

# **ATTENTION : IMPORTANT REMINDER** **REGARDING 2018 HOA ASSESSMENT** **PAYMENTS**

Dear Resident,

Your 2018 annual assessment must be paid in full by January 15, 2018. If you want to pay your assessments on a monthly basis, you must be enrolled in a monthly automated draft in order to pay the assessments monthly rather than annually. If you currently have a draft set up on the Cinc Website, <http://fsc.cincweb.com>, **YOU NEED TO UPDATE THE DRAFT AMOUNT** for the 2018 assessment. Also, you must ensure your draft is prior to the 15<sup>th</sup> of each month to avoid a late payment fee of \$10 per month.

If you have not set up a draft, please follow the instructions below:

## **Please register for an account**

<http://fsc.cincweb.com> (no account number needed) All you would need is full name, full address and an email address.

You will receive a password (within 48 hours) so you can access your account. Please follow the instructions below to pay anything currently due and to set your account to draft automatically.

## **Log onto your account:**

Click on PAY ASSESSMENTS, at the top of the next page you will see ONE TIME PAYMENT this is where you will pay anything **currently** due.

**\*\* System will make you wait 15 minutes in between making a One-time payment and setting up recurring draft\*\***

Click on PAY ASSESSMENTS, at the bottom of the next page you will see RECURRING PAYMENTS this is where you will enter your draft information so your account drafts automatically each month.

If you have any questions or need assistance setting up or updating your draft please feel free to contact me.

[Christina.Walker@FredSmithCompany.com](mailto:Christina.Walker@FredSmithCompany.com)

OFFICE# 919-553-9667

TEXT# 919-205-3949