



November 16, 2016

In conjunction with the Board of Directors of Riverbend Condominium, we are pleased to introduce Barkan Management as the new financial management agent for Lansdowne Woods of Virginia and your community, effective January 1, 2017. In addition to being the premier manager of common interest communities in Metropolitan Washington; our firm is an Accredited Management Organization (AMO®) with the Institute of Real Estate Management and an Accredited Association Management Company (AAMC®) with Community Associations Institute. We are very proud to add your community to our select portfolio of communities.

This letter is intended to provide owners an opportunity to enroll in Barkan's Direct Debit Program.

Condominium Fee Payments

Everyone is encouraged to have your monthly payments debited from your checking account. In order to sign up for our Direct Debit Program, we ask that you complete and return the enclosed direct debit form, along with a voided check, to Noemi Rivera, Barkan Management, 24 Farnsworth Street, 6th Floor, Boston, MA 02210. You may also e-mail your form and voided check to nrivera@barkanco.com or by fax to 617-532-9637. **In order to start your enrollment in January, we need to receive your completed application no later than December 15, 2016.** Once enrolled, Barkan will debit your account on the 5th of each month, or the 1st business day thereafter.

***PLEASE NOTE THAT YOU MUST FILL OUT THE ENCLOSED APPLICATION IF YOU WANT TO PARTICIPATE IN BARKAN'S DIRECT DEBIT PROGRAM — EVEN IF YOU ARE CURRENTLY ENROLLED IN CARDINAL MANAGEMENT'S DIRECT DEBIT PROGRAM.**



Your December fee payment will be withdrawn from your account by Cardinal Management. However, as of January 1, 2017 Cardinal Management will no longer be authorized to process a direct debit withdrawal from your account. Should you so choose, after your December payment has been made, you may contact Cardinal Management directly to confirm the termination of your direct debit authorization.

Unit Owners who do not sign up for direct debit by December 5, 2016 will be supplied with a coupon booklet and accompanying remittance envelopes in which to mail their monthly fee payments. You should receive these booklets before the end of December. Barkan also provides Unit Owners with the option to make payment by e-Check and by credit card through www.barkanco.com beginning in January. If you use a bill payer account it will be necessary for you to discontinue sending payments to Cardinal after your December payment and start sending your payments to Barkan. Please provide your paying institution with your new account number and mailing address (see payment coupons and envelope) as of January 1, 2017.

Contact Information

If you have any questions regarding the transition to Barkan Management you may contact me directly at 703-388-1005 or by e-mail at mfeltenberger@barkanco.com. Questions regarding the day-to-day management of your Association should still be directed to your Association's management team.

On behalf of Barkan Management, we welcome Riverbend Condominium into our family and look forward to exceeding your expectations for years to come. We are confident in our ability to provide you with quality services and look forward to working with you in the months and years ahead.

Very truly yours,

Michael A. Feltenberger, CMCA®, AMS®, PCAM®
Vice President

RIVERBEND CONDOMINIUM
Authorization Agreement for
Direct Debit Payments

I (we) hereby authorize and request Barkan Management LLC, managing agent for Riverbend Condominium, hereinafter called "Company," to directly debit my (our) account on or after the first day of each month in the amount of my (our) monthly homeowners association fee. This debit will be transferred to the Riverbend Condominium account.

This authorization may be terminated at any time by giving the Company ten (10) days prior written notice to the day that the debit is to be stopped. Termination requests are to be sent to:

Riverbend Condominium
c/o Barkan Management LLC
24 Farnsworth Street, 6th Floor
Boston, MA 02210

Please Check One:

- Initial Direct Debit Request
- Account Change

Please Check One:

- Checking
- Savings

I (we) am responsible for verifying that my (our) monthly fees have been properly debited from my (our) account. If my (our) account is unable to be debited due to insufficient funds in my (our) account, a \$35.00 service charge will be added to the amount owed to Riverbend Condominium.

Signature(s)

Signature(s)

Name (Print)

Name (Print)

Date

Address

Note: If this form is received by BMC prior to the 15th of any month, the direct debit will be in effect for the next month's fees. Forms received after the 15th will be debited on the second month (i.e., forms received by BMC between 11/10/16 and 12/15/16, direct debit will begin on 1/5/17; if your form is received between 12/16/16 and 1/15/17, direct debit will begin on 2/5/17). PLEASE REMEMBER TO ATTACH A VOIDED CHECK TO YOUR APPLICATION.

Please return this form along with a voided check to Noemi Rivera, Barkan Management, 24 Farnsworth Street, 6th Floor, Boston, MA 02210 or via e-mail to nrivera@barkanco.com or by Fax to 617-532-9637.