

	<b>AAMC</b>	<b>SBB</b>	<b>ASSOCIA</b>
<b>Base Management Fee</b>	\$744.00	\$1000/month	\$884.00
<b>Origination Set up fee</b>	\$0.00	\$250.00	\$195.00
<b>Common Area Maintenance/Vendor</b>			
Obtain approval for unbudgeted repair or replacements exceeding \$500	included	included	included
Emergency expenses to be disclosed to the Board or Committee within 24 hours	included	included	included
Work with companies to negotiate the best pricing for ongoing contracts for services including utilities, lawn maintenance pest control and other services as necessary	included	included	included
Inspect vendor work upon completion/monthly	included	included	included
Develop Request for Proposals at the direction of the board for work to be performed on the Associations' common area and collect a minimum of 3 bids for review and selection	included	included	included
Develop vendor requirements for all vendors performing work for the association, and make sure they have all proper insurances and licenses in advance of performing any work for the Association	included	included	included
Work with onsite personnel to provide vendor supervision by communicating with all the vendors regularly and physically inspecting all work performed by any vendor for the association.	included	included	included
Inspect all association assets regularly and make recommendations to the Board regarding any needed maintenance and repairs	included	1/month	1/month
Work with onsite personnel to provide monthly management reports to the Board detailing upcoming projects and communicating what projects have been recently completed.	included	included	included

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Provide the Board with portal access to vendor invoices to review and approve through the community Portal, vendor checks mailed out weekly.	included	Waived fee	included
<b>Deed Restriction Management</b>			
Inspect community for compliance issues. Provide board with inspection report for review with pictures	2 times a month between April and September and once a month October through March.	12/year	12/year
Manage owner disputes of violations and provide deed restriction awareness to owners regularly	included	included	included
Access fines if applicable in accordance with Board adopted policy and the dedicatory instruments. Board review prior to filing	included	Policy created by attorney. SBB will follow policy	
Contractor actions/if member does not mow his yard	included	\$25.00	included
<b>Architectural Control Committee Management</b>			
Upload ACC requests to web Architectural for review by the Architectural Control Committee, all committee members information will have access	\$35/application	\$35/application	\$25/application on Town SQ portal
Monitor timeline for response and communicate with Homeowners for any missing documentation	included		included
Notify Owner of results in writing and emailed.	included	\$2.00 plus postage	included
Provide monthly reporting of current applications in process and status of applications to board members and ACC/ARC members.	included	available on portal	included
<b>Association Affairs Management</b>			
Prepare and file the public information report as well as any applicable state or federally mandated reports by due date.	included	\$375/year	\$35.00
Provide records storage	included	included	included

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Assist with the inspection of books and records by Board, Committee or members	included	included	included
Serve as liaison with attorneys, monitor any legal issues and prepare reports as requested.	included	included	included
Manager to assist the Aboard with any lawsuit preparation, depositions and testimony if required, at the stated hourly rate	included	included	included
Maintain all files and records of the association and have them readily available and organized for review by the Board and its membership.	included	included	included
Answer questions or concerns from any member of the association in a timely and professional manner.	included	included	included
Compiling emails for owners for easy communications and email blasts when needed.	included	included	included
<b>Financial Management</b>			
Maintain all financial records, files and accounts for the association.	yes		yes
Collect Assessments	\$2.00/notice		yes \$2.50/month/per member
Reconcile each of the association's accounts and bank statements, ensure that financial reports are completed and distributed to the Board by the 5th of every month. Balance Sheet and Income statement to homeowners by the 10th. Complete transparency to homeowners and board members.	included	included	included
Develop the associations' annual operating budget at the direction of the Board, and provide advice on matters of assessments and contracts prior to finalizing budget.	included	included	included
Prepare Year-end financial reports by the 45th day following year end.	included	included	included
Assist the association's accountant by providing the information needed to complete annual tax returns and audits	included	included	included

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Assist in the performance of audits in conjunction with an auditor appointed by the Board to be billed by the Manager at a pre-determined rate per hour.	included	included	included
Work with a CPA to ensure tax return is prepared and filed in a timely manner.	included	\$10 setup fee 1st mos.	included
<b>Homeowner Assessments</b>			
Billing for all assessments and delinquent accounts on an annual, monthly or quarterly basis assessing collection fees as necessary	included	included	included
Provide owners with the option to pay by mail, community portal, online bank, credit card or by e-check	included	\$95/month with an 18% Credit Card markup	included
Processing and provide accurate Resale Certificates to title companies, realtors, and owners to assist in selling home located with the Association. ( Addition fees apply and are billed to the owner seller and/or title company)		\$375 Provides documentation and otherwise facilitating a property being sold or refinanced, including but not limited to Resale Certificate, Status of Dues Letter, Lender Questionnaire and Transfer of Ownership Fees. In the event legislation is ever passed that prohibits the payment of any of these fees directly to Agent, Association acknowledges that it will collect the fee(s) in accordance with any such legislation and pay it directly to Agent as a part of Agents compensation under agreement.	
		\$375	\$370.00
Management Certificate (New and Amended)	included	They say our attorney would do it and Charge us. (Nope)	\$250.00 + filing fee

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Management certificate yearly review if not amended	included	included	\$50/year
Create and mail delinquency notices in accordance with the approved collection procedures.	included	included	included
<b>Board Member Relationship Management</b>			
Provide orientation/training session to each new Board member upon election to the Board.	included	included	included
Respond to Board member questions and issues no later than the next business day.	included	included	included
Provide advice to board members regarding best practices and industry trends.	included	included	included
Maintain thorough familiarity with the association's governing documents	included	included	included
Monitor and disseminate new legislation, ordinance, court cases and other information pertinent to the association and association management.	included	included	included
Monitor and disseminate public notices/information pertinent to association.	included	included	included
Assist in developing meeting minutes from all Board meetings and distributing them to all Board members upon completion.	included	included	included
Provide web-based and/or conference call meeting capabilities for all HOA meetings and prepare preliminary meeting agenda at least 7 days in advance for each meeting	included	included	included
Develop meeting agendas and distribute them to the board prior to meeting	included	included	included
Assist boards and committees with newsletters or email blasts.	included	included	included
Present manager's report at meetings that include financials, compliance and any projects in the community	included	included	included
<b>Annual Meeting Management</b>			
Update list of all owners, declarants, and other attendees	Included	Included	Included

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Prepare meeting agenda and meeting packet for homeowners	Included	Included	Included
Issue meeting notice and proxies in accordance with association bylaws	Included	Included	Included
Oversee registartion of all attendees	Included	Included	Included
Preside over meeting if requested by Board president	Included	Included	Included
Give annual manager's report	Included	Included	Included
Explain financial condition of association and budget information as requested by Board treasurer.	Included	Included	Included
<b>ADD on CHARGES</b>			
Transfer of home to new owner		\$200	\$195
Tax reporting Preparation/Filing or exemption Preparation	Devolt \$255	included	\$150
Tax and Audit Preparation		included	\$175
Tax Return Process	Devolt	included	Market rate
Policies, Other Governing Document and Mandated Filings		included	\$75.00+ Postage and filing fee
Special Assessment Administration	\$0 (if delinquent \$25.00 per incident)	included	\$2.50/month per unit
Supplies	Cost plus 25%	Prinint and postage built into fee Extra requests Billed back to HOA	cost puls \$25%
Required Filings Public Information , Texas Franchise Tax, Registered Agent		\$375/year	\$35/yearly
Certified Mail	\$6.00	\$40.00	\$25.00 + Postage
Collection Charge	\$25/member/month	\$15.00	\$25 per month per delinquent unit
Payment plan	included	\$15/mos	
Payment plan process	included	\$25.00	
Demand Letter	included	\$50.00	\$15
Final Demand Letter	included	\$50.00	\$30
Lien	included		\$195
Intent to Lien	included	\$150.00	
3rd Party Credit Bureau Filing	included		\$55
Violation Letter	included	Cost of envelope, postage and materials reproduction	
Notice of Lien filing	included	\$300.00	\$90.00

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Collection warning Alert and DAP	25/member/mos	\$375.00	
Returned Checks/NSF Funds		\$25.00	\$35
1099 Distribution	\$25/each	\$20/vendor	\$25.00
Copies	\$0.00	\$0.30	\$.29 per page black and white \$1.00 per page color
Legacy Account Closure Fee			\$220
Envelopes			\$.29 each # 10 \$1.00 all non standard
postage	\$0.00	\$2.00 each	Direct Cost
Folding and stuffing			\$.15 each
Mass Mailings		\$2.00/item	
FAX	\$0.00		
Calls	\$0.00		
Quarterly meetings	\$0.00	included extra meetings \$125/hour	3/year
Attendance at Annual meeting	\$0.00		1/year
Agent Senior Staff (VP/Director/Sr. Cam	not answered	\$125/hour	\$175/hr
Agent Manager	not answered		\$100/hr
Agent Staff	not answered		\$75.00/hr
Meeting time exceeds 2.0 hour or meeting on Friday, Saturday, or Sunday	\$75.00	\$125/hour	\$100/hour \$3000 flat fee +\$100/hour
TownSqu Online Voting Platform	n/a		\$250/per event
Return Mail processing			\$2.50/piece
Court and deposition appearances	\$75.00	\$125.00/hour	\$150/hour
Homeowners' hearing preparation/administration		\$125/hour	\$150/hearing
Smartwebs ACC/ARC processing	\$0.00	\$35/application	
Emergency calls	\$0.00		
Insurance claim		1%	5% included
Invoice Processing	\$0.00	\$2.00/invoice	included
Statements	\$0.00	\$2.50/Statement	included
Document Storage	\$0.00	include	\$5.00/box
Records delivery/retrieval from storage	n/a	n/a	Pickup fee \$20.00 +\$5.00 box +\$5.00 new box
Contractor negotiations	not answered		included
Extra bank accounts	included	\$50.00/month	included
<b>OPTIONAL WEBSITE</b>			
Monthly charge	not answered	\$95.00 minimum if more is requested add \$60.	\$40/month
Domain NameTransfer and Set up fee	not answered	Cost	\$250.00

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New Domain name and Basic Set up	not answered	\$60/month	\$250 plus cost of domain name registration
Website development and monthly maintenance	not answered		Fee to be quoted
Technology Suite - Community portal, pay online, digital payments, Mobile accessibility			