



**COMMUNITY
SPECIALISTS**

680 North Lake Shore Drive
Suite 1326
Chicago, Illinois 60611
312.337.8691 Fax 312.337.8957

January 22, 2015

Dear James / Kilmer House Condominium Association Homeowners,

Enclosed you will find your February 2015 assessment statement from Community Specialists, your new managing agent. This statement reflects the current month's charges as well as account balances and payments we received from your former managing agent, DK Condo.

Please review your February Statement or Auto-Debit Notice for accuracy of your name, billing address, monthly assessment, HOA assessment, direct charges and balance forward amounts. Be sure to notify us of any discrepancies or billing errors.

When paying by check, make your check payable to James/Kilmer Condo Assoc and enclose your payment along with the bottom portion of your statement in the enclosed envelope to our lockbox at Community Specialists, James/Kilmer Condo Assoc, PO Box 2158, Bedford Park IL 60499-2158

If you bank online, please reference you account number in the memo section of your payment. The reference number on your statement will begin with 1555 or 1560, then your unit number. The bank online payment address is the lockbox address above.

If you wish to have your assessments auto-debited from your bank account and have not already done so, please complete an authorization form with Community Specialists and provide a voided check. Do not mail the auto-debit form to the lockbox. Mail the completed form and voided check to Community Specialists, 680 N Lake Shore DR STE 1326, Chicago IL 60611, drop the completed form off in the onsite management office, fax the form and voided check to 312-337-8957 or scan and email to info@communityspecialists.net. The new automatic deduction will be effective with your March assessment billing if we receive the completed form by February 17th.

You may also call Jim Friedrichsen at (312) 337-8691 x 243, if you have any billing or auto-debit questions or email us at info@CommunitySpecialists.net.

Very truly yours,

Allan Werth
Controller
Community Specialists