Exhibit A

Itemized Charges for Periodic Routine and Non-Routine Services

The following charges are for routine and non-routine services performed in the Agent's corporate offices or by the Agent's employees and are good through the calendar year 2027. Charges may be modified beginning January 1, 2028. These charges supersede all previous routine and non-routine service rates and other contractual provisions.

Fees effective January 1, 2027

ROUTINE SERVICES	
Item	**Charge**
Materials Reproduction	$0.30 per page - black/white printing $1.25 per page – color printing
eDocument Handling (as pertains to scanning Non-Routine Projects and Documents)	$0.30 per page
Postage	USPS postage costs for all mailed items
Community Mailing (handling fee for additional mailing inserts)	$0.50 per piece
Rush Mailing Fee (processed in 24 business hours)	Per mailing $75.00 up to 300 units, $150.00 301+ unit
Envelopes: Standard Size – Large Size	$0.25 per piece – $0.99 per piece
Annual Coupon Books	$14.99 per replacement book+ postage
Billing Statements	$3.60 each (paper) $1.50 each (electronic)
Electronic Data Storage	$25.00 per month
Statement of Delinquency ("Friendly Reminder") 1st Formal Demand Delinquency Notice 2nd Delinquency Notice/Final Notice Monitoring fee as turned over file to attorney	$3.50 per notice $40.00 $50.00 $175.00
Payment Plan Fee	$5.00 per month per unit
Returned Checks (Billed to Owner Account)	$50.00 per check
Return Mail Fee	$5.00 per change of address
New Owner Set Up (Billed to Owner Account & Collected at closing)	$175.00 per Unit
Emergency Check Requests	$25.00 per check
Payables Processing Fee	$2.25 per payment includes postage + envelope
Manual Posting of Non Lock-Box Fee Payments	$2.00 per payment processing
Name and Address Labels, upon request (other than for mailing)	$0.20 each minimum $5.00
Disks/USB Drives Downloaded with Materials, upon request	$25.00 each
Community Mass Distribution/Tracking of Pool, Gate, Parking, Recreation Pass/Device, etc. and/or Homeowner Directory Update	$3.00 each per unit per year (if processed by Branch / corporate staff)
Certificate of Insurance Tracking	$10.00 per unit per year
Certified Letter Preparation	$2.00 per letter plus cost of postage
Messenger Services	Actual Cost plus $5.00
1099 Processing	$30.00 each
Procurement Service Fee	A 3.5% fee on cost of goods purchases by management staff on behalf of Association. Only applies purchases outside of Strongroom vendor invoicing and payment process.
Records Storage (if not stored at community)	$3.00 per box per month $40.00 per box transport charge for records placed in and/or taken out of storage. $65.00 additional per box to permanently remove
Records/Mass Document Shredding	$25.00 per box
Transition Out Fee	$3.00 per unit/Minimum $500.00

NON-ROUTINE SERVICES USED AT THE DISCRETION OF THE ASSOCIATION	
Services Performed by Agent Outside of Agreement	
Agent's Executive Staff	$200.00 per hour + mileage
Agent's Managers	$150.00 per hour + mileage
No Quorum Meeting Attendance (If the manager attends a scheduled Board Meeting and no Board quorum is met without notice to the manager.)	$75.00 per hour, minimum 2 hours
Agent's Administrative Staff	$75.00 per hour + mileage
Agent's Accounting Staff	$170.00 per hour + mileage
Agent's Court Appearance	Hourly Rates Above, 2 hour minimum + travel/mileage/parking
Meeting Minutes Draft Preparation	$75.00 / hour, 3 hour minimum
Set Up & Use of Management Virtual Meeting Account	Included (subject to availability)
Additional Programs When Approved for Use by Association	
Tenant Administration Program	$250.00 annually (This is paid by the owner if leasing unit not the association, however the Association would need to adopt a resolution to utilize this program).
Covenant Compliance Inspection	$125.00 (This is paid for by the person/party requesting the resale package, not the association). The association would need to adopt a resolution to implement this program in your association.
Associa On-Call Maintenance Services	
Maintenance Services (Service Call / Work Order Requests)	*From $75.00 first hour, then $75.00 additional hour, plus materials as needed.
Trip Charge for Maintenance Services	One time $35 fee per work request
Miscellaneous material stocking fee	$10.00 per work ticket
Disposal Fee on Service Call / Work Order, on necessary jobs only	$35.00 per .5 Truck Load
Emergency Call Service	$140.00 initial hour, $105 per each additional hour
Eviction Attendance and/or Maintenance Services for Evictions	$90 per hour per technician, plus materials – Number of Technicians based on individual county requirements. Minimum charge of 4 hours.
Professional Required Services (HVAC, Plumbing, Electrical, Remediation, Drywall, etc.)	Based on our AOC Partner's preferred rates
Payroll & Benefits Administration	
Association Employees (Those employed directly by the Association) Payroll & Benefits Administration (Including 941 tax filings, regulatory filings & W-2's)	Actual cost of payroll administration service per payroll run, plus $58.00 per month for processing fee
Issue background checks and or drug testing	Actual cost plus $25.00
Union Health, Welfare and Pension Administration	$25.00 per month per Union plus $10 per employee.
Special and Alternative Services	
Special Assessment Administration Special Assessment Administration (Installment Plan)	$5.00 per unit on S/A, per month for the term of the S/A (includes cost of monthly statement before postage) plus a $1,500.00 set up fee
New Bank Loan Administration	$2,000.00 or Fee Waived if association engages Associa Loan Program for third party loan administration services
Oversight of Construction or Capital Improvement/Repair Project	3% of project cost exceeding $50,000 For multiyear projects of $1 million or more, an annual amount per project will be negotiated
Project Administration Fee	1% on all capital projects that exceed $10,000 - this is an administrative charge that covers staff time for communications, accounting, and administrative work
Annual Report Filing	$95.00 annually

Tax Appeal Fee Processing (when billing the individual units)	$10.00 per unit
Project Financial Administration (additional charges to owner's account for special project)	$10.00 per unit
Architectural Administration and Compliance	
Town Square Architectural Control Feature	$40.00 per month (Association can activate at any time and deactivate, 30 days notice at end of month)
Violations Letters	Cost of printing, envelope & postage
Communication Technology	
Town Square Mobil Application & Portal	Included
Town Square Voting	$350.00 per Election
Website Monthly Fee	$40.00 for up to 100 $50.00 for 101-200 homes $60.00 for 201-300 homes $65.00 for 301+ homes
Website Custom Domain Name	$75.00 for 3 year term
SERVICES PROVIDED TO OWNERS FOR SALES AND REFINACING	
Fees Paid Directly by Seller/Buyer to Agent	
Builder/Developer Only - Closing Paid Assessment Letter	$225.00
Builder Developer Post-Closure Fee (on Developer new unit sale)	$75.00
Closing Paid Assessment / First Right of Refusal/Statement of Account	$225.00
Covenants Compliance Inspection (CCI)	$145.00
Custom Lender Questionnaire	$145.00
Governing Documents	$60.00
Lender / Mortgage Questionnaire	$165.00
Refinance Only - Closing Paid Assessment Letter	$100.00
Association Resale Package (Paid Assessment Letter + Resale Disclosure - 22.1)	$400.00
Legacy Account Closure Fee	$150.00
These are base fees that do not include all possible optional service charges (e.g. expedited processing times, physical delivery, updates, convenience fees for credit card payments).	