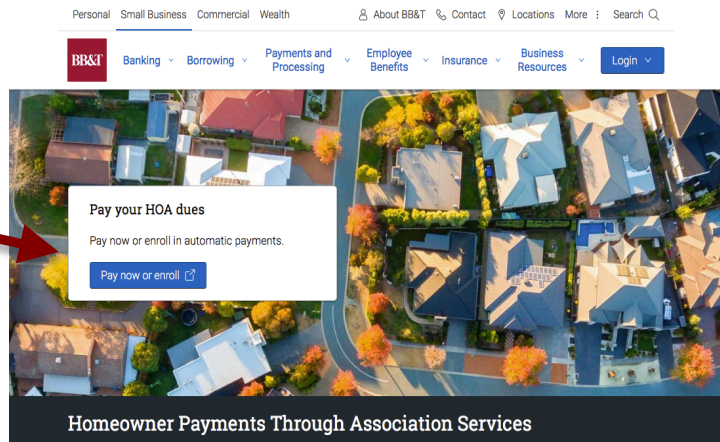


Step by Step Directions to Set Up On-line Payment of Lakeshore HOA Fees

1. Go to the website BBT.com/Payments. The page you are looking for looks like this:

2. Click on the blue button that says *Pay or Enroll Now*



3. Get your coupon book. You will need information found in it. Complete each section with the required information. Use this sample from the fourth page in your coupon book to help determine what information is needed.

Bill Pay Account Number is here.

ONLINE BILL PAY SERVICE INSTRUCTIONS
 Please read important information for existing and new users of an online bill payment system. If you receive your bill monthly for the first time on an online bill payment system with your bank, you will need to make your payment. Please use the information below to set up your payment. Click on the link to make your payment. Please use the information below to set up your payment. Click on the link to make your payment. Please use the information below to set up your payment. Click on the link to make your payment.

You should provide the bill pay account number only. Do not list any other address, apartment or identification number in the account number area.

Please note that the Bill Pay Account Number is unique to each property address and each payment obligation.

If you sell your property or transfer the property to someone else, your Bill Pay Account Number will change.

Get your bill pay account number from your association or association website.

Please contact your management company or association with questions regarding your account.

Payee (Association Name): LAKESHORE CLUB OF POLK COUNTY HOA INC
 Bill Pay Account Number: [Redacted]
 Payee Address: 10000 WINTER ORLANDO, FL 32120-6007
 Payee Phone Number: 352.555.1111

In most instances, payments received from a Bill Pay Service are not processed on the same day that the bill is received from your account. Depending upon the method of payment and delivery used by your Bill Pay Provider, payments may take up to 10 business days or more to be posted to your association's account. When using a Bill Pay Service, it is advisable to schedule your payment for a month or two in advance of the due date or you may be subject to a late fee.

Change of address or phone number for the property and unit number listed below:

Association Name: LAKESHORE CLUB OF POLK COUNTY HOA INC Unit No.: [Redacted]
 Mail this form to:
 DON KESNER & ASSOCIATES INC
 1801 OAKLAND AVENUE
 ORLANDO FL 32806-2910

New Information:
 Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____

SIGNATURE: _____ DATE: _____
 Serial Acct. No.: [Redacted] Mgmt Co No.: 00015

Unit No.

Serial Account Number

4. After filling in the appropriate numbers, click **enter**.
5. You will see this screen . Choose the option that is best for you.
Either a single month's payment or set up recurring payments. *Notice that this is where you may cancel or change your payments. If you set up recurring payments they are taken out of your account on the 3rd of every month.*

For questions contact
BB&T Association Services
727-549-1202 or toll free at 888-722-6669
from 9a.m. - 5p.m. ET Mon. - Fri.

One-Time Online Payment Options – A Convenience Fee May Be Charged

[Pay one-time with your Credit/Debit Card](#)

We currently accept credit cards and debit cards from the following issuing networks: Visa®, American Express®, MasterCard® or Discover®.

[Pay from your bank account one-time through eCheck](#)

eCheck is a one-time electronic funds transfer by ACH debit to your checking or savings account at a U.S. financial institution

Recurring Automatic Payment Options – No Charge

[Association Pay Online Enrollment](#) - Enroll in Association Pay to authorize recurring electronic funds transfers by ACH debit from your bank account. Payments are debited on the 3rd of the month. If the 3rd is on a weekend or holiday, your account is debited the next business day.

[Association Pay Cancel Form](#) - Print and mail form to cancel existing Association Pay.

[Association Pay Change Form](#) - Print and mail form to change bank account information on existing Association Pay.

[Association Pay Deadline Calendar](#) - View deadline dates to cancel, change or enroll in Association Pay.

6. Click the **Enroll** button. Then click **continue**.
7. Select the date you want to begin your payment by using the drop-down menu.

Select Start Month/Year

8. Click **Continue**
9. Enter your banking information. The account number and the routing number of the bank will be needed. Click **continue** when the information is correctly entered.
10. Fill in your name, address, phone and email. Click **continue**.
11. On the next page, read all the info carefully to make sure that there are no mistakes. If everything looks correct, click the **submit enrollment** button at the bottom of the page.

REMEMBER TO COMPLETE THIS PROCESS FOR EACH PAYMENT THAT NEEDS TO BE MADE. IF YOU OWN MORE THAN ONE UNIT, YOU NEED TO COMPLETE THE ENTIRE PROCESS FOR EACH UNIT.