

Property Management Comparison

	<u>Associa</u>	<u>Goodwin & Company</u>	<u>Certified Management of Austin, LLC (CMA)</u>	<u>RealManage</u>
Management Fee	\$985; \$1,015 per month (\$12,180 per year)	\$900 per month (\$10,800 per year)	\$2,250; \$1,500 per month (\$18,000 per year)	\$1.300 per month (\$15,600 per year)
Setup Fee	\$350.00			1300
Term	1 year	30 Days	1 year	1 year
Renewal Period			60 days	
Annual Increase:		+ 3%	\$100 per month (\$1,200 per year)	
Termination requirement	30 days	30 days	60 days	
Early Termination Fee			Balance of term agreement	
Legal Proceedings Account Preparation Fee			\$100 one-time per account	
Admin Fee	\$20 per month per delinquent account	None, defers to HOA collections	\$10 per month per delinquent account	
Insurance			\$500,000 per accident, General aggregate	
HOA Minimum Requirement	Yes	Yes	\$1,000,000	Yes
HOA to provide copy to PM?	Yes	Yes	Yes	Yes
PM has insurance program?			Yes	
Participation Fee			\$125 at each renewal period	
Budget				

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PM prepares annual HOA budget?	Yes, included	Yes, included	Yes	Yes, included
Non-approval of budget			\$100 per month budget is not approved	
Emergency processing fee			\$250 upon approval of budget	
Meetings				Yes & quarterly Board meetings
Attends Annual Meeting?	Yes & monthly Board meetings	Yes & monthly Board meetings	Yes	Yes & quarterly Board meetings
Date/Times			Monday – Friday 08:00 – 17:00	
Meeting length limit		2 hours	2 hours	2 hours
Overage rate		\$95 per hour	\$175.00	
Property Inspections	Via automobile only	Via automobile only	Via automobile only	Via automobile only
Number of Inspections	24	24	12	
Additional Inspection rate			\$175 per hour	
Smart Webs	Yes, but also TownSq		Yes	Separate, uses their own specialized integrated software
Setup Fee			\$175 per man hour	
Monthly Fee			\$25.00	
Special Requests			at cost plus 20%	
Costs to be reimbursed				

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Returned check fee		\$20.00
Special Assessments		\$3 per door per calendar month the assessment is assessed
Employee-related services		Cost + 38%
Copy/Inspection of paperwork		\$175 per hour
Audits		\$175 per hour for audit assistance and communication
Mediation		Required prior to filing suit
Copies/Scans/ Letterhead	\$0.15/pg	\$0.15 B&W/Scans; \$0.50 color copies; \$0.75 Letterhead
Envelopes/Labels	\$0.25/ea	\$0.50 Regular; \$1.00 Large Padded; \$0.25 Labels
Postage	Postage + handling Fee (\$0.50 per item)	Billed at cost
Faxes/Laminating		1
Certified Mail		25
Constant Contact		
Email Blast		10
Welcome Package		5
Notary Service		5
Public Data Service		2
Checks		0.5

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Admin Handling Fee			0.25
Violation/collection notices	\$3.25	\$2.00	\$2.00 Regular Mail; \$25 Certified Mail
Demand Letter (209)	\$10.00	\$35.00	
Title Search	\$125.00		
Lien	\$185.00	Intent to Lien - \$150; Lien \$250	
Final Demand Letter	\$20.00	\$100.00	
Standing Status		\$2.00	
Intent to Foreclose		\$375 balances over \$1,000	
Attorney Turnover Process	\$50.00	\$150.00	
Emergency Check/Special Transfer			30
Payment Processing Fee			\$5.00 (Zego payments via phone)
Websites		\$20 per month (Smartwebs, TownSq, etc)	\$5.00/mo. Admin: \$200 Onetime Setup Fee
1099 Preparation Fee		\$50 - \$150 per year; Fed Tax Form \$300	100
Archive Fee (soft & hard files)			15
Credit Card Usage Fee			Billed at cost + 15%
Transition Fee (front/back end)			500
Resale Certificate		\$375.00	
Transfer Fees		\$275.00	
Refinance Fee		\$125.00	