

Services included in the annual maintenance fee.

1. Management Fee
 1. Pay Bills and other Obligations, etc.
 2. Review Taxes.
 3. Book Fixed and Floating Weeks and manage Internal exchange Programs.
 4. Annual Budgets and preparation of Annual Financial Statements in preparation for review by the association's accountant.
 5. Establish and maintain suitable records and systems to handle all billings to the Association, including without limitation, realty taxes, maintenance and operating costs, utility charges, miscellaneous and other charges.
 6. Banking and Distribution of Income and maintenance accounts and records.
 7. Administration and payroll
1. Site Manager
 1. Reception and Registration services for Check in / Check out.
 2. Supervision of Employees and Contractors
 3. Administer service and maintenance calls from guests including emergency after hours service
 4. Purchase all services, materials and supplies required in the performance of its duties and responsibilities
2. Grounds Maintenance – includes maintenance of the entire grounds including all common areas, beaches and surrounding areas of each cottage.
 - a. Snow removal on walk paths and roads as necessary to allow access to all cottages and amenities.
 - b. Grass cutting and landscaping maintenance and preservation
 - c. Garbage and recycle collection from cottages and common areas and transport to the township dump.
 - d. Beach and Boat Launch maintenance
3. Property Taxes
4. Insurance
5. Legal Costs associated with Association for the updating and maintenance of the association's corporate book and all other legal services required by the association from time to time.
6. Accounting and Audit - Audit of the financial statements of the association.
7. Office Expenses - Maintain the equipment and office supplies required for the office of the association including paper products, computer equipment, and other such general office supplies.
8. Electricity and Propane
9. Satellite TV
10. Internet - Wireless satellite internet to cottages and some common areas.
11. Telephone (excluding long distance)
12. Water Testing - Lab tests associated with safe drinking water.
13. Building and Dock Maintenance of cottages, all furnishings, linens, towels, docks and common buildings including the reserve for regular staining of log cottages.
14. Contract Cleaning
 1. Expenses associated with:
 - a. Thorough weekly cleaning of each cottage between guests including the changing of linens and towels.
 - b. Weekly inventory of cottage amenities and supplies for guest checklist
 - c. Provision of amenities including soap, shampoo, toilet tissue, dish soap, laundry detergent dishwasher detergent, paper towels, garbage bags.
 - d. Cleaning of common areas
 - e. Laundry - linens and towels.
15. Capital Reserve - Major repairs and capital replacements plus the reserve for cottage furnishings as needed.