

Dear Sylvan Heights Owners:

We appreciate the support shown since our election last August. We take the responsibility very seriously and have been working diligently to educate ourselves and make positive choices for Sylvan Heights. When elected, this Board determined a top priority would be to seek a full-time individual on-site property management. We strongly believe this is the best fit for the needs of our community. Community Association Partners will be departing, at the end of this month. We are enthusiastic to share what is in store next.

We are reaching out to include you and make you aware of the related changes at Sylvan Heights. These changes are in response to the feedback we have heard from owners, and the priorities and values we share as a community.

We sincerely thank you for your cooperation. These changes are part of a large-scale effort to improve services and to save money. We continue to research and pursue a path that seeks the balance between fiscal health and the stewardship and care of our community.

Please read thoroughly and reach out to the office if you have questions (503) 297-7641.

As of March 1, 2019 HOA Payments:

- If you mail your payment, please only mail to the Sylvan Heights Office, 7600 SW Barnes Road, Portland Oregon, 97225 (the previous P.O. Box will no longer be a valid method of payment, as we are parting ways with CA Partners management)
- **If you use ACH as a payment method, please complete a new form and return it to the office. We have switched our banking to Umpqua. The form is attached to this mailing or available on our website. You may drop off, mail or return it as a PDF via email.**
- We are actively working to make this transition as smooth as possible and we are aware this is short notice for the banking changes. **Please help us by updating your form of payment as quickly as possible.** We sincerely appreciate your patience and cooperation in this time of transition at Sylvan Heights.
- You may still drop off your payment at the Clubhouse office.

Full-time On-site Property Management:

We are very excited to introduce and welcome Jacqui Loran as our new full-time on-site Sylvan Heights manager! We are delighted to have her on our team and look forward to utilizing her knowledge and skills to make our transition from CAP back to self-management as smooth as possible. Jacqui possesses more than 20+ years experience in property management, office management, complex project coordination and paralegal expertise. In our extensive search for the right candidate, her qualifications stood out as an excellent fit. Jacqui will be in the office Monday through Friday, 9 am to 5 pm. She would love to meet you!

Best,

Sylvan Heights Board



AUTHORIZATION AGREEMENT FOR PRE-ARRANGED DIRECT DEBIT PAYMENTS (ACH)

Print Owner(s) Name(s): _____

Property Address: _____ Unit# _____

Desired Start Month: _____ Current HOA Assessment: \$ _____ Per: _____ Month

(The amount will be adjusted as necessary in future years if the assessment changes)

I/We hereby authorize AUO of Sylvan Heights Condominiums, to initiate debit entries to my/our:

_____ Checking Account or _____ Savings Account

Indicate below at the (depository) bank or other financial institution named below, herein after called DEPOSITORY, to debit the same to such account for the purpose of collecting assessments for my community association.

Bank Name: _____ Bank Account #: _____

Bank's Nine Digit Transit/Routing Number: _____

(Please attach a VOIDED CHECK showing the routing and account numbers)

Jane M. Doe	60-142	101
John R. Doe	313	
1999 Main Street		
Anywhere, OR 97----	DATE _____	
PAY TO THE		
ORDER OF _____	\$ _____	
		DOLLARS
MEMO _____		
##### (ROUTING ABA NUMBER)	##### (ACCOUNT NUMBER)	SAMPLE

ACKNOWLEDGEMENT: I (we) understand that this debit will occur within the first week of each month that the assessment payments are due. I (we) acknowledge that the origination of ACH transaction to my (our) account must comply with provision of United States Law. This authorization is to remain in full force until AUO of Sylvan Heights Condominiums has received written notification of its termination, in such time and in such manner, as to afford AUO of Sylvan Heights Condominiums and Depository reasonable opportunity to act on it. In the event of a change in assessment amount, no action needs to be take on my (our) part, as the ACH amount will be adjusted automatically. I (we) understand that a new ACH form only needs to be submitted if the withdrawal is to come from a new bank account number.

Owner(s) Signature(s): _____ Owner email: _____

Owner(s) Signature(s): _____

Please mail completed form and voided check to: AUO of Sylvan Heights, 7600 SW Barnes Road, Portland, OR 97225 or email PDF version to: Sylvanheights.mgt@gmail.com