

MONTHLY ASSESSMENT PAYMENT OPTIONS

Dear Unit Owner;

You have 3 options for paying your monthly assessment and I have listed them below. Your account number should be on all checks. **Your account number is your unit number.** All payments are due by the 10th of each month. There is a \$25.00 late fee if not received by the due date. Management does not have the authority to waive this fee.

Option 1: Pay directly to the association each month by mailing your check to 620 S. Brevard Avenue, Cocoa Beach, FL 32931 - or by dropping it in the mail slot located on the office door inside the clubhouse. If you do mail in your check, it is imperative that you **include your account number listed on your coupon.** **If there is not an account number listed on your check, your payment may not be posted properly.**

Option 2: Contact Management to have a coupon booklet sent to you from Sunrise Bank. You would follow the instructions on the booklet for making the payment

Option 3: Set up auto withdraw by going to www.PayLease.com . **PayLease is an online service that you will be able to access directly to make your ACH or Bill Payments. Click Sign Up and follow the prompts to set up your payment. If you do not have online access you can call PayLease at 866-729-5327 and set your payment up over the phone.**

Please contact Lizbeth Mandeville at Sunrise Bank (321)328-2211 or lmandeville@sunrisebank.com with any questions.

Sincerely,

Harbor Isles II Board of Directors/Management