



Condominium & HOA Management
support@navigatecm.com
(360) 512-3820

**Important Information Regarding Change
in Assessment Payments by Check or Bill Pay**

Dear Homeowner:

If you are paying your Assessment (HOA dues) by check or via your personal bank's online bill pay system, please review this letter in its entirety as important action is needed on your part. **Effective July 1st, 2020, the mailing address for payment by check or bill pay is changing.** If you already sent your payment for July 1st, it will still be processed by our office, but please make the necessary changes as our office will stop to process check internally by September 30th, 2020.

This is a great time to join the 90% of homeowners in communities managed by Navigate Community Management who are paying their Assessments for free online through our portal. Contact our office to register and take advantage of our free payment system by eCheck/ACH.

Payment by personal Check or Money Order:

What do I need to do? Add your account number on the memo line of your check.

Mail your statement remittance stub **and** check, **payable to your association** to:

Name of your Association

C/O Navigate Community Management

PO BOX 7334

San Francisco, CA 94120-7334

Using your personal bank's Online Bill Pay System:

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

What do I need to do? If you are currently using your bank's Online Bill Pay, please **DELETE the payment record and set up a completely new payment** with the new account number and remittance address from your statement. **DO NOT** just edit the payment by changing the address. That could cause your payment to be mis-routed or returned to you.

What information should be entered in billpay?

Payee: The payee must be the name of your Association, do not include Navigate as payee.

Account number: your account number can be found your statement.

Address: PO BOX 7334, San Francisco, CA 94120-7334