

Notes on Buildium:

- 1) It is not necessary to install the Buildium application on your phone to use Buildium or to make a payment.
- 2) It is possible to make a payment using Buildium without signing up for auto-pay via the web portal. Use the Make payment button, select Other Amount, then Select “Bank account” as the payment method. Using this method, it is possible to avoid credit card fees.

One way to make it easy on you and us is to make two payments via the portal, one for the dues at the monthly rate, and another payment for the water amount. For the annual assessment, which is due by May 20 of every year, a single payment of the annual assessment makes it easiest for us to correlate charges to payments to assure that the ledgers are appropriately credited.

CCA does not receive any monies from the use of credit cards. We are billed the same amount for the transaction and the fees pass through to Buildium.

- 3) The best method to contact us is using the Create Request method in the portal. There is a document in the Files section of the web portal which explains how to create a request. Please make use of this functionality. It allows us to make sure that no communications go unrecognized or unanswered and that all issues regardless of priority are addressed in a timely fashion.