



“Selling Utah One House at a Time”

Since 1963

5300 S. Adams Ave. PKWY Suite 8 Ogden, Utah 84405 Tel: 801.399. 5883/ 800.925.6083; Fax 801.340-4811

www.welchrandall.com

HOA Services Quote – Example
Community Size: 70 Units
Monthly Management Fee: \$695.00 per month

Specific services include the following:

1. Monthly Statement of Accounts (Available 24/7 On-line)
2. Monthly Reconciliation of Bank Statements
3. Banking Services (Deposits/ACH/Fee Management)
4. Monthly Income Statement (Available 24/7 On-line)
5. Monthly Budget Comparison YTD (Available 24/7 On-line)
6. Monthly General Ledger List (Available 24/7 On-line)
7. Monthly Past Due List (Available 24/7 On-line)
8. Monthly Report of Annual, YTD, and Monthly Financial Statement Reports
9. Free Legal Collections for Past Due Accounts (through 90 days)
10. Payables List for Board Approval (1-2 times each month / provided electronically)
11. Management of Vendor Contracts and Bidding from office. (Onsite supervision of vendors an additional fee of \$55.00 per man hour)
12. Disbursement of Monies to Vendors with No PM Markup
13. On-Site Supervision When Requested at prevailing hourly rate
14. State Required Reserve Study Accounting and Supervision
15. Enforcement of CC&Rs, By-Laws, Rules & Regulations Under HOA Board or Developer Direction
16. Credit Card and ACH Capability (expenses paid by resident not the HOA)
17. Attendance at up to 4 Board Meetings in person or via phone / 1 - Annual Meeting
18. Preparation of docs for annual meeting and board meeting as requested
19. Preparation of 1-2 community newsletters per year as desired by HOA board.
20. On Line Meetings and Internet Conference Calls – Free Service
21. **Four (4)** Property Inspections Reports (4 per year)
22. Text Message / Email Messages (no additional charge) for community wide needs or individual.
23. Web Site Creation (Each HOA has a Web Page to Post HOA Documents and Notices, Can be Password Protected) – This is linked to our site but all docs can be provided
24. Web Site access for all community docs (free to everyone) including Realtors, Title Companies, Lenders and Homeowners
25. Direct Work Order Posting by Residents On-Line
26. Free Contact and Mailing for Citations and Violations
27. Dispatching of Service Calls to Vendors/Contractors

Specific Services Not Provided:

Please note Welch Randall does not provide the following services:

- FHA renewals – We can recommend third party vendors to help renew FHA certification and can provide the accompanying documents.
- Reserve Study – Welch Randall does not perform reserve studies but can locate a third party contractor to do so.

Setup Charge: \$395.00

The one-time setup charge is for the month of transition. This is charged once the full transition has taken place in the community. The items completed during the transition include:

- Verification of registration with local and state governing bodies
- Entering of all new homeowners in system
- Preparation of two transition letters during transition month
- Working with board to make sure bank accounts are up to date
- Transfer of invoicing, etc. from all vendors.

Additional info on transition is included in the packet attached to this email.

Renewal Charge: \$75.00 Annually

Each year when the HOA registry renews a charge will be made to the HOA for the renewal of HOA business licensing, HOA online registry, etc.

Board Representatives

Name	Date
------	------

Name	Date
------	------

Name	Date
------	------

Name	Date
------	------

Name	Date
------	------

Welch Randall Representative

Name	Date
------	------