

ADDENDUM A
RTI/COMMUNITY MANAGEMENT ASSOCIATES, INC.
CURRENT MANAGEMENT FEE AND
ITEMIZED CHARGES FOR PERIODIC ROUTINE SERVICES

MANAGEMENT FEE:

\$550 per month, payable in advance.

<u>ITEM</u>	<u>STANDARD CHARGE</u>	
OWNER 1. Address Verification Processing	\$	25.00
EXPENSES 2. Delinquency Processing		
a. Reminder Notice to Owner	\$	15.00 Plus Postage and Tax
b. First Late Letter (Non-Certified)	\$	15.00 Plus Postage and Tax
c. First Late Letter Certified & First Class (when documents require)	\$	20.00 Plus Postage and Tax
d. Default Letter (Certified)	\$	15.00 Plus Postage and Tax
e. Demand Letter Certified & First Class	\$	25.00 Plus Postage and Tax
f. Request for Demand Letter	\$	25.00 Plus Postage and Tax
g. Request for Notice of Lien	\$	25.00 Plus Postage and Tax
h. Request for Foreclosure	\$	50.00 Plus Postage and Tax
i. Notice to Lender	\$	75.00 Plus Postage and Tax
j. Non-Sufficient Check Fee	\$	25.00 Plus Postage and Tax
k. Bankruptcy Notices Processed	\$	50.00 Plus Postage and Tax
l. Title Reports	\$	75.00 Plus Postage and Tax
m. Eviction Notices	\$	50.00 Plus Postage and Tax
n. Writ of Possession	\$	50.00 Plus Postage and Tax
o. Payment Plan Processing Fee	\$	25.00 Plus Postage and Tax
2. Ownership Transfer Fee	\$	50.00
3. PUD Form	\$	75.00
4. Resale Certificate		
a. Routine	\$	175.00
b. Same Day	\$	225.00
c. Builder Certificate	\$	35.00
d. Refinance Certificate	\$	35.00
e. Resale Certificate Update	\$	35.00
5. Violation Enforcement		
a. Fine Notice (First Class and Certified)	\$	20.00 Plus Postage
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ASSOCIATION 1. Annual and Community Mailings	\$.50 Per Unit Plus Postage
EXPENSES 2. Copies	\$.15 Each
3. Fax Charge	\$	1.00 Per Page
4. Miscellaneous Supplies		Actual Cost
5. New Owner Welcome Packets	\$	15.00 Plus Postage
6. Non-Routine Correspondence	\$	25.00 Per Page
7. Preparation of Form 1099	\$	10.00 Each
8. Scanned Documents	\$	1.00 Per Page
9. Special Assessments		Hourly rates per addendum B
10. Staff Participation		Standard Hourly Rate on Addendum B
11. Storage of Archived Association Records	\$	25.00 Per Box Per Year

*Applicable taxes will be added to the above rates.
Charges are subject to revision at the discretion of Manager upon 30 days advance written notice to the Board.*