



700 Ken Pratt Blvd., SUITE 111
Longmont, CO 80501
Office: 303-532-4148

Manager Direct Line: 720-699-9032
Manager email: Marcy@FosterMGMT.net
Office Fax Line: 888-697-8805

Ways to Pay Your Assessments

Foster Management has a number of ways for homeowners to pay their Assessments. To access the various convenient payment options, please go to www.FosterMGMT.net and select the "Pay My Bill" button

Direct Debit (ACH Automatic Payment Program)

How does it work? You authorize Foster Management to direct debit your designated bank account to pay your Association Assessments until you choose, in writing, to end the direct debit arrangement.

What do I need to do? Fill out the Authorization Agreement for Direct Debit (see reverse) to allow Foster Management to debit the bank account you designate for the payment of your monthly dues.

- **Complete the Authorization Agreement** (see reverse)
- **Attach voided check to form, sign form, and return to Foster Management**

Online Payment Via eCheck* (one time & recurring options)

How does it work? Set up a one time or recurring payment using eCheck*, **FREE OF CHARGE**

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

- Visit www.fostermgmt.net and click on the "Pay my Bill" link. Scroll down and select the "UNION BANK's ONLINE PAYMENT PORTAL"
- You can choose "Create an Account" or "Make a One-Time Payment"
Note: You will need to create a login ID to set up a recurring online payment. **This is NOT the same information as a Foster Management Login**
- Type in your Association's Name to select and follow the instructions on the screen.

**Payments via Credit Card through Union Bank, incurs a \$14.95 convenience fee per transaction.*

Online Payment Via Credit Card and/or eCheck

How does it work? You can set up a one time or recurring payment using PayLease. **FEES APPLY**

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

- Visit www.fostermgmt.net and click on the "Pay my Bill" link. Scroll down and select the "PAYLEASE ONLINE PAYMENT PORTAL"
- You must "Create an Account" and select the community your address is located in.
Note: **This is NOT the same information as a Foster Management Login**
- Follow the instructions on the screen.

**There is a convenience fee charged by PayLease on all transactions.*

Check via US Mail: An Assessment Statement is enclosed for your use to send in Assessment Payments

How does it work? You write a check, and be sure to enclose the coupon stub at the bottom of the statement, when you mail in your assessment payment. **Please allow 7 to 10 business days for the check to reach the payment processing center.**

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

- Write a check payable to Blackbird Knolls HOA, as it is written on the coupon and mail it **along with your payment coupon** to the address listed on the coupon.

Be sure to write your homeowner account number - as it appears on your coupon - on the check.

Your 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:** Blackbird Knolls HOA
- **Address 1:** c/o Foster Management, Inc - 1106
- **Address 2:** PO BOX 105007
- **City:** Atlanta **State:** GA **Zip:** 30348-5007

ALWAYS Include Your Homeowner Account Number on Your Payment



**HOA SERVICES PLATFORM
AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
(ACH DEBITS)**

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

I (we) hereby authorize FOSTER MANAGEMENT, INC., hereinafter called "Company," to initiate debit entries to my (our) Checking Account or Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called "Depository," and to debit the same to such account for the purpose of collecting assessments, or balance owed, for my community association. I (we) understand that this debit will occur on or about the 5th of each month in which assessment payments are due. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States law.

Depository Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Routing Number (9 digits): _____ Account Number: _____

This authorization is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time, and in such manner, as to afford Company and Depository a reasonable opportunity to act on it.

My association is: Blackbird Knolls HOA

Name(s): _____ (Please print) _____ (Please print)

Signature(s): _____

Date: _____

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

PLEASE RETURN FORM AND VOIDED CHECK TO:

**Blackbird Knolls HOA
c/o Foster Management
700 Ken Pratt Blvd, Suite 111
Longmont, CO 80501**

Management Company Use Only:

Homeowner Account

Number: _____

Date

entered: _____