

ADDENDUM TO ADMINISTRATIVE AGREEMENT

This Addendum to be added to the current Administrative Agreement, made in Harris County, Texas by and WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION hereinafter called "Association", and or "Board", and Crest Management Company AAMC, hereinafter called "Agent".

This addendum shall become effective as of OCTOBER 1, 2023, and is subject to the terms and conditions of the Administrative Agreement.

Compensation per attached Exhibit "A"

Association:

Williamsburg Settlement Maintenance Association

By: William A. Petry

Printed Name: William A. PETRY

Title: Williamsburg President

Date: 9/19/2023

Agent:

Crest Management Company, AAMC

By: Carolyn Bonds

Printed Name: CAROLYN BONDS

Title: CEO

Date: 9/15/23

EXHIBIT "A"

EFFECTIVE DATE: OCTOBER 1, 2023

ASSOCIATION NAME: WILLIAMSBURG SETTLEMENT
MAINTENANCE ASSOCIATION

ASSOCIATION LOCATION: 22302 UNICORNS HORN LANE
KATY, TX 77449

TERM OF AGREEMENT: TWELVE (12) MONTHS

INITIAL LIAISON: BILL PETRY

BOARD/ANNUAL MEETINGS
TO BE ATTENDED: ELEVEN (11) BOARD AND ONE (1) ANNUAL

INSPECTIONS ONCE PER MONTH

COMPENSATION: \$2,575.00 PER MONTH

This Monthly Fee is based upon the number of lots at the inception of this Agreement.
The number of lots as of the execution of this Agreement is 763.

ADDITIONAL CHARGES**ADMINISTRATIVE**

Postage	Reimbursed at the actual expense of Agent
Photocopying charges	\$ 0.15 per copy + tax
Labels/Envelopes larger than #10	\$ 0.15 each
Custom Stationery/Office Supplies	Per actual invoice
Community Mailouts (supplies/labor included)	\$ 0.45 each
Manual Checks, Rush Checks (over 4)	\$10.00 each

EXHIBIT "A"
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COLLECTION COSTS

Assessment billing	No Charge-included in contract
Collection Reminder Notices (billed to owner)	\$25.00 each
Collection Certified Letter (billed to owner)	\$50.00 each
Collection Final Demand Letter (billed to owner)	\$25.00 each
Attorney Account Preparation Fee (billed to owner)	\$50.00 each
Payment Plan (billed to owner)	\$50.00/3 months
Insufficient Check (billed to owner)	\$50.00 each

DEED RESTRICTIONS

Certified Notice/Special Letters	\$15.00 each
Deed Restriction Final Demand Letter	\$10.00 each
Color Photos	\$ 0.75 each
Additional Monthly DRV Inspection	\$1,000.00
Fine Letters	\$30.00 each
ARC/ACC Review and Approval	\$75.00 per application

ADDITIONAL SERVICES

Preparation and Attendance for Court Appearance, Dispute Resolution, or Special Meetings, Special Projects	\$100.00 per hour
Administer Accounts at other than Agent's core bank	\$15.00 per month per account
Pool Tag Distribution: 100% On-line application with Mail Out of tags	\$500.00

EXHIBIT "A"
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RECORDS

Title Search	\$25.00
Retrieval, Refiling or Permanent withdrawal of records in storage	Per actual invoice
Records Storage/Maintenance (1 st two (2) years included in fee)	\$15.00/month at year 3 \$ 5.00/month additionally for each year thereafter, not to exceed \$60.00/month

**The following are OPTIONAL SERVICES, not included in this contract.
Please write your initials on the line next to those you wish to add.**

_____ - Gate/Remote Access Administration	\$100.00 per month
_____ - Clubhouse Reservations	\$100.00 per Rental

COMMUNITY WEB PAGE

_____ - <u>Basic Community Page on Crest Website</u>	<u>No Charge</u>
Includes the following: Crest Team contact information Access to community information Governing documents Board meeting notices	
_____ - <u>Enhanced Community Page on Crest Website</u>	<u>\$100.00/month</u>
Includes all information on Basic Community Page plus Calendar for community events, News feed and E Blast access	
_____ - <u>Link to Existing Community Web Page on Crest Website</u>	<u>No Charge</u>