

Dear Ocean Riviera Association, Inc. Owner(s):

Below are your three (3) different payment options available for paying your monthly 2024 maintenance fees. Please be aware that payments will not be accepted at the onsite office, or NGMA corporate office and must be made by one of the three (3) options below.

For those who have submitted their maintenance payment to the previous financial management company for January, we will apply that payment to your account, however, we ask for your patience as this may take additional time to reflect on your account.

OPTION 1

ONLINE PAYMENT

Step 1: URL: www.oceanrivieracondos.com

Step 2: Click on the button "Homeowner Payments"

Step 3: Click on the "Sign In" button, then "Create Account"

To register you will need the following info:

- Account Number: unit #

(For example, if your address was 123 SW 1st Street, Unit 1000, your account number would be 1000).

- First & Last name as on listed on the account
- Address (current address within Ocean Riviera)
- Valid email address

Step 3: Once you register, you will receive a confirmation email within 24 hours with a link to create your password.

Step 4: Login with your registered email address and your password.

PAY WITH APP:

Once you have completed your online registration to your Association's website, be sure to download the Next Generation Management app for a mobile-friendly version of your Association's website. Our app allows homeowners to access their account, make payments, view Association documents and much more! Download the app today by visiting your Google Play or Apple Store and typing in "Next Generation Management" or scan these QR codes with your phone!



OPTION 2

ACH/DIRECT DEBIT AUTHORIZATION FORM: If you would like your payments to be automatically debited from your account at the time your maintenance is due, please log into your account on your association's website to complete the ACH Enrollment & Authorization Agreement. Once you log in to your association's website, please hover over the "Pay Assessments" tab and click on "ACH Sign Up Form." From there, you will be able to complete the ACH Enrollment & Agreement, and it will be sent directly to our accounts receivable department. To complete your enrollment, you will need to upload a copy of a voided check from the account you wish the bank to debit.

Please take note that ACH Enrollment Forms are due by the 15th of the month prior to the initial payment being processed, and that any balance due on your account will be deducted along with the assessment(s). Your maintenance fees/balance due will be automatically deducted between 1-9 days of when the assessment is due.

OPTION 3

CHECK PAYMENT: Beginning April 1st, please do not submit your maintenance checks to the previous financial management company. If you would like to make your maintenance payment via check, please be sure: 1) your check is made payable to the association (c/o of Next Generation Management Services), 2) your account number (# unit) is notated on the check 3) all checks are to be mailed to the P.O. Box below:

*Ocean Riviera Association, Inc.
C/O Next Generation Management Services
P.O. Box 523783
Miami, FL 33152-3783*

Please note that checks will not be accepted at the onsite office or corporate office and must be mailed with the information and to the address included above. Homeowners should mail in their checks(s) at least 2 weeks before your Association's due date to avoid any processing delays due to the mail. The Association will not waive late fees acquired from mailing delays.