

**LETTER TO COMMUNITIES WITH OPERATING ACCOUNTS AT CNL BANK**



**MANAGEMENT ASSOCIATES**

3900 Woodlake Blvd., Suite 309 • Lake Worth, FL 33463 • (561) 641-8554 Fax (561) 641-9448

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September, 2009

Dear Homeowner:

As we approach a new year, we thought it would be helpful to remind you of the various methods of payment of your monthly/quarterly assessments offered by GRS.

A) **PAYMENT BY CHECK** — You may pay your assessment by personal check or through your bank via online banking. Checks should be made payable to your Association and should be mailed with your coupon or payment stub as appropriate to the address indicated on the coupon or statement. **IT IS IMPORTANT THAT YOU ASSURE THAT YOUR NAME, ADDRESS AND ACCOUNT OR LOT NUMBER APPEAR ON THE FRONT OF THE CHECK.** Doing so will assure that your payment is properly credited to your account.

B) **PAYMENT BY "AUTO DEBIT" (ACH)** — You may arrange to have your assessment payment automatically deducted from your bank account. Should you choose this method of payment, your assessment will be deducted from your bank account on the 5<sup>th</sup> day of the month that it is due. This method will save you the time and cost of mailing your payments, and assures that your payment is made timely. If you would like to arrange for your payment to be made via this electronic transfer method you simply need to complete the "Electronic Funds Transfer Authorization" form and send it, together with a voided check for the account you wish to use, to GRS at the above address. The form is available at the GRS website, [www.grsmgt.com](http://www.grsmgt.com) In the left hand column, click on the "Communities" tab, and then click on the "General Forms" tab to find the form. If you do not have access to the Internet, you may call our office and we will get the form to you.

C) **PAYMENT BY CREDIT CARD** — For the first time, GRS is pleased to offer you the opportunity to pay your assessments by using your credit card. In order to do so, on your computer, go to the GRS website at [www.grsingt.com](http://www.grsingt.com) and click on the tab that says "Pay Dues" and follow the onscreen instructions. **PLEASE NOTE** that it takes 5 business days for your payment to be applied to your account. Please allow for this timing when making your credit card payment. The independent credit card processing company charges a fee of \$14.95 per transaction.

We hope you find this information valuable. Should you have any questions, please call us at 561-641-8554 to reach the accounting professional who handles financial matters for your community.

Cordially,

GRS Management Associates, Inc.

# *Martins Crossing Homeowners Association, Inc.*

GRS Management Associates, Inc.  
3900 Woodlake Blvd. Suite 309  
Lake Worth, FL 33463  
P: (561) 641-8554 F: (561) 641-9448

Dear Homeowner:

## ***WE HAVE SOME EXCITING NEWS!!***

Based on the large volume of requests from owners, we will begin an "AUTO DEBIT" Program for the payments of your monthly maintenance fees.

## **AUTO DEBIT FROM YOUR PERSONAL CHECKING ACCT**

Take advantage of the "AUTO DEBIT" method for payment of your Homeowner's Dues and have peace of mind knowing your payment will be debited from your personal checking on the 5th day of each month (for the current month) and received on time. This will save you the cost and time of having to mail your payments.

- *Complete* the enclosed "*AUTO DEBIT*" *Form* by following the instructions on the form.
- *Mail* the completed *form* along with your *voided check* to:

GRS MANAGEMENT ASSOCIATES, INC  
3900 WOODLAKE BLVD STE 309  
LAKE WORTH FL 33463

Or return the form and cancelled check to the manager in the clubhouse.

Should you have any questions about the "AUTO DEBIT" Program, please call Accounts Receivable at 561-641-8554.

Cordially,

BOARD OF DIRECTORS

## Electronic Funds Transfer Authorization Form

I/we hereby authorize GRS Management Associates, Inc. to initiate EFT debit entries (withdrawals) from my/our checking account for credit to the below-named account on the **Fifth (5th)** day of each month in the amount of \$ . This authority will remain in effect until I/we notify you. I/we understand the amount of the debit may change on an annual basis according to the requirements of MARTINS CROSSING HOA. I/we acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of U.S. law.

**Name of Your Bank:** \_\_\_\_\_

**The account number to be debited: #** \_\_\_\_\_

**Your Bank's Routing/Transit Number:** \_\_\_\_\_  
(9-digit number found on lower left side of check)

**Account # / Unit # (VERY IMPORTANT!):** \_\_\_\_\_

**Account Owner's Signature(s):** \_\_\_\_\_

**Account Owner's Name(s):** \_\_\_\_\_

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Please Print)

**Date first payment is to be debited from your account:** \_\_\_\_\_

**Date this form was signed:** \_\_\_\_\_

**Phone # where you can be reached:** \_\_\_\_\_

**YOU MUST INCLUDE A VOIDED CHECK!!!**

Send to: GRS Management Associates, Inc.  
3900 Woodlake Blvd, Suite 309  
Lake Worth, FL 33463

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**MAILING ADDRESS NOTIFICATION**

**Please complete and return to GRS Management in the envelope provided.**

Homeowner: \_\_\_\_\_

Re: Unit \_\_\_\_\_ of \_\_\_\_\_ Association, Inc.

Property Address: \_\_\_\_\_

\_\_\_\_\_

Please mail all correspondence relating to the above property to:

The above property address

The following address:

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

(Owner #1 Signature) \_\_\_\_\_

(Owner #2 Signature) \_\_\_\_\_

**If at any time your mailing address should change please notify GRS Management in writing.**

**You may mail the notification to the above address or fax:**

**(561) 641-8554 attn: Accounts Receivables Dept.**