

**San Marcos Estates Homeowner Association
c/o Elan Community Management
7150 E. Camelback Rd., Suite 444
Scottsdale, AZ 85251
Fax: (480) 477-8001
Email: elancommunitygmt@gmail.com**

**Instructions to set up automatic payments
of your HOA monthly dues**

It is very easy to eliminate checks and stamps by setting up an ACH (Automated Clearing House) payment plan for your dues. Here's what is needed:

1. Complete the attached ACH form, including your bank name, address, and routing and account numbers. Sign and include your lot number.
2. Attach a "void" check (or copy of a check) on a blank piece of paper and attach to the ACH form.
3. Mail, fax, or scan and email to the association (see contact info above).

Frequently Asked Questions:

1. How to cancel? Simply provide written notice to the association to cancel.
2. What if dues amount change? The deduction will automatically be adjusted to the new amount.
3. What day will it be deducted from my account? It will be the 10th of each month.
4. Can I have it deducted from a savings account? No.
5. How long does it take to set up? Usually just 1-2 days. Please submit by the 1st of month to assure adequate time to set up for deduction to begin the 10th of the same month.

For additional info: contact the Association's property manager: Renee at Elan Professional at above email or tel: 480-415-5254.