



CAPITOL MANAGEMENT CORPORATION

February 6, 2013

Homeowners
Westwood Village Condominium Unit Owners Association
Vienna, VA 22181

Dear Homeowners:

As you know, Capitol Management Corporation was recently selected by your Board of Directors as the new Management Agent for Westwood Village Condominium effective March 1, 2013. We appreciate their confidence in our professional management services and look forward to managing your lovely property.

Capitol Management Corporation is charged with managing the day-to-day operations of the community and working with your Board of Directors to plan for its future. We are also available to answer any questions you might have about Westwood Village. If you wish to contact us, please call (703) 934-5200 (Monday through Friday, 8:00 a.m. to 4:00 p.m.). If you have a matter that you would like to bring to the Board's attention, please do so in written form and forward to this office at the address listed below or by contacting the Property Manager, L. Peyton Harris, III, at peyton@capitolmanagementcorp.net. We will be happy to ensure they receive your correspondence. Of course, routine common area maintenance/repair items need not be in writing, they simply need to be reported by telephone to the office staff. We will make every effort to take corrective measures as expeditiously as possible. If you have an emergency after hours, on the weekends, or on holidays, please call the number below and listen to the instructions given. Our Emergency Duty Officer will be glad to assist you.

One of the important tasks of Management is to collect the monthly condominium fees. Later this month you will receive coupons and envelopes which you should use to pay your condominium fees beginning with March 1, 2013. **Please do not send your payments to the former management company (ProCAM, LLC).** If you wish to participate in our Automatic Withdrawal Program, please complete the attached Automatic Debit Authorization Form and return it to us (as soon as possible) with a voided check. It will depend upon when we receive the form (before the first of the month) as to whether the bank will begin your automatic debit in March or April.

We look forward to working with your Board toward the betterment of your fine Community in the years ahead.

Sincerely,

L. Peyton Harris Jr., CPM®
President

Enclosures

cc: Board of Directors