

Paying Monthly Assessments

Balanced Bookkeeping, our accounting service, provides owners with free real-time account balance information and several payment options through an internet portal called CINC. Owners can pay assessments in any of the following ways:

- Use the CINC website to pay by e-check (free) or credit/debit card (3.3% convenience fee). One-time payments can be made, or automatic payments can be made monthly, quarterly, semi-annually, or annually.
- Use your bank's online bill pay service.
- Set up recurring ACH payments (monthly only) by filling out and mailing this form.
- Mail a personal check directly to the new payment processor

Remember that payment is due on the 1st of the month and is considered late if received after the 15th of the month.

Logging into CINC

- Go to the CINC website at <https://bbcam.cincwebaxis.com/>.
- Click the Sign In button; it will take you to a page that says Powered by Balanced Bookkeeping.
- On that page, click Create Account.
- Fill out the form to register your account. All the spaces with the red asterisk next to it must be filled out.
- Once accepted, you will then receive an email from donotreply@cincsystems.com that will have a link in it to set up your password. The acceptance process may take a day or two. Check your spam folder if you don't see the email.
- You can then log in with your email address and new password to make payments and access information about your account.

Setting Up E-Check or Credit Card Payments

- Go to the CINC website at <https://bbcam.cincwebaxis.com/>.
- Click the Sign In button; and sign in with your email address and password.
- There is a 3.3% convenience fee for credit/debit card payments, but there is no fee for e-check payments.
- Click on the Pay Assessments Link. On the Pay Assessments page, you can make a one-time payment or set up a recurring payment by e-check (a withdrawal from your

bank account) or credit card. If you have already set up a recurring payment and want to change the payment amount, you must click on Manage AutoPay and then select Cancel Autopay. After that you can set up a new recurring payment for the new amount.

Setting Up Online Billpay

- Set up a new payee with your bank in the usual way.
- Your account number is: {ARB, (4-digit building number), A or D (for Alicia or Denton), (3-digit unit number)} For example: ARB2210A101 is the account number for Building 2210 on Alicia Point, Unit 101.
- The address is:

Arbors at Mountain Shadows
c/o Balanced Bookkeeping & CAM
PO Box 17323
Denver, CO 80217

Setting Up Monthly ACH Payments

- Fill out the [ACH Authorization Form](#) – see [Sample ACH Authorization Form](#).
- Mail your completed ACH Authorization Form to:

Balanced Bookkeeping & CAM
P.O. Box 25696
Colorado Springs, CO 80936

Paying by Mail

- Put your new account number in the memo portion of the check. Your account number is: {ARB, (4-digit building number), A or D (for Alicia or Denton), (3-digit unit number)} For example: ARB2210A101 For example: ARB2210A101 is the account number for Building 2210 on Alicia Point, Unit 101.
- Mail your check to:

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