



METROPOLIS

4307 Gallatin Street
Hyattsville, MD 20781

December 26, 2011

MEMORANDUM

TO: ALL OWNERS, CAPITOL PARK IV CONDOMINIUM
FROM: METROPOLIS CONDOMINIUM MANAGEMENT, INC.
RE: REMINDER OF UPCOMING ASSESSMENT INCREASE

Dear Unit Owners:

As you are aware, due to increases in the Association's budgetary requirements, the monthly condominium fee for each unit has increased by 3.4%. This amount was agreed upon by the Budget Committee and ratified by the Board of Directors at the November 2011 Meeting, and notice of the approved budget was forwarded to the community on November 18, 2011.

Please ensure that payments are made via check or money order payable to Capitol Park IV Condominium. Assessments are due on the first of the month, and payments are considered late if they are received after the fifteenth (15th) of the month. As such, please consult the table of assessments below to determine the new monthly assessment value for your unit. The new fees take effect on January 1st. If you have already paid your January assessment, please include the amount of the difference with your February payment.

<u>2011 Condo Fee</u>	<u>2012 Condo Fee</u>	<u>2011 Condo Fee</u>	<u>2012 Condo Fee</u>
\$449	\$463	\$549	\$566
\$454	\$468	\$555	\$573
\$460	\$475	\$560	\$578
\$464	\$479	\$565	\$583
\$470	\$485	\$570	\$588
\$523	\$540	\$602	\$621
\$528	\$545	\$612	\$631
\$534	\$551	\$618	\$638
\$538	\$555		

Metropolis is pleased to announce our new banking relationship with Smartstreet, the community association division of RBC Bank. Smartstreet is one of the industry's leading providers of banking and payment processing services for owners and associations. In addition to the confidence of banking with a strong and stable bank, Smartstreet offers owners several convenient options for paying dues and assessments. Starting January 1, 2012 with Smartstreet, we will offer the options of paying via Online - eCheck (free) or Credit Card (at an additional expense), US Mail or your bank's Online Bill Payment. An information sheet showing how to use each of the payment options is attached.

If you choose to pay your assessment via US Mail, please make your check or money order payable to 'Capitol Park IV Condominium' and ensure that your unit address is clearly written on the check. Payments should be mailed to:

Capitol Park IV Condominium
c/o Metropolis Condominium Management Inc.
PO Box 531240
Atlanta, GA 30353-1240

We wish you and your family a happy and safe holiday season, and look forward to the New Year!

☒☎ *Please refer to **RFA 110024** on related inquiries.* ☎☒

Smartstreet Payment Options

Online Payment Via eCheck or Credit Card* (one time & recurring options)

How does it work? You set up a one time or recurring payment using eCheck, MasterCard, American Express or Discover.

What do I need to do? Simply follow the directions below:

- Log in to **www.smartstreet.com**
- Select "Online Payments"
- Choose "One Time Credit Card Payment"*, "One Time eCheck Payment" or "Recurring Payments"

Note: You will need a login ID to set up a recurring online payment which can be obtained by selecting "Register Now" and completing the form.

- Select your association and follow the instructions on the screen

**There is a \$9.95 convenience fee and a \$5,000 maximum per transaction, if you pay via a credit card.*

US Mail/ Lockbox

How does it work? You write a check and mail it in every time your assessment is due. **Please allow 5 to 7 business days for the check to reach Smartstreet.**

What do I need to do? Write a check payable to Capitol Park IV and mail it to:

Capitol Park IV Condominium
c/o Metropolis Condominium Mgmt., Inc.
PO Box 531240
Atlanta, GA 30353-1240

Your Bank's Online Bill-Pay

How does it work?

Set up your community association as a payee with your bank's online banking bill-pay.

What do I need to do?

Please complete your bill-pay setup **exactly** as follows:

- **Payee:** Capitol Park IV Condominium
- **Address 1:** Metropolis Condominium Management Inc.
- **Address 2:** PO Box 531240
- **City:** Atlanta **State:** GA **Zip:** 30353-1240