



Clover Key, Inc.
Community Association Management
110 Imperial Street
Merritt Island, FL 32952
Office/Fax: 321-735-7624
E-Mail: office@cloverkeyservices.com

To Owners,

FOR YOUR CONVENIENCE, YOUR MONTHLY ASSESSMENT PAYMENTS CAN BE MADE As a one-time payment or can be set-up as recurring payment online through our secure management software, **Appfolio**.

- a. A request will need to be made to management to create your homepage (portal).
- b. Management will send an e-mail or text to with a link to activate your homepage portal and will prompt you to create a secure password.
- c. After you create a secure password, from your homepage, click on "Payment" – and follow the prompts to set up your payment. **You can make either one time payments by selecting "Pay Now" OR to "Set Up Autopay"**.

IMPORTANT: Please select **eCHECK** in order to avoid credit card processing fees. If you are setting up autopay, please make sure to select the **1st of the month**. Please keep in mind online payment processing may take up to 3-5 business days, therefore all payments must be received by the due date to avoid late fee.

Management will charge a \$25.00 processing fee for any checks received at the management office. Due to liability & safety reasons, management does not accept cash at the office. All payments must be processed online. For owners who do not use a computer, please send management a voided check, and management will assist in setting up automatic payments.

Sincerely,

The Clover Key Team
For the Board of Directors