

REMINDER



Enroll in Portal Payments by 12/31/21

- ❖ As a reminder, **Cd'A Place Master Association will no longer accept online payments via PayLease as of Jan 1, 2022.** To avoid double payment, please cancel any outstanding payments scheduled via PayLease and make other arrangements for the payment of assessments in 2022 (options included herein).
- ❖ The transition to our new online payment platform, the Owner Access Portal (“the Portal”), will conclude on Dec 31, 2021. Through the Portal, we now offer FREE recurring ACH payments (“AutoPay”) for the remittance of HOA assessments! Visa, MasterCard and one-time ACH payments are offered for a nominal fee as follows:
 - Recurring ACH payments (AutoPay) are FREE (must enroll prior to assessment due date)
 - One-time ACH payments are \$2.95 each
 - Visa and MasterCard transactions are \$2.95 + 3.5% each
- ❖ To enroll in AutoPay, you must first register for the Portal. Visit your HOA’s homepage to complete the form “*Request an Invite to the Owner Access Portal*”. Once registered for the Portal, follow the attached AutoPay Instructions to enroll in the new free, recurring ACH payment option. Here are some tips for enrolling in AutoPay:
 - Once enrolled, your first AutoPay payment will be debited from your checking account on the next assessment due date. You must be enrolled BEFORE the assessment due date in order to pay by AutoPay.
 - The Portal does not take into account any outstanding balances or credits remaining on your account with the HOA at the time of AutoPay enrollment. This means that an outstanding balance (if any) must be paid another way, either check by mail or one-time Portal payment.
 - Conversely, any credits that exist on your account with the HOA will not be taken into account when the AutoPay is debited on the next assessment due date; the exact assessment amount will be debited from your checking account regardless of the balance due or lack thereof. Please take this into consideration when enrolling in AutoPay.
- ❖ Alternatively, your HOA accepts check by mail and payment through your financial institution’s online bill pay service. Be sure that all payments include your property address and/or your HOA account number. Cd'A Place Master Association is the payee and the mailing address is at the bottom of this page.
- ❖ Helpful links are detailed on the next page.

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Helpful Links:

Your HOA's homepage: www.cdaplacehoa.com

Your HOA's website is updated regularly with information pertinent to ownership. Records such as governing documents, financial reports and minutes are available for review and download. Links to the Portal, PayLease and other resources are linked to the HOA website homepage.

[Owner Access Portal](#)

The Portal is our new online platform where owners may login to view their assessment account balance, review enforcement actions and pay assessments using a variety of online payment methods including FREE recurring ACH. If you don't have a login, please request an invite via the HOA's website homepage (see above link).

[PayLease Powered by Zego](#)

PayLease is the existing online payment platform that will be discontinued later this year. To avoid double payment, **be sure to cancel any scheduled PayLease payments** and make other arrangements for payment of assessments in 2022.