**Monthly or Annual Assessment & Direct Payment Information**

There are three basic choices for paying your assessment regardless of whether you pay monthly or annually. **Please note that monthly statements are not provided. Monthly assessments are due on the first of the month; annual assessments are due January 1st of the year.** Hubbell Community Management sends out notification towards the end of November each year to notify/remind homeowners of their monthly or annual assessment amount. Monthly assessment fees may be prepaid for up to one year.

1. **ACH Payments** (automatic payments deducted on or about the 10th of each month from your checking account, **does not** expire until homeowner cancels it). If the HOA assessment changes at any point during the year, Hubbell Community Management will take care of changing the amount for you. Please contact [WeCareMgmt@hubbellrealty.com](mailto:WeCareMgmt@hubbellrealty.com) if you would like the ACH form.
2. **Check**s can be mailed to **HOA Bank Services, C/O Hubbell Community Management, PO Box 105007, Atlanta, GA 30348-5007**. To ensure your payment is applied correctly, you must include your account number in the Memo Line of the check.
3. Online payment at <https://www.hoabankservices.com>. Click on “Online Payments for Homeowners” to set up any of the following:

▪ **E-check** – a self-initiated debit from your checking account -- this is a one-time payment.

▪ **Credit Card** – American Express, Discover or Mastercard or Debit/Checkcard -Mastercard only. There is a $14.95 processing fee for each transaction.

▪ **Recurring Payment** – a self-initiated monthly debit from your checking account, which expires after 12 months. PLEASE NOTE: If dues change anytime during your recurring payments, **you must** **contact HOA Bank Services at 1-888-705-0600 to change the amount for monthly assessments. You must also contact them to renew the payments every 12 months.**

Hubbell Community Management is available to answer your questions regarding assessment payments. If for any reason, you are having difficulties making your payment on time, please let us know. To reach us during regular business hours, please call us at 515-280-2014 or email us at [WeCareMgmt@hubbellrealty.com](mailto:hoa@hubbellrealty.com).