
AUTOMATIC PAYMENT OF YOUR ASSOCIATION FEES

Now you can pay your regular assessment conveniently and automatically, without writing a check or mailing an envelope. The Automatic Payment Plan allows you to pay your regular monthly assessment with an automatic withdrawal from your checking or savings account. **There is no cost to you for this service.**

What?

Heywood Realty & Investments, Inc. through Community Association Banc offers association homeowners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

How is this done?

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Funds are transferred on or around the **fifth day of each month** and appear on the homeowner's bank statement each month. Information regarding payments is reported to the association's management company on the same day funds are deposited to the association's account.

How will this work?

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited to the checking/savings account of your ASSOCIATION, maintained with Community Association Banc.

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules.

We reserve the right to make changes in the agreement at any time. We may cancel preauthorized Electronic Assessment Payments at any time without cause and you can terminate this agreement at any time by giving written notice, prior to the 20th day of the month in order for the deletion to be deleted for the following month.

What are the benefits?

Your payment is paid promptly when it is due, even if you are out of town. You do not have to write a check, use the mail, or travel to make payments. Whether you are a permanent or part-time resident, this is a dependable and convenient way to pay your recurring assessments throughout the year.

How do I participate?

If you are interested in this service, complete the enclosed application and return it to Heywood Realty & Investment, Inc. Be sure to attach a **voided check**. There is a required pre-note period, so the Automatic Payment Plan will not become effective immediately. **We will send you written notification as to the effective date of the plan.** Until we have notified you, you must continue to mail your payments to our office. Please contact our office if you have any questions.

