

April 21, 2020

FACILITY DESCRIPTION: We understand that Russell Township (hereafter referred to as Client or Property) is a Township located in Novelty, Ohio. The analysis is to cover all common and limited common elements of the Property as detailed on the attached Property Details page.

SCOPE OF WORK: Miller+Dodson Associates proposes to provide a Level 2 Update Reserve Study with On-Site Inspection of a previous Miller+Dodson study for Russell Township. This Study will comply with the Community Associations Institute (CAI) National Reserve Study Standards and AICPA CIRA Guidelines. The Study will contain an inventory of all commonly owned components applicable to reserves, along with an estimate of the remaining useful life and current replacement cost for each. The status of current reserve funding will be noted and funding recommendations for an annual reserve contribution will be provided. All Reserve Studies are supervised and reviewed by APRA accredited PRA, and CAI accredited Reserve Specialist.

Currently, we are anticipating that our local analyst Mark Haase, RS will be conducting your study. Analyst credentials can be reviewed on [Miller+Dodson's website](#). Typically, Miller+Dodson reserve studies are completed in 30 to 45 days after receipt of a signed contract and retainer. Miller+Dodson's inspection is limited to a visual inspection as defined under Inspection Methodology in this proposal.

At the time of our site inspection, we will need to inspect and have access to all common areas of the property, including secured areas, to determine the condition and configuration of the reservable components. Access equipment will not be provided. We understand that to-scale full-size site plans will be available. We will assume that any items with a replacement value of less than \$1,000 will be treated as a maintenance item, and therefore, will not be included in the reserve study. This proposal assumes that 8 analyses will be required for this property.

FEES: The proposal fee quote below includes an initial meeting at the time of inspection, all travel, and all direct expenses associated with the execution of the proposed study. We consider this proposal as accepted upon receipt of an executed copy with the 35% retainer. The 65% balance is due upon delivery of the Electronic Preliminary Report. Accounts in arrears for more than 30 days shall accrue at 1.5% per month. Additionally, the Client will be responsible for all costs, including reasonable attorney fees, incurred in pursuing collection.

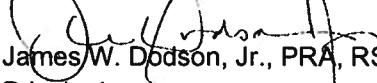
	Fee	35%	65%
Level 2 Update Replacement Reserve Study	\$8,949	\$3,132	\$5,817

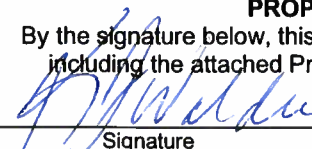
Additional services such as follow-up meetings, Strategic Funding Solutions, and other related services will be performed only as requested by the Client, and will be billed separately.

If you have any questions concerning this proposal, please do not hesitate to contact me at Extension 138.

Respectfully submitted,

MILLER+DODSON ASSOCIATES


James W. Dodson, Jr., PRA, RS
Principal

PROPOSAL ACCEPTANCE		
By the signature below, this Proposal is accepted for Russell Township, including the attached Property Details, and Terms and Conditions		
 Signature	FISCAL OFFICER Title	5/6/20 Date

Please return a signed copy of this acceptance page and mail the retainer to the address above.