

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, 2024, and is subject to the terms and conditions of the Administrative Agreement.

Compensation per attached Exhibit "A"

Association:

Williamsburg Settlement Maintenance Association

By: Heather D. Colkos

Printed Name: Heather D. Colkos

Title: President WSMA

Date: 9/17/2024

Agent:

Crest Management Company, AAMC

By: Carolyn Bonds

Printed Name: Carolyn Bonds

Title: CEO

Date: 9/13/24

EXHIBIT "A"

EFFECTIVE DATE: OCTOBER 1, 2024

ASSOCIATION NAME: WILLIAMSBURG SETTLEMENT
MAINTENANCE ASSOCIATION

ASSOCIATION LOCATION: 22315 BUCKTROUT LN
KATY, TX 77449

TERM OF AGREEMENT: TWELVE (12) MONTHS

INITIAL LIAISON: HEATHER COLKOS

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

INSPECTIONS ONCE PER MONTH

COMPENSATION: \$2,600.00 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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| | |
|-----------------------------------|-------------------|
| Board and Annual Meetings 2 hours | |
| Meetings exceeding 2 hours | \$200.00 per hour |

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> |