



Online Payment Options

360 Community Management is pleased that we can offer you the valuable services of Pacific Western Bank Homeowner Association Services, one of the industry's leading providers of banking and payment processing solutions for homeowners and associations.

Pacific Western Bank is a strong and stable full-service bank. Their technology platform offers you a choice of convenient options to pay dues and assessments online, including:

- eCheck
- Credit Card

You have the option to pay your dues by sending the check and payment coupon (optional); however, paying electronically gives you some advantages we think you'll appreciate:

- Free and easy to use
- No envelopes, stamps, or checks
- Saves time, it only takes a minute
- Secure – no threat of theft from mailboxes

eCheck Online Payment *or* Credit Card Online* Payment

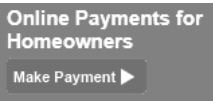
**There is a \$14.95 convenience fee and a \$5,000 maximum per transaction if you pay via a credit card.*

Pay as Registered User

How it works:

Set up recurring payments using E-Check, or set up a one-time payment using a Credit/Debit Card or E-Check

What to do:

1. Login to www.hoabankservices.com
2. Click on the 'Make Payment' button

3. In the Register for an Account box, click 'Create an Account'
4. Click 'Get Started'
5. Enter your Association Name (**Beech Tower**), and click 'Find'
6. Click [Beech Tower Community Association \(San Diego, CA\)](#)
7. Enter your HOA account number. Enter only the number after the * (so for 384*909, you would only enter the 909). If unknown, please contact management.
8. Click 'Continue'
9. Review registry information to ensure everything is correct, and click 'Yes, Continue to Register'
10. Enter your Personal Information, Login ID, and Password using the instructions on the screen
11. Check the Terms box and click 'Register'

12. Click 'Continue to Login'
13. Login and answer several security questions, then click 'Verify' and 'Continue'
14. Select 'Set up Recurring Payment' or 'Make a One-Time Payment' and follow the instructions/prompts on the screen

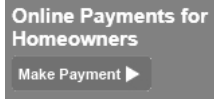
Pay as Guest

How it works:

Set up a one-time payment using a Credit/Debit Card or E-Check

What to do:

1. Log in to **www.hoabankservices.com**
2. Click on the 'Make Payment' button



3. In the Make a One-Time Payment as a Guest box, click 'Make a One-Time Payment' button
4. Enter your Association Name (**Beech Tower Community Association**), and click 'Find'
5. Click Beech Tower Community Association (San Diego, CA)
6. Enter your HOA account number. Enter only the number after the * (so for 384*909, you would only enter the 909). If unknown, please contact management.
7. Click 'Continue' and follow the instructions on the screen

Mail Check or Check & Payment Coupon/Lockbox

How it works:

Mail a check and payment coupon or statement **5 to 7 business days before your assessment due date.**

What to do:

1. Write a check payable to **Beech Tower Community Association**
2. Mail the check to the address listed on the coupon or statement.

Important: Write your homeowner account number on your check as it appears on the coupon or statement.

Mail/Drop off Check to Management

How it works:

Mail or bring the check to 360 Community Management office. Note, payment must be *received on or before the 15th* in order to avoid any late fees.

What to do:

1. Write a check payable to **Beech Tower Community Association**
2. Mail or bring the check to 10769 Woodside Ave, Suite 210, Santee, CA 92071

Important: Write your homeowner account number on your check.

Your Bank's Online Bill Pay

How it works:

Set up your community association as a payee on your bank's online pay system. Please note that this option involves your bank sending a check. It is not done electronically, so payments must be set up to be sent out **at least 7 business days before your assessment due date.**

What to do:

1. Please complete your bill pay setup exactly as follows:
 - Payee: **Beech Tower Community Association**
 - Address 1: C/O 360 Community Management
 - Address 2: P.O. Box 45472
 - City/State/Zip Code: San Francisco, CA 94145-0472

Important: Reference your homeowner account number as it appears on the payment coupon or statement.

If you have any questions, please contact 360 Community Management at 619-270-7360.