



## **OUT OF CONTRACT SERVICES SCHEDULE**

REV. 5/1/2026

As costs of doing business have increased significantly in recent months due to various economic and geopolitical factors, it is required that our charge schedule is adjusted to reflect this. No changes will have impact on the base management fee charged each month, only the supplemental services as outlined below. These new rates are effective May 1, 2026.

- Digitation of Paper Records \$50.00/hour
- Meeting Minutes Preparation \$50.00/hour
- Courier of Files \$40.00/hour
- Document Storage (5x5ft space) \$90.00/month
- Building Maintenance Services \$70.00/hour
- Groundskeeping Services \$62.00/hour
- Closing Documents Preparation
  - Trustee Letter \$150.00
  - Resale Certificate \$200.00
  - Lender Questionnaire \$60.00/page
  - Governing Documents Package \$75.00
  - New Owner Setup Fee \$200.00
- Notary Service \$5.00/stamp + \$25.00 admin fee
- Digital Map Creation \$75.00/hour
- After Hours Emergency Call \$8.00/minute
- Additional Site Visits (out of contract) \$150.00/hour
- Special Assessment Preparation/Levy/Collection 2% of Total Charged
- Online Portal Services \$0.40/Unit/Month

These supplemental service rates are subject to change at any time.