



Management Services, Inc.

REMOTE MANAGEMENT PRICING

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San Marcos, CA 92078

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Service

Homeowner Assessment Billing & Payment Collection	Included
Vendor Invoice Processing & Payments	Included
Remote Check Approval	Included
Homeowner Web Portal Access	Included
Board Member Web Portal Access	Included
Document Management Through Web Portal	Included
Monthly Financial Packages	Included
Escrow Coordination for Sales & Refinancing	Included
Board Training	Included
Dedicated One-On-One Consultation	15 Minutes/Month Included
1099 Processing	\$5.00/vendor + e-filing fee
Budget Preparation	\$150.00
Reserve Study Coordination	\$100.00
Tax Preparation & Financial Review Coordination with CPA	\$150.00
Architectural Request Processing	\$25.00/application
Violation Processing	\$10.00/violation letter
Insurance Renewal Coordination	\$40.00
Secretary of State Statement of Information Filing	\$125.00 + filing fee
Registered Agent for Service of Process	\$250.00/year
Preparation & Disbursement of Community Notices (Newsletter)	\$75.00/occurrence
Attendance at Annual Meeting (Zoom)	\$75.00/hour
Delinquent Assessment Collection	See Fee Schedule
Amenity Management	TBD
Parking Pass Management	TBD
Annual Mailings	\$5.00/home + postage
Election Packages/Ballot Mailings	\$5.00/home + postage