

WESTBROOKE Condominium Association

Westbrooke Co-owners,

We are writing to you on behalf of the Westbrooke Condominium Association to address the subject of your monthly association payments. Please review the payment options listed below and contact my office with any questions that you may have:

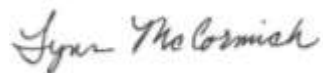
- 1) **COUPON** If you select this option, you would return your monthly check or money order with a pre-printed payment coupon and mail in the envelopes provided. Your payment will mail directly to Westbrooke's bank, CIT Bank, and will be processed promptly. If you do not have a coupon to accompany your check, you can still send the payment directly to the bank payable to Westbrooke Condominium Association, PO Box 29124 Phoenix, AZ 85038-9124. Be sure to write your account number, [REDACTED], on the memo section of your check.
- 2) **ONLINE BILL PAY THROUGH YOUR BANK:** Set up automatic payments through your own banking institution, often referred to as "online bill pay." This process allows your bank to write and mail a check to the association on your behalf. The payee is Westbrooke Condominium Association, the mailing address is PO Box 29124, Phoenix, AZ 85038-9124, and the memo or subject line should contain your association account number. Your account number is [REDACTED].
- 3) **ONLINE THROUGH THE ASSOCIATIONS BANK (USING YOUR BANK ACCOUNT OR CREDIT CARD):** Pay online at <https://propertypay.cit.com> using your bank account information or a credit card. If you pay from a bank account there is no processing fee; however, if you use a credit card, there is a processing fee that the website tells you of just before you process the credit payment. You can use this website to make single payments or you can set it up to make recurring payments. The Management Company ID number is 6130, the community association ID number is 1474, and your account number is [REDACTED].
- 4) **AUTOMATIC WITHDRAWAL (ACH) INITIATED BY THE MANAGEMENT COMPANY:**
To have your monthly payments automatically withdrawn/debited from your bank account, you must complete and return the enclosed automatic withdrawal form. The monthly payment will be withdrawn on the 7th of each month.

Always be sure to make your payment payable to Westbrooke Condominium Association. If you have any questions about the payment options listed above or any questions about your account, please contact me at (734) 392-7790 or email me at Lynn@McCormickCommunityManagement.com.

* Contact management for your account number.

Sincerely,

For the Westbrooke Condominium Association



Lynn McCormick, PCAM
Community Association Manager

McCormick Community Management, LLC

WESTBROOKE Condominium Association

Preauthorized Electronic Assessment Payment Service Agreement

Complete and return this form to McCormick Community Management, LLC to have your monthly association fee deducted from your bank account (ACH payment). If you are using a checking account you must attached a voided check. Your association fee will be withdrawn on the 7th of each month.

Community Name: Westbrooke Condominium Association

Name: _____

Condominium Address/City/State/Zip: _____

Phone Number: _____ Email Address: _____

Account Number (if known): _____

I authorize McCormick Community Management, LLC to instruct my bank to make my regular monthly association fee payments. Additional assessments, late fees, fines and other charges to my account will require additional authorization for payment. I understand that I may discontinue this authorization at any time by giving written notice to McCormick Community Management. I also understand that this information will be used solely for the purpose of making payments to the Westbrooke Condominium Association.

Bank or Financial Institution Name: _____

Bank Routing Number: _____

Choose One: ☐ Checking Account – Number: _____

☐ Savings Account – Number: _____

Note: Include a **voided check or copy of a voided check** if using a checking account.

Effective Date: _____

Indicate the month (effective date) that you wish to have the initial withdrawal taken from your account. Without this information, we cannot begin the monthly withdrawal process.

Signature: _____ Today's Date: _____

Authorization and Disclosure Statement: The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Preauthorized association fee payments will be processed on the 7th of each month, unless the 7th falls on a weekend or holiday, at which time the payment will be processed on the following business day. The amount withdrawn on a monthly basis will be the amount of the regular monthly assessment. Payments so collected will be deposited to the checking account of the Westbrooke Condominium Association, maintained with Community Association Banc, a Division of Mutual of Omaha Bank. Information regarding payments is reported to the management company on the same day funds are deposited to the association's account. There may be changes to the assessment amount and/or due dates in accordance with the association's governing documents and applicable statutes including notification requirements of the ACH rules. We reserve the right to make changes in the agreement at any time. We may cancel the Preauthorized Electronic Assessment Payments at any time without cause and you can terminate this agreement at any time by giving sufficient written notice to the association through McCormick Community Management, LLC or by closing the designated account.

Return this form by mail to PO Box 871865, Canton MI 48187 or by email to
Lynn@McCormickCommunityManagement.com

McCormick Community Management, LLC

PO Box 871865 • Canton, MI 48187 • (734) 392-7790