

LELAND MANAGEMENT ASSOCIATION MANAGEMENT AGREEMENT

This AGREEMENT is made between Sunset Lakes Homeowners' Association, Inc., a Florida not for profit corporation located in Florida (the "Association") and Leland Management, Inc., a Florida corporation, with its principal place of business at 6972 Lake Gloria Blvd., Orlando, FL 32809-3200 ("Leland")

WHEREAS, the Board of Directors of the Association (the "Board") believes it to be in the best interest of the members of the Association, that the Association be managed by an organization in the business of Community Association Management; and

WHEREAS, the Board of the Association is empowered by provisions of the Association's governing documents to employ such an organization.

NOW THEREFORE, it is agreed as follows:

Article I - CONTRACT DOCUMENTS

1.01 The Contract Documents consist of this Agreement and Attachments. Certain terms in this Agreement relate to the Association Documents, Bylaws of the Association, and Board Resolutions.

Article II -MANAGEMENT RELATIONSHIP

2.01 Leland's function is to assist the Board in the operation and administration of the Association. Leland shall be an independent contractor in performing its functions on behalf of the Association as its Agent. Actions taken by Leland shall be made under the express or implied authorization of the Board in accordance with the terms of this Agreement, documents of the Association or under written or verbal instructions of the Board.

2.02 Notwithstanding the authority given to Leland in this Agreement, it is understood and agreed that the parties shall at all times endeavor to confer fully and freely to facilitate the performance of the services set forth in this Agreement.

Article III - RESPONSIBILITY OF MANAGEMENT

3.01 Leland agrees to perform the services described in this Agreement and Attachment "A" in the name of and on behalf of the Association, and the Association gives Leland the authority and powers required to perform these services:

A. Maintain the Association's records and files and books of account in good order; be the custodian of the official records of the Association and provide access to the records at Leland's offices to appropriate persons with prior appointment upon reasonable notice.

B. Leland shall establish and maintain a custodial bank account for the Association, in a bank whose deposits are insured by the FDIC. Leland shall oversee the collection of assessments and other monies due the Association including preparation and mailing of past due notices, Intent to Lien Notices and processing of liens in accordance with the collection policies of the Association.

C. Leland shall have authority to make disbursements from Association's bank account to pay obligations of the Association in accordance with Leland's responsibilities under this Agreement and as authorized by Association Documents and the Board. Leland shall make disbursements regularly and punctually for the Association to pay debts and amounts owed by the Association from funds collected and deposited in the Association's bank account. Leland shall not be required to use its funds for the Association, or to assume any liability for the Association.

D. Subject to this Agreement and the direction and the expense of the Association, Leland shall cause the common areas and facilities to be maintained according to standards acceptable to the Association. For any one item of repair or replacement, the expense incurred shall not exceed the sum of One Thousand Dollars (\$1,000) unless specifically authorized by the Board or by a budget which has been approved by the Board; provided, however, that emergency repairs involving manifest danger to life or safety of the property or for the safety of the owners, or required to avoid the suspension of any necessary service to the property or to its common areas and facilities, may be made by Leland irrespective of the limitation imposed by this Paragraph.

E. Leland shall provide assistance in obtaining property, directors and officers, liability and other forms of insurance appropriate for Association. Determination that the appropriate types, forms and amounts of insurance coverage are in force shall remain the responsibility of the Board.

F. Subject to this Agreement and approval by the Association, Leland shall negotiate contracts for maintenance and other necessary services which Leland or the Association shall deem advisable within the scope of services defined in Attachment "A". Leland shall maintain appropriate records of all such contracts and orders. The parties expressly agree that Leland shall procure necessary services for the property from third parties.

G. The Association may request Leland to oversee special projects of construction, such as restoration, renovation, repairs, or improvements exceeding \$10,000 in cost. If Leland accepts responsibility for oversight of such a project Leland shall work with the Board to obtain bids, negotiate agreements with contractors and oversee the work of the contractors and other professionals. Leland shall work with the Association's attorney to ensure that the Association is properly protected from construction lien law liability. Leland's role shall be to perform general monitoring and supervision of the project on behalf of the Board and shall specifically exclude without limitation work appropriately performed by other professionals such as contractors, engineers, architects, and inspectors. If the Association requests that Leland provide the oversight services of this section Leland shall receive a fee of 5% of the contract price for this service. The fee shall be payable on a prorated basis as funds are disbursed to pay for the project. This fee would not be applicable if the service is provided by on-site staff during hours already being reimbursed by the Association.

H. Leland shall have NO authority or responsibility for maintenance or repairs to individual dwelling units unless required by the Association Documents.

I. Leland will assist the Association in the processing and administration of Architectural Review Requests. However, the Board shall have final responsibility for the disposition and approval or disapproval of such requests. Leland's fee for processing Architectural Review Requests is in accordance with Attachment "B". Leland shall have no liability related to its assistance in processing of Architectural Review requests.

J. Leland shall designate one of its licensed employees as primary Manager for the Association. Selection of the Manager assigned to the Association shall be within the discretion of Leland. However, the Board shall be entitled upon written notice to Leland to have the designated manager changed. At the request of

the Board and upon availability and reasonable notice Manager shall attend up to five 5) regular Board meetings and one annual membership meeting each year provided that meetings are not scheduled on weekends or holidays. Meetings that conclude after 9:00pm, exceed 2 hours in length or additional meetings beyond the contracted number may be attended by Manager and/or other Leland personnel upon mutual agreement of the parties and charged for Additional Services in accordance with Attachment "B". This charge is not applicable if the service is provided by on-site staff during hours already being reimbursed by the Association.

K. If applicable, Leland may assist Association in estimating reserve requirements. However, final responsibility for determining the amounts or adequacy of reserves shall remain with the Board of Directors. At written request of the Board, Leland will assist Association in securing the services of a professional reserve analysis firm to establish and/or support reserve estimates. It is recommended that Association utilize the services of a professional reserve analysis firm to establish and/or support reserve estimates.

L. The Community Association Manager shall abide by all professional standards and record keeping requirements imposed pursuant to part VIII of Chapter 468, Florida Statutes.

Article IV - RESPONSIBILITY OF ASSOCIATION

4.01 In order for Leland to effectively perform its duties, the Association agrees to assume the following responsibilities:

A. Maintain a legally constituted Board of Directors.

B. Designate a single individual who shall be authorized to direct Leland on any matter, including the incurring of expenses and the execution of contracts, relating to management of the Association. Leland shall accept direction from such designated representative and the directions of such designated individual shall be conclusively presumed to be the actions of the Association. Leland shall be under no obligation to investigate the actual authority of the designated representative. Unless a different specific appointment is made in writing, the designated representative shall be the President of the Association. Leland is authorized to act on behalf of the Association based on policies adopted by the Board and directives, written and oral, from the Board or the designated representative.

C. Supply Leland with an initial accurate Owner's information roster, showing the names as recorded on the deed, the last known address, phone number(s), if known, and any other pertinent facts with regard to ownership of the property.

D. The Association shall furnish Leland with a complete set of Association legal documents and any amendments that show the stamp of recording of the County and complete records and files of the Association for one year prior to the contract date. Association shall also provide complete up to date financial statements, receivables and payables records and other financial records in good order.

E. Failure of the Board to provide adequate information to Leland, or if such information is not received in a timely manner, will revoke the right of the Association to claim nonperformance as to duties that require such information.

F. The Association shall not interfere with, nor allow or cause any of the officers, directors, or members to interfere with Leland in the performance of its duties or the legitimate exercise of any of its responsibilities, including, but not limited to direct contact with those persons or organizations performing services under the supervision of Leland.

G. Employees of Leland who handle or are responsible for the handling of the Association's money shall be bonded or insured by an endorsement to the Association's fidelity bond in an amount as required by the governing documents or any state statutes that are applicable to the Association.

Article V - COMPENSATION

5.01 Management Services

Leland shall be compensated for its services at the rate of \$2,000.00 per month. Such compensation includes overhead of Leland, including salaries of employees, general and administrative expenses, and travel expenses of officers and employees of Leland incurred to perform services defined in Attachment "A". The above fee does not include the fee for on-site personnel per 5.02 below or other provisions of this agreement. The fee will increase by a minimum of three percent at the beginning of each calendar year. Fees are due and payable on the 1st day of each month during which such services are to be provided. Leland is hereby authorized to deduct the monthly fee directly from the account of the Association. If the amount due is not available to be paid in full by the 15th of the month, the balance due shall accrue interest at the maximum legal rate until paid.

5.02 Personnel

In the furtherance of Leland Management's responsibility under this agreement Leland and/or Association may employ personnel who work primarily on Association premises or offsite as dedicated personnel, while performing services for the Association ("on-site/dedicated personnel"). If the Association and Leland agree to utilize on-site/dedicated personnel, the Association will pay Leland a Payroll Fee in addition to the agreed upon monthly fee per 5.01 above. The level of staffing, pay rates, duties and benefits for on-site/dedicated personnel will be established by Leland subject to approval of the Board of Directors of the Association. The payroll fee shall be equal to actual gross pay for such individuals plus the Payroll Overhead percentage per Attachment "B". To this purpose Leland may utilize the services of a payroll and staffing company. The Association shall be responsible for the cost of equipping on-site personnel including but not limited to tools, office supplies, computer equipment and software. The on-site payroll fee shall be payable by Association to Leland via ACH or similar electronic funds transfer immediately upon Leland's disbursement of its funds for the related payroll.

The Association recognizes that Manager is engaged in the specialized and competitive community management business and Manager invests time and money in the hiring, training, and development of its employees at all levels, which promotes productivity, efficiency and the employment of a competent and specialized workforce. Accordingly, the Association covenants and agrees that it shall not hire, employ, or otherwise engage any employees or prospective employees Manager presents for consideration while this Contract remains in force and continuing for a period of twenty-four (24) months following the end of the Contract relationship between the parties hereto. For this purpose, "employees and prospective employees Manager presents for consideration" are those individuals currently employed by Manager who provided services to the Association or prospective employees who were presented to the Association for consideration, at any time during the 24-month period prior to the end of the Contract relationship between the parties hereto. Should the Association violate this paragraph, it agrees to pay, as liquidated damages, and not a penalty, the sum of one hundred percent (100%) of the annual salary/wages of said employee(s) at the time of termination or resignation of said employee(s) by or from Manager. The parties hereby agree that: (1) ascertaining the actual damages in the event of the Association's violation of this paragraph is difficult, (2) it is impossible more precisely to estimate the damages to be suffered by Manager upon the Association's violation at different times during the term of this Contract and thereafter, (3) such payment is intended not as a penalty, but as full liquidated damages, and (4) the amount of such liquidated damages constitutes a good faith estimate of the

potential damages arising from the Association's violation hereunder. The provisions set forth in this paragraph shall survive the termination or expiration of this Contract.

5.03 Direct and Other Expenses

Leland shall be reimbursed in performing its responsibilities under this agreement in accordance with Attachment "B" including without limitation expenses related to mailings, photocopying, collections, office supplies or other items that may be provided under this agreement, or requested by the Board, owners, or other authorized parties. Attachment "B" is Leland's current standard expense reimbursement schedule. Charges may vary over time and shall be based on Leland's current standard schedule in effect at the time service is performed.

5.04 Additional Services

Leland may provide additional support in the following areas if requested by the Board or required by this agreement, Florida Statute or other legal authority: 1) Legal/litigation support related to potential or actual litigation or legal issues involving the Association that are not related to collections activity which may involve coordination, records research, depositions, testimony, court, or similar activity; 2) Audit or Review support related to preparation and assistance with routine or special audits or reviews of accounting or tax records or similar activity; 3) Records Production support for research, production or review of official Association records for Board or members; 4) Association computer systems and website support; 5) cleanup of records or accounting issues from prior management company; 6) additional inspection or site visits 7) insurance claims 8) construction defect support 9) other work outside the normal scope of this agreement. Such support shall be charged to the Association as Additional Services in accordance with Attachment "B". This provision shall survive the termination of this Agreement if Leland personnel are required to assist or otherwise be involved in Association business after the date of termination. The above charges are not applicable if the service is provided by on-site staff during hours already being reimbursed by the Association.

5.05 Optional Services

Leland may offer optional products or services such as but not limited to enhanced or custom website, mobile phone applications, IT technical support. If Association requests these services charges will be in accordance with Attachment "B".

Article VI - CONTRACT PERIOD and TERMINATION

6.01 Term

This Agreement shall be for an initial period of one year commencing on January 1, 2026 and shall automatically renew for one-year periods unless canceled by either party at least sixty (60) days prior to the annual renewal date. At any time after the end of the initial one year term of this Agreement, Leland shall have the right to adjust its monthly management fee. Association shall have sixty (60) days to accept the proposed adjustments. If after sixty (60) days the Association fails to accept the proposed adjustment, Leland, at its option, may terminate this Agreement or continue under the then existing terms and conditions.

6.02 Termination for Nonpayment

Leland has the right to terminate immediately in the event payment is not made within 30 days of the due date. In no case shall termination forfeit any rights of Leland to collect its compensation or other amounts due according to this Agreement.

6.03 Termination Procedures

A time shall be set for a meeting to take place at Leland's principal office on the last day of the term of the Agreement for the purposes of turning over to the Association all requested records, all funds and deposit accounts and to execute any agreements and releases relating to the conclusion of contractual obligations.

Article VII - LIABILITY OF PARTIES

7.01 Leland will indemnify and hold the Association harmless from all loss, damage or injury resulting from willful and intentional acts done or caused by Leland, its officers, directors, or employees which cause harm to persons or property, or which cause a monetary loss or expense to the Association. In no event, however, shall Leland be liable to the Association for actions or errors of judgment Leland may commit or refrain from committing in the reasonable good faith performance of its duties except for acts or omissions that violates a criminal law; derives an improper personal benefit, either directly or indirectly; is grossly negligent; or is reckless, is in bad faith, is with malicious purpose, or is in a manner exhibiting wanton and willful disregard of human rights, safety, or property

Except for acts or omissions that violates a criminal law; derives an improper personal benefit, either directly or indirectly; is grossly negligent; or is reckless, is in bad faith, is with malicious purpose, or is in a manner exhibiting wanton and willful disregard of human rights, safety, or property, the Association shall indemnify, defend and hold Leland, its shareholders, directors, officers, employees, and agents, harmless from all claims, actions, and damages arising from the performance of Leland's duties under this Agreement.

The obligations of each party under the above indemnifications include the payment of all settlements, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, litigation expense, and attorney fees, including those incurred through all appeals. Said indemnification as noted in above Paragraphs shall survive this Agreement.

7.02 Leland shall maintain in force, for the term of the Agreement, worker's compensation insurance, and such other insurance as may be reasonably requested in writing by the Board. Notwithstanding the foregoing, the Board shall name Leland as an additional insured on the Association's insurance policies including without limitation its liability, casualty, and D&O policies and shall provide to Leland a certificate so evidencing the same.

7.03 All provisions of this Agreement that require either party to insure and defend, reimburse, or indemnify the other party shall survive any termination of the Agreement, to the extent they concern events, actions or inactions which occurred during the term of the Agreement.

Article VIII - MISCELLANEOUS

8.01 Definitions

To the extent any definition is not inconsistent with the Association's legal documents, unless the context shall require otherwise, the terms used in these Contract Documents shall have the same meaning as defined in the documents or as defined in the same manner as in Florida Statutes, where applicable.

8.02 Conflicts

Any conflict, real or perceived, will not affect the whole of the contract. Any such real or perceived conflict shall be negotiated between the parties of the agreement.

8.03 Construction

This Agreement, which may be signed in several original counterparts, is to be construed as a bilateral contract. Headings are provided for convenience only and are not intended to be utilized in interpreting the contents. Terms of gender shall refer to the opposite gender where appropriate and terms of singular shall refer to plural and vice versa.

8.04 Disclosure

Leland Management Inc., or its affiliates, may enter into certain agreements or affinity relationships with other companies. Such arrangements are made to offer commercial services at favorable pricing, to reduce association fees and charges, or other business reasons which may or may not benefit the associations we manage. Leland Management Inc. may retain the services of third-party vendors in connection with technology, website support, banking services, insurance products, lending assistance, leasing administration, back-office administration, and operational support functions for which a financial or other benefit may be realized by Leland Management Inc. or its affiliates.

For a list of companies associated with Leland please consult our website as they may be updated from time to time. www.LelandManagement.com/disclosures. A link to the statutes referred to and this disclosure may also be found on our website.

8.05 Notices

All notices as provided for, or as may be deemed desirable, shall be in writing and sent postage prepaid by certified mail, return receipt requested to Leland at the addresses indicated above, and for the Association to the then-serving President of the Board at his/her residential address or such other addresses as given in a notice.

8.06 Breach and Default

Failure by the Parties to this Agreement to insist upon the strict performance of any term of this Agreement or to exercise any right, power or remedy upon a breach thereof by the Parties shall not constitute a waiver of any such term of any such breach. Waiver of any breach shall not affect or alter this agreement, which shall continue in full force and effect with respect to any other then-existing or subsequent breach by the Parties.

If either party defaults by materially failing to perform its duties and obligations under this agreement, the party claiming the default shall provide written notice of such default to the nonperforming party specifying the nature of the default(s). If the default(s) are not corrected within 30 days of such written notice, the party claiming the default may cancel this agreement by giving not less than 30 days' written notice.

8.07 Attorney Fees and Arbitration/Mediation

Should any dispute arise as to the rights of any of the parties under this Agreement, including the powers and duties of the parties and all of the terms and conditions of this Agreement, and said dispute cannot be amicably settled and resolved between the parties, then the parties shall submit the matter in controversy to arbitration under Florida Statutes, Chapter 682, and in accordance with standards set by the American Arbitration Association. If the dispute results in attorney fees to resolve, the prevailing party in and under this Agreement shall be entitled to recover costs and attorney fees.

8.08 Severability

In the event that any provision or provisions of this Management Agreement shall be determined to be invalid, void, or unenforceable, such determination shall not affect the other provisions of this Agreement, which can be given effect without the invalid, void or unenforceable provision or provisions.

8.09 Binding Obligations

This Agreement shall insure to the benefit of and constitute a binding obligation upon Leland and the Association, and their respective legal representatives, administrators, successors, and assigns.

8.10 Governing Law and Venue

The Contract Documents shall be governed by and construed in accordance with Florida law. Any action commenced pursuant to this Agreement shall be brought in Orange County, Florida.

8.11 Licensure

Leland warrants and represents that it possesses and shall maintain during the term hereof, all licenses, permits, approvals, and similar items, as are necessary and/or appropriate to its performance hereunder.

8.12 Name and logo

The name and logo of Leland Management is the exclusive property of Leland Management. Any use of these names and logos must be approved in writing by an executive of Leland.

8.13 Entire Agreement

The Contract Documents represent the parties' entire understanding and supersede any prior agreement. The parties acknowledge that there are no other understandings between them in these regards, except as may be evidenced by written agreement.

IN WITNESS WHEREOF, the parties have set their hands and seals this date 2/2, 2026

Sunset Lakes Homeowners Association, Inc, Community Name

Julie K. Song, President or authorized signer

Julie K. Song, Print Name

LELAND MANAGEMENT, INC

Rebecca Furlow

Rebecca Furlow, LCAM, CFCAM, President

MANAGEMENT AGREEMENT
LELAND MANAGEMENT, INC.
ATTACHMENT "A"

Property Management:

- Perform regular inspections of the Association's common areas and facilities to monitor their condition and maintenance needs
- Assist the Association in locating and contracting with maintenance providers
- Assist in securing competitive bids on services and products of the Association
- Coordinate and monitor the activity and performance of maintenance providers
- Perform regular inspections of the physical appearance and condition of the members properties to assess compliance with the Association's Governing Documents
- Follow up on complaints of violations or maintenance issues received from Association members or the Board
- Issue violation notices and take other appropriate action necessary to resolve a violation in accordance with Association documents and instructions of the board
- Assist in the processing of Architectural Review applications
- Provide assistance in obtaining property, directors and officers, liability and other forms of insurance appropriate for Association
- Provide assistance in reporting and filing of insurance claims on behalf of the Association
- Provide 60 day notice prior to Attachment B changes taking effect

Assessments:

- Maintain assessment rolls
- Complete invoice or coupon billing to each Association member on a monthly, quarterly or annual basis as appropriate for the Association
- Collect and deposit assessments into Association bank account insured by the FDIC
- Prepare and mail past due notices, intent to lien notices and oversee the filing of liens and collection of delinquent assessments.

Accounting:

- Prepare monthly and year end financial statements (balance sheet and income statement)
- Prepare supporting financial reports including detailed general ledger, cash receipts and disbursements registers
- Maintain and update detailed accounts receivable records including aging reports
- Maintain Association bank account
- Prepare monthly bank reconciliation
- Prepare annual budget under guidance of the Association Board
- Prepare and approve of disbursements in accordance with the terms of approved vendor contracts or as authorized by the budget, this agreement or Board
- Accounting will monitor interest rates with banking institutions Leland has business with and advise the Board of decisions to move money to higher interest accounts.



Tax and Association Reporting Requirements:

- Prepare IRS Form 1099 for vendor payments
- Coordinate the preparation and filing of Federal tax returns
- Coordinate the preparation and filing of State tax returns
- Receive confirmation from the Board of Directors of their Preparation and filing of the Annual Report required by the Florida Department of State
- Coordinate and oversee the financial audit and reviews by independent CPA if required by statute or requested by the Board
- Coordinate the Board approval and payment of all Association's county property and/or real property taxes in a timely manner.

Association Governance:

- Prepare monthly Management Reports for the President of the Association summarizing significant events and actions for the period
- Attend Board of Directors meetings and the annual membership meeting at request of the Board
- Advise Board of items that may be appropriate for meeting agenda
- Arrange for transcription of minutes upon request of Board
- Prepare and mail proper notice for annual and special meetings
- Facilitate communications between the members and the Board

Maintenance of Association Records:

- Act as custodian of official records and files of the Association including:
 - Minutes of Board meetings, special meetings and annual meetings
 - Annual and special meeting attendance records
 - Accounting records including cash receipt and disbursement records
 - Insurance records
 - Federal and State tax returns and other tax related records
 - Annual corporate filing

LELAND MANAGEMENT, INC. MANAGEMENT AGREEMENT
ATTACHMENT "B" - CHARGES TO ASSOCIATION

Any additional charges noted in the Management Agreement will not be applicable if the service is provided by On-Site Staff and/or equipment (examples are copies, supplies, record storage, and CAM hours if performed during hours already being reimbursed by Association).

Item	Cost & Frequency
Supplies, Stationery, Outside Printing, etc.	Actual Cost
Envelopes (Standard Size / Large)	\$.27 / \$.67 Each
Copies / Printer	B/W \$.20 Per Page Color \$.39 Per Page
Mailing / Postage	\$.17 Per Piece / Standard Postal Rate
Certified Mail	Standard Postal Rate + \$10.00
Electronic Signature Service	\$10.00 Per Month
Records / Data Storage	\$4.00 Box / \$2 Gig \$25 Minimum Per Month
Payment Processing / Lockbox / Assessment Notices	\$7 Each
Annual Report Filings	\$125
Affidavit / Notary	\$25
Manual Check Deposits	\$4
Opening Additional Bank Accounts <i>* No Charge If Within Alliance Bank Network</i>	\$200
Association Board Member or Employee Credit Card	\$50 To Establish / \$25 Per Month
Special Assessment Processing	\$5 Per Unit / \$500 Min
Vendor Payments, Per Invoice	\$1
Preparation Of Filing Packet / Attorney Packet	\$125
Covenant Enforcement Violation Account at Attorney	\$25 each per Month
Gate / Access Administration & Programming (Routine)	\$150 Per Month Per Database
Gate / Access Special Projects, Code / Database Reprograming	\$5 Unit / \$500 Min
Additional Services	\$100 Staff Per Hour \$200 Officers Directors Per Hour
Sales Tax Return Preparation	\$35 Per Month
Community Web Portal	\$100 Per Month
Enhanced Community Website (Optional)	\$200 Per Month
Mobile Phone App (Optional)	\$100 Per Month
Electronic Voting	\$500 - \$1,000 Varies by Vendor Used
Onsite Payroll Overhead:	
Workers Compensation Code 9012, CAM, Admin Staff	31%
Workers Compensation Code(s) 9015, 9015, 9082 Maint and Others	34%

LELAND MANAGEMENT, INC. MANAGEMENT AGREEMENT
ATTACHMENT "B" OF CHARGES NORMALLY REIMBURSED BY OWNERS OR BUYERS

Change Of Ownership

Item	Cost & Frequency
Estoppel Processing	Charged at Rate Provided by State of Florida
Gate / Access Setup (If Applicable)	\$50
Ownership Transfer / Lease Application Processing	\$150

Delinquent Account Collections

Item	Cost & Frequency
Processing Returned / Unpaid / NSF Checks	\$35.00 Or 5% If Greater
Late Notice	\$25
Intent To Lien Letter	\$125
Lien Processing / Coordination	\$225
Foreclosure, Bankruptcy, Attorney Processing / Coordination	\$225
Attendance At Court / Legal Proceedings	\$100 Staff / \$200 Officers or Directors Per Hour
Rent Payment Processing and Monitoring <i>* Only if Collected from Tenant</i>	\$75 Per Month
Payment Plan Setup & Monitoring	\$100 Per Plan Per Year

Member Documents / Copies / Other

Item	Cost & Frequency
Unit Owner Request for Copies of Association Records	\$.40 Per Page
Entry Card / Gate Remote / Access Device Replacement <i>* In Addition to Device Cost</i>	\$15
Architectural Review Application Processing (If Applicable)	\$35 Per Application

LELAND MANAGEMENT, INC. MANAGEMENT AGREEMENT
ATTACHMENT "B" OF CHARGES NORMALLY REIMBURSED BY ASSOCIATION

ONSITE STAFF EQUIPMENT AND SOFTWARE (IF APPLICABLE)

Equipment or Licensure

Item	Cost & Frequency
Desktop/Laptop/Tablet Computer <i>* Includes: Mouse, Keyboard, Monitor, Caliber, Office 365 Software, Cyber Security software protection and Licensing</i>	\$150 Per Month
On-Site Printer w/ Scanning <i>* Includes Toner and Up To 500 B/W Prints Per Month</i>	\$150 Per Month
Software Only	\$50 Per Month
Voice Over IP Phone	\$50 Per Month
Caliber Read Only Access	\$25 Per Month
On-Site Point of Sale System <i>*plus service provider fee</i>	\$25 Per Month Plus 5% Of Sales