



ATTACHMENT 1

Costs in addition to monthly management fee in agreement:

Administrative Costs

• Check Processing		\$10.00 per month
• Copies		\$0.25 b&w / \$.035 color
• Envelopes-Large (9x12 envelopes)		\$0.25 each
• Envelopes-Regular (#10 envelopes)		\$0.17 each
• Labels		\$0.25 per sheet
• Postage		Current rate
• Postcards		\$0.30 each
• Certified Mail		\$5.00 plus postage
• Coupon Books		\$5.00 per book
• Owner Billing Statements		\$2.00 each
• Shredding		\$10.00 per month
• Storage (paper and digital files)	1-200 units	\$25.00 per month
• Storage (paper and digital files)	201-500 units	\$35.00 per month
• Storage (paper and digital files)	501-1000 units	\$55.00 per month
• Storage (paper and digital files)	1001+ units	\$75.00 per month
• Website Setup Fee		Cost
• Website Hosting Services		Cost
• Website Maintenance		Cost
• Meeting Minutes		\$85.00
• Bank Fees		Cost
• Licensing		Cost
• Travel outside El Paso County		\$0.75/mile plus hourly rate
• Historical Records Retention/Scanning		Cost
• Loan Processing Fee		1%
• Tax Prep		\$270.00
• Audit Assistance		\$150.00/\$250.00
• Project Management		10%
• IRS 1099 Filing Fees		\$60.00 per year
• Non-Contracted Work – Management		\$150.00 per hour
• Non-Contracted Work – Support Staff		\$85.00 per hour

Collection Costs

• Returned Checks	\$20.00
• Demand/Lien Letter	\$25.00
• Lien/Satisfaction of Lien Preparation	\$150.00
• Forward to Attorney	\$100.00
• Litigation	\$250.00 per hour
• Litigation Request – Hard Copy	\$.20 per pg, plus \$100 per hr
• Litigation Requests – Email Copy	\$180 per hour



Resale Fees:

User Type: Escrow

- Status Letter and Seller Required Disclosure Package (Includes all REQUIRED Association Documents)
- Cost: \$302
- Additional Fees
 - Status Letter Update Fees
 - 1-60 Days \$0
 - 61-90 Days \$25
 - 91-120 Days \$35
 - 121-180 Days \$45
 - Rush Fees
 - Status Letter (1 Business Day) \$65
 - Status Letter (3 Business Days) \$50
 - Status Letter (5 Business Days) \$35
 - Questionnaire (1 Business Day) \$65
 - Questionnaire (2 Business Days) \$40
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- New Account Set up Fee (Transfer Fee) \$275

User Type: Homeowners

- Homeowners Annual Disclosure
- Cost: \$0

User Type: Realtor

- Association Documents for Realtors
- Cost: \$0

User Type: Lender

- Premium Lender Bundle
 - Cost: \$177
- Standard Lender Bundle
 - Cost: \$152