



Payment Procedures for your Association Fees

Dear Homeowner:

Please note that you have 3 ways to pay your assessments:



1. *Send your payment by mail/Use your own bill payment service.* Use your coupons to mail your payments to the bank's lockbox. Your payment should be payable to your homeowners association and include your unit account number on the payment. Be sure to include a coupon with each payment you mail to the lockbox. You may also use your own bill payment service. Your payment should be payable to your homeowners association and include your unit account number, as shown on your coupons (see sample coupon below) on your payment (*it is not necessary to mail a coupon with your payment when you use your own bill payment service*). The remittance address for mailing payments to the lockbox or for setting up your payments through your own bill payment service is as follows:

Homeowners Association Name
C/O Summit Management, Processing Center
P.O. Box 95366
Las Vegas, NV 89193-5366

(Please note: The address above is for payment purposes only. Any other correspondence should be sent to the Summit Management MD address below.)



2. *Sign up for direct debit from your account.* If you would like to sign up for this method of payment, simply fill out the ACH application in full (form available at www.summitmanage.com, click on homeowners/FAQ), sign it and mail it back to the Kensington, MD address below. Be sure to attach a voided check if funds are drawn from a checking account. Do not attach a deposit slip. You will receive a confirmation letter with the start date for the debit. **Please continue to mail your payments until you are notified of the start date.**



3. *Pay on-line.* Go to www.summitmanage.com (click on Homeowners/Pay My Assessments). You can pay by credit card or by electronic check from your checking account. Both options utilize the latest security measures for your online safety. Paying by credit card will incur a convenience fee. Owners can also set up recurring online payments. The management ID is 6657.

John Smith	Account Number 12345	Date Due Jan 1, 2013	Amount Due \$199.99
Make check payable to: HOMEOWNERS ASSOCIATION NAME		Pay Due After Jan 15, 2013	
Please make check payable to your Association and be sure to use the return envelopes provided.			
		Homeowners Association c/o Summit Management Services P.O. Box 00000 Las Vegas, NV 89193	
6657	000H0A	0000000000012345	SMITH0000000 19999 7
Unit Account Num.			
Association ID			
Management Company ID			

For questions regarding your account please contact Summit's accounting department at 301-495-0146 or email: accounting@summitmanage.com.