



January 22, 2025

Board Members
All G.S. Phillips & Co. Managed Communities

RE: NEW CHARGE SCHEDULE FOR 2025 YEAR

Dear Valued Client(s):

As is customary, G.S. Phillips & Co. updates our supplemental service charge schedule annually to reflect the increased cost of doing business. This schedule is used to determine the price of all non-contract auxiliary services which our company provides to your Association. Things like maintenance personnel, admin services, etc.

This year, a new charge category is being introduced. This new category will be referred to as “Technology Fees”. As you know, in 2024 G.S. Phillips & Co. contracted with PayHOA to provide Owner Portals for all Owners at G.S. Phillips & Co. managed communities. In reflection of this, we pay approximately \$0.40 per Unit per month to PayHOA for their technology suite. For the last six months, we have been absorbing this cost with the objective of ensuring that the PayHOA suite works well for our purposes, and the Owners in our communities enjoy the advanced offerings including the Owner portal. As our six month trial has been successful, and we have an unprecedented number of Owners who have complimented the new service suite, we now have to decide how we will cover the significant cost incurred by providing it.

Now, my options here were either to increase Management Fees on each client in order to absorb this additional cost, or to implement a “Technology Fee” in order to ensure we can continue to provide the service. I chose the latter as I know not every community may wish to continue having us provide this service to your Owners, and this seems like the most fair way we can go about doing so.

So, beginning February 1st, all Associations who receive Owner Portal access from G.S. Phillips & Co. via the PayHOA platform will be billed a \$0.25 per Unit charge for each Unit with an active portal. We will continue to subsidize the total cost of the service at \$0.15 per Unit, in an effort to keep costs as manageable as possible for our clients. If you do not wish to include this service for your Owners, please let me know.

Herein, please find the 2025 Supplementary Service Rates and please let us know if you have any questions. As has been our policy in past years, this will be posted at www.gsphillips.com for everyone to see and reference as they wish.

Thank you for your continued business, and we look forward to continuing to serve your community in the future!

Respectfully,

Greg Phillips, CMCA, AMS
President
G.S. Phillips & Co. Inc.



2025 SUPPLIMENTARY SERVICE RATES

SERVICES WHICH WE PROVIDE TO CLIENTS THAT FALL OUTSIDE OF THE SCOPE OF OUR CONTRACT ARE LISTED BELOW ALONG WITH THEIR COSTS. THESE RATES ARE SUBJECT TO CHANGE. THE BELOW IS AS OF 2/1/2025.

- **RECORD DIGITIZATION - \$42.00/HOUR**
 - SCANNING, NAMING, SORTING AND SAVING PAPER FILES INTO DIGITAL FORMAT.
- **STORAGE UNIT – 5X8 FEET - \$75.00/MONTH**
 - A 5X8 FOOT STORAGE UNIT DEDICATED FOR THE USE OF YOUR ASSOCIATION.
- **COURIER SERVICE - \$35.00/HOUR**
 - PICKUP AND DELIVERY OF MATERIALS, PAPERWORK, ETC. FRONT ONE LOCATION TO ANOTHER.
 - LIMITED TO 50LBS OF MATERIAL.
- **BUILDING MAINTENANCE SERVICES - \$65.00/HOUR**
 - MATINENANCE TECHNICIAN PERFORMING REPAIRS AT YOUR COMMUNITY.
- **GROUNDS MAINTENANCE TECHNICIAN - \$62.00/HOUR**
 - GROUNDSMEN PERFORMING ROUTINE GROUNDS WORK AT YOUR COMMUNITY.
- **CLOSING DOCUMENTS – COST BILLED TO TITLE COMPANY, NOT COMMUNITY**
 - TRUSTEE LETTER - \$125.00
 - RESALE CERTIFICATE - \$175.00
 - GOVERNING DOCUMENTS PACKAGE - \$50.00
 - TRANSFER FEE (NEW OWNER SETUP FEE) - \$175.00
- **CERTIFIED MAIL - \$10.75 PER LETTER**
- **NOTARY SERVICE - \$25.00 PER STAMP**
- **DIGITAL MAP CREATION - \$50.00 PER HOUR**
- **TECHNOLOGY FEE - \$0.25 PER UNIT PER MONTH**
 - FOR HOMEOWNER PORTALS AND BOARD PORTALS