

Exhibit A
Itemized Charges for Periodic Routine Services & Non-Routine Services & Reimbursables
Effective January 1, 2025

| Administrative & Accounting | Charge |
|---|--|
| Annual 1099 Processing | \$25.00 each, billed in February |
| Parking/Keys/Gate/Pool/Access Card Processing | \$20.00 per month flat fee |
| Account Maintenance Fee (if opted out coupons/statement) | \$1.00 per unit, per month |
| Non-Partner Bank Account Monitoring & Reconciling – per account | \$50.00 per month, per account |
| After-Hours Emergency Calls | \$150.00 per call handled after hours |
| Annual Office Supply Fee | \$2.50 per unit, per year |
| AP Payment Processing/Check stock | \$1.25 per payment |
| Billing Statement | \$4.50 per statement |
| Copies, Faxes & Scans | \$0.35 per page, \$1.00 per color page |
| Corporate Transparency Act (CTA) Filing Annual Fee (excludes those who have explicitly opted out) | \$395 annually |
| Corporate Transparency Act (CTA) Update | \$100 per additional update |
| Courier Charges | Actual Cost, plus 10% |
| Coupon Book Processing | \$12.00 per coupon book |
| Digital Electronic Data Storage & Security | \$1.00 per month, per unit |
| Direct Pass Thru Expense | Actual Cost, plus 20% |
| Docusign Usage – Excludes Reserve Expense Approval Forms | \$2.00 per Document |
| Email Blasts (Outside of TownSQ) | \$10.00 per email or \$30.00 per month (unlimited) |
| Envelopes | \$0.35 – small/standard size, \$1.20 – large size |
| Mailing Labels | \$0.30 each |
| Mailer – Rush Fee | \$50.00, plus cost |
| Manual Bank Deposit/Withdraw | \$50.00 per transaction |
| Notary Service, as available | \$10.00 per notarized document |
| Notice by Certified Mail | \$15.00 per notice, plus cost |
| Opening of Investment Account | \$100.00 per account |
| Postage | Direct Postage Cost |
| Paper Records Storage | \$11.00 per box, per month |
| Registered Agent Fee | \$55.00 annually |
| Returned Mail Processing | \$1.00 per returned item |
| Rush Check Requested by Client | \$55.00 per check |
| Special Assessment Set-Up | \$6.00 per unit set-up fee, \$500.00 minimum |
| Special Assessment Monitoring – includes all units for duration | \$6.00 per unit, per month |
| Transition Out Fee | One Month of Management Fee Amount |
| Utilities Assessment Monitoring | \$5.00 per unit, per month |
| Administration of Losses/Insurance Claim | 6.5% of total claim |
| Oversight/Coordination of Non-Contracted Services | Hourly Rate * |
| Services at an Hourly Rate – Outside of Scope | Charge* |
| Executive Leadership | \$250.00 per hour |
| Directors, PCAM & Accounting Supervisors | \$175.00 per hour |
| Community Manager's, CMCA | \$140.00 per hour |
| Community Manager with AMS | \$155.00 per hour |
| Admin and Assistant Manager's | \$85.00 per hour |
| Collections | Charge |
| Billed to Association and Charged Directly to Owner | |
| Late Statement/Friendly Reminder | \$3.25 per notice |
| 1 st Delinquency Notice and/or Friendly Reminder | \$25.00 per notice |

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|---|---|
| 2 nd Delinquency Notice | \$30.00 per notice |
| 3 rd Delinquency Notice | \$40.00 per notice |
| Sent to Attorney Notice | \$45.00 per notice |
| Intent to File Lien Processing | \$175.00 |
| Return Check Fee/Stop Payment | \$50.00 Handling Fee |
| Payment Plan Administration | \$40.00 per occurrence/month |
| Email Delinquency Reminders (Per Board Request) | Hourly Rate * |
| Architectural Administration & Compliance | Charge |
| Violation – 1 st Letter | \$9.00 per notice, plus cost |
| Violation – 2 nd & Subsequent Letters | \$16.00 per notice, plus cost |
| ACC/ARC Application Letters | \$1.50 per letter, plus cost (per letter fee waived if on Portal Subscription) |
| Referral to Attorney, Preparation & Appearance: Depositions & Hearings, Ongoing Communication Regarding Enforcement Process | Hourly Rate |
| ACC/ARC TownSq Portal Subscription Fee | \$25.00/per month for 0-49 units \$35.00/per month for 50-99 units \$45.00/per month for 100+ units |
| Maintenance Services | Charge |
| Normal Business Hours Services | Hourly Rate + Sales Tax (Rates will vary based upon skilled labor, ranging from \$75.00 to \$120.00) |
| After Hours, Holiday Services & Emergencies | \$225.00 per hour, plus materials and tax |
| Janitorial, Recurring Services, Project Oversight, Dedicated Services | Fees quoted based upon number of hours contracted |
| Maintenance Supplies/Services or Permits Purchased or Used by HOA | Cost, plus 25% |
| Payroll & Benefits Administration | Charge |
| HR Services: Associa Employees 100% dedicated to HOA | All Gross Wages, Taxes & Benefits, plus Admin Fee |
| Association Employees: Employed directly by the HOA | 10% of payroll processed by third party administrator |
| Resale: Paid Between Buyer & Seller – Not Association | Charge |
| Covenants Compliance Inspection | \$180.00 |
| Covenants Compliance Inspection Update | \$100.00 |
| Resale Certificate | \$275.00 |
| Escrow Demand/Statement of Account | \$285.00 |
| Lender/Mortgage/Condo Questionnaire w/o CCI | \$250.00 |
| Custom Lender Questionnaire | \$275.00 |
| Refinance Only | \$220.00 |
| Legacy Account Closure Fee | \$150.00 |
| Post-Closing Fee (Developer – New Unit Sales) | \$100.00 |
| New Account Set-Up Fee | \$80.00 |

* Hourly Fees may be assessed for items and/or time outside the scope of standard management services; including but not limited to the preparation and appearance at court, coordination of non-insurance claim losses, Reserve Project Coordination, the scheduling and attendance of hearings, schedule of inspections for maintenance items and any owner access coordination, additional site visits, the creation or editing of newsletters, directories or social media postings, the preparation and supervision of documents or requests for access to documents, any customized financial reporting, cash flow or spreadsheet preparation or maintenance, duplicate work as a result of delayed Board decisions, preparation of bank loan documents, attendance at additional meetings, events or meeting exceeding two hours, transcription of meeting minutes, posting notices, coordination and/or editing of documents, policies, resolutions, rules, charters, secretary of State documents, move in/out, check in/out and/or club house management, lease management, leak management, shredding or records purge, legislative changes or compliance updates or trainings, website set-up and maintenance, on-site assistance for emergency and/or after hour services billed hourly.

** Additional services are provided as may become available at the prevailing rate or as mandated by law. All fees listed on this Exhibit A are subject to reasonable change, from time to time, without prior notice and shall automatically increase on each calendar year as noticed. **