

PCC 122

To: Homeowners at PCC 122:

PCC 122 - Pre-Authorized Debit (PAD) Plan Information

Thank you for your interest in joining the PCC 122 PAD program.

Attached you will find the PAD Agreement Registration along with the Terms & Conditions forms. Please review this information then complete, sign and return the Agreement Registration and the Terms & Conditions forms to the PCC 122 management office for processing. Our Site Manager is the Administrator of this program. You can drop the forms off at the office or scan and send them via email to site.manager@pcc122.com.

Funds will be debited from your bank account on approximately the first of each month, starting the month following completion of your registration. Sufficient funds are required to be in your account to cover the Monthly Maintenance Fees and all other outstanding debits payable on that day and for the next two to three days to allow for delays in processing.

With regards to Non-Sufficient Funds (NSF), should the bank indicate that your account was NSF when the funds were requested on or about the first of the month, our Site Manager will contact you to advise that the Monthly Maintenance Fees are still outstanding and that you will have the opportunity to put sufficient funds in your account to cover the Monthly Maintenance Fees when our bank automatically processes a second request to debit your account 10 days after the first request.

Should sufficient funds be available in your account to secure the Monthly Maintenance Fees when the second request is processed, no administration charges will apply from PCC 122. This is one of the perks of using the PAD program.

Should sufficient funds still not be available in the account when the second request is submitted 10 days after the first request and the account goes NSF again, PCC 122 will charge the required maintenance fees plus the applicable administration charge of CAD\$100.00.

The full amount owing must be paid to PCC 122 before the end of that month by PAD or certified cheque. Cash is not accepted. Otherwise, the usual Notice of Lien process will begin.

An owner can cancel the Pre-Authorized Debit at any time provided the account is up-to-date, an alternative payment method has been arranged if required, and written notice is received at our office by the 20th of any given month prior to the required cancellation date. The request will be processed and will take effect on the first of the following month.

If you have any questions, please contact our Site Manager.

Thank you for your attention to this matter.

Sincerely,

Safina Cerit, Site Manager
On Behalf of the PCC 122 Board of Directors

Attachments:
PAD Agreement Registration and Terms & Conditions Forms