



Dear Homeowner,

For Homeowners interested in the convenience of having their dues paid directly from their bank accounts each month, Kappes Miller Management has been offering our automatic dues payment withdrawal program for over ten years. By participating, you can have monthly homeowner assessments automatically withdrawn from either your checking or savings account.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 Kappes Miller 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 425-688-2021 or darcy.hall@kappesmillers.com.

Sincerely,

Darcy Hall
Accounting Department
Kappes Miller Management

BELLEVUE OFFICE
1500 - 112TH AVENUE N.E.
BELLEVUE, WA 98004

SEATTLE OFFICE
2801 WESTERN AVENUE
SEATTLE, WA 98121

PORTLAND OFFICE
50 SOUTHWEST PINE ST.
PORTLAND, OR 98204

WWW.KAPPEMILLER.COM



**KAPPES MILLER MANAGEMENT
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 Kappes Miller are concerned). Be sure to have your bank make the check out to your Association, not to Kappes Miller.

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 Kappes Miller 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 Kappes Miller 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 letter fees if paid late.

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I (We) hereby authorize Kappes Miller Management (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 Kappes Miller Management (on behalf of the Association).

This authorization will remain in effect until I (we) have notified the above Association, through Kappes Miller Management, 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 and mail this authorization to the following address;

**Kappes Miller Management
Post Office Box 50330
Bellevue, WA 98015-0330**

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1500 - 112TH AVENUE N.E.
BELLEVUE, WA 98004

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