

# PRESTON COMMONS HOMEOWNERS ASSOCIATION

Hello from the Preston Commons Homeowners Association!

Several years ago you completed a survey and one of the top requests was for electronic payment.

With Great Appreciation and Gratitude, we thank our Treasurer Lauren for putting together 2 forms of payment.

Of course you can still send a check into the PO Box. See instructions below.

## **Zelle Payments:**

First you must set up an account with Zelle, either through their app directly, or with your bank (many banks, like Huntington, offer Zelle directly through your online banking account). If you are unsure if your bank offers this service, you can download the Zelle app and search for your bank to confirm. Zelle will tell you if your bank is eligible for this service and if you need to use the bank app/website or the Zelle app. For HNB you will need to add Preston Commons (in the first name) and the [pcha.treasurer@gmail.com](mailto:pcha.treasurer@gmail.com) email as a contact and then select your payment amount. **PLEASE INCLUDE** in the payment memo box your **First Name, Last Name, and your Preston Commons Address** to which this payment applies. If you do not include this info, your payment cannot be accounted for in our records. If you forget to include this info, please email [pcha.treasurer@gmail.com](mailto:pcha.treasurer@gmail.com) as soon as possible with name + address and approximate date/time payment was sent.

## Add Contact:

Name: Preston Commons Homeowners Associat.( its ok search box is not big enough to type entire word )

Email: [pcha.treasurer@gmail.com](mailto:pcha.treasurer@gmail.com)

## Sending Payment:

Amount: dollar amount listed on your statement

"What's This For" Box: First and Last Name + Preston Commons Address

## **CheddarUp Payments:**

Please note there is a credit card fee associated with this service. The fee does not go to the HOA, but to the website servicer. The fees are included at checkout.

To make a credit card payment, first visit this website: <https://preston-commons-hoa.cheddarup.com>

Then follow the instructions below. This list can also be found at the link above.

1. Click the Enter Amount button
2. In the next window, enter the amount due that is listed on your statement received in the mail
3. Enter your name, email, and Preston Commons Address to which this payment applies.
4. Click Add to Cart button
5. In the Order Summary (cart) click Continue
6. Enter your name, phone, and email again (This is for the payment receipt. Creating an account is optional).
7. Click Continue to Payment. Click Continue again on the next page.
8. Enter your credit card information on the next page, or click the Apple Pay feature (or similar for Google/Android).
  1. NOTE: There is an option listed on this page for Cash/Check, but we do not have eChecks available to us through this service, and we never accept cash payments. If you want an eCheck option, you must use Zelle (listed above). If you want to pay by paper check, you will need to mail it to the PO Box as usual.
9. Click Pay Now to complete your payment
10. You will receive a payment confirmation to the email entered in the steps above

Please email [pcha.treasurer@gmail.com](mailto:pcha.treasurer@gmail.com) if you have any questions or concerns about the payment options listed above. We thank you for your timely payments!