



1710 E Pikes Peak Ave #200, Colorado Springs, CO 80909
Phone: (719) 471-1703 Fax: (719) 471-1707 Website: bsr1890.com

Dear Homeowner,

Enclosed is your new coupon book. Please take a minute to verify your information as it is printed on the coupons. Please call us if any corrections are needed.

Please include your payment coupon with your check in the windowed envelope provided to ensure your payment is accurately processed to your account. If you are paying for multiple properties, please send a separate coupon and check for each property.

Bill Pay Option

We recommend and encourage homeowners to use the bill payment service provided by their bank. If you utilize your bank's Bill Payment Service, please use the following address:

Cottages at Ridgeview
c/o Bennett-Shellenberger Processing (1st address line)
P.O. Box 97144 (2nd address line)
Las Vegas, NV 89193-7144

Use the first 4 letters of your street name and the 4 numbers of you house number.

Example: 7017 CO1 ROCK1111

Please use this account number: **7017 CO1** _____
(account # on coupon)

Automatic Withdrawal Payment Option

We also offer automatic withdrawal from your checking account (ACH). This is still the most convenient method for paying your assessments and avoiding any late fees. If you are interested in signing up for this option, please contact our office for the necessary form.

Additional Payment Options

Please visit our website www.bsr1890.com and select "Pay My Dues" for these payment options:

- One-Time eCheck – One-Time ACH direct debit. No fee.
- Recurring eCheck /ACH – Recurring direct debit withdrawal allowing owners to determine the date of the debit. The bank will send a reminder email prior to the debit. No fee.
- Credit Card – All credit cards are accepted. Service fee applies.

Please do not include any correspondence with your payment.