



Association  
Management

Dear Homeowner:

On behalf of your Community Association, Inc. Board of Directors and Folio Association Management, we extend a warm welcome to your new home! Folio Association Management is the association management company for your community, which is deed restricted.

We understand that moving into a new home can be both exciting and overwhelming, which is why we strive to make the transition as smooth as possible for residents. As part of our commitment to providing you with excellent service and convenience, we offer an online portal designed to enhance your living experience.

Our online portal provides a convenient platform for you to access various services and amenities from the comfort of your home. Whether you need to access your homeowner account, submit maintenance requests, or view your governing documents, or your communities' rules and regulations.

By signing up for our online portal, you can enjoy the following benefits:

- **24/7 Access:** Access your account anytime, anywhere, from any device with an internet connection.
- **Convenient Payments:** Easily pay your assessments and other fees online, saving you time and hassle.
- **Effortless Maintenance Requests:** Submit maintenance requests online and track their status in real time.
- **Community Updates:** Stay informed about upcoming events, community announcements, and important updates.
- **Architectural Requests:** Submit architectural requests online, before commencing any exterior home improvements, it is imperative to obtain approval for the proposed modifications.

Signing up for our online portal is quick and easy. Simply visit [www.myfolioaccount.com](http://www.myfolioaccount.com) to create your account or scan on the QR code below. Note that you can add any additional accounts including your clubhouse account. You will need to create your first account then add your second account by clicking "my profile" under "homeowners" and you will click "register an additional property". Should you encounter any difficulties or have any questions, our friendly customer support team is always available to assist you at 407-214-8806 or by email to your association's email listed on your coupon.



# Payment Options

## By Mail

You can mail your payment for your assessments by sending your payment coupon and a check to the following address:

Association Name (listed on your coupon)

c/o Folio Association Management

PO BOX 25473

Tampa, FL 33622-5473

*You will need to include one check per property address please, as well as your payment coupon and reference your address in the memo line of each check.*

## Bill Pay

You can set up Bill Pay through your bank by providing them with the following information:

Payee Name: Association Name (listed on your coupon)

Payee Address: c/o Folio Association Management, PO Box 25473, Tampa, FL 33622-5473

Please make sure the address of your property is on the check.

## Online Payment

You can make Online payments using either credit cards or e-check through your homeowner portal at [www.myfolioaccount.com](http://www.myfolioaccount.com) to create a user account. You will need to "Register" and complete the information required to gain access to your Online account. Once registered and approved, you will receive a password via mail and will be ready to make Online payments.

- Recurring or One-time: Debit/Credit Card – through Payabli (Service fee of 3.25% of payment amount)
- One-time: E-Check – through Payabli (Service fee of \$2.99)
- Recurring: E-Check – through Payabli (Service fee of \$1.99)

## Hours of Operation

Folio Association Management is open Monday through Friday from 8:00 am-5:00 pm (Est).

We are closed on weekends and Federal holidays.