

## Pay HOA Dues

2026 HOA Dues are \$575.00 and are mandatory for all homeowners, pursuant to the Covenants. They cover January 1 – December 31, 2026. Invoices were mailed in November 2025 and are due in January 2026. For payments made after January 31, 2026, a late fee will be assessed as specified on the invoice.

Dues include enjoyment of the pool, the tennis courts, the playground, maintenance of the common grounds, maintenance of the clubhouse and the administration of the Association.

Submitting payment via TownSq is the recommended option (see Option 1 below), but there are several options available based on your preference.

**Please contact** Janine Long ([JLong@homesideproperties.com](mailto:JLong@homesideproperties.com)) or the Board ([board.cghoa@gmail.com](mailto:board.cghoa@gmail.com)) if you have any questions or need assistance.

### PAYMENT OPTIONS

#### **OPTION 1: To make online payments by e-check or credit card, either one-time or on a recurring basis:**

1. Go to <https://app.townsq.io>.
  - Enter your credentials then click "**Login**" (if this is your first time logging in, visit <https://app.townsq.io/ais/sign-up> and use your name, zip code and account number to complete the registration process).
2. Click "**Make a payment**" located under the Accounts section.
  - If submitting a payment before January 1st, you'll see a balance of \$0 reflected. Your account will reflect a credit until dues process on the 1st.
3. Follow the prompts to make either a one-time or recurring payment:
  - Each online payment transaction is charged a \$2.95 convenience fee for processing.
  - Credit card payment transactions are charged a \$2.95 convenience fee plus the 3.5% merchant fee surcharge.
  - **IMPORTANT: All recurring payments are processed on the 5th of each month. If you have a recurring payment currently in place with another banking system or website, you should delete it once you have completed the setup thru TownSq to avoid duplicate payments.**

#### **OPTION 2: Use YOUR BANK'S online bill pay service:**

1. **Payments must be made payable to your Association (not Homeside Properties)**
2. If your assessment amount changes, you must edit your payment amount in your bank account.
3. Include your full account number and the property address to which the payment should be applied.
4. Payment address: Cameron Glen, c/o Homeside Properties, P.O. Box 907, Commerce, Georgia 30529-0017

#### **OPTION 3: Payment by check via Postal Mail:**

1. **Make check payable to your Association and include your full account number on the check.**
2. Include the payment stub or coupon with your check. **If the payment stub or coupon is not included, it will cause a delay in processing the payment.**
3. Please allow 7 to 10 mailing days to reach the Processing Center.
  - Late payments will incur a late charge that is automatically generated and added to your account.
4. **Mail your payment to:** Cameron Glen, c/o Homeside Properties, P.O. Box 907, Commerce, Georgia 30529-0907
  - **Payments cannot be received at the Homeside office.**

### **HELPFUL INFORMATION**

- **Cash payments are not accepted, and payments are not taken over the phone.**
- Do not include written correspondence of any type with the payment – it will not be forwarded to our office.
- If you own additional homes in other communities that are managed by Homeside Properties, you may add them to your initial registration. Simply login to your account, click on "Account Info" on the top taskbar, select "My Profile", then scroll to the bottom of the screen and select "Register an Additional Register an Additional Property" button at the bottom of the screen. Once your other property(s) have been added, you may go to "My Profile" to view your other properties. Payments cannot be split between multiple accounts.