

December 9, 2016

**Re: Membership Dues and Waiver of Late Fees**

Dear Starlight Cove Homeowner,

After review with Associa, the following methods of payment are currently accepted:

1. Associa Website = There is a \$2.95 processing fee for each payment made through the Associa website/portal: <https://associaonline.com/locations/association-services-of-florida>. Please use this link to set-up a free account using your designated account number. This will allow you to review any account balance and other membership information.
2. ACH/Direct Debit = Complete the form from the Welcome packet and follow instructions for submitting completed form to Associa. There is no fee for this method.
3. Bank Online Bill Pay = No fee for most major and online banks (PNC, Capital One, Chase, etc.) Some banks may require you to time the payment on a specific day in order to prevent a late payment due to days to specified number of days for processing and sending payment; however, most banks will indicate a "payment to be received by date".
4. Check = Postage costs. You must remember to complete and send on time each month.

(Please note: #1 is the only method that will generate a processing fee from Associa. Upon review, Associa does indicate that a fee will apply when processing via their website. Please see graphicbelow on page 2.)

The lock boxes were closed by First Service Residential on the 30th of November. Any payments received before that time will be deposited into the account and when Associa receives the records from FSR, you will be credited with the payment. Those of you that used auto pay with FSR or sent their checks in after the 30th, your payments will be returned. The auto debits will not go through and the checks will not be deposited.

During the transition there will not be any late fees applied in December and January. You will also be receiving coupons from Associa for the 2017 payments.

Hopefully this helps everyone. If in doubt, please do not hesitate to contact Associa for further clarification. Thank you.

Sincerely,

Your Board of Directors



## ACCOUNT PAYMENT

Please follow the payment instructions below.

Please select your payment choice below. **An online fee will apply.**

### Use Existing Account

No existing accounts yet.

### Add New Account



Mastercard



AMEX



Discover



Visa



Bank Account

Cancel

Previous

Continue



### DETAILS

Show me the transaction history for the last  months