

EASEMENT ASSESSMENT FEE PAYMENT OPTIONS/INSTRUCTIONS

Cedarcrest Property Management is pleased to offer several convenient ways to pay your annual Easement Assessment fee electronically at no cost to you* or your Association – Online via eCheck (one time), Bill-Pay, US Mail or Credit Card*. Please see below to learn more about the multiple payment options available as a result of our banking relationship with Smartstreet, a division of Union Bank.

**There is a \$14.95 convenience fee each transaction for credit card use only and a \$5,000 maximum per transaction, if you pay via a credit card.*

Payment is due by January 31, 2017.

Payment is due by January 31, 2017; if not received by March fifteenth (15th) then a late notice will be mailed to include a \$25.00 late fee asking for payment immediately. If you choose an online payment option, log on and register at www.mysmartstreet.com using your dedicated account number located on your invoice.

Your Bank's Online Bill-Pay

How does it work? Set up your Association as a payee with your bank's online banking bill-pay.

What do I need to do? Please complete your bill-pay setup exactly as follows:

- Payee: Lake Parsippany Property Owners Association
- Address 1: c/o Cedarcrest Property Management
- Address 2: PO Box 105007
- City: Atlanta State: GA Zip: 30348-5007
- Your Account # located on your invoice

Online Payment via Credit Card or eCheck

How does it work? You set up payment, using either eCheck, or credit card (Visa, MasterCard, American Express or Discover).

What do I need to do? Simply follow the directions below:

- Log in, once you have registered at www.mysmartstreet.com and click online payments or log into www.cedarcrestpm.com and click the pay my dues tab on home page.
- Select option 1 (credit card*), or 2 (e-check) to pay your Easement Assessment fee.
- Type in the association name (which will be **Lake Parsippany Property Owners Association** and follow the instructions on the screen.)

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US Mail

How does it work and what do I need to do? You write a check payable to: Lake Parsippany Property Owners Association, include your account number located on your invoice in the memo section of the check and mail it to the address below.

Remember, payment is due on January 31st.

Please mail all paper check payments to:

Lake Parsippany Property Owners Association
c/o Cedarcrest Property Management
PO Box 105007
Atlanta, GA 30348-5007