

COMMUNITY ASSOCIATION

MANAGEMENT

SCHEDULE OF SERVICES

Presented by:

**BERKELEY REALTY
PROPERTY MANAGEMENT, INC.**

150 Strawberry Plains Road, Suite A-1
Williamsburg, Virginia 23188

Telephone (757)229-6810
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INTRODUCTION

Berkeley Realty Property Management Inc. provides many or all of the services outlined below for association communities in the greater Williamsburg and Upper Peninsula area for 36 years. These services are designed to meet the routine needs of most communities. Our proposal is flexible and can be adapted to meet any particular requirements of your community.

ADMINISTRATIVE SERVICES

- Coordination and Communication With Board of Directors for Routine Matters Concerning Association
- Attendance at Board of Directors Meetings
- Special Meeting Attendance
- Preparation of Annual Meeting Notice Information to Members
- Organization of Annual Meeting Arrangements
- Distribution of Board Meeting Minutes
- Distribution of Annual Meeting Minutes
- General Correspondence Regarding Association Business
- Maintenance and Custody of Association Records and Files
- Special Photocopying and Record Reproduction
- Member / Tenant Rosters
- Assistance for Committee Activities
- Title Company / Mortgage Company Liaison for Property Resale
- Welcome Information to New Members
- Assistance with Insurance Coverage / Association Claims
- Twenty Four Hour Emergency Response for Association Maintenance
- Periodic Community Inspections for Deed Restriction Violations
- Assistance to Board of Directors for Architectural Modification Requests
- Maintenance of Contractor Liability and Worker's Compensation Insurance Policy Files as Necessary

FINANCIAL SERVICES

- Annual / Periodic Assessment Billing
- Maintenance of Paid Invoice and Receipts Files
- Receipt and Deposit of All Assessment Payments
- Payment of Invoices
- Delinquent Account Collection Assistance
- Budget Preparation
- Monthly Financial Accounting
- Approval of Expenses (As Determined by Board of Directors)
- Employee Payroll Accounting and Payroll Report Filing (Separate Charge)
- End of Year Trial Balance and General Ledger Reports
- Assistance with CPA / Audit
- Assistance with CPA / Tax Return
- Preparation and Disbursement of Form 1099 for Contractors and Service Providers as Required

- Detailed financial reports are distributed to the President and Treasurer of the Association electronically on a monthly basis. Reports will include:

Balance Sheet
Income/Expense Statement
Aged Receivable Summary
Reconciled Bank Statements/ Aged Receivable Summary
Monthly Check Register

MAINTENANCE SERVICES

- Supervision and Routine Inspection of Contractor Services
- Assistance With Solicitation / Negotiation of Contract Proposals
- Routine Supervision of On-Site Employee Performance
- Coordination and Scheduling of Common Area Repairs
- Assistance With Personnel Employment and Termination
- Routine Inspections of Common Area Facilities
- Twenty-four Hour Association Emergency Response Capability

ADDITIONAL SERVICES

Berkeley Realty will also maintain the capacity to provide additional related services on an as needed basis. Fees for such services shall be on a case by case basis and shall be agreed upon in advance. Additional services may include :

- Assistance With Special Non-Routine Projects, example: resident directory
- Community Newsletter; Layout/ Editing/ Distribution
- Assistance with Capital Improvement Projects; Long Range Financial Planning Programs, etc. example: roof replacements; milling and asphalt overlay and sealing; pool refurbishments
- Court Appearances for Association Matters

I will be happy to meet with you at your convenience to discuss our services and to present our proposal for providing management services for your community. Please contact me if you have any questions.

Sincerely yours,

Ed Robbins
President, Association Management Division
Berkeley Realty Property Management