

THE HIGHLANDS Payment Options

Online Payment Via Credit Card*

How does it work? Set up a one time payment using Visa, MasterCard, American Express or Discover.

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

- Log in to www.hoabankservices.com
- Select the red **"MAKE PAYMENT"** button on the left navigation bar
- Click on the red **"Make One-Time Payment"** button
- **SELECT THE HIGHLANDS @ BERKELEY HEIGHTS CONDOMINIUM ASSOCIATION FROM DROP DOWN MENU AND FOLLOW THE INSTRUCTIONS ON THE SCREEN**

*There is a \$14.95 convenience fee and a \$5,000 maximum per transaction, if you pay via a credit card.

eCheck Online Payment (ONE TIME or RECURRING)

How does it work?

Set up a one-time or recurring payment using eCheck

What to do:

- Login to www.hoabankservices.com
- Select the red **"MAKE PAYMENT"** button on the left navigation bar
- Choose the **"Log-in or Register"** button and login. If you are a new user, you will need to register by clicking **"Create an Account"**.
- **Select THE HIGHLANDS @ BERKELEY HEIGHTS CONDOMINIUM ASSOCIATION from drop down menu and follow the instructions on the screen**

ACH/Recurring Automatic Draft

How does it work?

Your assessment is automatically deducted from your account when due.

What do I need to do?

- Log in to www.gervinmanagement.com/associations, then click on THE HIGHLANDS.
- Click on Direct Payment Authorization Form & print it out OR contact **GERVIN REALTY** at **973-335-5587** to obtain an ACH Authorization Form.
- Complete the form and send it **with a voided check** to GERVIN MANAGEMENT & REALTY, 1280 Route 46, Parsippany, NJ 07054.

US Mail/ Lockbox

How does it work?

- You write a check payable to The Highlands @ Berkeley Heights Condominium Association as it is written on the coupon.
- Mail the check and payment coupon to the address listed on the coupon. IMPORTANT: Write your homeowner account number on your check as it appears on your coupon
- **Please allow 5 to 7 business days for the check to reach the bank by the due date to avoid a late fee. Post-dated checks will be deposited upon receipt.**

Your Bank's Online Bill-Pay

How does it work?

Set up The Highlands @ Berkeley Heights Condominium 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: THE HIGHLANDS @ BERKELEY HEIGHTS CONDOMINIUM ASSOCIATION**
- **Address 1: C/O GERVIN MANAGEMENT & REALTY**
- **Address 2: P.O. BOX 105007**
- **City: ATLANTA State: GA Zip: 30348-5007**
- **Account Number/Reference Number: Your Homeowner ID Number - as it appears on your coupon**