

## MAKING YOUR ASSESSMENT PAYMENT

**Payments by check must include your account number and be mailed directly to the Association's bank lockbox at the address on your monthly statement with your payment coupon:**

Pinecrest Community Association  
c/o Orange County HOA Management  
PO Box 52008  
Phoenix AZ 85072-2008

**Last minute payments may be dropped off at OC HOA's offices from 9 AM to 5 PM Monday through Friday (holidays excepted).** This is also your Association's overnight payment address:

Pinecrest Community Association  
c/o Orange County HOA Management  
100 Spectrum Center Drive STE 900  
Irvine CA 92618

**You may pay by electronic-bill-pay through your bank.** Go to your bank's bill pay website to set up your payment. Remember to send your payment far enough in advance so that it will arrive before your late date. (Payments by electronic-bill-pay can take as long as 7-10 days.) If your payment arrives late, you will have to pay a late fee.

**The easiest way to pay your monthly assessment is by ACH** (automatic deduction from your checking account). On or about the 15th of every month, the payment will be automatically deducted from the account that you designate. For automatic deduction, email Orange County HOA Management at [PCA@hoa-oc.com](mailto:PCA@hoa-oc.com) and ask for an "ACH form".

**Always remember to put your address and account number on your check.** Your payment cannot be credited without it. If you own multiple properties, please send one check per property or ask for a multi-property billing to make sure there are no errors in crediting your accounts.

**Free eCheck Payment Now Available.** Through a special arrangement with your Association's bank, you can now pay your monthly assessment by eCheck. And unlike bank electronic bill pay, which can take up to ten days to credit, your eCheck payment will be credited the next business day. All at no additional cost to you. It's easy. Just go to:

[hoapay.hoa-oc.com](http://hoapay.hoa-oc.com)

Then enter your full account number, find your name in the dropdown list, and set up a free account. (Credit card payments are also available, but carry a "convenience fee".)

*Your Association now uses PayLease to process eCheck and credit card assessment payments. PayLease securely processes millions of payments every year.*



**AUTHORIZATION AGREEMENT  
FOR PREAUTHORIZED PAYMENTS**

This form is to authorize automatic payment of your Association dues from your checking account. It is optional and for your convenience. Your Association does not charge for this service.

Association Name Pinecrest Community Association

Unit Address \_\_\_\_\_

I/We authorize the above Association to charge my/our checking account at the financial institution indicated on my/our voided check for the payment of my/our monthly Association assessment on or about the 15th of each month.

I/We understand that these assessments may change periodically, and that such change will be provided to the management company by the above named Association.

STAPLE VOIDED CHECK HERE

**PLEASE ATTACH A VOIDED CHECK (WITH PREPRINTED NAME AND ADDRESS) FROM THE CHECKING ACCOUNT THAT WILL BE CHARGED.**

**THE MANAGEMENT COMPANY MUST RECEIVE THIS FORM BY THE 10<sup>TH</sup> OF THE MONTH FOR THE AUTOMATIC CHARGE TO BE IN EFFECT FOR THE FOLLOWING MONTH.**

**THE MANAGEMENT COMPANY ACCOUNTING DEPARTMENT WILL BE PERFORMING THE ORIGATION OF THESE CHARGES ON BEHALF OF THE ASSOCIATION.**

**If you have any questions, you may call the Accounting Department at 949-216-3985.**

Please mail this authorization to: Orange County HOA Management  
100 Spectrum Center Drive STE 900  
Irvine CA 92618

I/We represent and warrant to the management company that the undersigned are all signers required to transact business on said deposit account and understand that electronic transactions on said account will be governed by the terms of my/our account terms and disclosure. OC HOA Management must receive written notification of my/our termination by the 10<sup>th</sup> day of the month in order to act upon such notification by the following month's payment.

\_\_\_\_\_  
First Name on Account (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Name on Account (If Applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date