

Twin Lakes of Brandon Homeowners' Association, Inc.
4131 Gunn Highway
Tampa, Florida 33618
(813) 936-4153

Please follow these instructions carefully
We want to ensure prompt and accurate crediting of your payment

Dear Homeowner:

Enclosed please find coupons for payment of your 2018 assessment fees. Due to the two week delay of the Budget Meeting, we are offering a two week delay on the first payment of the year. The first payment is due January 15th, all other payments are due on or before the first of each month for which you have received a coupon. When mailing your check, please be sure to allow for adequate time for receipt and processing of your check. Using the labels provided, please remit your coupon and check made payable to: **Twin Lakes of Brandon Homeowners' Association, Inc.**

Mailing your payment without your coupon may result in a delay in crediting your account properly. If your assessment is not paid when due, it could result in late fees, interest charges, legal and incidental fees that will be the responsibility of the homeowner.

There are four methods that can be used to pay your assessments:

#1. Pay with the enclosed coupons.

#2. Pay by credit card or E-check. You can make credit card or E-check payments at www.greenacre.com, "Pay On Line". PayLease will charge a convenience fee for using this on-line payment service. If you have any questions about paying online, please contact a PayLease Representative at (866)729-5327 or at <http://support.paylease.com>

#3. Pay by auto-debit. Your assessments can automatically be deducted from your checking account. Enclosed is an automatic debit authorization form. Please send the **completed form** with the **last coupon**, and a **"voided" check** to: 4131 Gunn Highway, Tampa, FL 33618. Please remember you are still responsible to send in your payments until this free, automated service begins. *(If you are already set up on the auto-debit system and your information is correct, your payments will continue to be deducted from your account automatically.)* If you wish to stop your automatic debit for any reason, including the sale of your home, please email your association bookkeeper named below to cancel this service.

#4. Pay with a Bill Pay Service. Using a Bill Pay Service may result in a delay in crediting your account properly. The following information is required when setting up payments:

Payee	Twin Lakes of Brandon Homeowners' Association, Inc.
Your 18 Digit Account Number	Located at the top of the coupon
Payee Address	<u>P.O. Box 23647</u> , Tampa, FL 33623-3647

Please take a moment to review your personal information for accuracy, and send any corrections in writing to the address above. If you have any other questions regarding your account, please contact Stephanie Pettit, your association bookkeeper on her direct number at, 813-936-4137, at email at: spettit@greenacre.com.

Please note: A copy of the Association's 2018 budget is enclosed. The Association's 2017 year-end financial report will be available to all homeowners upon completion. If you would like a copy sent to you at no charge, please mail or email your request to Angela Parker, at: aparker@greenacre.com.

Sincerely,

Ray Leonard, Community Association Manager
On Behalf of the Board of Directors