



MASTER MANAGEMENT

*Century Village East
Community Services*

MAINTENANCE BILLING & PAYMENTS

Dear Unit Owner - The monthly fee for Master Management has increased in 2018 to \$122 per month to cover the costs of the increased number of capital projects planned for the year. Please review the following information on how to make your monthly payment.

Those that have not elected to use direct debit initiated by Seacrest in the past will receive a coupon book in the coming weeks. The coupons will be delayed, if this is your preferred way to make a payment with a check, please plan to mail it directly to the address indicated below or drop it off at the Master Management office.

ONLINE PAYMENTS & E-BILLING

We are happy to offer several options for making electronic payment of your monthly fee. Direct debit authorizing Master Management via the direct debit authorization form to withdraw your monthly payment from your bank account is the preferred method of payment. This is a fast, convenient, and **FREE** way to make your payment. If you have previously signed up for direct debit you do not need to take any action at this time. Your payments will automatically be debited between the 5th and 10th of each month. If you'd like to sign up for direct debit, please complete the authorization form and return it to the Master Management Office.

www.cvedb.com/index.php/resident-dashboard/

As of **January 1st**, we are happy to be able to provide the use of **ClickPay** as another option for electronic payment of your monthly fees. We invite you to set up automatic recurring or one-time payments online by e-check (ACH) from your bank account for **FREE** or by major credit and debit card for a fee.

To get started, simply visit the web address below and follow the instructions listed:

www.cvedb.com

- ① Click **Make a Payment** and then create your online profile with **ClickPay**
- ② **Connect Your Home** using the account number found on your coupon book
- ③ Set up **Automatic Payments** or click **Pay Now** to make one-time payments



For any questions, please visit **ClickPay's** support center at www.ClickPay.com/Help for access to FAQ's, step-by-step walkthroughs, email and phone support, and live chat.

MAILING ADDRESS FOR PAYMENTS

If you choose to submit your payments by paper check, money order or through your bank's Online Bill Pay feature, please mail your payments to the address listed below.

**P.O. Box 30134
Tampa, FL 33630-3134**

Please make all checks payable to CVE Master Management, include the coupon slip with your payments, and write your account number found on your coupon book in the notes section of your check. The mailbox at the clubhouse will remain available for dropping off checks, if more convenient.

Thank you for your attention to this matter,
CVE Master Management