

---

# Caribbean Property Management, Inc.

*Professional Community Association Management*

---

**DATE:** December 4<sup>th</sup>, 2024

**TO:** ALL UNIT OWNERS

**FROM:** THE BOARD OF DIRECTORS AND MANAGEMENT

**RE:** Bridgepoint HOA ADOPTION MEETING OF 2025 BUDGET

Dear Unit Owner (s):

Please be informed that on **Wednesday, December 18<sup>TH</sup>, 2024, at 7:00 PM.**, the Board of Directors will meet to adopt the Budget for the year 2025 at the Bridgepoint HOA Pool Cabana Area.

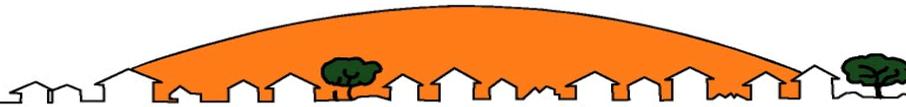
Enclosed, please find a copy of the budget for your review. After the budget has been approved, you can proceed to make your payments beginning January 1<sup>st</sup>, 2025.

Please note that there will be significant changes to the payment methods moving forward for the upcoming year. You will no longer be able to pay online by REVO. The new payment method will be by the new portal of Click Pay.

Payments are to be made on the 1<sup>st</sup> of every month beginning January 1<sup>st</sup>, 2025. Please note that coupons booklets will no longer be mailed.

Please proceed to make payments in the following manner:

1. **Electronic Payments** - The Portal to make your electronic payment is through the **Click Pay** platform. This will become available as of January 1<sup>st</sup>, 2025. Enclosed please find important information regarding the procedures on how to make your payments.
2. **Bill Payment** - If you currently pay by Bill Payment where you have your bank forward a check to the association, please have them forward the check to the lock box address. The address is **Bridgepoint HOA** c/o Caribbean Property Management, PO Box 30359, Tampa, Florida 33630.
3. **ACH Payments** - Should you currently be on ACH payment, please also go through the **Click Pay** portal and set up your ACH account. If you are currently on ACH this is not transferable to this new portal, and you will need to register and set it up through the portal.
4. **Payment by check** - Please **make your payment payable to the association. Please DO NOT make your check payable to Caribbean Property Management.**



## **Caribbean Property Management, Inc.**

*Professional Community Association Management*

---

Forward the check to the association, to the address of **Bridgepoint HOA** c/o Caribbean Property Management, PO Box 30359, Tampa, Florida 33630. Please include your account number on the memo portion of your check.

We hereby certify that this notice has been mailed by depositing the same in a post office in a post paid, sealed envelope, by regular mail, to each of the members of **BRIDGEPOINT HOA** at the address that appears in the books of the Association.

Sincerely,  
*ON BEHALF OF THE BOARD OF DIRECTORS,*

*Elizabeth Perez - Garcia*

Association Manager LCAM

cc: Budget File 2025

## HOW DO I REGISTER?

To register for online payments, please visit [www.clickpay.com](#) and click “Register”. If you received an email from ClickPay or your managing agent regarding this payment option, your account already exists and can be accessed by clicking the link emailed to you or by requesting a password reset email from the log in page.

## HOW DO I ADD MY UNIT(S)?

After you create your profile, you will be required to link your unit(s) to your account using your street number and zip code. Your managing agent may also require you to enter the unique account number found on your billing statement or last name on the lease or property agreement. If you haven't received your statement yet or do not know your account number, you can contact ClickPay or your property manager for assistance.

## WHAT ARE MY PAYMENT OPTIONS?

Payments can be made online through ClickPay by e-check (ACH) from your checking or savings account, by credit card (Visa, MasterCard, Discover, and American Express) or by debit card (Visa Debit, Mastercard Debit, Discover Debit, and American Express Prepaid).

Payment options and applicable service fees vary by managing agent. To view the payment options and service fees applicable to you, visit the Fee Chart on your Pay Now page.

## HOW DO I SET UP AUTOMATIC PAYMENTS?

If you'd like to have your payments withdrawn automatically, simply visit the Auto Pay tab in your account to get started. Select your payment method, the month you would like your payments to start, and the day/frequency for your payments. You can set up payments to run until canceled or have them run for any period of time.

Recurring payments can typically be set up as a **Fixed Payment** or for the **Full Amount** due.

## HOW LONG WILL IT TAKE MY PAYMENTS TO SETTLE/DEBIT?

Payments made by e-check (ACH) before 9:00PM EST on any given business day will typically debit from your bank account and settle the following business day.

Payments made by debit or credit card can take 3-4 business days to settle depending on the date/time of the payment and the type of card.

## WHAT IF I HAVE A QUESTION OR AN ISSUE?

For help with your account or setting up payments online, please contact us through our help center at [www.ClickPay.com/Help](http://www.ClickPay.com/Help), by email at [support@clickpay.com](mailto:support@clickpay.com) or by phone at 1.800.533.7901 (option 1).

ClickPay provides a convenient and secure way for you to manage and make your payments online. Get started by following the instructions listed below.

## Step 1

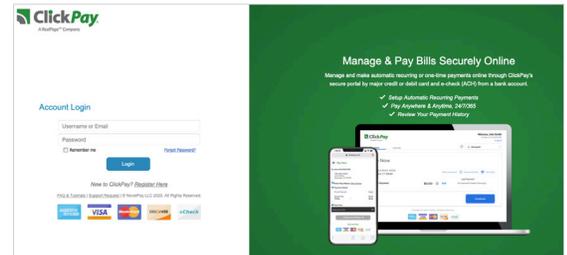
### Creating Your Profile

Visit

Click **Register**, and then create your online profile.

#### ? Account Already Exists?

If you receive a message stating that an account already exists, you have already been pre-registered. Click the link within the activation email sent to you or simply request a password reset link to gain you access to your existing profile.



## Step 2

### Connecting Your Property

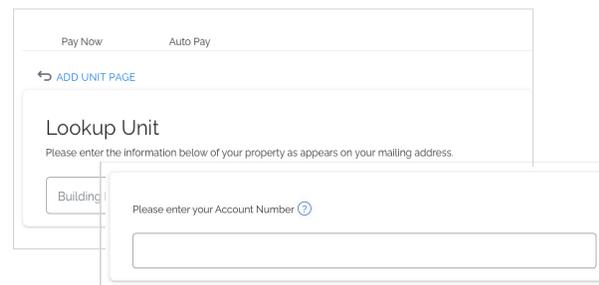
Add your unit(s) using the street address and zip code. You may be required to confirm the account number on your bill and the last name on the property agreement for verification.

#### ? Last Name Entered Not Working?

Try the co-resident last name or if a business, the full name of the business associated with your unit.

#### ! Direct-Debit Users

If you're looking to gain access to your existing ACH Direct-Debit profile transitioned to ClickPay, you will be required to verify your banking details associated with this schedule.



## Step 3

### Make a One-Time Payment

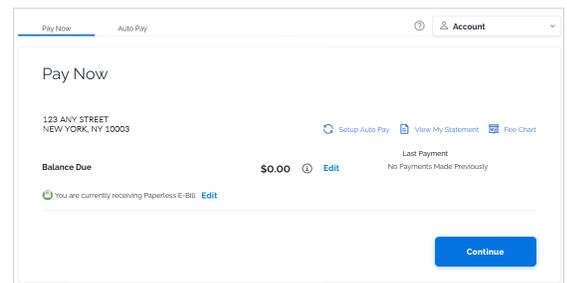
From the Pay Now screen, confirm your payment amount and then click **Continue**.

#### ? No or Incorrect Balance Showing?

Click the 'Edit' link next to your balance and input the amount you would like to pay.

#### ! Adding a Payment Option

When setting up one-time or automatic payments, you will be required to select a new or existing payment option. Payment options and applicable service fees vary by managing agent.



## Step 4

### Set Up Automatic Payments

From the home screen, click **Auto Pay** and then select your payment option, payment frequency and amount.

#### ? Fixed Amount

Select this option if you want to pay a **FIXED amount** of the total due. Any amount due above the fixed amount will not be paid automatically and you will need to submit a separate, one-time payment for any overage.

#### ? Full Amount

If available, select this option if you want to pay the **FULL amount** due on your account. This may also include any open, one-time fees.

- **Maximum Amount** - Some automatic payment configurations allow you to set a maximum. By selecting this option, your automatic payment will not withdraw above the limit set, no matter what is owed on your account.