



HOMEOWNER ASSOCIATION MANAGEMENT SERVICES

Premium Rate(s)

Single Family Dwelling <i>*Annual Dues Only</i>	• For Phase 1, the cost is \$450/month or 200 homes • After Phase 1, the cost is \$150/month for each additional phase or 200 homes • New developments are priced per community
Multifamily 10-15 units <i>*Monthly Dues Only</i>	10% of gross intake (monthly min apply)
Multifamily 51-100 units <i>*Monthly Dues Only</i>	8% of gross intake (monthly min apply)
Multifamily 100-199 units <i>*Monthly Dues Only</i>	7% of gross intake (monthly min apply)
Multifamily 100-199 units <i>*Monthly Dues Only</i>	6% of gross intake (monthly min apply)

Basic Rate(s)

Single Family Dwelling <i>*Annual Dues Only</i>	\$4.50 / Door monthly (\$250.00/month min)
Multifamily 10-15 units <i>*Monthly Dues Only</i>	6% of gross intake (monthly min apply)
Multifamily 51-100 units <i>*Monthly Dues Only</i>	4% of gross intake (monthly min apply)
Multifamily 100-199 units <i>*Monthly Dues Only</i>	NA
Multifamily 100-199 units <i>*Monthly Dues Only</i>	NA



HOMEOWNER ASSOCIATION MANAGEMENT SERVICES

On-Site Administration	Premium	Basic
Multifamily 24-32 Hours On-Site Administrator	\$650.00/weekly	NA
Multifamily Extra Hours On-Site Administration	\$30.00/hour pp	\$40.00/hour per person
Maintenance	Premium	Basic
General Maintenance	Monday-Friday 8:00am-5:30pm (Premium Only)	\$30.00 - \$65.00/hr based on expertise
After Hours Emergency Maintenance after 5:30pm & Weekends	\$50.00/hour (\$50.00 minimum)	\$75.00/hour (\$100.00 minimum)
Contractor Supervision of contracted out jobs:		<i>*Only upon request</i>
Bids below \$2,500	10% upon completion	15% upon completion
Bids between \$2,501-\$4,999	7% upon completion	10% upon completion
Bids of \$5,000-\$25,000	5% upon completion	7% upon completion
Bids over \$25,000	1.5% upon completion	3% upon completion

ADDITIONAL SERVICES INCLUDED

Lien Filing Fee	\$40.00/each plus cost <i>*Basic rates only</i>
Software Fee & Online Access <i>(available for transfer upon management termination)</i>	\$75.00/month
HOA Website Creation	\$700.00/one time set up & annual fee
Initial Set Up Fee	\$400.00/ea up to 100 units (lots)
FHA Status Renewal	\$1500.00
FHA Status (New)	\$3500.00
Budget preparation	\$150.00
Additional Newsletter Creation/Publication	\$200.00 / set up plus cost of printing and distribution
Additional Board Packets	\$15.00 / ea (1 included monthly)
Closing Letters & Welcome Packets	\$75.00 / ea
Declaration Modification Coordination	\$2500.00 & subject to additional administrative hours (not including legal fees and postage/printing)
Inspection Service	\$50.00 - \$100.00

Management Services	Premium	Basic
24 hour emergency maintenance	×	×
Accounting and invoice processing	×	×
Arranging property maintenance and repairs in accordance with clients special instructions	×	
Bid management on repairs exceeding \$1500.00 by more than two (2) insured vendors (depending on contract)	×	
Monthly financial statements (Out by prior 15th)	×	
Multiple detailed financial report types available	×	×
Collection of association payments	×	×
Timely Owner collection notices & policies	×	×
Copies of all property expense receipts	×	×
Lien filing service	×	×
Preventative maintenance program	×	
Forecasting and Budgeting	×	
Liaison between board and owners	×	
Maintenance of advanced management software	×	×
Marketing the clubhouse for leasing (if applicable)	×	
Monthly building inspections (digital photos provided)	×	
Detailed exterior inspections by management	×	
Special Assessments	×	×
Loss Assessments	×	×
Weekly bill pay	×	×
Attendance of annual meetings	×	
Private online Board Member software for 'real time' accounting information	×	
Accurate Unit Owner record keeping	×	×
Owner website portal & online access	×	

Services Continued	Premium	Basic
Monitoring of HOA Declaration Rules & Regulation	✕	
Supervising of all daily activities related to management of property by a Licensed Real Estate Broker	✕	✕
Supervision of Owner compliance of rental agreements being compliant	✕	

Advanced or Basic Customer relations	Advanced	Basic
Timely customer statements emailed and mailed	✕	✕
Accurate late fee posting	✕	✕
Work order/maintenance log	✕	
Creation of Community Newsletter (1 ea year)	✕	
FHA Status Renewal (with additional fee)	✕	✕
Website creation and maintenance (optional)	✕	
Assist in Declaration compliance monitoring and enforcement	✕	
Keeping Rules and Regulations up to date and assist monitoring through Community	✕	
Supervision of Vendor work completion satisfaction	✕	
Vendor insurance compilation (annually maintained)	✕	
Oklahoma Health Department status maintenance	✕	
Video surveillance knowledge	✕	



Oklahoma HOA Partner

Average Competitors

**Names can be provided*

Does not retain late fees

Retains late fees as additional profit

Discloses prepaid dues

Does not reflect dues paid in advance as a means of not having to explain the extra collected funds

Does not require being a signor on Association bank account and set up for Treasurer to sign checks

Requires being signor on bank accounts and signs checks without Board

Welcome packets to new Members that include full set of Declarations

Relies on volunteers to send welcome packets

Provides Owners with detailed accounting plus copies of actual receipts

Provides detailed account but does not provide receipts without additional cost

Transparent in all charges

Creates management company invoices for contracted labor with padded overhead cost

Low "minimum" management fee

Higher 'minimum' on management fee by 3x