) - Includes unlimited mass emails and SMS/MMS text messages.	\$30.00/month
Mass Communications (Per Item Option)	\$35.00/mass email or text

[1] Manager reserves the right to adjust these applicable fees from time to time pursuant to market conditions

[2] When applicable, and equal charge is added to the homeowner's account payable to the Association

3 – Additional Services – Billable Hourly Rates	Rate
After Hours (Holiday and Regular)	\$305.00 per hour
Executive	\$305.00 per hour
Market Leadership, Software Developer, Human Resources	\$255.00 per hour
Director, Financial Manager	\$205.00 per hour
Community Manager, Accountant, Collections, Account Manager, Webmaster	\$175.00 per hour
Administrative, Other	\$100.00 per hour
<p>Not applicable if performed by dedicated on-site staff. Hourly rates are payable to the Manager for additional or extraordinary services performed by the Manager that are not included in the Service Level Agreement. The following are examples of services that would incur additional hourly fees:</p> <ul style="list-style-type: none"> a) Time spent on natural disaster response and recovery management b) Time spent researching, analyzing, or remediating historical financial records not received within 30 days of the Commencement Date or not received electronically c) Time spent on research, preparation, or filing of any Federal tax return, State tax return, or other required State filing related to a period prior to management by Manager d) Any valuation or exemption negotiations or filings with taxing authorities e) Audit support time and any financial due research for any financial period that has been closed for over 60 days and any time spent performing accounting reclassifications or republishing historical financial reports f) Association members or Board training or consulting sessions on accrual accounting or fund accounting principles g) Additional time that results from a change in legislation that requires Manager to perform additional duties to confirm compliance or to directly or indirectly bring the Association into compliance h) Board or resident disputes that require Manager involvement in excess of one hour per week i) Board-requested site visits other than the regularly scheduled visits j) Time spent troubleshooting access device programming or systems audits k) Time spent on responding to Better Business Bureau complaints that were a result of a board matter or decision l) Lot/unit owner direct utility billing performed by Manager m) Customized reports, letters, or procedures regarding: financial, assessment, deed restriction, welcome, or collections management n) Management of any specific units not identified on Exhibit A such as management or assessment billings for individual boat slips, garages, parking spots, storage units, stables, etc. whether owned by the Association or individual Owners o) Third-party website support and any third-party software integration for any process p) Architectural control consulting or approval process q) Administration or management of multiple payment financing arrangements including but not limited to bank loans, insurance policy financing or insurance premiums billed in installments r) Any special assessments or credits, any variable assessments of any type that may require special handling, and any early payment discounts s) Processing of any amenity rental fees or move-in or move-out fees 	
<p>4- Dedicated On-Site Staff</p>	
<p>Unless otherwise agreed in Exhibits A or B: Association agrees to reimburse Manager for onsite personnel costs including all payroll costs at a flat rate burden of thirty-five percent (35%) for administrative staff and thirty-six (36%) for maintenance staff members. Payroll costs include all payroll related taxes, workers compensation, unemployment insurance, Social Security taxes, and all federal and state related taxes and fees. In addition any recruiting, supervision, benefits, mileage and/or other travel expenses, cell phone, computer or other equipment expense or rental, training courses, certification-related expenses, interim management and other employee-related expenses are passed-through and Manager is paid a surcharge of (15%) of the total expenses.</p>	

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