

The Elm at Clark Condominium Association

SCHEDULE OF FEES

Description of Fees	Amount
Charge for Returned Checks - Bank returns for non-sufficient funds or any other reason	\$50
Construction Security Deposit	\$500
Work Orders – See below	Varies
Security Deposit for ALL moves - Refundable if no damage occurs	\$400
Administrative Fee* - Charged on any move in or move out	\$200
Move-In Fee/Reserve Elevator to move into the building - fee is per scheduled move - Non-Refundable. If the move occurs over multiple time slots, there are multiple move-in fees. (see Rules & Regulations, Section XXI. Move In-Out and Elevator Use)	\$300
Unscheduled Move (see Rules & Regulations, Section XXI. Move In-Out and Elevator Use)	\$1,000
Riser Shut-down Fee	\$150
Replacement Key Fob for Garage or Common Areas	\$30
De-Activate Tenant's Garage Key - Per Request from Owner	\$10
Re-Activate Tenant's Garage Key - Per Request from Owner	\$10
Lock-out Fee - applicable after office hours (effective 01/29/2016)	\$150
Dog Registration Fee - Annual Fee/Dog (effective 01/29/2016)	\$100
ABOMA Lease Form	\$10
Copy of Declarations & Bylaws on paper	\$50
Copy of Declarations & Bylaws (downloaded from association website)	No charge
Late Fee - Residential Unit	\$75
Late Fee - Garage Space	\$25

Missing Required Liability Insurance Documents and Lease Information: If the required *insurance/lease documents* are not received by the 10th of the month following the *insurance/lease renewal date*, a fine of \$100 will be added to your monthly assessment on the 15th of each month until the documents are received in the Management Office.

Work Orders: Maintenance requests (labor and materials) will be billed directly to the unit owner at a cost of \$30 for the first half-hour and \$40 per hour thereafter. Materials purchased on behalf of the residents will be billed back to the unit owner at cost plus 15% to cover handling and inventory costs. There will be no charge for changing filters during the semi-annual service or unclogging drains. **Drain cleaners are not allowed to be used in bathroom or kitchen sinks, showers or toilet bowls.**

When moving out of the building, all fees, including the Security Deposit, must be paid by Money Order or Cashier's Check.

Security deposits for all construction projects will be refunded after the construction project has been completed and checked by Management to insure compliance with the Construction Rules.

Security deposits for all moves will be refunded after the move has been completed and the common areas have been inspected to insure no damage was caused to the common elements or elevators during the moving process.

There may be other fees required for certain items as outlined in the Association's Rules and Regulations or the Association's Construction Rules and Regulations.

***Administration Fee:**

- **Cancellation/Re-booking Policy:** If a move-in or move-out is cancelled or re-booked less than 48 business hours of the scheduled move-time, the \$200 Administrative Fee will not be refunded or transferred to the re-scheduled reservation.
- For residents living in the building as of 12/31/2011, the Administrative Fee on a move-out remains at \$100.