

# San Simeon Phase 1 Residents' Association, Inc.

*c/o Sunvast Properties, Inc.*

*321 Interstate Blvd., Sarasota, FL 34240*

*Phone (941) 378-0260, Fax (941) 378-0322, [info@sunvast.net](mailto:info@sunvast.net)*

## Introduction to Payment Options

### Making Your Payment by Check – Coupon Required (No Fees)

- Any general correspondence related to your property or association should be directed to the management company; do not include with your coupon payment.
- All checks must be accompanied by a coupon.
- Make your check payable to San Simeon Phase 1 Residents' Association, Inc.
- Canadian checks must have U.S. dollars printed or written on the check.
- Tear off the coupon for your next payment and enclose with your check.
- Your check may include more than one month payment, however, **post-dated checks will not be accepted.**
- Mail payments to BB&T, P.O. Box 628207, Orlando, FL 32862-8207

### Making Payments at a BB&T Financial Center (No Fees)

You may pay at the teller window at any BB&T financial center as long as the coupon is provided with the payment. Payments will post the following business day.

### Sign up for Association Pay (ACH) (No Fees)

Have your payments debited from your checking or savings account at a U.S. financial. For fast enrollment, sign up online by using the Online Payment System at [BBT.com/payments](http://BBT.com/payments). When your payment is due, your account will be automatically debited on the third of the month. If the third falls on a weekend or holiday, your account will be debited the next business day.

- A separate authorization must be completed for each payment obligation.
- New Association Pay requests received online by the **25<sup>th</sup> of the month** will be set up for the next debit month. If the 25<sup>th</sup> is a weekend or holiday, the deadline is the last business day prior to the 25<sup>th</sup>.

If you wish to enroll in Association Pay by U.S. Mail, complete the authorization form included in the coupon book. Mail the form to BB&T Association Services, P.O. Box 2914, Largo FL 33779. Do not include your payment. Requests received by mail by the **20<sup>th</sup> of the month** will be set up for the next debit month. Make **payments by check until you are notified by the bank when your automatic payment will start.**

### Online Bill Pay Providers (No Fees)

If you use an online bill pay provider, use the bill pay account number located on your coupon. The number is listed as: **Bill Pay Account Number**. Use the bill pay account number only; do not add any other letters, numbers or identifying words in the account number area. The bill pay account number is unique to each property address and payment obligation. If you own more than one property or if you have more than one payment obligation, you will have different bill pay numbers for each payment. In most instances, payments received from a Bill Pay Service are not processed on the same day that funds are debited from your account. Depending upon the method of payment and delivery used by your Bill Pay Provider, payments may take up to five business days or more to be posted to your association's account. When using a Bill Pay Service it is advisable to schedule your payment for a date well in advance of the due date.

### **Online Payment System**

The following payment options are available online:

- Pay by Card Payment – A one-time payment using a credit/debit card.
- Pay by eCheck – A one-time electronic funds transfer by ACH debit from your checking or savings account at a U.S. financial institution.

You may pay with either option through BB&T's Online Payment System at [BB&T.com/payments](http://BB&T.com/payments). There is a **\$9.95 convenience fee with BB&T**.

You also have the ability to pay online through your Homeowner Portal when it is fully activated in a few days. VISA, MasterCard, Discover, American Express and eChecks are accepted for one-time or recurring payments. The Homeowner Portal requires you to have opted-in to receive Association notices by email. **For credit card payments, transaction fees are 3.5% of transaction amount, plus a \$2.95 convenience fee. For eCheck payments, there is a convenience fee of \$2.95.** Please see more information below under Homeowner Portal.

### **Payment by Phone**

All owners are able to make payment by phone with VISA, MasterCard, Discover, American Express or eCheck by calling 866-729-5327 (866-PAYLEASE) and stating your Association name. **Transaction fees are 3.5% of transaction amount, plus a \$9.95 convenience fee.**

Please contact us if you have questions and we will be happy to assist you.

Sincerely,

James Ro  
Sunvast Properties, Inc.