



November 16, 2009

Dear Lakepointe Townhomes Owner:

Effective January 1, 2010, GHA Community Management will be the new managing agent for Lakepointe Townhomes Homeowner's Association. GHA COMMUNITY MANAGEMENT (GHACM) is an HOA, Condominium and Co-operative Management Company that provides management services to developers and associations located in the Washington Metropolitan area. GHACM's parent company, Gates, Hudson & Associates, Inc. (GHA), is a full-service commercial and residential real estate company with over 28 years experience in property management. We invite you to visit our website to learn more about GHA Community Management at www.ghacm.com.

Your assessment payments and any outstanding amounts due to the Association can be made directly through our website, www.ghacm.com, or by sending payment to the following address:

Lakepointe Townhomes Homeowner's Association
c/o GHA Community Management
PO Box 105007
Atlanta, GA 30348-5007

Enclosed for your convenience is the ACH (Automated Clearing House) direct debit enrollment form. If you choose to use ACH / direct debit, please return the form to our Fairfax office. The address is:

**GHA Community Management
3020 Hamaker Court, Suite 300
Fairfax, VA 22031-2220**

You must resubmit this form, even if you already have direct deposit set up through Sequoia. Automatic payments are not transferable and will not carry over.

You will receive a coupon book for your 2010 assessments in early December.

If you have any questions or concerns, please contact our office at (703) 752-8300 between 8:30 AM and 5:00 PM, Monday through Friday. For all account related questions please ask for your Property Accountant, Jackie Droz. You may also e-mail Jackie at jdroz@ghacm.com.

We are excited about the opportunity to manage Lakepointe Townhomes Homeowner's Association and we look forward to serving you for many years.

Sincerely,

Andrew Stone CPM®, CMCA®
Portfolio Manager
GHA Community Management LLC

**PLEASE RETURN BY
THE 15th TO START
WITH YOUR NEXT
MONTH'SASSESSMENT**

**GHA COMMUNITY MANAGEMENT LLC.
3020 HAMAKER COURT, SUITE 300
FAIRFAX, VA 22031
703.752.8300/fax 703.876.9594**

ACH PAYMENT AUTHORIZATION FORM

GHA Community Management LLC. is pleased to offer you the option of using the ACH transfer of funds method to make your assessment payments. This allows automatic payment of your assessment from a banking institution of your choice to be credited directly to the Association's account. This way you will not have to remember when to make a payment, you will not have to take the time to write and mail a check, you can save money on postage, and all your payments will be made in a timely fashion, thus avoiding any late charges to your account.

To initiate participation, please complete this *ACH Payment Authorization Form*, attach a voided check from your designated bank account, and mail them to the letterhead address. The assessment amount will be taken out of your account during the FIRST WEEK of each month. **You are responsible for all assessments on your account until your first assessment payment is taken out of your bank account.**

If you have any questions, please call GHA Community Management LLC. at 703.752.8300. Authorized ACH forms with attached voided checks can also be faxed to 703.876.9594.

I hereby authorize GHA Community Management LLC. to initiate debit entries to my bank account indicated below and the financial institution named below to debit the same to such account for association dues.

APPLICATION TYPE (Circle One) NEW APPLICATION BANK CHANGE ONLY

NAME _____

ASSOCIATION NAME _____

ADDRESS OF UNIT _____

PHONE NUMBER _____ / _____ (HOME) _____ / _____ (OFFICE)

EMAIL ADDRESS _____

This authority is to remain in full force and effect until GHA Community Management LLC. has received written notification from me of its termination in such time and manner as to afford GHA Community Management LLC. and my chosen designated bank a reasonable opportunity to act on it.

SIGNATURE

DATE

<u>**THIS BOX MUST BE FULLY COMPLETED & A VOIDED CHECK MUST BE ATTACHED**</u>		
FINANCIAL INSTITUTION _____		
TRANSIT ROUTING NUMBER (9-digit number on bottom of check) _____		
BANK ACCOUNT NUMBER _____		
ACCOUNT TYPE (Circle One)	SAVINGS	CHECKING

Please note there is a service charge for any payment returned for insufficient funds or closed account. If two payments are returned within a 12-month period, the service shall be stopped and you will be responsible for making all future payments by another manner. GHA Community Management LLC. reserves the right to reject and/or revoke participation in the ACH Program at any time.