

Advantage Townhome Management

Service Differences Summary

Services listed below are included with the regular monthly rate unless indicated otherwise

| Financial Related Services | | | |
|--|---------------------|---------------------------------------|--|
| Services | Full Management | Financials-Only | Notes |
| Collection of Dues | Included | Included | No fees for payment by cash, check, electronic check, and ACH. Fees apply to credit card payments |
| Special and Limited Assessment collection | Included | Included | |
| Collection enforcement | Included | Included upon direction of the Board | Charges may apply for certified letters when required. Attorney contracted by association when necessary |
| Financial Report preparation and reconciliation | Included | Included | Monthly by the 15th |
| Budget meeting attendance and annual budget preparation | 1 per contract year | 1 per contract year | |
| Preparation of long-range Reserve Funding and Expense schedule | Included | Consultation and recommendations only | Basic replacement schedule, estimated expenses, and funding plan provided. Engineer contracted by association for formal Study |
| Invoice and payment preparation | Included | Included | Board to designate authorized check and account signers |
| Digital or physical check signing | Included | Included | Cost of checks at association expense |
| Coordination of Tax preparation and Audit or Review services | Included | Included | CPA contracted by association |
| Preferred interest-bearing bank accounts and investments | Included | Included | Board Member access to online accounts available upon request |

| Vendor Services | | | |
|---|--|---|---|
| Services | Full Management | Financials-Only | Notes |
| Source and secure contractor labor | Included | Upon request, and at additional negotiated rate | |
| Project management | Included | Upon request, and at additional negotiated rate | Additional fee may apply for large projects. See Project Management Fee Exhibit B of contract |
| Contractor performance inspections | Included | - | To review and ensure work is complete to the Board's satisfaction |
| On-Site vendor meetings | Included | - | When necessary to define scope of project or review quality of work |
| Contractor references and referrals | Included | Included | |
| Source and secure insurance policies | Included | Included | |
| Claim filing and restoration project management | Upon request, additional fee may apply | Upon request, additional fees may apply | Based on contracted Project Management Fee in Exhibit B |

| Administrative Services | | | |
|---|--|--|--|
| Services | Full Management | Financials-Only | Notes |
| HOA online portal | Included | Included | Includes access to make payments, view account balance, review HOA documents, submit forms, etc |
| Member point of contact for all HOA issues | Included | - | Includes designated manager and association-specific email address for correspondence |
| Member point of contact for Dues payment and account assistance | Included | Included | Includes designated manager and association-specific email address for correspondence |
| 24-Hour Emergency Service number | (pending) | - | Once available |
| Architectural change request receipt, compilation, and preview | Included | - | Board to retain authority for review and final approval |
| Create and distribute orientation packets for new Members | Included | Consultation, recommendations, and distribution only | Cost of copies and postage charged to association |
| Meeting Facilitation | Included | - | |
| Board Meeting Attendance | Included | - | # of meetings included based on contract Exhibit A |
| Board Meeting Agenda preparation | Included | - | # of meetings included based on contract Exhibit A |
| Board Meeting Packet preparation | Included | - | # of meetings included based on contract Exhibit A |
| Board Meeting Minutes drafting | Included | - | # of meetings included based on contract Exhibit A |
| Annual Meeting Attendance | 1 per contract year | Upon request, no addition fee | |
| Special Meeting Attendance | When requested, additional fee may apply | Upon request, additional fee may apply | |
| Board guidance and policy development | included | Consultation and recommendations only | Additional fees may apply for Manager's time attending additional meetings or drafting new documents |
| Governing document and law interpretation | Included | Included | Management provides guidance and interpretation, but not legal advice |
| Notification of legislation affecting HOAs | Included | Included | |
| Annual Meeting Notices (prepare and mail) | Included | Included | Cost of copies and postage charged to association |
| Insurance Notices (prepare and mail) | Included | Included | Cost of copies and postage charged to association |
| Assessment/ Budget Notices (prepare and mail) | Included | Included | Cost of copies and postage charged to association |

| Administrative Services (continued) | | | |
|--|--|---|--|
| Services | Full Management | Financials-Only | Notes |
| ADVTM Conference Room use | Included | Included | Seats up to 40 (White Bear Lake office) |
| Source and coordinate other meeting spaces | Included | - | Association responsible for any space rental and cleaning fees |
| Virtual meeting space account use | Included | - | MS Teams or Zoom |
| Electronic record retention | Included | Included | |
| Physical record retention | Included | Only records pertaining to Financial Services | Up to 4 legal-size boxes. Additional fee may apply for more than 4 boxes |
| Violation inspections | For the confirmation of reported violations and verifying corrections only | - | On an as-needed basis or when aligned with monthly property inspections |
| Violation courtesy notices (prepare and send) | Included | Upon request, additional fee may apply | Based on reported violations. |
| Violation and fine notices (prepare and send) | Additional fee | Upon request, additional fee | Fee charged once a fine is levied. |
| Rental Unit lease, occupancy, and license compliance monitoring | Basic services to monitor number of rented units | - | Detailed services offered at additional cost to track tenant names, proper licensing, and compliance with Bylaws |
| Visual property inspections | 1 per month | - | Brief visual inspection |
| Full property inspection | 1 per contract year | - | Photos, notes, recap, and recommendations provided to Board |
| Ownership transfer, refinance, and closing documents (CIC Disclosure, Lender questionnaires, etc.) | Fee charged to requesting party | Fee charged to requesting party | Based on Fee Disclosure Exhibit C |