



INDIGO PINES CONDOMINIUMS MANAGEMENT ASSOCIATION, INC.

99 BENT TREE DRIVE
DAYTONA BEACH, FL 32114
indigopinescondos@gmail.com 386-274-4039



PAYMENT PROCEDURES FOR MAINTENANCE

January 2022

Dear Owners,

Following are IPCA's payment systems. We have several ways to pay your maintenance. **YOU ARE REQUIRED TO PAY USING ONE OF THESE METHODS.** If you have any questions or problems, please call the Office for assistance.

We have forced ourselves into the twenty first century for a few reasons. The main one being the unreliability of the mail here at Indigo Pines. As several of you have seen, our mail delivery service leaves lots to be desired, and is frequently the victim of mishaps and mess-ups. Also, many of our newer members (along with some not so new members) have expressed a desire for more convenience in paying their Association fees. Most of these ways free you from having to worry about paying each month, or where your mail is if you are a part time resident. You may have your bank pay us, you may have us automatically deduct your fee from your account, or you may mail your check to our bank-secured lockbox for immediate processing. All options are at no cost to you.

The only payment method that will remain the same is physically paying us in person. You may bring a check or money order to the office or physically deposit it into our drop box (#99 slot in the upper left-hand corner of the mailboxes). However, we will not accept payments that are **mailed** to 99 Bent Tree Drive. You will need to mail them to our new lockbox address:

**Indigo Pines Condo Association
c/o Synovus
PO Box 1030
Lehigh Acres FL 33970**

Make sure to include your unit # on your check and make it payable to Indigo Pines Condo Association.

VERY IMPORTANT: The new address is ONLY FOR PAYMENTS. Send all other correspondence to our regular #99 Bent Tree Drive Daytona Beach, FL 32114 address.

These are the options available to you at no additional cost:

- **If you have your bank pay us**, you will need to add an account # to your payment. The account # is the same as your unit #. For instance, if you are in unit 15, your account # is 15. You will also need to change the address your bank mails the check to. The new address is:

**Indigo Pines Condo Association
c/o Synovus
PO Box 1030
Lehigh Acres FL 33970**

The check will still be **payable to Indigo Pines Condo Association**, and you must include your unit # where you are required to put in an account #. This works even if your unit # is one digit, so for instance the account # for unit # 1 is 1, unit # 2 is 2, etc.

- **If you mail a check yourself**, you will still make the **check payable to Indigo Pines Condo Association**. You will need to **mail the check to:**

**Indigo Pines Condo Association
c/o Synovus
PO Box 1030
Lehigh Acres FL 33970**

- **AUTO DEBIT (ACH):** If you would like your monthly maintenance automatically deducted from your checking account, we have a form available (there is one attached to this letter as well). You may also get a form from the Office, or request one to be mailed to you. You will need to fill out the form and return it to us at the **Indigo Pines Condo Office (99 Bent Tree Drive, Daytona Beach, FL 32114)** along with a voided check from your account. The auto debit will be initiated on the 15th of the month, or on the next business day if the 15th falls on a holiday or weekend. Funds take 24-72 hours to be deducted from your account. You will receive a monthly invoice as normal, but it will have a memo that it will be deducted automatically and you will not need to send payment. There will be an insufficient funds charge of \$30.00 if there is not enough in your account to cover the debit, but there are no other charges associated with this method.

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ACH Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your checking or savings account. Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking or savings account. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you and the charge will appear on your bank statement as an "ACH Debit." You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

Please complete the information below:

I _____ authorize **Indigo Pines Condominiums Management Association**
(full name)

to charge my bank account indicated below on the **15th** of each month for payment of my maintenance fee and city services charge (commonly known as water) charge.

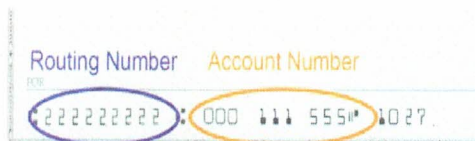
Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: ☐ Checking ☐ Savings
Name on Acct _____
Bank Name _____
Account Number _____
Bank Routing # _____
Bank City/State _____



SIGNATURE _____

DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify **Indigo Pines Condominiums Management Association** in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for **Non Sufficient Funds (NSF)** I understand that **Indigo Pines Condominiums Management Association** may at its discretion attempt to process the charge again within 30 days, and agree to an additional **\$30.00 charge** for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.