

TO: All Unit Owners

FROM: Lawrence Community Management

SUBJECT: **AUTOMATIC MAINTENANCE FEE BANK PAYMENT PROGRAM**

Lawrence Community Management and your Association are pleased to offer all owners a simple and easy way to ensure that your maintenance fee is automatically paid on time each month. The AUTOPAY system saves you the cost of stamps, envelopes and checks, as well as the time and effort needed to write and mail a check each month.

With many Associations raising their Late Payment Fees, the use of the AUTOPAY system will allow you to avoid the embarrassment and cost of a late payment. It's also a great program if you will be on vacation, or if you travel a lot and are away from home for extended periods of time.

How does AUTOPAY work? Each month, usually on or about the 5th, your bank account is electronically debited for the amount of your monthly maintenance fee. The money is automatically transferred to your Association's checking account. This is the same program that the utilities, banks, and many insurance companies use for their automatic payments.

How do I sign-up? You complete the enclosed authorization form and return it along with a voided check or check copy. Your check is needed for the proper bank routing number and the proper account number. Almost every US bank and most credit unions belong to the Automated Clearing House (ACH) so you are not limited to a using a local bank for your payments.

Is there any cost to me? NO, there is no cost to you from your Association. Also, most banks do not charge for automated debit transactions but if they do, the cost is usually much less than the cost of a check, envelope and stamp. Please check with your financial institution.

Can I stop the service after I sign-up? Yes, the monthly payment can be stopped at any time up to the 28th of the month before the next regularly scheduled payment. Just call or send us a short note requesting that you be removed from the AUTOPAY service.

Please mail your payment until our office notifies you via postcard letting you know what month Autopay will begin. Any questions, please call our office at (440) 937-2800.

Enclosure - Authorization Form

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AUTOPAY

Terms and Conditions for Electronic Payment

Deduction taken on or around 5th of the month

Your company agrees to accept debit entries by Lawrence Community Management through electronic funds transfer and that we can rely exclusively on the information you supplied on the agreement. This applies to and amends all existing agreements with Lawrence Community Management by incorporating the following terms and conditions for electronic payment.

Lawrence Community Management will initiate debit entries to you based on the following:

1. The electronic funds transfer will be made to the financial institution and account number on this agreement.
2. We will make debit entries in accordance with and be governed by the National Automated Clearing House Association's payment rules.
3. The information you provided on the form is very important. You understand that any change in the information must be communicated to Lawrence Community Management by an authorized representative of your account in writing in time to allow them to respond to the change. Lawrence Community Management will be considered harmless for any loss which may arise solely by reason of error, mistake or fraud regarding this information.
4. Debits are initiated within the normal terms of our commercial agreement with you. Our EFT terms and conditions neither enlarges or diminishes the respective rights and obligations of us within any applicable commercial agreement. We will consider payment made when your financial institution has received and posted the payment. This will generally occur on or around the fifth day of the month. If we initiate an entry on a non-banking day, the funds transfer will occur on the next banking day that falls within that current month. In all cases, "banking day" is defined as the day on which both trading partners' banks will be available to transmit and receive these fund transfers.
5. Lawrence Community Management has the right to make adjustments if debits previously found to be duplicate, in excess or requirements, fraudulent or in error.
6. Lawrence Community Management is responsible for making all entries within this Agreement and is responsible up to the point where your financial institution receives or has control of the transaction.
7. You should notify Lawrence Community Management immediately if entry did not post as described in Item 4 (above).
8. Electronic Funds Transfers can be terminated by either party providing that notification is in writing, and that both parties agree on the termination date. Otherwise, we will continue to make electronic payments to you as specified. Written notice to you will be sent to the address provided on the Enrollment Form.

COMPLETE AND RETURN TO:

LAWRENCE COMMUNITY MANAGEMENT
1507 Lear Industrial Parkway, Suite 1
Avon, OH 44011

Fax: 440-937-2808

Email: myaccount@lawrencemanagement.com