



Seven Lakes Homeowners Association

November 27, 2022

Re: 2023 Homeowner Dues

ALL SEVEN LAKES HOMEOWNERS:

We are happy to announce that the annual dues will remain at \$700.00 annually for 2023.

As a reminder, you access your portal through the website sevenlakeshoa.appfolio.com/connect or the Appfolio app on your phone.

If you are experiencing difficulty in portal set up, or have any questions go online to <https://www.appfolio.com/help/owner-portal> or you can email 7LakesEmail@gmail.com for assistance. If you do not wish to use the portal you can mail your HOA Dues check and/or other payments to Seven Lakes Homeowners Association, 8658 Seven Lakes Drive, Ooltewah, TN 37363. Please mail ahead of due to date to ensure mail is received at least one day prior to due date for processing. Any checks received after due date will result in a late fee. We highly encourage you to use your portal as it provides instant payment and provides you options of payment – electronic check, credit card or debit card.

The following HOA dues payment options remain available for 2023:

Paid in full received by January 31, 2023: \$665.00 (a 5% discount of the \$700.00)

2 payments:	\$350.00 paid before January 31
	\$350.00 paid before July 31

4 payments:	\$180.00 paid before January 31
	\$180.00 paid before April 30
	\$180.00 paid before July 31
	\$180.00 paid before October 31

A late fee of \$25 per month will be applied to all overdue invoices.

Any inquiries can be made directly to 7LakesHOAPresident@gmail.com or 7LakesHOATreasurer@gmail.com Thank you for your continued support in making Seven Lakes Subdivision a great place to live.

Your HOA Advisory Board



APPFOLIO PORTAL INSTRUCTIONS

Whether you choose to use the website or mobile app, the process is the same.

To access via your computer:

1. Go to [Seven Lakes Homeowners Association \(appfolio.com\)](http://SevenLakesHomeownersAssociation.com)
2. Enter your email address and password
3. Click on Log in

To access via the mobile app:

1. Download the app to your phone
 - a. Online Portal by Appfolio
2. Enter your email address and password
3. Click on Log in



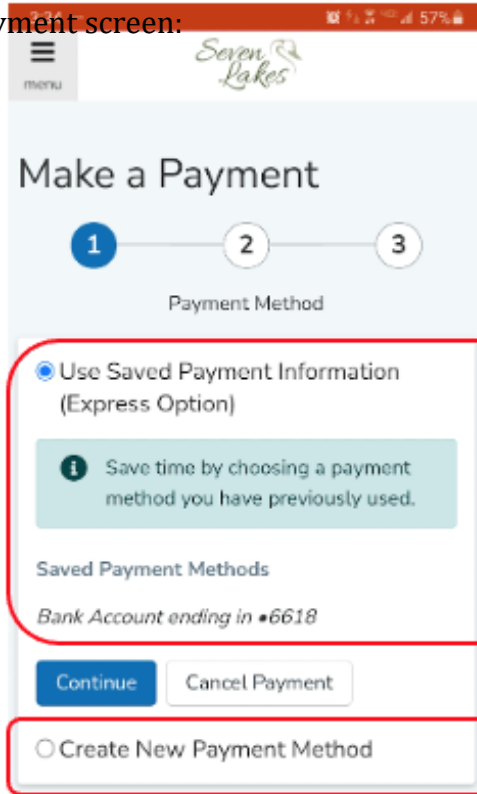
Once you log in you will see the Home Page

Description	Amount
Association Dues Charged on 12/06/2021	\$700.00
Total Balance	\$700.00



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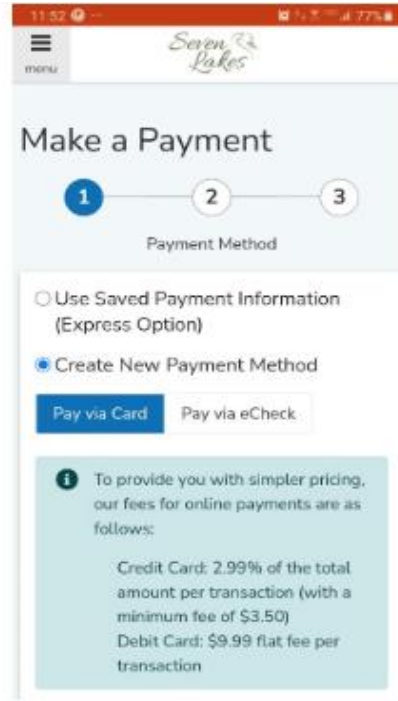
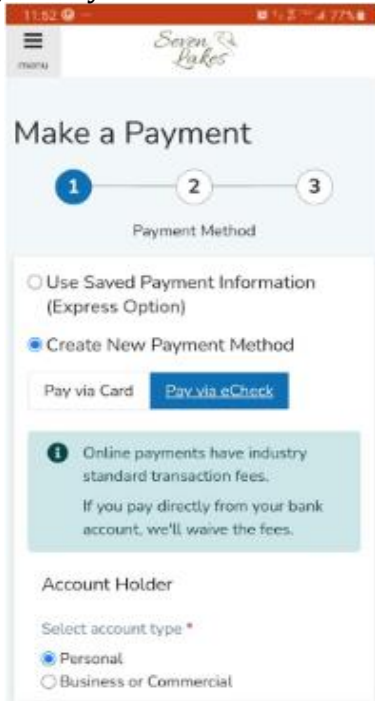
Make a Payment screen:



If you have already set up your account, your prior payment method will display

Or you can choose to set up another method

Select the type of payment you would like to make



You can set up to pay directly from your checking/saving account or on your credit/debit card.

There is no charge for E-checks. Credit/Debit cards have a fee associated with the payment.



Enter your payment amount:

The screenshot shows the mobile app interface for entering a payment. It includes a status bar at the top with the time 3:35 and battery level 57%. The app header shows the 'Seven Lakes' logo and a 'menu' button. The main section is titled 'Choose Payment Amount and Date'. It has two tabs: 'One-Time Payment' (selected) and 'Autopay'. Below the tabs, it displays 'Your current balance \$700.00' with a 'Charge Details' link, and 'Next bill due on 12/06/2021'. A date picker is set to 12/6/2021. Under 'How much do you want to pay?', there are radio buttons for 'Full Balance (\$700.00)' (selected) and a custom amount field with a '\$' symbol. At the bottom, it shows 'Payment Amount: \$700.00' and 'Transaction Fee: \$0.00', with a total 'You are about to pay \$700.00'. A blue arrow points from the 'Remember if paying your annual dues...' text to the custom amount field.

Choose either one time payment or autopay

Enter the date you want the payment made

Select either Full Balance or enter the amount you want to pay.

Remember if paying your annual dues in full in January you only have to pay \$665 – be sure to enter that amount in the field

Finalize payment:

The screenshot shows the final payment confirmation screen. It features a large blue button labeled 'Make This Payment Now' and a smaller button labeled 'Change Payment Method'. Below the buttons is a paragraph of text: 'By clicking the button "Make This Payment Now", I hereby authorize AppFolio, Inc. to initiate an electronic payment in the amount and as otherwise described above. The terms of such payment are set forth in the Terms of Service, which I hereby agree to.'

Click on Make this Payment Now.

You are now done and can exit the program.