



BRIGS

October 18, 2022.

Dear Homeowners of Canal Place Condominium,

This is a reminder that BRIGS will not be managing your Association as of 5PM on October 31, 2022. It is IMPORTANT to make sure to stop any scheduled auto payments that you had set up for your condo fee (or other fees) through the BRIGS portal or through your bank. You should be making your payments to your new management company starting November 1, 2022. More specifically:

- If **YOUR bank** pays your condo fee
 - Log into YOUR bank's bill pay system or call your local branch for assistance to delete the payment you set up.
- If you set up **electronic payments** (which is done through your Association's web portal with the option to pay by **eCheck** or **credit Card**) you must log into the web portal, go to the **Make a Payment** page, and click on the **eCheck/Credit Card** button to cancel these recurring payments. Please note that this is not the same as Auto Draft (below) and must be canceled by you.
- If you signed up for **Auto Draft**, where the funds are pulled by BRIGS, enrollment has already been suspended/disabled for your property. If you are enrolled in AUTO DRAFT, you do not need to do anything to stop this payment.

We have enjoyed working with your community over the years and wish you all the best moving forward.

Thank you,

The BRIGS Team!

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