

**Schedule of Fees**

Case File Set Up	Per Case	65.00
<ol style="list-style-type: none"> <li>1. Input of Account History from the Association or their bookkeeper</li> <li>2. Searching ownership of property and searching possible Bankruptcy filings by owners</li> </ol>		
Notice of Intent to Lien	Per Notice	125.00
Monthly Collection Fee - charged until case is closed	Per Month	15.00
<ol style="list-style-type: none"> <li>1. Monthly status report sent to the Association or its managing agent reflecting ALL collection activities taken.</li> <li>2. Incoming Calls from the owner or their agents regarding the delinquent account.</li> <li>3. Disbursement of money collected.</li> </ol>		
Notice of Assessment Lien	Per Lien	250.00
Notice of Recorded Lien	Per Notice	115.00
Notice of Release of Lien	Per Notice	115.00
Notice of Intent To Foreclose	Per Notice	115.00
Forward to Trustee For Foreclosure Proceedings	Association FC	250.00
Foreclosure Monitoring Fee for Lender Foreclosures	Lender FC	250.00
<ol style="list-style-type: none"> <li>1. Pre-scheduled, periodic review of the specific event dates in the foreclosure action,</li> <li>2. Review of the foreclosure activity taken,</li> <li>3. Contacting the foreclosure trustee handling the foreclosure action for periodic updates in the case until the completion of the sale</li> </ol>		
Foreclosure Split Account Instructions	Per Instructions	115.00
<p>After the sale:</p> <ol style="list-style-type: none"> <li>1. Preparing Split Account Instructions for the association's bookkeeper containing the new owner information, including contact name, address, phone number and any loan / reference numbers necessary to expedite payment, as well as assessment responsibility cut off dates from one owner to the next,</li> <li>2. Recommendation for collection of any amounts outstanding from the Owner to the association.</li> </ol>		
BK Notice for DQ Post Petition	Per Notice	200.00
BK Set Up Pre Petition, Proof of Claim & Split Acct Instructions	Per Case	250.00
<p>Bankruptcy Monitoring Plan (one-time set up fee, plus 10% of the amount recovered, payable upon recovery.) Monitoring includes:</p> <ol style="list-style-type: none"> <li>1. Pre-scheduled, periodic review of bankruptcy court events</li> <li>2. Obtaining and analyzing the schedules of the debtor's case</li> <li>3. Filing a Proof of Claim with the court for all amounts due (including one-time set up fee for monitoring case)</li> <li>4. Initiating contact with the Debtor's attorney regarding the debtor's intentions of keeping or surrendering the property and</li> <li>5. Coordinating the payments of the post-petition debt (if applicable)</li> <li>6. Contacting the Bankruptcy Trustee to discuss the association's positioning in the bankruptcy and</li> <li>7. Coordinating the payments of the pre-petition debt (if any)</li> <li>8. Preparing the Split Account Instructions for the association's bookkeeper for proper allocation of the pre and post petition debt, and</li> <li>9. Providing monthly status reports that include the accumulated history of the collection activity.</li> </ol> <p>The set up fee is charged to the owners account and in most cases, it is paid through the bankruptcy plan.</p>		
Bankruptcy Split Account Instructions	Per Instructions	115.00
Payment Plan Agreement & Schedule	Per Agreement	115.00
Payment Plan Default Notice	Per Notice	50.00
Escrow Demand & Statement On Account	Per Demand	125.00
Acceptance of Partial Payment Notice - Shortage Letter	Per Notice	50.00
Returning Payment Notice	Per Notice	50.00
Returned Check Notice - NSF, Stop Payment, etc.	Per Notice	25.00
Audit/Investigate-Owner Dispute, Board Recommendation, Response	Per Audit/Invest	95.00
Board Recommendation, Response	Per Recomm.	50.00
Additional Collection Letters	Per Letter	115.00
Collection Calls	Per Hour	115.00
Small Claims Phase 1 - Demand Letter	Per Notice	225.00
Small Claims Phase 2 - Filing Court Papers	Per Filing	115.00
Small Claims Phase 3 - Preparation of Case	Per Hour	115.00
Small Claims Phase 4 - Abstract of Judgment	Per Abstract	115.00

These fees are charged to the homeowner – there are NO FEES, NO COSTS to the Association.