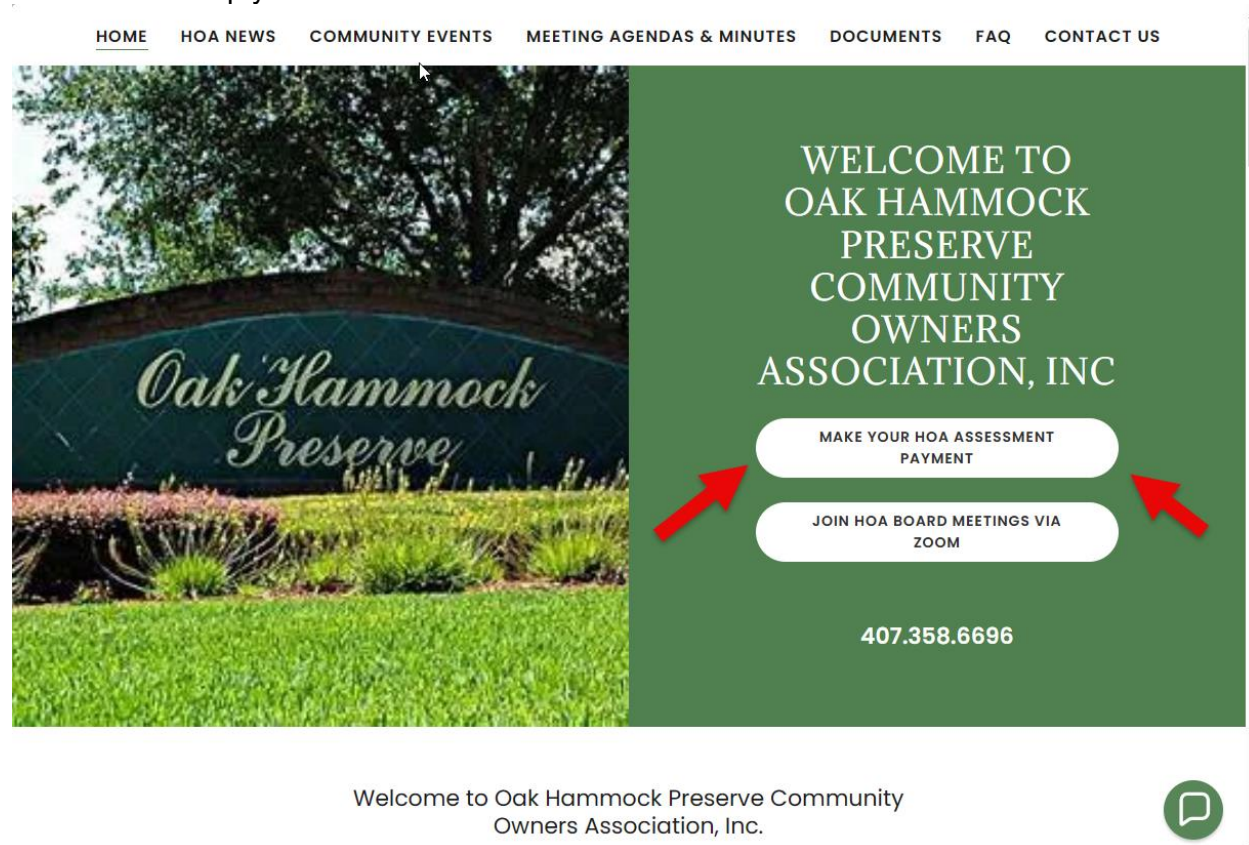


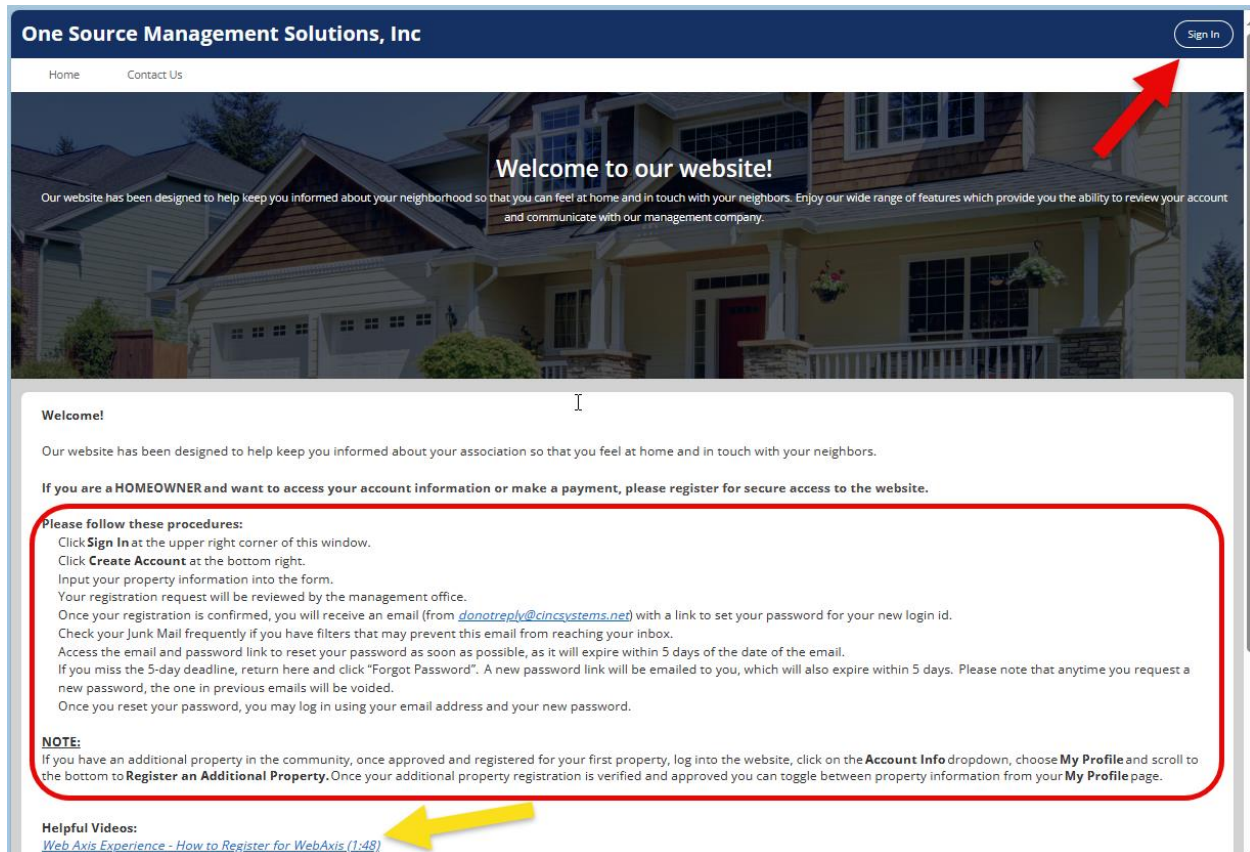
OSMS and the Association are pleased to inform you that a portal has been setup to accept assessment dues, including late assessment from 2023. You will need to register for an account, and once it is approved, you will be given a password to access your account. You can then set up your payment from your account.

You can pay and access to the payment portal in 3 ways:

1. **Pay by a Traditional Handwritten Check or Money Order**. Please be sure to have the following information on your check or money order.
 - **Make Check Payable to “Oak Hammock Preserve Community Owners Association”**, NOT One Source Management Solutions.
 - Your account number and /or property street address must be in the memo line.
 - The remittance address is: Oak Hammock Preserve Community Owners Association, PO BOX 20351, Tampa, FL 33622-0351
2. **Via the Association Website**. On your browser, type this link www.oakhammockhoa.com in the URL You will be taken to the home page. Click Make Your HOA Assessment Payment button. It will take you to the payment portal where you can set up your account.



3. **Via the OSMS Payment portal**. Using an internet browser, type this link <https://onesms.cincwebaxis.com/> in the URL. It will direct you to this page:



The steps to Sign In and to create your account are here in the red box. Please be sure to follow these instructions carefully.

Once you sign in, you will be taken to this page:



Enter your email address and click Create Account. You will be directed to the next page:

Login Registration

To Register for Online Access, complete the below form and click Register. Once your registration information has been verified, a password will be emailed to you.

User Information (Used for verification only)

Account Number:
Are You?: ☐ Owner of Property ☐ Non-Owner/Tenant
Last Name:
Street Name:
City:
Zip:
Work Phone:

First Name:
Street Number:
Address Line 2:
State:
Unit Number:
Home Phone:
Mobile Phone:

*Indicates required field

Receive Correspondence

Receive Correspondence By Email: ☒
Receive Correspondence By Mail: ☐

Directory Listing: Do you want to be listed in the community online directory?

By selecting to display the information below, you are opting-in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.

Show / Opt in:
Display Name: ☐
Display Address: ☐
Display Email Address: ☐
Display Phone Number: ☐

Login Information

Email Address:



Refresh
Input symbols

Type the characters you see in the picture above.

By clicking the **Register** button, you are authorizing the Association or its Management Company to use your email for any official electronic communications.

Register

Enter information in the required fields, marked with red *. Then click Register.

When completed, you will receive this message:

Registration Result



Your registration information has been received and is awaiting approval. You will receive an email at the email address you registered with once your registration information is approved.

You have done your part. Please wait until your request is approved. Within a few hours, you will receive an email with your password, and it looks like this: (please check your Spam if you don't receive the approval)

Website Registration for Oak Hammock Preserve Community Owners Association inc



donotreply@cincsystems.net
To

Reply Reply All Forward

Wed 1/3/2024 3:55 PM

Welcome to the community website for Oak Hammock Preserve Community Owners Association inc. Our website will provide you with pertinent information about our community as well as your account.

You have been registered for online access. Please access this link to set your password:

<https://onesms.cincwebaxis.com/Account/CreateNewPassword/?id=>

Once you set your password, you can login in using your email address and password.

Enjoy your visit to the site and check back often for updates and information.

Thank you.

Please do not reply to this email as it is not monitored. If you have any questions, please do not hesitate to contact your management company.
Thank you.

Powered by CINC Community Association Management Software

Click the link in the email, and you will get this page:

The screenshot shows the 'Set new password' page of the One Source Management Solutions, Inc. website. The page has a green header with the company name and a 'Sign In' button. Below the header is a navigation bar with 'Home' and 'Contact Us' links. The main content area is divided into two sections. On the left, there is a form with two input fields: 'New Password' and 'Confirm password', both with masked characters. Below the fields are 'Save' and 'Cancel' buttons. On the right, there is a section titled 'Minimum Password Requirements' with a list of rules: Minimum Length: 8 characters, Maximum Length: 24 characters, Must contain at least 1 UPPERCASE character, Must contain at least 1 LOWERCASE character, Must contain at least 1 NUMBER, Must contain at least 1 of the following SPECIAL CHARACTERS: ! @ # \$ % ^ & * () _ + { } \ : ; ' " / ? < > ~, Must not contain a SPACE, and Must not contain the User First Name, Last Name, or Login ID. The footer contains the company name, address (235 North Hunt Club Boulevard, Suite 101, Longwood, FL 32779), phone number ((407) 358-6696), email (info@onesmsolutions.com), and links for 'Terms and Conditions Privacy Policy'. It also mentions 'Managed by One Source Management Solutions, Inc.' and 'Powered by CINC Community Association Management Software'.

Create your password. Click Save. If you meet the password requirements, you will get this message:

The screenshot shows a green 'Login' window with a close button. The message 'Success!' is displayed, followed by the text 'You can now try to log in the main page'. At the bottom, there is a green 'Close Window' button.

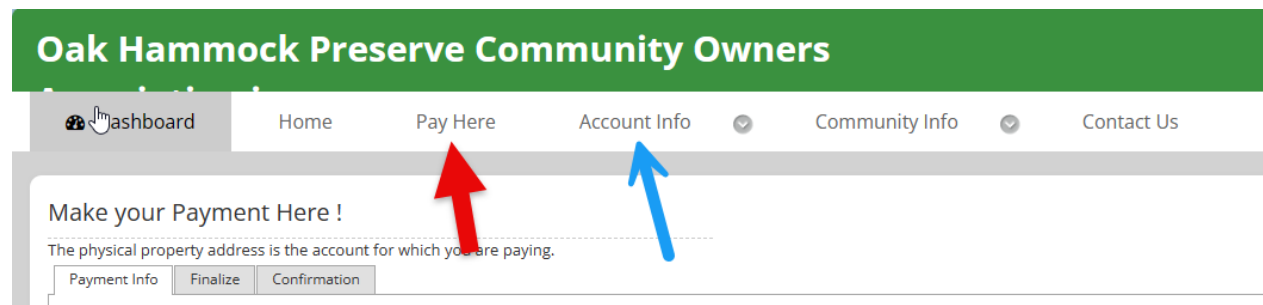
Click Close Window and you will be re-directed to the main payment portal page earlier. Sign In with your new password. You should now see your account dashboard.

The assessment payment schedule is as follows:

1. **For Late payment from 2023.** All late payments are due no later than January 31, 2024. After this date, these payments will be sent to the legal team for collection. The Association urges that you pay your late 2023 dues promptly to avoid unnecessary charges stemming from legal fees. The Association cannot help resolve this matter once the legal team starts working on it.
2. **2024 Assessments:** The assessment dues are to be paid semi-annually, with the first one starting on February 1, 2024, and the second one starting on July 1, 2024. That is \$300 every 6 months. Payments made after March 31, 2024, for the first semester, and August 31, 2024, for the second semester, are considered late payments. Passing these cut-off dates, the Association will send the collection to the legal team. The Association urges everyone to adhere to this payment schedule so to avoid unnecessary charges due to legal fees. The Association cannot help resolve this matter once the legal team starts working on it. **PAYMENTS WILL NO LONGER BE ACCEPTED ON A MONTHLY OR QUARTERLY BASIS, so please DO NOT select these options in the payment frequency.** However, there is an option to pay the dues for the full year, and that is \$600 for 2024.

The Association recommends paying the full annual due of \$600 on February 1, 2024, to eliminate potential late payments resulting in incurring unnecessary legal fees. It is done once and forget about it until next year.

From your portal page, you can update your Account Info and Pay your assessment.



You will find your account number here. Write it down and keep it in a safe place for future reference.

Dashboard Home Pay Here Account Info

Make your Payment Here !

The physical property address is the account for which you are paying.

Payment Info Finalize Confirmation

Account Information

Account:

First Name:*

Last Name:*

You can choose your payment method by selecting the appropriate options, eCheck or Credit Card. Note that these services have a fee associated with payment option.

Choose Payment Method

Pay by eCheck Pay by credit card

\$1.99 Service Fee Balance Due Today: \$0.00 **\$19.99 Service Fee**

Balance Due Within 5 Days: \$0.00

Amount:*

Bank Account Type:*

Bank Routing Number:*

Confirm Bank Routing Number:*

Bank Account Number:*

Confirm Bank Account Number:*

Submit eCheck Payment

Once again, the payment frequency is either semi-annual or annual. There is no longer an option to pay monthly or quarterly, in the New Recurring Payment section.

If you are scheduling a recurring payment, please schedule it for at least 10 days prior to each due date. Contrary to popular belief, your bank is most likely mailing a physical check via its third-party payment processor. Not only is it imperative that you enter complete and accurate information, but this payment option takes the longest to process. This is due to processing time by your bank and the USPS, not One Source Management Solutions, Inc, the association, or the association's bank.

New Recurring Payment ✕

Payment Info and Plan
Finalize
Confirmation

Bank Routing Number:*

Confirm Bank Routing Number:*

Bank Account Number:*

Confirm Bank Account Number:*

Recurring Details

Frequency: Monthly

Processing Day Of Month:*

Monthly

Quarterly

Semi-Annually

Annually

By selecting this frequency, your payment schedule will not

Submit eCheck Payment

To avoid the service fee from using eCheck or Credit Card, sign up for **ACH TRANSACTION**. Click the icon below to request ACH services. Email the form back to OSMS at the information below for processing. Also see Attachment.



ACH Form Blank.pdf

CONGRATULATIONS!
YOU HAVE SUCCESSFULLY SET UP YOUR ACCOUNT AND PAYMENT.

If you have questions or need additional assistance, please contact OSMS below. Nadina's email address is nadina@onesmsolutions.com



Nadina Truini | Licensed Community Association Manager

OneSource Management Solutions
Offices in SW Orlando and Longwood
PO Box 915103, Longwood, FL 32791

phone: 407.358.6696 x 706 | **fax:** 407.369.4290
website: onesmsolutions.com

Attachment

AUTHORIZATION FOR PREAUTHORIZED ACH PAYMENTS

COMMUNITY NAME _____

UNIT ADDRESS _____

I/We authorize the ASSOCIATION to initiate debit entries to my/our account at the BANK (identified below). I/We acknowledge that the origination of ACH transactions must comply with the provisions of U.S. law.

BANK NAME: _____

ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

CHECKING ☐

SAVINGS ☐

OTHER _____

I/We understand that this authorization replaces any previous authorization and will remain in full force and effect until the ASSOCIATION has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the ASSOCIATION and BANK a reasonable opportunity to act on it.

NAME(S) (Print): _____

SIGNATURE _____

DATE _____