



PROPERTY MANAGEMENT, INC. • 91 Clinton Road • Suite 1E • Fairfield, NJ 07004 • 973-228-5477
FAX: 973-228-5422

December 17, 2009

Dear Glenmont Commons Unit Owner,

Cedarcrest Property Management is pleased to announce that we are now offering many different ways to pay your monthly maintenance fees (monthly assessment) and special assessments electronically at no cost to you* – Online via eCheck (one time or recurring), Bill-Pay, US Mail or Credit Card. Please see below to learn more about the mandatory multiple payment options now available as a result of our banking relationship with Smartstreet, a division of RBC Bank.

***There is a \$9.95 convenience fee each transaction for credit card use only and a \$5,000 maximum per transaction, if you pay via a credit card.**

YOU WILL BE RECEIVING A COUPON BOOK VERY SHORTLY IN THE MAIL, PLEASE DO NOT THROW THIS OUT, KEEP IT IN A SAFE PLACE, YOU WILL NEED THE ACCOUNT NUMBER FROM YOUR BOOK TO PROPERLY CREDIT YOUR ACCOUNT, REGARDLESS OF WHAT PAYMENT OPTION YOU CHOOSE. PLEASE NOTE THAT CHECKS NEED TO BE MAILED TO NEW ADDRESS BELOW, NOT OUR OFFICE. IF YOU MAIL TO OUR OFFICE, THIS WILL DELAY THE PROCESSING OF YOUR PAYMENT AND RESULT IN A LATE FEE.

If you are currently on Cedarcrest's auto debit program, this payment program will be terminated after your December 2009 payment has been pulled from your account and processed.

If you choose to pay by check, please use your payment coupon book coupon each month (which has your account number on it) to be mailed with your check to the address on the stub **NOT THE OFFICE**, starting with your January 1, 2010 payment.

If you choose an online payment option, log on and register @ www.mysmartstreet.com starting with your January 1, 2010 payment using your payment coupon book account number.

PAYMENT OPTIONS

Your Current Checking Account Bank's Online Bill-Pay

How does it work? Set up your Association as a payee with your bank's online banking bill-pay.

What do I need to do? Please complete your bill-pay setup exactly as follows:

- Payee: Glenmont Commons Homeowners Association, Inc.
- Address 1: c/o Cedarcrest Property Management
- Address 2: PO Box 105007
- City: Atlanta State: GA Zip: 30348-5007
- Account Number/Reference Number: Your HOA/Homeowner Account Number which is listed on your coupon book.



US Mail/ Lockbox

How does it work and what do I need to do? You write a check payable to your condo's or homeowner's association, include the corresponding month coupon stub and mail both check and coupon stub to the address on the stub **NOT THE OFFICE**, every time your assessment (monthly maintenance fee) is due. **Important: Please write your condo or homeowner account number on the check, which can be found on your payment coupons.**

Online Payment Via Credit Card, eCheck (One time & recurring options)

How does it work? You set up a one time or recurring payment using either eCheck, or credit card (MasterCard, American Express or Discover).

What do I need to do? Simply follow the directions below:

- First time--log in to www.mysmartstreet.com and click online payments, or log into www.glenmontcommons.org (and click pay my assessment tab on the home page and you will be re-directed to www.mysmartstreet.com).
- Select option 1 (credit card), 2 (e-check) or 3 (recurring payment*) to pay your regular monthly maintenance fees and assessments.

***Note:** You will need a login ID to set up a recurring payment (your regular monthly maintenance fee) which can be obtained by selecting "Register" and completing the online form.

- Type in your condo or homeowner's association name (which will say the Association name and **Fairfield, NJ (which is our office location)**) and follow the instructions on the screen

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If you have any questions or concerns regarding the above information please email our bookkeeper, Zina Timoney, at zinat@cedarcrestpropertymanagment.com, or call 973-228-5477 ext. 14.

Sincerely,

Cedarcrest Property Management