

Law Firm of Jessica H. Miller, LLC

595 Canyon Boulevard
Boulder, CO 80302
(303) 443-0568

March 31, 2019

Roosevelt Ridge HOA
33 Anchorage Lane
Duxbury MA 02332

Invoice # 2673

Professional Services

	Hours	Amount
3/3/2019 ATTY Receive and review email from Client; draft email to Client re: proxy.	0.30	84.00
3/4/2019 ATTY Receive and review emails from Client; draft email to Client.	0.30	84.00
3/11/2019 ATTY Telephone call to Client.	0.20	56.00
3/12/2019 ATTY Draft email to Board re: alternate annexation proposal.	0.40	112.00
3/19/2019 ASST Preparation of documents for individual owners.	0.75	56.25
ATTY Review and revise annexation documents; draft email to Client.	0.35	98.00
3/25/2019 ATTY Telephone call to Client; receive and review email from Client.	0.20	56.00
3/26/2019 ATTY Review and revise conflict of interest disclosure.	0.40	112.00
ATTY Draft emails to Board re: special meeting and lot size.	0.60	168.00
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For professional services rendered	3.50	\$826.25
Previous balance		\$1,892.00
Accounts receivable transactions		
3/31/2019 Payment from account		(\$1,892.00)
3/31/2019 Payment from account		(\$826.25)
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Total payments and adjustments		(\$2,718.25)
Please replenish Client funds with		\$1,026.25
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Balance due		\$1,026.25

	Amount
Client funds transactions	
Previous balance of Client Trust Account	\$0.00
3/11/2019 Deposit to account	\$1,800.00
3/20/2019 Deposit to account	\$1,092.00
3/31/2019 Payment from account	(\$1,892.00)
3/31/2019 Payment from account	(\$826.25)
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New balance of Client Trust Account	<u>\$173.75</u>