



Payment Options

Plaza Property Services **does not** offer auto-debit transactions whereby the Association pulls the fees from your bank account. The options for paying your HOA fees are as follows:

- **Auto Check via On-Line Bill Pay with your Bank**
 - a. You can contact your bank and set up a recurring auto-check in which your bank will withdraw the specified funds from your account, draft a check to the Association, and mail it to the Association for you on a specified date each billing month
 - b. If using this option, it is critical that you allow time for your bank to mail the payment. Remember, payments are due on the 1st of each billing month so to ensure your payment reaches the office on time, please plan on setting your 'pay date' to be prior to the 1st to ensure it reaches the office in time. Any payment received after the 10th of the month will be considered late and subject to late fees and interest.
 - c. If using this option, use the following address for payee and mailing address :

**Amelia Walk Association
C/O Plaza Property Services
2365 Riverside Ave
Jacksonville, FL 32204**

**DO NOT make Plaza Property Services the payee. Payee should be
"Amelia Walk HOA"**

There is no account number

- **Mail a Check From Your Account**
 - a. If using this option, use the address above outlined in 'c' for your payments.
- **Credit Card payments are not allowed as fees are involved to process which are not budgeted**