



Dear Homeowner:

Westwind Management Group, Inc. is happy to announce that we are able to offer our clients ACH/EFT (automatic withdrawal from your checking or savings account) to pay your monthly maintenance fee payment(s).

If you would like to sign up for this service, please fill out the "Authorization Agreement for Direct Deposits" linked at the bottom of this page, then print it out using your browsers "Print" option, and sign the printed copy. If you are not sure where to find your routing or account number, we will fill out that part for you.

**PLEASE MAIL OR FAX THE PRINTED FORM WITH YOUR SIGNATURE ALONG WITH A VOIDED, BLANK CHECK (not a deposit slip).**

**We will send you confirmation that we have received your form and when the first maintenance fee payment will be withdrawn from you account.**

**ALL MAINTENANCE FEE PAYMENTS WILL BE WITHDRAWN ANYWHERE FROM THE 5TH TO THE 10TH OF THE MONTH DUE -- NO EXCEPTIONS!**

Please let us know if you have questions or need further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Janet Kaelin". The signature is written in a dark ink and is positioned above the printed name.

Janet Kaelin  
Westwind Management Group, Inc.

