

Minutes and More

VIRTUAL MINUTE TAKING SERVICES *

STANDARD CONDOMINIUM BOARD MEETING

- Minimum fee (2 hours) - *all fees inclusive of HST* \$235.00
- Each additional half hour (or any part thereof) \$50.00

ANNUAL GENERAL MEETING/SPECIAL OWNERS MEETING/TURNOVER MEETING/OWNER TOWN HALL MEETINGS

- Minimum fee (2 hours) - *all fees inclusive of HST* \$410.00
- Each additional half hour \$50.00

OTHER FEES - *inclusive of HST*

- **Late Booking Fee:** within 48 hours of meeting \$25.00
- **Late Booking Fee:** within 24 hours of meeting \$50.00
- **Urgency Fee:** request for minutes returned within 72 hours or same day request for a minute taker \$50.00
- **Cancellation Fee:** Meeting cancelled by Management within 24 hours of start time \$155.00
- **Cancellation Fee:** Meeting cancelled by Management once minute taker has arrived (or due to quorum not being achieved) \$195.00
- **Zoom Account:** Use of Minutes and More business zoom account Complimentary

Turnaround Time: Minutes will be sent to Management within 6 to 10 business days of the meeting date.

Payment Terms: Net 15 days.

Revisions: After review, one (1) round of revisions is included in the fee.

***Special Request:** In-person minute taking services may be available upon special request for an additional charge of \$50.

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