



Important Information about CAPE GEORGE COLONY

Assessment Payments and Services

Dear Cape George Colony Club Property Owner:

We are pleased to introduce ourselves. Community Financials has been selected by your Board of Trustees to help with the community's financial services and provide options for assessment payments.

Please review this letter in its entirety. **IMPORTANT ACTION IS NEEDED ON YOUR PART.**

Your association assessment payments can be processed through one of the following methods:

- ✓ Online Payment via eCheck / ACH (automatic withdrawal from your bank account)
- ✓ Online Payment via Credit Card
- ✓ Personal check mailed with your statement remittance stub
- ✓ Using your personal Bank's online bill pay service

Please refer to the following instructions depending on how you choose to pay your assessments:

How to Set-Up your Personal Owner's Portal:

With your Internet-enabled device, you can now view your current account balance, check your payment history, enroll in free ACH and in the future, be able to view monthly Cape George financial information as well as miscellaneous other information. To take advantage of these great new services, you will need to have on file a valid email address.

To get started: Please email our office at support@communityfinancials.com and provide your name, address or lot number at Cape George and the email address you want on file. A separate email address is necessary for each property you are paying for.

To insure your privacy, only homeowners whose email address is on file will receive a registration email from the new TOPS ONE system. This extra step is designed for the safety of your personal information, because it allows us to verify each homeowner. Once your email address has been added to the system, you will receive an email explaining how to complete your personal, private registration.

For security purposes, a return email will be sent to confirm you're the owner of that email account. Please check your SPAM folder as it may be filtered automatically.

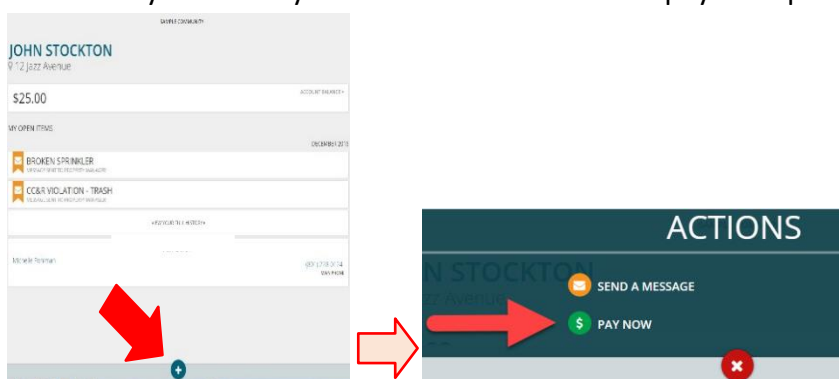
After you click the link in the confirmation email and set your password your account will be registered. You can now log into your account – referred to as the Owners’ Portal - using your email address and the password you created when you registered. Interface with “the portal” functions best using Google Chrome.

Once registered you will be able to check account balances and access payment records. You are not required to use this payment service but are encouraged to do so. If you have questions feel free to contact Community Financials by email support@communityfinancials.com or by calling 833-266-3646 option 2

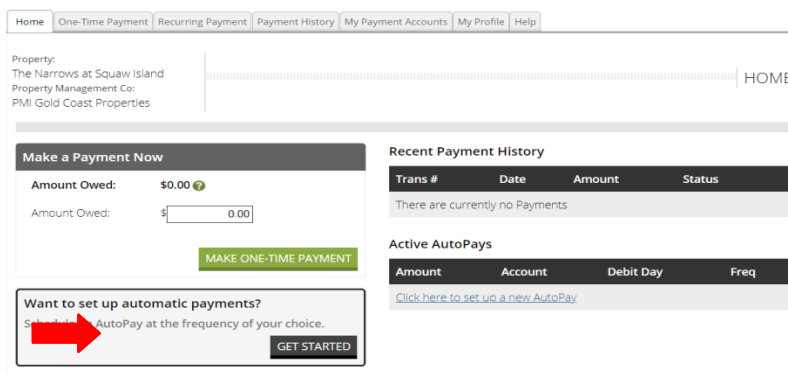
Online Payment via E-Check or Credit Card:

Once in the portal, access the online payment service to make a one-time payment or set up recurring payments.

- Once you’ve logged in, locate the (+) sign and click on it. This will then show you a screen to Pay Now and you’ll be taken to our online payment partner’s site.



- Choose an online payment option
 - You may set up a one time or recurring e-check payment at no cost
 - You may also pay your assessment using Visa, MasterCard, or Discover.
 - There is a 3.0% convenience fee per transaction if you pay via credit card.



If you have any issues with online payment please call: 1-866-729-5327 option 1

Check or Money Order Payments:

How does it work? Tear off the appropriate payment remittance stub(s) you received on your quarterly statement and mail it with your check in the return envelope provided.

Checks are payable to: **Cape George Colony Club** and mailed to the Denver payment address listed below. Please be sure to include your ***new ten digit account number, found on the remittance, stub on your check.*** A separate check for each property is preferred.

Mail the check to: **Cape George Colony Club**
 P.O. Box 173930
 Denver, CO 80217-3930

If necessary you can drop your checks off in the Cape George office but this might result in a delay in the payment application. Any checks received at the office will be forwarded to the Denver address for processing.

Using your personal bank's Online Bill Pay System:

How does it work? Set up payment to Cape George through your own bank's bill pay system.

What do I need to do?

Log in to your bank account online

Manually enter a **new payee** - Cape George Colony Club

Reference your new 10 digit Cape George account number

(Located on the quarterly payment coupon)

Enter the mailing address as: Cape George Colony Club

P.O. Box 173930

Denver, CO 80217-3930

(Phone # 833-266-3646 if needed)

If you are paying for more than one property, it is important to establish a separate payee for each property so each check has the proper account number listed and the payment will be applied correctly.

Please keep our contact information handy:

Online payment issues: 1-866-729-5327 option 1

General: support@communityfinancials.com or 833-266-3646 option 2 for support

To login to your account: communityfinancials.com/support/

click Home Owner Login –TOPS icon