

DORCHESTER REAL ESTATE SERVICES, INC.

REAL ESTATE & COMMUNITY MANAGEMENT

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2024 MANAGEMENT PROPOSAL - River Oaks Homeowners Association

Property Owner Billing

- Maintain accurate records of Homeowners based on information provided
- Report all new owners to BOD by the 10th of each month
- Send listing of all property owners to BOD as requested
- Send billing notices to all property owners on a semi-annual basis
- Send special billing notices as directed by the BOD

Collection of Annual Dues

- Deliver itemized current balance invoices to homeowners by December 15 stating due date January 31 for current year dues. The invoice will state that a \$50.00 late fee is imposed for current year dues not paid by March 31 and will state actions to include subject to lien filing and fees for collection of delinquent accounts with balances of \$150.00 or more.
- Receive and record all payments made
- Prepare list of all property owners who are delinquent on a quarterly basis
- Send notices to all delinquent property owners 45 days after due date or as directed by BOD
- Send list of delinquent property owners to the BOD as requested

Association Taxes

- Prepare and arrange for the filing of appropriate taxes with an accountant chosen by the BOD

Routine Inspections

- Drive through property on a bi-weekly basis during business hours
- Maintain a list of all compliance infractions observed on inspection and reported by homeowners
- Send letters and issue fines according to Association's policy
- Provide BOD with report of infractions as requested
- Report code violations that are aligned with the C&R's if not corrected by the 3rd notice.
- Verify violations that are not noted by manager but reported by others

Mailings

- Arrange for the mailing of a quarterly news letter

FEE SCHEDULE

\$975 per month

***Monthly fee includes all supplies necessary to complete services but does not include postage.**

***No homeowner information will be sold to a third party, or used for any other reason but ROHA business.**

***The management agreement terms can be structured in most anyway the BOD chooses; however we do require a 60 notice of termination, with or without cause.**