

DECORA PARK ASSOCIATION

(Exhibit A: Schedule of Charges)

DESCRIPTION OF SERVICE	MCM CHARGE	TERMS
MANAGEMENT FEE		
Full Service Management Fee <i>(Based on 181 Units)</i>	\$ 905.00	Payable Monthly
ACCOUNTING		
Establish and maintain separate bank accounts	NO CHARGE	
Provide one set of payment coupons per unit per year	At Cost	Charge to Association
Receive and account for regular Monthly or Annual Assessments	NO CHARGE	
Set up, receive and account for Special Assessments	\$ 5.00	Per Payment
Set up, receive and account for Additional Assessments	\$ 5.00	Per Payment
Generate late notice and process late payment	\$ 5.00	Per Late Payment
Process NSF checks	\$ 36.00	Charge to Owner
Furnish schedule of delinquent accounts	NO CHARGE	
Provide information for lien preparation and foreclosure	NO CHARGE	
Make all required payments when due from Association	NO CHARGE	
Assist Board with preparation of Operating Budget	NO CHARGE	
Maintain records showing receipts and expenditures	NO CHARGE	
Maintain management and operation records	NO CHARGE	
Submit monthly cash receipts / disbursements to Board	NO CHARGE	
Bonded employees handling Association funds	NO CHARGE	
Preparation of 1099 & 1096 tax forms	NO CHARGE	
Assist in preparation of government / insurance forms	NO CHARGE	
Research into Historical Association Records	Additional Charge	Per Hour
Special Reports (IE; Accounting, Utility Analysis, Project Tracking)	Additional Charge	Per Hour
MANAGEMENT		
Field Co-owner calls, emails or inquiries regarding Common Elements and notify Board of Directors accordingly	NO CHARGE	
Take necessary action to ensure prompt compliance with orders of Federal, State, County or Municipal Authority	NO CHARGE	
Maintain records of service requests, complaints and incident reports	NO CHARGE	
Hire, pay and discharge contractors, laborers and other required maintenance personnel at direction of the Board	NO CHARGE	
Enter into contracts for utilities, rubbish removal, extermination or other services approved by the Board	NO CHARGE	
Place orders for equipment, tools, materials and supplies to maintain the Condominium upon approval of the Board	NO CHARGE	
Expenditures exceeding \$1,000.00 require prior written authorization by the Board of Directors	NO CHARGE	
Activate and maintain required insurance policies	NO CHARGE	
Report all accidents or damage claims relating to operation of the Association	NO CHARGE	
Assess damages, procure estimates for repair and submit claim request to Insurance Company as directed by the Board	NO CHARGE	
Send general communications, community announcements and flyers to Association Members by mail or email (if available)	NO CHARGE	
Prepare and mail notices of Annual and Special Meetings	NO CHARGE	
Supply sample forms and procedures for community governance	NO CHARGE	
Survey property and prepare written evaluation for Board review	Additional Charge	Hourly Rate

DESCRIPTION OF SERVICE	MCM CHARGE	TERMS
ADMINISTRATION		
Start-Up Fee New Association Account	DOES NOT APPLY	One Time Only
Co-Owner Status of Account Letter – Standard Service (Note: Minimum 5 Days Advance Notice)	\$ 50.00	Charge to Owner
Co-Owner Status of Account Letter – Rush Service (Note: Minimum 2 Days Advance Notice)	\$ 75.00	Charge to Owner
Co-Owner Status of Account Letter – Same Day Service (Note: Minimum 4 Hour Advance Notice)	\$ 100.00	Charge to Owner
New Owner Transfer Fee	\$ 25.00	Charge to Owner
Attend Quarterly Board Meetings	NO CHARGE	
Attend Annual and Emergency Meetings	NO CHARGE	
Attend Special Meetings	Additional Charge	Hourly Rate
Attend Committee Meetings	Additional Charge	Hourly Rate
Attend Attorney Meeting, Deposition or Court Hearing	Additional Charge	Hourly Rate
Meetings longer than 2.5 hours in duration	Additional Charge	Hourly Rate
Printed Copy of Condominium Master Deed and Bylaws	\$ 50.00	Charge to Owner
Electronic Copy of Condominium Master Deed and Bylaws	INCLUDED	
General Association Letters / Notices / Announcements	INCLUDED	
Dues Increase or Special Assessment Announcements	\$ 50.00	
Demand for Payment Letter	\$ 25.00	Per Letter
Negotiate Payment Plan / Contract Preparation / Payment Schedule	\$ 50.00	
Lien Preparation and Placement	\$ 200.00	Per Lien
Recording Fees (Lien and Discharge)	\$ 30.00	Per Recorded Document
Violation Notice or Letter	\$ 25.00	Per Letter
Newsletter Layout, Design or Preparation	Additional Charge	Hourly Rate
Off-site Record Storage (Monthly Charge)	\$ 5.00	Per Storage Box
Office Supplies	At Cost	Supplier Rate
Copying / Duplication (Black / White)	\$ 0.20	Per Page
Copying / Duplication (Full Color)	\$ 0.25	Per Page
Postage and Mailing	At Cost	Current Rate
Toll-free telephone (MCM #: 1-800-624-2280)	INCLUDED	
Fax Service (Business Hours Only)	INCLUDED	
Email Service (Business Hours Only)	INCLUDED	
MCM Conference Room for Meetings	Board Member Courtesy	Available Upon Request
SPECIAL SERVICES		
	Additional Charge	Prior Approval Required
Company Officer or Director	\$ 150.00	Per Hour
Community Association Manager	\$ 100.00	Per Hour
Assistant Community Manager	\$ 75.00	Per Hour
Accounting Director	\$ 75.00	Per Hour
Accounting Staff	\$ 35.00	Per Hour
Administrative Staff	\$ 35.00	Per Hour

DECORA PARK ASSOCIATION:

MICHIGAN CONDOMINIUM MANAGEMENT:

By: _____ Date _____
Its: _____

By: Jill Cubba _____ Date _____
Its: President _____