



REALTY INCORPORATED

December 5, 2011

Dear Owner:

Enclosed is a payment coupon book and envelopes to make your 2012 recreation association payments. When sending your payment, please include your coupon to ensure proper credit. Payments should be made payable to Covington Recreation Association.

In consideration of the economy, and prior requests from Owners, the Board of Directors changed the payment from one lump sum due January 1st each year. Owners now have the option of making two payments. While one of the coupons has a due date of January 25, 2012, this payment can be made any time until February 25, 2012 without any penalty. The second payment may also be made any time up until February 25, 2012 without any penalty. The other option is to pay one lump sum payment before February 25, 2012. If you decide to make a lump sum payment, please include both coupons with your payment.

The entire \$357 is due by February 25, 2012 in order to avoid any additional fees or penalties. On February 26, 2011, an Administrative Fee of \$50.00 will be assessed to those accounts that are not paid in full. On April 1, 2012, those accounts not paid in full, including the Administrative Fee of \$50.00, will be sent to legal for collection and additional fees will be applied. Postmarks cannot be used as a basis for determining payment dates. Your payment date is the date your payment arrives at the post office box.

If you pay automatically through your bank, you will not receive a coupon book. You will receive instructions, under separate cover, as to when the payments will be taken out of your account. Please ensure you notify your bank of the new amount that will be due.

Also enclosed is a copy of the approved 2012 budget which was approved by the Board of Directors on November 9, 2011.

Questions or concerns may be directed to gfitzpatrick@zalco.com.

On behalf of the Covington Recreation Board of Directors

Ginger A. Fitzpatrick, CMCA
Property Manager

Enc.

COMMITMENT TO SERVICE SINCE 1971

8701 GEORGIA AVE #300 SILVER SPRING, MARYLAND 20910-3713 (301) 495-6600 Fax (301) 495-4170

ZALCO REALTY, INC. AUTOMATED PAYMENT FORM (DIRECT DEBIT PROCESS)

ASSOCIATION NAME: COVINGTON RECREATION ASSOCIATION

UNIT OWNER: _____

UNIT NUMBER: _____

UNIT ADDRESS: _____

UNIT OWNER'S BANK: _____

UNIT OWNER'S BANK ACCOUNT NUMBER: _____

AN ORIGINAL VOIDED CHECK MUST BE ATTACHED HERE

I/we authorize Zalco Realty, Inc. on behalf of the Association noted above, to withdraw on or about the **1st (FIRST)** day of the applicable month, the fee due the Association from my account, noted above. I/we understand it is my responsibility to ensure funds are available and I/we am responsible for all additional charges and fees should such funds not be available. I understand that the Association fees will be withdrawn from the account above until such a time as I notify Zalco Realty, Inc., in writing, thirty days prior to an effective date to stop such withdrawals.

THIS ORIGINAL COMPLETED FORM ALONG WITH AN ORIGINAL VOIDED CHECK MUST BE RECEIVED IN OUR OFFICE BY THE 15TH OF THE MONTH PRIOR TO START THE DIRECT DEBIT PROCESS THE FOLLOWING MONTH. FAXES OR PDF WILL NOT ACTIVATE THIS SERVICE.

Name: _____

Mailing Address: _____

Phone Number: _____

Signature: _____ **Date:** _____

Please check if you would like confirmation of your ACH start date mailed to you.

Please forward to:

Ron Dean or Peggy Farrow, Accounts Receivable Dept.

Zalco Realty, Inc.

8701 Georgia Ave., #300

Silver Spring, MD 20910-3713

301-495-4174