



Payment Procedures for your Association Dues:

Dear Community Member:

Please note that you have 3 ways to pay your assessments:

- 1. Send your payment by mail.** Use the address on your coupons to send your payments to the bank's lockbox. Please Note: a coupon should be sent with each payment you make, if one is received. Be sure and make check payable to your homeowner's association and include your homeowner account number on the check.



Association Name
C/O Summit Management Services, Inc., AAMC, Processing Center
P.O. Box 95366
Las Vegas, NV 89193-5366

(Please note: The address above is for payment purposes only. Any other correspondence should be sent to the Summit Management MD address below.)

Summit Management Services, Inc. AAMC,
3833 Farragut Avenue
Kensington, MD 20895

For New ACH/Direct Debit enrollment to pay your homeowner's dues.

Has your account has been charged a late penalty and/or an administrative fee in the current calendar year? Ashburn Farm will waive the late penalty and administrative fee, if you sign up for ACH through Summit Management. The ACH Form is available on our website at: <http://www.ashburnfarmassociation.org/Forms/ACH%20Authorization-summit.pdf>.

The ACH Form authorizes Summit Management to initiate debit entries from your bank account for your homeowner's dues. It takes approximately one month for the ACH transaction to begin. However, once you have signed up for ACH you never have to sign up again. It runs year to year even if the dues change. If you would like all of the late penalties and administrative fees for the current calendar year removed from your account, please email the form to accounting@summitmanage.com or fax the form to 703-746-8585. As soon as the form is received Summit Management will remove the late penalties and administrative fees. Summit Management will mail you a confirmation letter with a start date for the direct debit. Please continue to pay your homeowner assessments until you have received the confirmation letter

- 2. Sign up for direct debit from your account.** If you would like to sign up for this method of payment, simply fill out the ACH application in full (form available at www.summitmanage.com, click on homeowners/FAQ), sign it and mail it back to the Kensington, MD address above. Be sure to attach a voided check if funds are drawn from a checking account. Do not attach a deposit slip. You will receive a confirmation letter with the start date for the debit. **Please continue to mail your payments until you are notified of the start date.**



- 3. Pay on-line.** Go to www.summitmanage.com You can pay by credit card or by electronic check from your checking account. Both options utilize the latest security measures for your online safety. Paying by credit card will incur a convenience fee. The management ID is 6657. The Association ID is ASH.



Should you have any questions, please feel free to contact our office.