

Dear Homeowner:

Thank you for your interest in the automatic payment service.

The automatic payments occur on a **monthly basis, on or after the 10th of the month.**

Please complete and return the enclosed authorization form with a **voided check.**

You will continue to receive a statement after the service has started.

Please be sure to review your statement. You will notice the statement shows the current month is due. You do not need to send in a payment. The payment will be made automatically on or after the 10th.

We will, from time to time, include other information with your statement such as newsletters, special meeting notices, dues increases, etc. It is important that you open your mail and review your statement and any enclosed information rather than assuming it is fine to just toss it out unopened.

Should you have any questions regarding this service or your account, please feel free to call me at 303-755-2732 ext. 204.

Sincerely,

Richard Polkinghorn

**ATHORIZATION FOR PRE-AUTHORIZED PAYMENTS
ACH DEBITS**

Name: _____ Address: _____

I hereby authorize _____ Association, Inc. through its agent, Management & Maintenance, Inc. (hereby known as M&M) to initiate debit entries to my checking account in the amount of \$ _____ monthly, to pay my homeowner's association dues.

The amount may be increased to cover any authorized dues increase by the Board of Directors without further written approval from me.

The DEBIT entries will begin on the 10th of _____, 2006 and will be deducted from the following account:

Name on Account: _____ Account number: _____
Name of Bank: _____ Routing number: _____
City: _____ State: _____ Zip _____

This authority is to remain until Management & Maintenance, Inc. has received WRITTEN NOTICE from me to end the service. I understand I must notify M&M in such time and in such manner as to afford M&M and the Bank reasonable time to act upon my request.

I agree to hold M&M harmless for loss or damage due to errors, delays, and inaccuracies in transmission except where the same is the result of gross negligence or willful misconduct on the part of M&M. I agree to hold M&M harmless from liability arising out of interruption of business due to acts of God, acts of governmental authority, of a public enemy, acts of terrorism, or of war, riots, fires, floods, civil commotions, insurrections, labor difficulties, severe or adverse weather conditions, equipment or software failures or malfunction, electrical, computer, or mechanical failure or malfunction, delays or failure to act of any carrier or agent or, without limiting the generality of the foregoing, or any other cause beyond the control of M&M.

I also agree to indemnify M&M for each and all claims, liabilities, suits, judgments, losses, damages, costs and expenses including attorneys fees incurred by M&M in providing the services described herein or related to this Agreement except for damages incurred by Management & Maintenance, Inc. as a result of its own gross negligence or willful misconduct. M&M's responsibility for failure to perform shall be to correct any such error. Correction shall take the form of transferring the correct amount and/or refunding any amounts transferred in error provided that I promptly notify M&M of any error. M&M shall have a reasonable amount of time to research and correct any alleged error. M&M shall not have any liability to me for errors occurring more than one (1) year prior to notice from me.

In no event shall M&M be liable or responsible for any consequential, exemplary, punitive, special or incidental damages or losses, including lost profits, whether or not M&M has been advised of the possibility of such losses or damages.

Signature

Date

Signature

Date

PLEASE ATTACH A PRE-PRINTED VOIDED CHECK TO THIS AUTHORIZATION.