

**EXHIBIT 2****ADMINISTRATIVE STANDARD, ROUTINE, OR ADDITIONAL COSTS**

<b>ITEM</b>	<b>EACH</b>
Copy	\$ 0.15
Scan /eFax	\$ 0.10
Color Copy/Print	\$ 0.60
Statement, eStatements & Statement Insert (per page)	\$ 0.22
Checks/Drafts	\$ 0.55
Envelopes (size)	\$ 0.10 to 0.20
Padded Mailer	\$ 0.65
Postage	cost + 10%
Forms 1096/1099	\$ 5.00
Certified Mailings	\$ 12.00
Filing of Dedicatory Instruments	\$ 35.00
Filings – Form 802 Periodic and Franchise Reports, & Management Certificate	\$ 50.00
Form 1120H Tax Return Preparation & Filing (size & complexity)	\$ 100.00 - 300.00
Form 1120 Tax Return Preparation & Filing	\$ 500.00
Utility sub-metering – monthly billing – per Utility	\$ 2.00
Franchise Tax Filings (size & complexity)	\$ 50-100
<b>ITEM</b>	<b>PER DOOR</b>
Special Assessments/Credits to Owners	\$ 2.50
Lot/Unit Setup Fee	\$ 2.50

**ADDITIONAL SERVICES AS MAY BE REQUESTED BY BOARD**

	<b>HOURLY</b>
Executive	\$ 180.00
Director	\$ 120.00
Manager or Client Accountant	\$ 90.00
Assistant Manager	\$ 60.00
Administrative	\$ 40.00

NOTE: All Exhibit 2 fees are subject to change with 30-day notice to Board.

**OPTIONAL SERVICES PROVIDED BY CORPORATE STAFF**

<b>ITEM</b>	<b>EACH</b>
Website Design (proposal to provide details upon request)	
Web presence (one-time fee)	\$ 895.00
Lifestyle I (one-time fee)	\$1,795.00
Lifestyle II (one-time fee)	\$2,195.00
Web Page Updates & Newsletter, Postcard Preparation (hourly fee)	\$ 65.00
Web Domain Renewal (annual fee)	\$ 50.00
Web Hosting (monthly fee)	\$ 20.00
Postcards – Black and White (includes Postage)	
¼ page	\$ 0.50
½ page	\$ 0.71
Postcards – Color Board Books (includes Postage)	
¼ page, ½ page	cost + 25%
Newsletter Insert	\$ 0.27
Newsletters (size)	\$ 0.44 - 1.95
Newsletters – Color	cost + 25%
Flyers Black and White (includes Postage)	\$ 0.73
Flyers – Color	cost + 25%
Board Books	\$ 20.00
Committee Booklets	\$ 2.50
Issuing of access card	\$ 5.00
Amenity reservations processing (in case of deposits/usage fees)	\$ 25.00
Subscription to provider for Association branded eNews	\$ 15.00 - 30.00 (# subscribers)
Formatting and distributing Association branded eNews (hourly fee)	\$ 65.00

**SERVICES – BILLED TO OWNER**

<b>ITEM</b>	<b>EACH</b>
Ownership Transfer Fee (per transaction)	\$ 150.00
Resale Certificate (6-10 days; 3-5 days; 1-2 days)	\$ 275; \$325; \$398
Refinance Fee (6-10 days; 3-5 days; 1-2 days)	\$ 125; \$175; \$225
Reminder Statement / Letter	\$ 8.00
Second Notice Letter	\$ 15.00
Transfer Account to Attorney	\$ 100.00
Uniform Condo Questionnaire (6-10 days; 3-5 days; 1-2 days)	\$ 220; \$275; \$325
Lender Form Condo Questionnaire	\$ 250.00
Non-routine Collection Letters, Notices to Lenders, Returned Check	\$ 25.00
Demand Letter	\$ 140.00 + 20.00 (per add'l owner)
Administer Payment Plan / Notice of Default	\$ 50.00
Loan Estimate Questionnaire	\$ 100.00

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