

SCHEDULE C COMMUNITY WEB SITE FEATURE/CONFIGURATION LIST PREFERRED PLAN

Management Company Name: _____

Contact at Management Company: _____

Contact Email Address: _____

Community Name: _____

Community City/State: _____

Directions:

The Administrator should indicate below for each Feature if they want it to be deleted from the Web Site. Features not checked shall be enabled.

Putting a check in the Resident Enabled Administration Column enables the feature so that every resident can add/edit/delete it. Leaving it blank means only the Administrators will be able to add/edit/delete and others will only be allowed to **view**.

Putting a check in the Feature Available on Public Menu means every person visiting your web site will be able to **view** this information.

Any feature can be Re-titled - indicate in the box next to feature any changes to title.

If you would like additional levels of security established - please email websupport@topssoft.com and they'll work with you to achieve the level of security and administration that best fits your association's needs.

I. Preferred Plan Features include:

Delete Feature?	Resident enabled administration	Feature available on public menu?	Re-title Feature to:	Feature Name
N/A				Public Home Page
				Facilities
				Garage sales
				Homes for sale
				Homes for lease
				Home sites for sale
				Eforms
				Map
				Job Bids
				Classified Ads
	Not Available	Not Available		Account Info (uploaded from TOPS 2000™)
		Not Available		Address Book
				Announcements
				Documents
				Board/Committee Listings
		Not Available		Live Chat
		Not Available		Message Board
				Request & Question Submission
				Events Calendar
		Not Available		Email Bulletins
				Volunteer Needs
		Not Available		Surveys
				Hot links

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PREFERRED PLAN

Delete Feature?	Resident enabled administration	Feature available on public menu?	Re-title Feature to:	Feature Name
		<i>Not Available</i>		Reviews
	<i>Not Available</i>	<i>Not Available</i>		What's new
	<i>Not Available</i>	<i>Not Available</i>		Board Only Documents
	<i>Not Available</i>	<i>Not Available</i>		Board Only Message Board
	<i>Not Available</i>	<i>Not Available</i>		Board Only Live Chat
	<i>Not Available</i>	<i>Not Available</i>		Board Reports (uploaded from TOPS 2000™)
	<i>Not Available</i>	<i>Not Available</i>		Admin Only - Vendor Database /Job Bids
	<i>Not Available</i>	<i>Not Available</i>		Admin Only – Export Address Info
	<i>Not Available</i>	<i>Not Available</i>		Admin Only – Feature Description Edit
	<i>Not Available</i>	<i>Not Available</i>		Admin Only – Web Site Statistics

Module Maker: You can create Features specific to your community. You can always create additional modules after your web site is completed. In that situation, you will need to contact us so we can provide a link on the navigation bar.

Include Feature?	Circle:	Module Name:
Yes	No	Photo Gallery
Yes	No	Recipe Exchange
Yes	No	Kids Play Groups
Add any unique modules here:		

2. Pointer Plan Features


Includes all Preferred Plan Features, some of which may be deleted at customer's request. In addition, Community web site can be accessed directly via the community's own domain, i.e. www.yourcommunityname.com. The community web site, however, is still hosted on management company domain.

3. Premium Plan Features

Includes all Preferred Plan Features, some of which may be deleted at customer's request. In addition, web site is hosted at a unique domain name i.e. www.yourcommunityname.com plus up to 10 individual e-mail accounts (smith@yourcommunityname.com) are provided.

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PREFERRED PLAN**

4. Type of Plan: Please indicate choice below.

	Plan Name	Management Company
	Preferred Plan	
	Pointer Plan	
	Premium Plan; requires a separate web site agreement. (Please contact your management company for assistance.)	

5. If Choosing the Pointer Plan:

_____ **Transfer of existing domain** already registered to Management Company or Association

Existing domain name: _____

Contact name of person who registered domain name _____

Contact Email address of person who registered domain name _____

Name of company where domain name registered _____

Account number (if applicable) _____

Account Password (if applicable) _____

OR

_____ **Specify a new domain.** Give three possible alternatives for a domain name
(i.e.: your-company.com).

First Choice: _____

Second Choice: _____

Third Choice: _____

(TOPS does not guarantee that any names are available)

6. Color Scheme:

Visit www.topshome.net/color_picker.asp and register your color scheme

7. Maximum no. of homes in this community (whether or not built or occupied) _____

8. Community ID _____ Please enter the two or three digit community ID that you use in TOPS 2000™ to identify this community. (This is necessary to complete data uploads from TOPS to your web site.)

9. Waiver of Banner Advertising _____ Check here to indicate that you would like to have TOPS waive their rights to display banner advertising on your web site.

Note: There will be an additional charge of \$25.00 per month, \$75.00 per quarter, for each community web site that wishes us to waive banner advertising.

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10. Technical Support

TOPS Software shall provide a reasonable level of technical support, free of charge, for the community web site listed on page one of this schedule. Support shall be limited to the setup and maintenance of the community web site, and shall only be provided to the following two designated individuals:

1. **Community Web Site Administrator** – the community web site administrator, as designated below, may contact TOPS Software to receive free technical support on the setup and maintenance of the community web site listed on page one of this schedule.
2. **Management Company Administrator** – the web site administrator for the management company web site, as designated in the management company web site contract, may also contact us for technical support on the setup and maintenance of all community web sites stored under the management company's web site.

11. Contacting Technical Support

To contact TOPS Software technical support, call 1-800-899-5689 or e-mail websupport@topssoft.com. Technical support will be administered Monday through Friday between the hours of 10:00am and 6:00pm EST. Please be advised that while email support is free, an additional charge may result from telephone support.

12. Changing Administrators

TOPS Software must be contacted via online form or fax within one week of a change in status of the community web site administrator, or the management company administrator. If TOPS Software is not contacted, a request for support from an unauthorized individual may be denied until proper notification has been received. The form is available online at: <http://www.topshome.com/topshome/Administrators/WSAForm.htm>

13. Community Web Site Administrator:

Community _____
Name _____
Address _____
Phone Number _____
Fax Number _____
E-Mail Address _____

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PREFERRED PLAN

I have carefully reviewed and filled out the above COMMUNITY WEB SITE FEATURE/CONFIGURATION LIST specifying the deletions and edit changes to be made to the Features for the Web Site, the Web Site's Plan, and to the best of my knowledge completed the information for the community.

Management Company Official:

Signature: _____

Name: _____

Title: _____

Date: _____

SCHEDULE D
AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT
SECTION A: DIRECT DEBIT AUTHORIZATION
Community Web Sites

Please submit either A: Direct Debit Authorization OR B: Credit Card Authorization – not both

Management Company Name: _____

_____ hereby authorizes
 _____ (Organization Name)

Property Management Systems, Inc., hereinafter called "**TOPS**" to initiate debit entries to
 _____ Checking Savings

account indicated below and the depository named below, hereinafter called **DEPOSITORY**,
 to debit the same such account.

Complete this banking information

Quarterly Debit Amount

Debited 1st day of each calendar quarter

<input type="checkbox"/>	Preferred Plan (www.mgmt.com/cmt)	\$149.85	(\$49.95 per month)
<input type="checkbox"/>	Pointer Plan (www.cmt.com)	\$179.85	(\$59.95 per month)
<input type="checkbox"/>	Premium Plan (www.cmt.com + email)	\$269.85	(\$89.95 per month)

Total Quarterly Fees _____ (To be debited each qtr)

Depository

_____ Your Bank Name

_____ City _____ State

Banking Transit / ABA #

Account No.

_____ (9 digits) _____

Attach to this form a **voided check** if a checking account, or a **savings deposit ticket** if a savings account. (Please Note: Savings deposit ticket may not include *depository* bank's transit / ABA number.)

This authorization is to remain in full force and effect until **TOPS** has received written notification from _____ (company name) of it's termination in such time and in such manner as required by the PROPERTY MANAGEMENT COMPANY WEB SITE AGREEMENT which both parties have signed. **TOPS** shall make reasonable efforts to act on the termination of the automatic payment promptly upon receipt of the written termination notice.

 Authorized Signature for Above Account Printed Name Date

 Authorized Signature for Above Account Printed Name Date
(If second signature is required)

SCHEDULE D
AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT
SECTION B: CREDIT CARD AUTHORIZATION
Community Web Sites

Management Company Name: _____

_____ hereby authorizes
 (Organization Name)
 Property Management Systems, Inc., hereinafter called "TOPS" to charge the credit card,
 indicated below, for the following web site charges:

Community Web Sites

One Time Setup Fees Check the boxes that apply:

<input type="checkbox"/>	Web Site Setup, Preferred Plan	\$ 100.00
<input type="checkbox"/>	Web Site Setup, Pointer, Premium Plans	\$ 150.00
<input type="checkbox"/>	E-Mail Transfer (MX Record) may not apply	\$ 25.00
<input type="checkbox"/>	Domain Name Registration may not apply	<u>\$ 70.00</u>
	Subtotal Setup Fees	<u>\$ _____</u>
	Prorated Charge for Current Quarter*	<u>\$ _____</u>





Total Setup Fees _____ (To be charged one time)

Quarterly Debit Amount Check the boxes that apply:

Debited 1st day of each calendar quarter

<input type="checkbox"/>	Preferred Plan (www.mgmt.com/cmtty)	\$ 149.85	(\$49.95 per month)
<input type="checkbox"/>	Pointer Plan (www.cmtty.com)	\$ 179.85	(\$59.95 per month)
<input type="checkbox"/>	Premium Plan (www.cmtty.com + email)	\$ 269.85	(\$89.95 per month)

Total Quarterly Fees _____ (To be debited each qtr)

Cardholder Name: _____ Street Address: _____ City, State, Zip: _____ Phone Number: _____ Fax #: _____	Please charge my Credit Card: (Circle One) <div style="text-align: center;">     </div> Credit Card #: _____ Expiration Date: _____ Signature: _____
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* To calculate, see http://www.topshome.com/topshome/setup_2.htm, or call for assistance - 1-800-556-7852