

folio

Association
Management



Addendum A

as of January 2026

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What's Included in Your Management Fee

- ✓ Community App - Everything HOA in one place
- ✓ Board Member Portal – Live HOA Data
- ✓ Full-Service Community Association management
- ✓ Financial Oversight and Budgeting
- ✓ Resident and Board Support
- ✓ Clear and Consistent Communication
- ✓ Compliance and Governance Support
- ✓ Meeting Preparation and Facilitation
- ✓ Take and Produce Meeting Minutes
- ✓ Pictures in your Property Inspection Letters
- ✓ 24/7 Emergency On-Call
- ✓ Vendor Management
- ✓ And More!

Pay for use

Postage/Paper/Mailing

Fees for producing, handling, and mailing documents, including paper, envelopes, postage, and related services for notices and correspondence.

✓ Postage	USPS Published Rates
✓ Certified Mail	USPS Published Rates
✓ Copies	\$0.25 each
✓ Copies Color	\$0.75 each
✓ Envelopes	\$0.35 each
✓ Labels	\$0.15 each
✓ Mass Mailing	\$50.00 per mailer + costs
✓ New Homeowner Welcome Letter	\$7.50 per letter & includes payment coupon

Records

Charges for creating, storing, and managing association records, both physical and digital, for compliance and service purposes.

✓ Record Storage (Physical & Digital)	\$50.00 per month
✓ Record Delivery	\$50 or the cost of courier + 20%, whichever is greater
✓ Record Pickup	\$50 or the cost of courier + 20%, whichever is greater
✓ Record Pull for RODS	\$50 up to five boxes, then an additional \$10 per box
✓ Online Portal Record Management (Per FL Statute)	\$350.00 per year

Banking, Assessments, & AP

Fees for banking services, processing assessments, accounts payable, and related financial transactions to ensure accurate payment processing.

✓ Special Assessment Admin Fee	\$2.50 per unit per payment
✓ Annual Assessment Billing	\$5.25 per owner
✓ Manual Payment Processing (No Coupon)	\$3.50 per payment
✓ Returned Check Fee	\$35.00 or bank fee, whichever is higher
✓ 1099 Preparation	\$10.00 per vendor
✓ AP Check (Includes Postage)	\$3.50 per check
✓ Year-End Financial Postcard	\$2.50 per unit
✓ Credit Card Direct Pass Through	15% or \$25.00, whichever is higher
✓ Audit/Review/Compilation Fee	\$125.00 per
✓ Tax Prep	\$50.00 per return
✓ Non-Partner Bank Fee	\$25.00 per month

Collection Charges

Costs incurred for collecting overdue assessments, including collection letters, third-party agencies, and legal expenses.

✓ NOLA (Notice of Late Assessment)	\$10.00 per letter
✓ Collections Affidavit, if Required	\$15.00 per affidavit

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✓ Intent to Lien	\$75.00 per letter
✓ Attorney Transfer Package	\$150.00 per file
✓ Collections Account Monitoring	\$5.00 per account billed monthly

Covenant Enforcement

Fees for enforcing community rules, including inspections, notices, and legal actions to address violations.

✓ 1st Notice	\$3.50 per letter
✓ 2nd Notice	\$3.50 per letter
✓ Certified Mail Notice	\$3.50 per letter + certified mail costs

Hourly Rates

Attendance at, and/or participation in, any non-contracted service such as court appearances, depositions, legal consultations by Manager/Principal/Clerical, outside contractual obligation.

✓ Principal/VP	\$150.00 per hour
✓ Manager	\$75.00 per hour
✓ Client Services	\$50.00 per hour

Access Database Management

(Gates, Doors, Swimming Pools)

Fees for managing and maintaining databases that track member and property information, including portals and software.

✓ 1-50 Homesites	\$50.00 per month
✓ 51-150 Homesites	\$75.00 per month
✓ 151-300 Homesites	\$100.00 per month
✓ 301+ Homesites	\$150.00 per month
✓ Gate Card/Key Processing	\$25.00 per
✓ Remotes	\$50.00 per

Fees Paid by Third Parties

(Title Companies, Realtors, Tenants, & Homeowners)

Charges from third-party services, such as payment processing, title searches, or other vendor services passed on to the association.

✓ Estoppel Fee	\$299.00 or max allowed by statute
✓ Lender Questionnaire	\$100.00
✓ Governing Documents	\$80.00
✓ New Owner Transfer (No Estoppel)	\$200.00

✓ Tenant Rent Demand	\$50.00 per letter
✓ Background Check	\$100.00 per applicant
✓ eCheck Payments	\$1.99 per transaction
✓ Credit/Debit Card Payments	3.00% charge

Additional Fees

Fees for specialized administrative, coordination, and support tasks outside standard management.

✓ ACC/ARC processes outside the provided portal	\$150.00 per month
✓ Portal Customization	\$75.00 hr. or actual cost + 20%, whichever is greater
✓ Notice Customization	\$75.00 hr. or actual cost + 20%, whichever is greater
✓ Reserve Study Coordination	\$150.00
✓ SIRS/Milestone Inspection Coordination	\$300.00
✓ Governing Doc Amendment Support	\$150.00
✓ Oversight of Insurance Claim	\$150.00 or 10% of claim payout, whichever is greater
✓ Transition Out Fee	\$300.00