

January 21, 2019

## Important Information Regarding Assessment Payments

Dear Homeowner:

Please review this letter in its entirety for important information regarding your future Assessment Payments. **IMPORTANT ACTION MAY BE NEEDED ON YOUR PART.** Effective February 1, 2019, your association assessment payments will be processed through your new management company, Maximum Property Management.

Please refer to the following instructions depending on the method you choose to pay your assessments:



**ACH/Direct Debit:** Assessments are automatically debited from your bank account when due.

- If you would like to establish an ACH/Direct Debit from your account: The form is available on our website <http://communities.maximummgt.com/maximum/picture/ACH.pdf>

### Online Payment via E-Check or Credit Card:

- Go to our website [www.maximummgt.com](http://www.maximummgt.com) and login to your community's new homeowner portal to make a one-time payment or set up recurring payments. You will require your email address and account number for initial registration. Your account number is listed on the front of this statement.
- You can set up a one-time or recurring e-check payment at no cost
- You can pay your assessment using Visa, MasterCard, or Discover. (Note, there is a 3.5% convenience fee per transaction if you choose to pay via credit card.)

### Payments to the Lockbox:

- Please discard any old payment coupons from previous management and use the new statement included.
- Mail your payment stub and check made payable to **Pebble Creek** in the return envelope provided to the new Denver payment address listed on the statement.
- **Please note that your association account number has changed. Please see the front of this statement for your current account number.**

### Using your personal bank's Online Bill Pay System:

If you choose to set up payment to the association through your own bank's bill pay system please note that you will need to **delete any existing payment record and set it up as a completely new payment** with the new account number and remittance address. **DO NOT** simply edit the address on your current payer. This could cause your payment to be mis-routed or returned.

*If you have any questions please contact Maximum Property Management 303-369-0800 for assistance.*