

Minutes and More

VIRTUAL MINUTE TAKING SERVICES *

STANDARD CONDOMINIUM BOARD MEETING

• Minimum fee (2 hours)	\$225.00
• 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)	\$400.00
• Each additional half hour	\$50.00

OTHER FEES

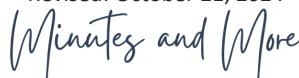
• Late Booking Fee: within <u>48 hours</u> of meeting	\$25.00
• Late Booking Fee: within <u>24 hours</u> of meeting	\$50.00
• Urgency Fee: request for minutes returned within 72 hours or same day request for a minute taker	\$50.00
• Cancellation Fee: Meeting cancelled by Management within 24 hours of 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.

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

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