

MANAGEMENT AGREEMENT ADDENDUM ~ Peninsula Master HOA ~ 9/1/20
LANDMARK COMMUNITY MANAGEMENT - WWW.Landmarkofal.com

ARCHITECTURAL REVIEW (work with ARC if applicable)

Handle Owner ARC Submittals	✓	As per guidelines and as directed by BOD
Neighborhood Patrols/Visits	✓	50 / yr. site visits / patrols
Enforcement Letters (up to attorney referral)	✓	As per guidelines and as directed by BOD
Property Records (filed in lot files and electronically/PDF)	✓	scanned, labeled and archived

COVENANTS & RESTRICTIONS ENFORCEMENT

Neighborhood Patrols/Visits	50 / Yr	Off week of Christmas, Thanksgiving
Enforcement Letters / Phone Calls / Emails	✓	As per guidelines and as directed by BOD
Work with Attorney to resolve issues.	✓	

BOOKKEEPING

Invoice Dues / Assessments and Other	✓	Monthly
Accounts Payable (maintaining vendor/services account records)	✓	over \$500.00, requires Board Rep. authorization
Banking and Bank Reconciliation	Monthly	Union Bank (Community Association Bank)
Financial Reports for Director Distribution -	Monthly	Income statement, Balance Sheet, expenses details - AR Report,
Budgets - Prepare Annual Budget for Approval	✓	a draft budget worksheet is provided
Prepare Annual 1099 / 1096's & Tax returns to CPA	✓	\$10 per 1099/1096 form, CPA \$350 - separate charges
Attend Finance Committee Meetings	✓	and work closely with the Treas.
Collections/Penalties (up to attorney referral)	✓	as per the Association guidelines, see lien fee below
Estoppel Fees (Effectuate the collection-)	✓	see closing fee below

BASICS

Attend Board Meetings	✓	7 in-person meetings / year, includes Annual Meeting
Repair & Contractor Supervision (fee for large projects)	Limited	project supervision fee may apply, see below
Handle Owner Complaints	✓	
Staff Management (includes finding, interviewing & hiring)	✓	manage Landscapers and guard personnel
Landscaping Supervision	✓	review of common areas - 50 / yr.
Insurance - Property, GL and/or D&O Coverage	✓	Board chooses Broker and coverage
Data Backup	✓	Records made available to Board members
Owner Account info. - Owners Directory	✓	
Communicate by Email - Notice and Info	✓	and by USPS mail

OTHER

Supervise Gate Staff	✓	work closely with Gate/Security Company
Website Maintenance	optional	with annual hosting fee
Neighborhood Yard Sale (one or two / yr.)		N/A- gated community
Newsletter	✓	will assist Directors or Committee ****
Fidelity Bond on Management staff	✓	at Management Company expense

MANAGEMENT FEE PROPOSED, Annual

\$ 33,959 \$2,830 / mth , paid first of month (5 day staffing option)

Start-up / Set-up Fee (one time)

\$ 1,000 to enter owners accts., vendors accts. Set up books

Note:

- ✓ indicates service will be provided
- Sixty day cancelation, turnover fee would apply
- POA to cover all postage & printing/copies,

Additional Fees:

Start up / Set up Fee	\$ 1,000	one time
Cancellation, Turnover Fee	\$ 750	one time at transfer of Books (not applicable if mgt resigns)
Reserve Study - hourly Rate:	\$ 50	/ hr. , if needed (if landmark coordinates)
Legal Defence Work - hourly rate	\$ 50	/ hr. , if needed
Request for Proposals, 1 / year	\$ 50	/ hr. For additional RFP's
Minutes	\$ 80	if not done by Board Sec. or Officer.
Estoppel Fee (for Estoppel letter)	\$ 185	per closing , paid by seller or Buyer, not Assn.
Lien placement and lien removal fee (separate)	\$ 150	to owner (includes filing fee, not extra)
Project supervision fee - projects under \$4,000	\$ -	no charge
Project supervision fee, project \$4,001 - \$12,000	\$ 500	
Project supervision fee, projects \$12,000 - \$25,000	10%	
Project supervision fee, projects \$25,000 - up	5%	

(we reserve the right to increase fee but only after notifying Board and with their approval)