

Law Firm of Jessica H. Miller, LLC

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August 31, 2020

Roosevelt Ridge HOA
33 Anchorage Lane
Duxbury MA 02332

Invoice # 2900

Professional Services

	Hours	Amount
8/4/2020 ATTY Receive and review email from Mr. Hegarty.	0.10	28.00
8/11/2020 ATTY Telephone call to Client.	0.80	224.00
8/13/2020 ATTY Draft email to Client; receive and review email from Client re: ballot/board.	0.20	56.00
8/17/2020 ASST Forward fee agreement to Client.	0.10	7.50
8/18/2020 ATTY Telephone call to Client; receive and review emails from Client and members.	0.65	182.00
8/20/2020 ATTY Draft correspondence to Board of Directors; review governing documents; legal research re: election.	2.10	588.00
8/21/2020 ATTY Receive and review emails from Client; draft emails to Client.	0.25	70.00
8/24/2020 ATTY Review and revise draft per Client's comments; receive and review emails from Client re: revisions; draft emails to Client re: revisions; telephone call to Client.	0.70	196.00
ASST Finalize correspondence and prepare for delivery to Client.	0.20	15.00
PAR Conference with Ms. Miller re: board election; review correspondence to Board.	0.60	72.00
8/26/2020 ATTY Receive and review emails from Client and members.	0.40	112.00
For professional services rendered	6.10	\$1,550.50
8/31/2020 Payment from account		(\$1,200.00)
Total payments and adjustments		(\$1,200.00)
Please replenish Client funds with		\$1,200.00

	Amount
Balance due	<u>\$1,550.50</u>
Client funds transactions	
Previous balance of Client Trust Account	\$940.50
8/31/2020 Deposit to account	\$259.50
8/31/2020 Payment from account	<u>(\$1,200.00)</u>
New balance of Client Trust Account	<u>\$0.00</u>