

GREYSTONE

MANAGEMENT COMPANY

Dear Homeowner:

Greystone Management is constantly looking for new ways to improve the services provided to our community. We are committed to providing you a superior level of service. With this in mind, we have decided to partner with **CINC Systems, LLC** and **One Florida Bank (www.OneFloridaBank.com)** to provide our payment processing and banking services. We believe you will see a positive impact from these decisions, and we look forward to our continued success in serving your community. **This transition will be effective January 1, 2021.**

Greystone Management, in conjunction with CINC Systems, LLC will provide the following methods of payment:

- 1) **Online Payments:** You will be able to make online payments using either e-Check or credit cards. To make your payments, please go to our website at GreystoneFL.com. This website has been designed to allow you the convenience of making your payments online and accessing your account information. On your first visit to the website, you will need to register. Simply click on the "Register" button and complete the information required. Once your registration request is validated by Greystone Management, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments and access information about your community. On the Pay Assessments page, you can choose to set up your recurring payments for e-Checks or credit card by clicking on the New Recurring e-Check or New Recurring Credit Card link.
- 2) **Automatic Debit (ACH):** With ACH, your assessment payment will be automatically deducted from your checking account each assessment due date. If you already have arrangements with Greystone Management Co to automatically debit your account when payments are due, it will not be necessary to make any changes.
- 3) **Lockbox Service:** Your coupon/statement will have our new payment address on the remittance portion you send with your payment. **At this time, please discard any remittance forms you may have and begin using the new address immediately.** The new address for mailing payments is listed below. When writing your check, please be sure to make it payable to your Association and include your account number on the memo line.

Please note that if you are currently paying your assessments using an online bill payment service or pay online through your personal bank's online payment service, you must delete your current setup and add a new payee in order to ensure your payment is posted promptly.

(Association Name)
c/o Greystone Management
PO Box 25393
Tampa, FL 33622-5393

Please let us know if you have any questions regarding these payment options.

Sincerely,
Greystone Management & Affiliated Partners

CINC
systems



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BANK

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