

EFFECTIVE JANUARY 1ST, 2012

URGENT! READ BEFORE MAKING YOUR PAYMENT

YOUR ASSOCIATION HAS A NEW BANK

1 Please pay your assessment using one of the four options below:

OPTION 1. PAY ONLINE (<https://vanguard.cincweb.com>):

- Pay by eCheck (Free) or Pay by Credit Card (\$7.00 Processing Fee)
- This website may also be used to view your payment history and set up recurring payments.
- **If you signed up for the recurring payment option through SMARTSTREET, you will need to cancel your account at (<https://www.smartstreet.com/payment.aspx>) and sign up with a new account at the new payment website (<https://vanguard.cincweb.com>). Please be sure to use the correct 2012 assessment amount. You are responsible for all changes to your web account.**

OPTION 2. AUTOPAY (Free Option):

- This method will electronically withdraw the funds from your bank account on the 3rd of the month due.
- 1 To sign up with Vanguard Management Group for this **free** service, please use the debit authorization form enclosed.
- 2 **If you are already signed up for automatic pay with Communities of America you DO NOT need to take any action as your payments will adjust automatically to the new payment amount (if applicable) and new bank.** (Homeowners who signed up for this service completed a form and mailed a voided check to our office. If you signed up online, you are using the SMARTSTREET payment option and must cancel your recurring payments using the instructions in Option #1.)

OPTION 3. MAIL:

- 3 Personal checks and money orders must be made payable to *your association* and sent with coupons to your association using labels from the back of your new coupon booklet.
- 4 **You are required to write your unit account number on your check or money order.**
- 5 All payments must mailed to the correct payment address: ***Your association, c/o Synovus Bank, P.O. Box 30116, Tampa, FL 33630-3116***

OPTION 4. BILL PAY THROUGH YOUR BANKING INSTITUTION:

- 6 **YOU ARE RESPONSIBLE FOR UPDATING YOUR BANK ACCOUNT WITH CHANGES TO THE AMOUNT AND MAILING ADDRESS**
- 7 On-line bill payments MUST be legible and reflect the following information: (a) Payable to *your association*, (b) Unit owners name and address printed on the check, (c) Comment/Memo line should reflect the unit account number.
- 8 All payments must mailed to the correct payment address: ***Your association, c/o Synovus Bank, P.O. Box 30116, Tampa, FL 33630-3116***