

Dirigo Schedule of Fees

- Provide copies of Declarations, Bylaws, and other materials requested (Owner's Expense) \$75.00
 - Prepare Resale Certificates (Owner's Expense) \$100.00
 - Prepare Uniform Project Questionnaires (Owner's Expense) \$100.00
 - Filing of IRS Form 1099 for vendors that are not incorporated \$15.00 per form
 - The mailing of the Annual Meeting packet is included in the contract.
- Provide any new unit owner with a welcome package to include updated Rules and Regulations, management information, Board member information and other materials as requested by the Board of Directors. If new owner provide an email address to send packet to then there will be no additional charge. If the packet will need to be mailed then the below mailing rates will apply.
 - Prepare and mail special notices or special news releases as requested by the Board or as deemed appropriate by the Property Manager. Mailing to all owners will be \$1.50 for the first page and then an additional \$1.75 per page thereafter. Mailings to individuals will be billed at \$1.75 per page. If notices or newsletters are sent to owners electronically there will be no charge for the electronic communication.
 - When the Management Agent participates in the negotiation and processing of a bank loan for the Association, there will be mutually agreed upon fee for the Management Agent.
 - Provide a "Winter Watch Service to unit owners: \$55.00 per month.
 - Maintenance personnel: \$45.00 per hour Monday thru Friday 9:00 am till 5:00 pm; \$67.50 after hours. Weekends and holidays; half hour minimum for all maintenance work performed. These rates are subject to change within the term of the contract.
 - Travel mileage: The maximum allowed by the IRS. In the event of an "on Call" or any overtime response by maintenance personnel a trip fee will be substituted in for a mileage charge.
- C: Professional Services: The Association will be responsible for any outside professional services which the Management Agent is asked to secure on the behalf of the Association. These may include but are not limited to Legal, Accounting, Engineering and Architectural. There will also be an hourly charge by the Management Agent for time spent meeting with or conversing with these professional services.