



## **PAYMENT OPTIONS FOR YOUR ASSOCIATION DUES**

In effort to ensure your payment is processed in a timely and efficient manner, the below payment options are available to you. Payments are due on the 1<sup>st</sup> of every January, April, July and October. Payments received after the 15<sup>th</sup> will be assessed a \$25 late fee and interest and those received after the 30<sup>th</sup> will incur an additional \$50 admin fee plus 18% interest.

1) **Mail in your check with the payment remit stub** provided at the bottom of the billing statement. Utilizing the remit stub allows the payment to directly deposit into the association's bank account and credited to your property address/account within 2 business days from receipt by the bank.

2) **ACH (Automatic Check Withdraw)** – This is a free service option which allows quarterly payments to be automatically drafted from your bank account. Payments are drafted between 1<sup>st</sup> – 10<sup>th</sup> of the January, April, July & October. Payments made via ACH will post to your account in 1-2 business days. **You may download the ACH Sign-up form on [www.coveisle.org](http://www.coveisle.org) under Community Information – Forms tab.**

3) **PayLease** – This is a 3<sup>rd</sup> party company that accepts Visa, MasterCard, Discover, American Express and processes eChecks.

- a. **Credit card** payments incur a transaction fee of 3%.
- b. **eCheck** payments incur a transaction fee of \$2.95.

**Payments made before 7 p.m. EST are posted to your account in 3-4 business days.** After 7 p.m. EST, payments are posted 4-5 business days. If you elect this option, please be sure to use the information provided on the billing statement.

The partnership with PayLease is offered as a convenience to owners with various payment options and can be accessed by visiting **Avant-Garde's Resident Page** at [www.avantgardemgmt.com](http://www.avantgardemgmt.com).

4) **Online Bill Pay via your bank** – When using this option to process/pay your association dues, please be sure to DELETE your existing payee information/profile and CREATE a new payee profile with the following information:

- **Payee Name:** Cove Isle Community Association  
**Payee Address:** P.O. Box 668801, Miami, FL 33166
- **Amount being paid** (to match the amount on the billing statement) Any questions concerning the billing statement please email [liz@avantgardemgmt.com](mailto:liz@avantgardemgmt.com) upon receipt.
- **Property Address:** Provide your Cove Isle Property Address & Account Number – both are very

**important to insure your payment is credited to the correct account.**

**DID YOU KNOW???** Utilizing Bill Pay Service withdraws the money from your account the date you select and takes approximately 7-10 business days to receive the physical check issued by your bank plus additional processing days to post the payment. If you elect this option, please be sure to plan accordingly so that your payment is received prior to the association's due date.

Please feel free to call us with any questions at (772) 320-9617.

Thank you!