

ACCORD CONDOMINIUM MANAGEMENT CO.

Dear Homeowner:

Accord Condominium Management Company provides you with the option of using an automatic debit service to simplify the payment of your monthly Association assessment. There is no cost to the individual owner. This service will automatically deduct the amount of your monthly assessment, on the 11th day of each month, from your designated account. With the automatic debit service, you will have the peace of mind of knowing that your payment will always be made on time.

When the monthly assessment amount changes, our office will notify the bank to change the amount of the deduction.

The service requires that a "Prenote Process" be performed for all new subscribers to this service. The "Prenote Process" consists of sending your 'Routing Number' and 'Account Number' through the system to verify that they are correct and recognized by your banking institution. This "Prenote Process" requires ten (10) days to complete and must be performed before the first automatic debit function may be processed against your bank account. There is a \$50.00 Return Item charge added to the owner's account if funds are not available, or if a bank account is changed prior to the debit being processed. Two returned items in any six-month period would automatically remove that owner from the program. Penalties or miscellaneous charges must be paid by check using the regular monthly statement voucher.

If you would like to take advantage of this service, please complete the "Authorization Agreement For Pre-Authorized Payments" (ACH DEBITS) form enclosed with this letter and return to the bank with your assessment check or to the address listed below. If you elect to join the program, any "Authorization Agreement For Pre-Authorized Payments" forms received ***before*** the **20th** of any month will be processed through the "Prenote Process" and be active for the following month's payment processing. **Accord Management will send you a postcard confirming the starting date of your automatic payments.**

Even when you are enrolled in ACH, you will continue to receive a statement from Accord Management each month. Please review this statement and pay close attention to any enclosed correspondence; this is our primary means of communicating with you about your community.

If you have any questions about the service, please do not hesitate to contact us.

Sincerely,

Accounting Department