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Salt Lake City, UT 84117  
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September 3, 2014

Silver Springs Single Family Homeowners' Association  
c/o Rick Hovey  
[Rick@rhovey.com](mailto:Rick@rhovey.com)

RE: Engagement to Draft CC&Rs and Bylaws

Dear Board:

This letter is intended to set forth the costs and services associated with redrafting your CC&Rs and Bylaws. For \$3,500.00 we will provide the following services:

- Draft CC&Rs and bylaws;
- Unlimited revisions per the board's request until the first vote of the owners;
- Prepare a ballot for the owners to use;
- Unlimited phone calls and emails regarding the revised CC&Rs and bylaws;
- Render general advice on the procedure required to vote on the revised CC&Rs and bylaws.

The following services will be provided at the board's request for an additional fee:

- Attend owners meetings regarding the CC&Rs (\$300.00 per meeting);
- Attend additional board meetings (\$150.00 per meeting);
- Prepare summary letter discussing document changes and reasoning (\$300.00);
- Record the finalized CC&Rs and Bylaws (actual recording costs);
- Any other services not included above (\$185.00 per hour).

The amounts listed are discounted rates for our annual clients. We look forward to working with you.

Sincerely,

*Sam Bell*

Sam Bell, signed electronically

Approved by:  
Silver Springs Single Family Homeowners' Association

By: \_\_\_\_\_

Its: President

Dated: \_\_\_\_\_