

# *Townhomes of West Lake Community Association, Inc.*

*4131 Gunn Highway  
Tampa, Florida 33618*

*Please be sure to follow these instructions carefully  
We want to ensure prompt and accurate crediting of your payment*

Dear Homeowner:

Enclosed please find payment coupon(s) for payment of your 2018 assessment fees, due on or before the first of each payment period for which you have received a coupon. When mailing your check be sure to allow adequate time for receipt and processing. Using the envelope or labels provided, please remit your coupon and check made payable to: ***Townhomes of West Lake Community Association, Inc.***

*Mailing your payment without your coupon may result in a delay in crediting your account properly.*  
If your assessment is not paid when due, your account may incur late fees, interest charges, legal and incidental fees.

There are four methods that can be used to pay your assessments:

- #1.** Pay with the enclosed coupon(s).
- #2.** Pay by credit card or E-check at [www.greenacre.com](http://www.greenacre.com), "Pay On Line" (top right). There is a convenience fee. If you have any questions, please contact a PayLease Representative at (866)729-5327 or visit [support.paylease.com](http://support.paylease.com)
- #3.** Pay by auto-debit. An automatic deduction can be made from your checking account. Enclosed is an authorization form, to be returned with a **coupon**, and **voided" check** to the address at the top of this letter. Remember you are still responsible to send in your payments until auto deductions begin.
- #4.** Pay with a Bill Pay Service. Using a Bill Pay Service may result in a delay in crediting your account properly. The following information is required when setting up payments:

Payee	<b><i>Townhomes of West Lake Community Association,</i></b>
<b><i>Inc.</i></b>	
Your 18 Digit Account Number	Located at the top of the coupon
Payee Address	<b><i>P.O. Box 23647</i></b> , Tampa, FL 33623-3647

Please take a moment to review your personal information for accuracy, and send corrections along with any questions you may have regarding your account, to your association bookkeeper, Michelle Ura-Gonzalez, at [mgonzalez@greenacre.com](mailto:mgonzalez@greenacre.com), or call 813-936-4174.

**Please note:** The Association's 2018 year-end financial report will be available to all homeowners upon completion. If you would like a copy sent to you at no charge, please mail or email your request to Cindy Lees at: [clees@greenacre.com](mailto:clees@greenacre.com).

Cindy Riner, Community Association Manager  
On Behalf of the Board of Directors