



December 1, 2021

Dear Capitol Park IV Homeowner:

Your Board of Directors has approved the Operating Budget for the 2022 fiscal year with an approximate 2.5% Association fee increase, based upon the owner's percentage interest in the condominium. Your first payment is due January 1, 2022. There will be 12 coupons for unit owners to pay for the Association fee for those not enrolled in the direct debt.

For your convenience, CFM Management Services offers several options for paying your monthly condominium assessment.

#### DIRECT DEBIT

Unit owners who wish to enroll in the direct debit program must complete the direct debit (ACH/Recurring Automatic Draft) form at [www.CFMManagement.com](http://www.CFMManagement.com) under Resident Services, and provide the requested Check or deposit slip. If you have any questions regarding the direct debit program, please contact Community Services at (703) 941-0818.

#### COUPON PAYMENT

If you currently pay by coupon, monthly coupons and envelopes are enclosed for use in paying your fiscal year 2022 assessments. Please take a moment to review your coupons to ensure that your name and billing address are accurate. If your name and/or billing address are not correct, please contact Community Services at 703-941-0818.

If you should sell your unit, please DO NOT give your coupons to the new owners. The enclosed coupons are coded for you personally and may not be used by anyone else. Should you sell your unit, please be certain the Association Management Office is furnished with a copy of the settlement statement.

#### CREDIT CARD/E-CHECK PAYMENTS

You will need to go to [www.CFMManagement.com](http://www.CFMManagement.com), make your selection, then follow the online instructions. The information you need is listed at the bottom of your coupon. Please note that there will be a \$14.95 convenience fee for credit card payments. The maximum limit for credit card payments is \$3,000.

#### BILL PAYER

If you pay by the Bill Payer option please be sure to address the payments to: The Capitol Park IV Condominium UOA c/o CFM Management Services P.O. Box 97047, Las Vegas, Nevada 89193-7047. The most efficient way for you to pay the Association is direct debit. This lowers the cost of processing your payment. It reduces the likelihood of additional fees associated with collecting late payments. Those additional fees are stated in the policy on collections available from the on-site property manager. We encourage you to consider direct debit if you are not already enrolled.

On behalf of CFM Management, Happy Holidays and best wishes for a happy, healthy, and prosperous New Year.

Sincerely,

*Edward Bucaj*

Edward Bucaj, CMCA®, AMST™, PCAM®  
Agent for Capitol Park IV Condominium