



Dear Homeowner,

For Homeowners interested in the convenience of having their dues paid directly from their bank accounts each month. By participating, you can have monthly homeowner assessments automatically withdrawn from either your checking or savings account. This program is very similar to systems offered by many mortgage lenders for monthly mortgage payments.

This program is voluntary and there is no direct cost to you to participate in this program.

Withdrawals from your bank account are done between the fifth (5th) and tenth (10th) of the month.

If you wish to participate in this program, you will need to complete the enclosed authorization form, attach a voided check, and mail it back to eCondoServices.com at the address provided on the authorization form. Authorizations received by the twentieth (20th) of the month will assure an automatic withdrawal for the following month. Authorizations will continue in future years at the new homeowner dues amount (as determined by each new approved operating budget) unless you choose to discontinue your participation.

If you change bank accounts, sell your unit, or you wish to terminate participation in this program, you need to notify our office in writing so that it is received by the twentieth (20th) of the month (i.e. to discontinue before a September withdrawal is made, we must receive the termination notice by August 20th).

Please note that a withdrawal request that is returned by your bank as *non-sufficient funds* or *account closed* will be treated in the same way as are NSF paper checks, including fees. If you have questions about this program, you may wish to refer to the enclosed "Frequently Asked Questions" sheet. If you have further questions please feel free to contact me at 425-637-0411.

Sincerely,

Darcy Hall
Accounting Department
eCondoServices.com LLC

1500 - 112th Avenue Northeast, Bellevue, Washington 98004
Mailing Address: Post Office Box 50444, Bellevue, Washington 98015-0444
Phone: (425) 637-0420 Fax: (425) 637-0429
Web: www.econdoservices.com

eCondoServices.com LLC
AUTOMATIC DUES PAYMENT WITHDRAWAL PROGRAM

FREQUENTLY ASKED QUESTIONS

Can I use My Bank's Bill-payer Program (or similar products)?

You can; however, it is not part of this program. Those payments are received the same as a paper check (as far as the Association and eCondoServices.com are concerned). Be sure to have your bank make the check out to your Association, not to eCondoServices.com.

What fees and billings can be paid by automatic withdrawal?

Any fee or billing that is reoccurring and a fixed amount can be paid by automatic withdrawal. This includes Homeowner dues, special assessment payments, parking, and storage fees.

Our Association's dues are not delinquent until the 15th of each month. Can I have my automatic withdrawal done on the 14th or 15th?

No. Association dues are actually due and payable on the 1st of each month, with no financial penalty until after the 15th (some Associations use different dates) of the month. The Association needs to collect funds at the beginning of the month to meet financial obligations that occur at the beginning of the month. If you wish to manage your money more aggressively by paying right before the delinquency date, simply continue your existing system.

Who is paying for this program?

Our Automatic Withdrawal Program has been offered at no charge to homeowners for almost a decade. The costs associated with this program are being absorbed through banking systems, processes and relationships we have developed for our clients over many years. This pricing (or lack of it) will continue for an undetermined amount of time. We do not anticipate making changes to this policy in the foreseeable future. The program is evaluated each year for its viability and eCondoServices.com reserves the right to withdraw or revise the structure of the program going forward at any time.

The Association and the individual owners benefit from this program. The Association benefits by eCondoServices.com providing a desired service to its owners. As far as banking costs are concerned, the benefit of having the funds collected earlier in the month reduces the Association's bank charges each month. Owners benefit by eliminating a check they have to write each month, the cost of the envelope and postage and avoiding the need for late charges and delinquent letters fees if paid late.

eCondoServices.com LLC
Authorization for Automatic Payment Withdrawal

I (We) hereby authorize eCondoServices.com LLC (on behalf of the Association) to automatically withdraw the amount authorized for my homeowner assessment(s) from the described bank account.

Authorization for: Homeowner Dues Special Assessment

I (We) authorize the financial institution named herein to accept such transactions initiated by eCondoServices.com (on behalf of the Association).

This authorization will remain in effect until I (we) have notified the above Association, through eCondoServices.com, their managing agent in writing that I (we) no longer wish to participate.

Name(s) (please print):

Property Name:

Site Address:

Daytime Phone Number:

Signature:

Date:

Desired Start Date:

Financial Institution:

Financial Institution Account Number:

Please attach your voided check (not a deposit slip) and mail this authorization to the following address;

eCondoServices.com
Post Office Box 50444
Bellevue, WA 98015-0444