

Crown Property Management
2209 E. Baseline Road, Suite 300-370
Claremont, CA 91711

January 2024

Crown Property Management is pleased to announce that we can now offer you the valuable services of Pacific Western Bank Homeowner Association Services, one of the industry's leading providers of banking and payment processing solutions for homeowners and associations.

Union Bank is a strong and stable full-service bank. Their proprietary HOA Services platform offers you a choice of convenient options to pay dues and assessments online, including:

- eCheck
- Credit Card*
- Automatic Debit (ACH)
- Mail a check with payment coupon
- Online bill pay through your bank

While you have the option to pay your dues by sending the check and payment coupon, paying electronically gives you some advantages we think you'll appreciate:

- Free and easy to use
- Saves time, it only takes a minute
- No envelopes, stamps, or checks
- Secure – no threat of theft from mailboxes

Attached is information on all payment options. If you have any questions, please contact Pacific Western Bank 888-705-0600.

Sincerely,

Jo Soderberg
Management Agent

eCheck Online Payment

How it works:

Set up a one-time or recurring payment using eCheck.

What to do:

1. Login in to **HOAbankservices.com**
2. Select the **Online Payments for Homeowners** button on the left navigation bar
3. Choose the red "**Sign-In or Register**" button and login. If you are a new user, you will need to register by clicking the **eCheck** icon inside the "**Register Here**" box.
4. Select your association and follow the instructions on the screen

Credit Card Online Payment*

How it works:

Make a one-time payment using Visa[®], MasterCard[®], American Express[®] or Discover[®].

What to do:

1. Login in to **HOAbankservices.com**
2. Select the **Online Payments for Homeowners** button on the left navigation bar.
3. Click on the red "**Pay as Guest**" button.
4. Select your association and follow the instructions on the screen

Recurring Automatic Draft /ACH

How it works:

Your assessment is automatically deducted from your account when due.

What to do:

1. Log in to **HOAbankservices.com** or contact Union Bank at 888-705-0600 to obtain an ACH Authorization Form.
2. Then send your completed form with a canceled check to Crown Property Management or Union Bank.

Your Bank's Online Bill Pay

How it works:

Set up your community association as a payee from your bank's online pay system.

What to do:

1. Please complete your bill pay setup exactly as follows:
 - Payee: **(Name of your Association)** HOA
 - Address 1: Crown Property Management
 - Address 2: 2209 E. Baseline Road, Suite 300-370
 - City/State/Zip Code: Claremont, CA 91711

Important: Reference your homeowner address number as it appears on the payment coupon.