

June 9, 2023

Park Meadows Association  
115 Park Meadows Drive  
Yellow Springs, OH

Dear Park Meadows Association,

Thank you very much for selecting Northwest Law to represent you in the below referenced matter. Pursuant to the representations made in our initial discussions, we have agreed to represent you and provide legal counsel in regards to:

### General Association Representation

I write to confirm the terms of our firm's retention as counsel because my experience has shown that the attorney/client relationship works best when there is an early mutual understanding about matters such as the legal fees and payment terms. Our firm uses both hourly rates and flat fees for legal services. For this representation, the following billing arrangement fits best:

Attorney Rate:	\$300/hour
Paralegal Rate:	\$125.00/hour
Retainer:	not applicable

All fees are charged with time being billed in tenths of an hour, i.e., six-minute blocks. If a retainer has been requested, it will be collected before commencing any work. If no retainer has been requested, we will track our time and send a monthly bill for legal services. If in the future a special engagement is required and retainer funds are needed, we will hold those in a state-regulated IOLTA bank account. Should we then terminate the representation, any funds held in trust will be returned to you less any and all fees we have earned but not billed, as of the termination date.

Initially, we may not be able to determine the full nature and extent of the legal services which may be ultimately necessary in regard to our representation, because much of our work depends upon events, conversations, and findings which occur after we commence legal services. In general, our firm's legal fees include time devoted to consultations, correspondence, meetings, telephone calls, negotiations, factual investigations, analysis, legal research, document preparations and revision, and any other work conducted during our firm's representation of you.

We typically do not charge separate costs for paper copies, phone calls, mileage, or secretarial services. However, copies, phone calls, courier fees or other extraordinary document-related fees greater than \$10.00 may be charged to you at face value. You are responsible for payment of all reasonable expenses we incur in the course of this representation. Advancements payable to others will be sent directly to you for payment or, if advanced by us, billed directly to you as part of our statement for legal services.

Our firm's policy is that statements for services and reimbursement for expenses and

disbursements advanced by us should be rendered on a monthly basis. Such statements are due and payable upon receipt, unless other arrangements have been made with us in advance. We reserve the option to terminate our representation if payment is not received within 30 days of the date of the statement.

If the foregoing terms of representation are acceptable to you, please sign this letter and return it to us at your earliest convenience. Notwithstanding our agreement, any time you have any question about our firm's billing policies or procedures or about a specific statement, you should contact us so that we can be responsive to your question. We appreciate the opportunity to provide you with legal services and look forward to a mutually beneficial relationship.

Very Truly Yours,

Curtis H. Knapp, Esq.  
Northwest Law

**Acknowledgment and Consent:**

I have read this letter and acknowledge and consent to the terms of representation, including my obligations to pay the legal fees as incurred. All of my questions regarding the legal fees and retainer system have been answered to my satisfaction.



06 / 10 / 2023

Marian Glancy, President

Title	Hello
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## Document History



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17:02:26 UTC

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 (trustees@parkmeadowsassociation.org) from  
 rachel@northwest.law  
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VIEWED

**06 / 09 / 2023**

18:33:12 UTC

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**06 / 10 / 2023**

20:14:14 UTC

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