



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 Billed to Association and Charged Directly to Owner	Charge
Late Statement/Friendly Reminder	\$3.25 per notice
1 st Delinquency Notice and/or Friendly Reminder	\$25.00 per notice

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. **