

Important Payment Information

5 easy ways to pay your monthly fees!

1- Enclosed you'll find the Preauthorized Electronic Assessment Payment Services Agreement and Disclosure Statement. Please read the agreement carefully. This is the preferred method of payment. The management office will manage this service. There is no charge for this form of payment.

2- Enclosed is your new payment coupon book and windowed envelopes. Just place your check and coupon in the envelope, put on a stamp and drop it in the mail box. Please allow an extra day or two for the mail to be received at the lockbox.

3&4- Go to www.cabanc.com

On the right-hand menu "Homeowners Pay Assessments".

Select either payment option "By E-Check" or "By Credit Card"

Complete the required information using the information on your payment coupon and check/credit card.

Select "submit" at the bottom of the page and your payment is complete.

5- Online banking: If you choose this method of payment you must instruct your bank to send the payment to the PO Box number and address found on the coupon. You must also include the account number on the check which can also be found at the top of the coupon.

Please consider the above method the most difficult for the lockbox and management office to process. Each bank has their own method of processing this request for the account holder. There is very little consistency from bank to bank, therefore causing many delays and mistakes in posting of these payments. These delays can often cause late fees to be charged to homeowners.

Visit our website at www.CABanc.com

Preauthorized Electronic Assessment Payment Services Authorization Card (please print)

ASSOCIATION NAME _____

UNIT ID _____

NAME(S) LAST MI FIRST _____

NAME(S) LAST MI FIRST _____

ADDRESS _____

CITY ZIP STATE _____

DAYTIME PHONE NUMBER _____

I (we) hereby authorize Action Vest Management Corp hereinafter referred to as MANAGER, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME
 This authority is granted in accordance with the terms and conditions of the MANAGERS Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

SIGNATURE (REQUIRED) _____
 DATE _____

SIGNATURE (REQUIRED) _____
 DATE _____

ATTACH VOIDED CHECK WITH THIS AGREEMENT AND MAIL BOTH TO:
Action Vest Management Corp
 Authorization must be received by the 15th day of the current month for processing to start the following month.
PLEASE RETAIN FOR YOUR RECORDS

Preauthorized Electronic Assessment Payment Service Agreement & Disclosure

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited to the checking/savings account of your ASSOCIATION, maintained with Community Association Banc.

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules.

We reserve the right to make changes in the agreement at any time. We may cancel Preauthorized Electronic Assessment Payments at any time without cause and you can terminate this agreement at any time by giving sufficient written notice or by closing the designated accounts.

Preauthorized Electronic Assessment Payment Services

What:

Action Vest Management Corp through Community Association Banc offers association homeowners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

How:

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Funds are transferred between the 5th and 10th day of the month and appear on the homeowner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

If you have questions or need further information, please call our Homeowners Association experts at:

(617) 783-8888
bernie.mcdonald@actionvest.com

Preauthorized Electronic Assessment Payment Service Agreement and Disclosure Statement

for Electronic Payment of HOA Assessments

To Enroll:

Read, complete and sign the attached Preauthorized Electronic Assessment Payment Services Authorization card. Attach a voided check to the authorization card and mail both to:

Action Vest Management Corp
 1673 Commonwealth Ave.
 Brighton, MA 02135