



December 2015

All Highlands Creek Homeowners

SUBJECT: 2016 HOMEOWNERS DUES ASSESSMENT

Dear Highlands Creek Homeowner:

The 2016 Highlands Creek Budget has been approved and the annual homeowner's association dues will remain at **\$850.00** per residence, which is due on January 1, 2016.

Please make your check in the amount of \$850.00 payable to Highlands Creek Homes Association and mail in the enclosed envelope along with the detachable coupon on the on the lower third of the enclosed statement. 2016 Homes Association dues are due January 1, 2016, and considered delinquent if not received by January 31, 2016.

OTHER PAYMENT OPTIONS:

Payments online by electronic check or credit card:

You can make a payment quickly and easily online. This site is available for one-time payments and can be accessed through the FirstService Residential Missouri, Inc. website. Please be aware there is a third-party bank fee for credit card and electronic check payments to cover the expense of the transaction.

Please follow the directions below to make a payment online:

1. Go to the FirstService Residential Missouri, Inc. website, www.fsresidential.com/missouri/home
2. On the upper left-hand side of the screen, click on the **Make a Payment** link. You will then be directed to the PayLease registration page.
3. Complete the New Users Registration section by using your account number. (Your account number can be located on the enclosed statement)
4. Click on 'Proceed with Registration'
5. Select your name from the list of homeowners. If your name is not listed please contact FirstService Residential Missouri, Inc.
6. Once you have located your name enter your email and password and click on 'Create Account'
7. On the HOME page you will see the 'Make a Payment Now' section.



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8. Enter the amount in the payment fields
9. Click on 'Make One-Time Payment'
10. Select the payment method or enter a new payment method. (All third party fees are calculated automatically, depending on the amount being paid.)
11. Verify payment information and click on 'Submit Payment'
12. View and print receipt for your records.

***For assistance or questions please contact the support team. <https://payleaseresidents.uservoice.com> or 1-866-729-5327 and hit option 1**

Payments using your personal banks online bill payment service:

In order for your payment to be correctly applied to your account, please go into your bank's bill pay service website and add the full Los Angeles address listed on the enclosed statement where your payments should be mailed. **You must use your 12-digit ON-LINE BILL PAY ACCOUNT NUMBER # listed on the enclosed statement**

Late fees will be assessed to your account if payment is not received by January 31st at a rate of 5% of the unpaid amount and the unpaid amount shall bear interest at the rate of 10% per annum from the delinquency date until paid and a possible lien on your real estate with an additional \$174.00 lien, recording and release fee. The Board will add an additional \$200.00 at the time the lien is filed. Additionally, delinquent accounts may be subject to suspension of services including pool and weekly trash removal.

We always welcome your suggestions and comments. Please contact us if you have a need for services or suggestions on how we can improve the Highlands Creek Community.

On behalf of the Developer and FirstService Residential Missouri, Inc., Best Wishes for a Very Happy Holiday Season and Happy New Year.

Sincerely,

**FirstService Residential Missouri, Inc., as agent for
Highlands Creek Homes Association, Inc.**

Lindsay Choules



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Property Manager

Enc. – Envelope – Coupon
F: /LC/HC/Annual Dues 2016