ADDENDUM

Association Schedule of Fees

Addendum to the Association Management Agreement | Real Property Management West San Fernando Valley

This Association Schedule of Fees is an addendum to the Association Management Agreement (the "Agreement") between Real Property Management West San Fernando Valley ("RPM WSFV") and the Association, and is incorporated by reference into the Agreement upon execution. Services included in the monthly management fee are not separately charged. In the event of any conflict between this Schedule and negotiated terms in the Agreement, the Agreement controls.

1. Monthly Management Fees

ASSOCIATION SIZE	FULL-SERVICE RATE	FINANCIAL-ONLY RATE
10 to 24 units	$35 per unit per month	$16 per unit per month
25 to 49 units	$30 per unit per month	$14 per unit per month
50 to 149 units	$24 per unit per month	$12 per unit per month
150 units and above	$18 per unit per month	$10 per unit per month
Minimum monthly fee	$750	$400

COMPLEXITY ADJUSTMENTS (FULL SERVICE)

FEATURE	ADJUSTMENT
Elevator, pool or spa, or staffed entry (per feature, maximum three)	+$2 per unit per month
Monthly Board meeting package (12 meetings per year)	+$4 per unit per month

ONE-TIME FEES

TERM	FEE
Transition and onboarding, under 50 units (charged once, at contract start)	$500
Transition and onboarding, 50 units and above (charged once, at contract start)	$1,000

Each office is independently owned and operated.

RECURRING TERMS

TERM	FEE
Monthly management fee (billed monthly in advance, every month of the term)	Per Section 1 rates
Annual management fee adjustment (applied once per year, on each contract anniversary, to the then-current monthly fee)	3% increase

2. Included in Full-Service Management

- Monthly financial statements, bank reconciliations, accounts payable, and assessment billing
- Annual budget preparation and CPA coordination for the annual review or audit
- Up to four (4) Board meetings per year, including the annual meeting
- Agendas, notices, Board packets, and draft minutes
- Quarterly common area inspections with written report
- Vendor procurement, oversight, and license and insurance compliance tracking
- Reserve study, election, and required annual disclosure coordination
- Violation notices and tracking; architectural review coordination
- Owner portal and 24/7 emergency response line

3. Additional Services Billed to the Association

SERVICE	FEE
Additional Board meeting (beyond included meetings)	$200 per meeting
Meeting beginning after 6:00 PM	$75 surcharge per meeting
Insurance claim coordination	$150 per occurrence
Legal attendance (witness or records custodian)	$95 per hour
Attorney referral processing (non-collection matters)	$150 per referral
Additional maintenance bids (beyond two per project)	$95 per bid
Reserve study, CPA review, inspector of elections	At cost, paid to third party
Copies, postage, and certified mail	At cost

Each office is independently owned and operated.

LARGE PROJECT MANAGEMENT

A **large project** is any non-routine repair, replacement, or improvement with a total cost of $1,000 or more that falls outside the ordinary maintenance included in the monthly fee and requires RPM WSFV to scope the work, solicit bids, coordinate vendors or contractors, and oversee completion. This includes both operating-funded repairs (for example, exterior painting or a plumbing re-route) and reserve-funded replacements identified in the reserve study (for example, a roof replacement, elevator modernization, or balcony and walkway reconstruction). The fee is a percentage of the total project cost, billed as vendor invoices are approved, and covers management of the project only; contractor and materials costs are paid by the Association directly.

PROJECT COST	FEE
$1,000 to $10,000	15% of project cost
$10,000 to $100,000	12% of project cost
$100,000 and above	8% of project cost

Work under $1,000 is handled as routine maintenance with no project management fee.

4. Fees Billed to Individual Owners

The following fees are charged to the requesting or responsible owner, not the Association, to the extent permitted by the Association's governing documents and California law.

SERVICE	FEE
Delinquency letter	$25 per letter
Pre-lien notice	$150
Lien referral to collection counsel	$150
Resale disclosure package	$350
Resale package rush (3 business days)	$100
Lender questionnaire	$150
Architectural application review	$100 per application

Resale disclosure fees are published separately to owners and limited to the reasonable cost of preparation as California law requires.

5. In-House Maintenance Services

RPM WSFV operates an in-house maintenance team under its field operations division. Associations may use in-house maintenance for common area repairs on the following terms.

ITEM	RATE
Technician labor	At Cost
Materials	Cost plus 20%
Third-party vendor invoices	8% Coordination

GOVERNANCE CONTROLS

- **Disclosure.** RPM WSFV's in-house maintenance division is disclosed to the Board in writing as an affiliated service provider.
- **Board approval.** Every in-house work order is approved in writing by the Board or its designated director before work begins. RPM WSFV does not approve its own invoices.
- **Competitive check.** For any job estimated above $2,500, RPM WSFV obtains at least one independent third-party bid for the Board's comparison.
- **Licensed scope.** In-house work is limited to the classifications covered by RPM WSFV's contractor licensing. Specialty trades are dispatched to licensed vendors at cost.

6. Cross-Reference to Residential Schedule of Fees

Where a service appears on both schedules, the rate is the same. Owners in an RPM WSFV managed association also receive the Owner Advantage below.

SERVICE	ASSOCIATION SCHEDULE	RESIDENTIAL SCHEDULE
In-house maintenance labor	At cost	At cost
Materials	Cost plus 20%	Cost plus 20%
Third-party vendor invoices	8% coordination fee	8% coordination fee

SERVICE	ASSOCIATION SCHEDULE	RESIDENTIAL SCHEDULE
Insurance claim coordination	$150 per occurrence	$150 per occurrence (included in Platinum)
Legal attendance	$95 per hour	$95 per hour
Additional maintenance bids (over 3)	$95 per bid	$95 per bid

OWNER ADVANTAGE

An owner of a unit in an RPM WSFV managed association who enrolls that unit in a residential management package receives a 1% reduction on the monthly management fee for as long as the Association remains under RPM WSFV management and the unit remains enrolled.

RESIDENTIAL PACKAGE	STANDARD RATE	OWNER ADVANTAGE RATE
Silver	~~6.99% of collected rent~~	5.99% of collected rent
Gold	~~8.99% of collected rent~~	7.99% of collected rent
Platinum	~~10.99% of collected rent~~	9.99% of collected rent

Owners in a managed association, whether they lease their unit or live in it, may also request in-house maintenance for their unit interior at the residential rates above. Enrollment is optional, is a private agreement between the owner and RPM WSFV, involves no Association funds, and is not a condition of the Association's management agreement.

7. Amendments and Association Termination Right

This Schedule may be amended only by written notice from RPM WSFV to the Board delivered no less than thirty (30) days before the effective date of any change. During that notice period, the Association may terminate the Agreement without penalty by written notice, in which case the existing Schedule applies through the effective date of termination.