



PAYMENT OPTIONS FOR YOUR ASSOCIATION DUES

To ensure your payment is processed in a timely and efficient manner, the below payment options are available to you. **Payments are due on the 1st of every January, April, July and October.** Payments received after the 15th will be assessed as a \$25 late fee and interest and those received after the 30th will incur an additional \$50 admin fee.

1) **Mail in your check with the payment remit stub** provided at the bottom of the billing statement. Utilizing the remit stub allows the payment to be directly deposited into the association's bank account and credited to your property address/account within 2 business days from receipt by the bank.

2) **Southstate (formerly Centerstate)** is where Cove Isle maintains its operating account. Southstate offers 3 forms of payments through their ProPay system.

Please visit the ProPay Payment Link at: <https://avantgardemanagement.epay-centerstatebank.com/>
Click on the "Cove Isle – 2CVI" name below the image of the payment coupon.

Owners will need to register to pay the HOA dues online through ProPay. To create your account, you will need your Homeowner # (aka Unit # - Example 1234L) and a valid email address.

- a. **Free E-check** payments (RECOMMENDED)
- b. **Credit card** payments incur a transaction fee of 2.95%.
- c. **Debit Card** payments incur a flat fee of \$4.95.

3) **Online Bill Pay via your bank** – When using this option to process/pay your association dues, please be sure to DELETE your existing payee information/profile and CREATE a new payee profile with the following information:

- **Payee Name:** Cove Isle Community Association
Payee Address: P.O. Box 668801, Miami, FL 33166
- **Amount being paid (to match the amount on the billing statement)** Any questions concerning the billing statement please email accounting@avantgardemgmt.com upon receipt.
- **Property Address:** Provide your Cove Isle Property Address & Account Number – both are very important to ensure your payment is credited to the correct account.

DID YOU KNOW??? Utilizing Bill Pay Service withdraws the money from your account the date you select and takes approximately 15-20 business days to receive the physical check issued by your bank plus additional processing days to post the payment. If you elect this option, please be sure to plan accordingly so that your payment is received prior to the association's due date.

Please feel free to call us with any questions at (772) 320-9617.

Thank you!