

ADDENDUM A

Schedule of Other Compensation and Reimbursements

HOURLY RATES (As necessary/requested. All billed in 15-minute increments)	
Attendance in meetings/court by a member of the Executive Team	\$250/hour or fraction thereof
Court Hearings/Legal Assistance/Litigation Support	\$125/hour or fraction thereof

ANNUAL FEES (Required)	
File Storage (includes electronic storage of files. Physical file storage includes up to 10 banker boxes.	\$150 (Each additional box above 10 will be an additional \$10 per year per box)
1099 Processing	\$20 per item
Business partner system management	\$120

ADMINISTRATIVE	
Set-up Special Assessment	\$50 per occurrence
Loan Placement Fee	\$500
Delinquent accounts turned over to Collection Agency/Attorney	\$20 per account turnover
Transition In/Transition Out Fee	\$1,000
Open New Bank/Investment Account (excludes the initial set-up/updating of accounts during the initial transition period from prior management.)	\$25 per occurrence
Same Day Check Request from Board	\$25 per item
Expedited Printing/Mailing (if same day service is required.)	\$40

REIMBURSEMENTS	
Copies – one-sided	\$0.15
Copies – two sided	\$0.25
Envelopes – Plain #10	\$0.10
Envelopes – Window #10	\$0.15
Envelopes – 9x12	\$0.25
Envelopes – 6x9	\$0.30
Envelopes - 11x17	\$0.30
Envelopes – Bubble	\$2.00
Payable voucher (includes check stock, postage & envelope)	\$1.50
Tidewater Invoices paid via ACH	No charge

Postage and/or any costs billed by third-party printing companies	Actual market rate of postage & handling (certified, return receipts, delivery confirmation, overnight, etc...)
Statements (includes postage) – mailed	\$2.50 per item
E-statements	No charge
Coupon Books (includes postage and remittance envelopes for owners)	\$7.50 per item

Costs for additional/expanded services above and beyond normal Association business operations may be negotiated as necessary.

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ADDENDUM B

Fees for Services Provided to and Paid by Individual Unit Owners

Payment processing fees	Actual cost from the third-party provider
Resale Packages	Actual Costs through CondoCerts (https://tidewaterproperty.condocerts.com/resale)
PUD Questionnaires for Sale/Refinance	Actual Costs through CondoCerts (https://tidewaterproperty.condocerts.com/resale)
NSF – charged to owners account to reimburse association for expense	\$25 per check
Payment Plan – charged to owners account to reimburse association for expense.	\$10 per plan
Inspection of Files by Non-Board Members	\$20 per hour or fraction thereof (billed in 15-minute increments)

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