



## Assessment Payment Options

Dear Homeowner,

Please review this letter in its entirety for important information regarding your future Assessment Payments. **Effective 2017**, your assessment payments will be processed thru Pacific Premier Bank. You will still be able to process your assessment payments by: **ACH/Auto Debit, Online via Credit/Debit Card, Check Payment made to the lockbox using your new coupon books** or by using your **Bank's Online Bill-Pay service**. Please read below for information regarding all payment options.

### ACH/Recurring Automatic Debit

**How does it work?** Your account is automatically debited when your assessment is due.

**What do I need to do?**

- **If you want to setup ACH Direct Debit with CCM**
  - Complete the attached ACH authorization form and mail it with a blank **voided** check to: Condominium Concepts Management, Inc.  
Attn: Accounting (ACH)  
1200 Lake Hearn Drive, NE  
Suite 275  
Atlanta, Georgia 30319

### Online Payment via E-Check or CreditDebit Card

**How does it work?**

Log into [www.condominiumconcepts.com/online-payments](http://www.condominiumconcepts.com/online-payments)

- Select "Homeowners"
- Choose an online payment option
  - You may set up a one time or recurring e-check payment at no cost or,
  - You may pay your assessment using Visa, MasterCard, American Express or Discover.
    - There is a 3% convenience fee per transaction if you pay via credit card.
- Select your association, enter your account number or unit number, and then follow the instructions on the screen.

**Mail Your Coupon and Check to the Lockbox**

**How does it work?** The Management office can provide you coupons if you do not already have them.

**What do I need to do?** Mail your coupon and check, **payable to your association**, in the return envelope provided with your coupons to:

***Summer House in Old Ponte Vedra Condo Association***

C/O: Condominium Concepts Management, Inc.

P.O. Box 28134

Miami, FL 33102-8134

**If you want to use your Bank's Online Bill Pay**

Please complete your bill-pay setup exactly as follows:

- **Payee:** ***Summer House In Old Ponte Vedra Condo Association***
- **Address 1:** C/O: Condominium Concepts Management, Inc.
- **Address 2:** P.O. Box 28134
- **City:** Miami, FL 33102-8134
- **Account Number:** Your Account Number  
**If you live on the beach side add a "1" after your unit number**  
**If you live on the golfside add a "2" after your unit numbers**

If you have any questions please contact our office for assistance, 904.285.4200.

With Sincere Thanks,

Shannon Kolacz, LCAM

Property Manager

Summer House in Old Ponte Vedra Condominium Association