



Dear Homeowner,

Thank you for being a valued Homeowner and we appreciate your payment! This letter is to inform you of changes to the payment handling process at Associa Hill Country, and the resulting impact to you. All future payments must be submitted for processing through one of the follow options:

### **Changes to Payment Submission**

Mail personal check, cashier's check or money order – made out to the HOA and with your HOA account number to:

**P.O Box 64803  
Phoenix, AZ 85082-4803**

Online payments via PayLease – Electronic checks and Credit Cards

First, you must be registered at [www.associahillcountry.com](http://www.associahillcountry.com). To make an online payment login to your HOA account – Homeowners Tab, under Owner Login input your association name and follow the steps.

You will have the ability to pay by ACH/E-check, Visa, MasterCard, Discover and American Express. You will also have the option to process a One-Time Payment or Auto Bill Pay (Auto Bill Pay is a recurring payment that processes automatically, based on the day and frequency you select).

E-Check/ACH	\$2.95 (flat fee)
AMEX, Visa, MasterCard, Discover	\$2.95 (flat fee) + 3.5% of the amount processed (3.5% rounded to the nearest 0.95 to keep fees uniform)

If you need assistance registering or paying online, please contact us at 512-347-2888 or via email at [ahcinfo@associa.us](mailto:ahcinfo@associa.us).

#### **Direct Debit:**

This option allows you to set up direct debit withdraw for assessments from designated bank accounts. The attached form should be completed and returned with a VOIDED check for processing (electronic copy is acceptable and form must be received prior to the 20th of the month for debit to begin the following month on the 9<sup>th</sup>). Mail the form and voided check to Associa, attn.: A/R department, 1225 Alma Rd, Suite 100, Richardson, TX 75081; or email to [csscdirectdebit@associa.us](mailto:csscdirectdebit@associa.us), subject: Homeowner Direct Debit Setup.

#### **Auto Bill Pay from your personal bank establishment:**

You need to contact your bank to set this up. Please be sure to set up the payment to be made out to your association and that your association account number is provided. Please allow 5-7 business days for mailing.

*Note: To ensure that all payments are processed in an efficient manner, please use only one method of submission for payment. Please do not mail your payment to Associa Hill Country's office.*