

PRESTON A. PATTEN  
(512) 370-2856  
e-mail: [ppatten@winstead.com](mailto:ppatten@winstead.com)

## PFLUGERVILLE DOWNTOWN EAST PROJECT SCOPE OF WORK AND ESTIMATE

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### TASKS

### PROPOSED FIX FEES

#### **Master Documents:**

\$50,000

- Master Covenant
- Property Owners Association Organizational Documents (Certificate of Formation, Bylaws, Organizational Consent, Management Certificate, etc.)
- Community Manual (Assessment Collection Policy, Fine and Enforcement Policy, Document Retention Policy, Rainwater Harvesting Policy, etc.)
- Development Tract Declaration [*Office*]
- Development Tract Declaration [*Retail*]
- Development Tract Declaration [*Restaurant*]
- Development Tract Declaration [*Multi-Family*]
- Designation of Community Facilities
- Adoption of Working Capital Fee
- Design Guidelines (Optional)

\*Estimates attributable to drafting, review, production and distribution of initial drafts (includes encumbrance review and the review of relevant project documentation) and customary client comments, e.g., one or two rounds of comments. Estimates do not include recording and filing fees.

#### **Parcel 4 Condominium Declaration:**

\$45,000

We will submit parcel 4 to a Condominium Declaration to create 2 individual commercial Units (Retail Unit and REC Center Unit). The documents we will prepare include:

- Condominium Declaration
- Condominium Association Organizational Documents, i.e., Certificate of Formation, Bylaws, Organizational Consent, Management Certificate
- Community Manual (House Rules, Assessment Policy,

Enforcement Policy)

- Allocation Document
- Association consent and adoption documents, e.g., adoption of budgets, organizational consent, etc.
- Memorandum providing instructions to surveyor and architect regarding preparation of residential condominium plat and plans in accordance with Section 82.059 of the Texas Property Code.

Estimates do not include recording and filing fees. Estimates also exclude fees for the surveyor to prepare the condominium plat and plans.