

Community Asset Management, Inc. is pleased to announce that we can now offer you the valuable services of Union Bank Homeowner Association Services, one of the industry's leading providers of banking and payment processing solutions for homeowners and associations.

Union Bank is a strong and stable full-service bank. Their proprietary Smartstreet® technology platform offers you a choice of convenient options to pay assessments online, including:

- Mail a check with payment coupon
- eCheck
- Online bill pay through your bank
- Credit Card*

While you have the option to pay your assessments by sending the check and payment coupon, paying electronically gives you some advantages:

- Free and easy to use
- Saves time, it only takes a minute
- No envelopes, stamps, or checks
- Secure – no threat of theft from mailboxes

Below is information on payment options. If you have any questions, please contact Community Asset Management, Inc. at 281-852-1155:

MAIL CHECK AND PAYMENT COUPON/LOCKBOX

How it works:

Mail a check and payment coupon 5 to 7 business days before your assessment due date.

What to do:

1. Write a check payable to your homeowners association, as it is written on the coupon,
2. Mail the check and payment coupon to the address listed on the coupon.

Important: Write your homeowner account number on your check as it appears on the coupon.

eCHECK ONLINE PAYMENT

How it works:

Set up a one-time or recurring payment using eCheck.

What to do:

1. Login in to **smartstreet.com**
2. Select the red **Online Payments** button on the left navigation bar
3. Choose the red "**Sign-In or Register**" button and login. If you are a new user, you will need to register by clicking "**Register Now**".
4. Select your association and follow the instructions on the screen

YOUR BANK'S ONLINE BILL PAY

How it works:

Set up your community association as a payee from your bank's online pay system.

What to do:

1. Please complete your bill pay setup exactly as follows:
 - Payee: (Insert Association Name)
 - Address 1: (Insert Management Company Name)
 - Address 2: (Insert Payment Coupon Address)
 - City/State/Zip Code

CREDIT CARD ONLINE PAYMENT * (THERE IS A FEE FOR THIS OPTION)

How it works:

Make a one-time payment using Visa®, MasterCard®, American Express® or Discover®.

What to do:

2. Login in to **smartstreet.com**.
3. Select the red **Online Payments** button on the left navigation bar.
4. Click on the red "**Pay as Guest**" button.

Select your association and follow the instructions on the screen

IMPORTANT: REFERENCE YOUR **HOMEOWNER ACCOUNT NUMBER** AS IT APPEARS ON THE PAYMENT COUPON.

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