

Your Copy Logo Here



Hello [Resident First Name],

This is a friendly reminder that your HOA payment is due by [insert due date]. To avoid late fees and ensure a smooth start to the new year, please make your payment as soon as possible.

The quickest way to pay is online:

**MAKE A PAYMENT\***

If you've already scheduled your payment, thank you — no further action is needed.

Wishing you a smooth and stress-free payment season,  
[Management Company Name]

If you prefer alternative payment methods, feel free to get in touch with %%ManagementCompany%% Name for details.

#### FRONTSTEPS

\*Please note, a service fee will be applied to each credit/debit card transaction. These fees provide a secure and convenient payment service. You also have additional options to pay your assessment. To learn more, contact your property management company.

You've received this message because your HOA community has opted in to receiving emails from your community management portal.

Important Note on Privacy: Your privacy is our top priority. Community portals are managed by FRONTSTEPS, the authorized software provider of your property management company. Please visit <https://www.frontsteps.com/> for complete Terms of Service and Privacy Policy.

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