

## 2016 Association Assessment Information

**IMPORTANT NOTICE: If you are currently using ACH or Bill Pay please read this carefully.**

Dear Homeowner,

Enclosed is your new community association coupon book for 2016. **Note that assessment processing has been moved to Alliance Association Bank.** Please place payments with coupons properly positioned in the window envelopes provided to ensure that your payments are correctly addressed and processed. Effective January 1, 2016 please do not send or drop off payments to BB&T.

You may also sign up for **Automatic Payment** (ACH / eCheck) to have payments automatically drafted directly from your bank account for monthly or quarterly assessments. There is no charge for this service and it eliminates the need to schedule and mail checks. You may sign up for this service online by going to [LelandManagement.com](http://LelandManagement.com) and clicking "Setup Automatic Assessment Payment" located on the left side of the home page.

**Please note that assessment processing has been moved to Alliance Association Bank.** This change will help us to provide additional online information and features to homeowners as we convert to new software over the next few months. We will provide you with information on the use of these new online features as the conversion progresses.

For those of you who already utilize Automatic Payment (ACH) it will be necessary for you to reestablish your ACH. **Effective January 1st, ACH payments previously established with BB&T will no longer be processed. Instructions for setting up Automatic Payments (ACH) are included in this mailing** or you may use other payment methods mentioned in this letter.

If you use a "**Bill Pay**" service through your bank please set up a new payee/reoccurring payment with the new address and account number information in order for your payment to be properly received and credited to your account. **Please see reverse side of this page for Bill Pay setup instructions.**

We apologize for any inconvenience that this may cause.

**Instructions for setting up Automatic Payments (ACH) and Bill Pay are included in this mailing.**

If you need assistance or have any questions please contact Leland Management at 407-781-1188 or email [assessments@lelandmanagement.com](mailto:assessments@lelandmanagement.com).

**Thank You**

SETTING UP ONLINE BILL PAY SERVICE

INSTRUCTIONS FOR SETTING UP NEW RECURRING ONLINE PAYMENTS USING BILL PAY

1. For payments beginning January 2016 delete any existing assessment payment profile and create a new one. Please use this address: **PO BOX 621055  
Orlando, FL 32862-1055**
2. Ensure the **check is made payable to your association** (name is printed on coupon)
3. To help insure payment will be properly credited to your account the **account number should include the following identifying information:**
  - a. **Your Management Company ID** – 6759
  - b. **Association ID** – obtained from coupon, see guide below (three digit #; leading 0's are not required)
  - c. **Property Account Number** -- obtained from coupon, see guide below (leading 0's are not required)

**Example Account Number using coupon below: 6759-123-1234**

- d. **This information is outlined on your payment coupon as noted below.** Please enter this into your bill profile as a memo.

John Smith	Account Number 12345	Date Due Jan 1, 2016	Amount Due \$199.99
Make check payable to: <b>HOMEOWNERS ASSOCIATION NAME</b>		Pay Due After Jan 15, 2016	
Please make check payable to your Association and be sure to use the return envelopes provided.			
			Homeowners Association c/o Leland Mgmt Processing Center P.O. Box 000000 Orlando, FL 32862

6759 00123 0000000000001234 SMITH0000000 19999 7  
Unit Account Num.  
Association ID  
Management Company ID

Initial payments will be sent by mail. However, following a brief test period they will be converted to electronic payments for programs that allow electronic payments.



