

Summus Association Management

3547 Old Conejo Rd. #103

Newbury Park CA 91320

Ph. 805-498-8859 Fax 805-480-4818

UPFRONT DOCUMENT FEES AS FOLLOWS: \$175.00

Discount Package: Includes **only** the following:

Standard Demand (Summus Form)
CC&Rs
By Laws & Articles
Rules & Regulations
Master Insurance Disclosure
Most current Financial Statement
Annual Budget Summary package

IF THE DOCUMENTS REQUIRED ARE NOT INCLUDED ABOVE, ADDITIONAL DOCUMENTS MAY BE ORDERED INDIVIDUALLY AS FOLLOWS:

UPFRONT FEE FOR EACH DOCUMENT:

CCRs	\$40.00
By Laws	\$40.00
Rules & Reg.	\$25.00
Articles of Incorporation	\$25.00
Association Annual Budget Summary	\$15.00
Current Financial Statement	\$25.00
Reserve Study Summary	\$50.00
HOA Certification Lender Specific	\$50.00
Board of Directors Meeting Minutes	\$1.00 per meeting
All other letters, requests from lender	\$50.00
Management agreement, insurance, or any other documents specific to Summus Mgmt.	\$150.00

TRANSFER FEE: **\$300.00**

Payable to **Summus Association Management** upon close of all escrows.

DELIVERY/PICK UP:

It is assumed that **all** document requests will be picked up by escrow.

If any documents are to be mailed please include a self addressed **pre-paid** envelope for U.S. Mail, FedEx or UPS. All others **MUST** be signed for upon scheduled pick up.

TO PROTECT SELLERS & BUYERS AND TO AVOID FRAUD, WE DO NOT FAX DOCUMENTS AND WE CANNOT PROVIDE SPECIFIC INFORMATION OVER THE PHONE.

IN ORDER TO PREVENT MISSCOMMUNICATION PLEASE INFORM ALL PARTIES TO DIRECT QUESTIONS AND CONCERNS TO THE ESCROW COMPANY.

NO EXCEPTIONS PLEASE.

DOCUMENT FEES MUST BE PRE-PAID. OUR OFFICE CAN ONLY START PREPARING YOUR DOCUMENT REQUEST UPON RECIEPT OF UP FRONT FEES AND WRITTEN REQUEST.

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HOW TO REQUEST DOCUMENTS:

Please read and follow instructions carefully.

1. Include Association Name, Property Address, Owner Name, Escrow Co.
2. Identify and pre-pay for additional doc's/service required if not included in Discount Package
3. Send document request and fee: 3547 Old Conejo Rd. #103, Newbury Park CA 91320
4. Checks made payable to **Summus Association Management**
5. Requestor will be notified via fax or phone as soon as documents are available to pick up.

RUSH DOCUMENTS AVAILABLE IN 24-48 HOURS:

\$50.00 Rush fee paid in addition to standard document fees. Prepayment required, personal or escrow company checks accepted.

STANDARD DOCUMENT REQUEST AVAILABLE IN 5-7 BUSINESS DAYS:

Documents requested are prepared upon receipt of prepaid fees. Prepayment required, personal or escrow company checks accepted.

OFFICE HOURS:

Monday – Friday

8:30 AM – 12:00 PM

1:00 PM – 4:30 PM

In order to receive your documents in a timely manner please inform couriers/messengers that our office is closed between 12 Noon and 1:00 PM.