

Wellington Semi-Annual Assessment Policy

Your board of directors has adopted a semi-annual assessment policy effective with the January 2015 billing. ACH charges to your checking account are discontinued however you will have the option to pay your assessment online.

Your board also adopted the following payment schedule. If you pay your assessment during the month it is billed, i.e.: January or July, there will be no additional charge. If not, the late fees and/or liens will apply.

Jan – June Billing

<i>Jan 1</i>	<i>Date of Billing- due upon receipt. Late after January 31.</i>
<i>If unpaid by Feb 1</i>	<i>Account becomes delinquent; 4% late fee charged. Second statement sent showing late charge with warning that if not paid by end of February, a lien will be filed against the property.</i>
<i>If not paid by March 1</i>	<i>Lien to be filed. Third statement sent showing lien and warning that if not paid by end of March account will be sent to attorney for collection with attorney fees added.</i>
<i>If not paid by April 1</i>	<i>Account turned over to attorney for legal steps to collect.</i>

July – Dec Billing

<i>July 1</i>	<i>Date of Billing- due upon receipt. Late after July 31.</i>
<i>If unpaid by Aug 1</i>	<i>Account becomes delinquent; 4% late fee charged. Second statement sent showing late charge with warning that if not paid by end of August, a lien will be filed against the property.</i>
<i>If not paid by Sep 1</i>	<i>Lien to be filed. Third statement sent showing lien and warning that if not paid by end of September account will be sent to attorney for collection with attorney fees added.</i>
<i>If not paid by Oct 1</i>	<i>Account turned over to attorney for legal steps to collect.</i>

**The delinquent homeowner will be responsible for the cost of filing any liens and any attorney fees.*

We appreciate your cooperation in paying your assessments promptly.



HOA SERVICES PAYMENT OPTIONS

eCheck Online Payment

How It works:

Set up a one-time or recurring payment using eCheck.

What to do:

1. Login in to your current website or <https://www.HOABankServices.com>
2. Select the gray **Online Payments** button on the left navigation bar
3. Choose the red "**Sign-In or Register**" button and login. If you are a new user, you will need to register by clicking "**Register Now**".
4. Select your association and follow the instructions on the screen

Credit Card Online Payment *

How It works:

Make a one-time payment using Visa[®], MasterCard[®], American Express[®] or Discover[®].

What to do:

1. Login in to (Insert Website Name) or [HOABankServices.com](https://www.HOABankServices.com)
2. Select the red **Online Payments** button on the left navigation bar.
3. Click on the red "**Pay as Guest**" button.
4. Select your association and follow the instructions on the screen

Mail Check and Payment Coupon/Lockbox

How it works:

Mail a check and payment coupon 5 to 7 business days before your assessment due date.

What to do:

1. Write a check payable to your homeowners association, as it is written on the coupon,
2. Mail the check and payment coupon to the address listed on the coupon.
Important: Write your homeowner account number on your check as it appears on the coupon.

Your Bank's Online Bill Pay

How it works:

Set up your community association as a payee from your bank's online pay system.

What to do:

1. Please complete your bill pay setup exactly as follows:
 - Payee: (Your Association Name)
 - Address 1: Orkin Property Management, LLC
 - Address 2: PO Box 531299
 - City/State/Zip Code: Atlanta, GA 30353-1299

Important: Reference your homeowner account number as it appears on the payment coupon.

**There is a \$14.95 convenience fee and a \$5,000 maximum per transaction if you pay via a credit card.*

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