



As of **May 30, 2017**, there are six ways to pay your HOA assessments:

1. **Mail a check.** Payments by check should be made out to Bell Canyon Association and mailed to:

Bell Canyon Association
C/O Seabreeze Management Company, Inc./Union Bank
P.O. Box 513880
Los Angeles, CA, 90051-3880

If you are mailing a payment, although we cannot make any guarantees, our suggestion is that checks be mailed no later than the **5th** of the month to make sure they are processed by the 15th to prevent late fees from being assessed. Please use the envelope provided and do not forget to include the payment stub from the statement. **The memo line of your check should have either your account number or your street address written on it to ensure your payment is applied to the correct account. This option only costs the price of a stamp.**

2. **Sign up for Auto-Debit through Seabreeze.** Fill out an Auto-Debit form and mail or drop off the form, with a voided check attached, to the BCA office; or scan and e-mail the form and voided check to jenni@bellcanyon.com; or fax the form with a voided check to 818-883-8490. This option gives Seabreeze authorization to automatically deduct the HOA assessment every month from your banking account. The withdrawal occurs on the 10th of the month. Seabreeze guarantees this payment to be processed in time and you will never be charged a late fee. **There is no charge to set up Auto-Debit.**
3. **Auto-Pay through your BANK.** You can set up, through your bank, auto-pay. This option allows you to select the date your HOA Assessment check is cut and the bank will automatically send a check to Seabreeze on that date every month. Our suggestion is to set up a check issue date of no later than the **5th** of the month to avoid late fees, however, it is not guaranteed you will never receive a late fee. Please use the address listed in option #3. **Your account number or property address must be on the check to ensure your payment is applied to the correct account. Most banks do not charge to set up this option.**



4. **Electronic/on-line payments through Pay Lease.** Electronic/on-line payments are available via the *My Seabreeze* electronic portal. You will have access to your account, and be able to set up debit payments and credit card payments. To pay via *My Seabreeze*, go to either the bellcanyon.com website or directly at <http://seabreezemgmt.com/my-seabreeze/> . To set up payments online, you will need your account number and must create a log-in. The account number is located on your HOA statement. Again, make sure to enter your payment transaction during a business day before the 15th of the month to avoid any late fees. **The cost for these payments is \$2.00 for debit card payments and 3% for credit card payments.**

5. **Make a payment over the phone through Pay Lease.** To pay your assessment by credit or debit card, please contact Seabreeze Customer Care at 1(800) 232-7517, option 1. If you choose to use this method, please call on a business day before the 15th of the month to ensure your payment is processed before late fees are assessed. Please provide the agent with your account number, as shown on the enclosed statement. **The cost for paying over the phone is \$2.00 using your debit card and 3% to use a credit card.**

6. **Payment by overnight delivery.** **The memo line of your check should have either your account number or your street address written on it to ensure your payment is applied to the correct account.** Overnight your payment to the Seabreeze office located at:
Bell Canyon Association
C/O Seabreeze Management Company, Inc.
ATTN: Collections Department
26840 Aliso Viejo Parkway, Suite #100
Aliso Viejo, CA 92656
This option should only be used when your payment is due within 24 hours.

Bell Canyon Association and Seabreeze Management are dedicated to providing you with professional financial management. Together, we look forward to working with you whenever you need assistance. Should you have any questions, please contact Jenni at the BCA office (818-346-9879; jenni@bellcanyon.com). For more information regarding Seabreeze, you may access <http://seabreezemgmt.com/> or on the bellcanyon.com website.

Sincerely,

Isaiah Henry, CCAM
President
Seabreeze Management Company, Inc.

Diane Rossiter, CMCA, AMS
General Manager
Bell Canyon Association