

METHODS OF PAYMENT OFFERED BY CASTLE GROUP:

Castle has a variety of options for you to make your annual assessment payment, as shown below. Please feel free to call or email us if you need any assistance.

Option 1: Automatic Withdrawal (AutoPay: HIGHLY RECOMMENDED) Enrolling in AutoPay eliminates the hassle of writing a check each semi-annual period, avoids mailing fees, guarantees that your payment will be received on a timely basis, and is a wonderful way to participate in our CastleGreen initiative. If you are interested in joining AutoPay, type the following link into your browser: <https://autopay.castlegroup.com> and follow the steps to join. You will be asked to Enter your account number and last name as listed on your statements. There is no charge for or you to utilize AutoPay.

Option 2: One Time Payment - Make a payment online using your bank account or credit card. One Time (non-recurring) payment is used to make a payment online using your bank account or credit card. Go to our website, www.castlegroup.com and navigate to the top menu bar in the Resident Center and select "Pay Online". The next screen asks for your first and last name, email address, and account number as listed on your statements. If a unit is owned by a company, you will need to enter the full name of the company in the last name field. Credit card processing fees apply.

Option 3: Mail a check with a copy of your statement. Make your check payable to Granary Park HOA and mail your check and coupon **to the address listed on your statement**. Please be sure to include your account number on any checks you submit.

Option 4: Utilize Bill Pay Service through your bank - Please note that there may be a delay in the posting of these payments.

If you currently use a Bill Pay service with your bank, please verify the recurring payment amount with the payment amount due as shown on your statement, update the mailing address for your payment, and **confirm that the account number** in the memo section of the payment setup is the same as the account -number shown on the statement to avoid any delay in the posting of your payments. Please also note the due date on your statement and schedule your payments to be initiated *at least* 10 business days prior to that date to avoid late fees.

If you have any questions, or require clarification, please do not hesitate to contact your Property Manager Michael Molineaux at Management Team at 904-468-8045 or by email MMolineaux@CastleGroup.com.