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# Performance Management Company, Inc.

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October 2025

Dear StoneBridge Villa Homeowner,

Attached is the form to register for automatic payment withdrawal of your villa homeowner's association dues. If you are interested in the program, please complete the form, and return to us. When participating in the Automatic Clearing House (ACH) Program, you are authorizing funds to be withdrawn directly from your checking or savings account for quarterly bill payment of your villa HOA dues (*you are also authorizing credits to be made to your account if necessary*). Payment will be withdrawn from your bank in the first week of each new quarter (January, April, July & October).

If you are interested in the program, we can get you registered starting January 1, 2026. We will need to receive the ACH form and your voided check back at our office no later than December 15, 2025.

As always, contact us with any questions or concerns.

Thank you.

Performance Management Company, Inc.

## Authorization Agreement for Automatic Payments and or Credits

\_\_\_\_\_ hereinafter called "Customer," hereby authorizes

**StoneBridge Villa Homeowners Association** hereinafter called "Company" to originate electronic debit and or credit entries to the account listed below.

The amount of any debit or credit to the Customer's account will be based upon sums due to or from the Company.

Company will use its best efforts to ensure that all entries on Customer's account originated by Company are in the correct amounts. However, Customer and Company agree that Company will not be liable for any incidental or consequential damages associated with incorrect entries processed. The company shall only be responsible for a refund on any overcharges when verified as such by the Company, which refunds will be made within 30 days of notice and verification.

Customer understands that electronic funds transfer orders will only be accepted by the financial institution when there are sufficient funds in Customer's account to process the entry. The customer agrees to maintain sufficient funds in the account to cover debit entries properly originated by Company.

Company further agrees to be found by the operation rules of NACHA (National Automatic Clearing House Association), by the rules and notices received from Company, and by the rules of Customer's financial institution.

Notice of termination by Customer of this agreement shall be effective 15 days after properly given and shall not affect entries originated prior to the actual receipt of such notice. The company may terminate this agreement at any time without notice. Notices will be considered properly given when deposited in the US Mail, certified, postage paid and properly addressed to the Company at their place of business or delivered in person to the Company's business address.

Customer's Name \_\_\_\_\_

Homeowner's address that payment will be applied to \_\_\_\_\_

Customer's Financial Institution \_\_\_\_\_

Customer's Account Number \_\_\_\_\_ Institutions ABA number \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025

**Quarterly dues will be withdrawn in the 1<sup>st</sup> week of each new Quarter (January, April, July, October).**

Signer's Signature \_\_\_\_\_

**Please return this form via email or mail.**

Performance Management Company  
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