

Windsor Hill Homeowners Association, Inc.

Assessment Payment Options

Dear Windsor Hills Homeowner,

There are 3 different ways to make your monthly assessment payments, please choose one:

1. By monthly coupons
 - a. If this is your preferred method, please contact Sonia Lopez at sonia@lead-inc.com and request a coupon book if you have not already set this up.
2. By Online Payment
 - a. If you wish to make your payments one at a time online, please see the instruction sheet named **How to Make An Online Payment** and follow the directions.
 - b. You may either pay by eCheck or credit card. There is a convenience fee for credit/debit payments.
3. By Automatic Payment
 - a. To set up an account enter www.mutualpavproperty.com into your browser
 - b. There are 2 options on the main page that you will need to do:
 - i. Sign Up - to register for automatic payments.
 - ii. Login - to login back in to check your account or make changes.
 - c. You will set up a Username and Password - please write them down and keep in a safe place.
 - d. You will need the following to complete your registration:
 - i. Management ID: 3120
 - ii. Association ID: W058
 - iii. Account number
 - iv. Address
 - v. You will choose and answer 3 Security Questions. Make sure you write them down.
 - vi. Your personal banking information (bank routing number, your account number).
 - e. Follow the directions attached to get totally set up, or
 - f. Sign the Authorization Form allowing LEAD personnel to assist you in setting up your account.

If you have any questions or concerns regarding your account, please feel free to contact Sonia Lopez.

Sincerely,
LEAD Association Management, Inc.