



Haven Management LLC

9201 Archibald Avenue, Rancho Cucamonga, California 91730

Phone (909) 948-0777 ~ Fax (909) 948-0799

Dear Homeowners

All HOA dues need to be sent to Union Bank's Southern California lockbox location listed below. Payments for keys, remotes and other non-assessment items can be sent to Haven Management's office in Rancho Cucamonga where the information will be inputted. The checks for these non-assessment items will then be picked up by courier service and forwarded onto Union Bank's processing center. The lockbox location is listed below.

**JASMINE STREET HOA
c/o Haven Management LLC
P.O. Box 514577
Los Angeles, CA 90051-4577**

All payments dropped off to Haven Management's office will be **forwarded** to the Southern California location for processing – payments can be dropped off at Haven Management but please note **only** the bank can process the checks. Payments are not cleared until they are processed through the bank. Your assessments are due on the 1st of the month and late if received after the 30th. Please send payments at least 5-7 business days in advance. Postmarks are not recognized. Payments mailed a day or two before the cut off period for late fees may not be received in time, resulting in a late fee. Contesting a late fee must be done in writing and sent to Haven Management's accounting department. Also, please note that payments can be made without the actual coupon as long as your name, address and account number (homeowner ID), is on the check and your check is made payable to your association. The coupons serve only as a benefit to expedite the payment process.

*****PLEASE NOTE THAT THE ASSESSMENTS HAVE INCREASED FROM \$50.00 PER MONTH TO \$55.00 PER MONTH EFFECTIVE JANUARY 1, 2018*****

You can now pay your assessments online at HavenManagement.net (under *Make a Payment – search your association which is Jasmine Street HOA*) using E-check and **now introducing Credit Card Options. Your unit ID #/account # can be found on your coupon book at the top and will be in the format of **XXXXXX-XX**

The direct link to make a payment using E-check or Credit Card is below.

<https://www.hoabankservices.com/OnlinePayments/payment.aspx?a=983&b=10>

Tips to Avoid Late Fees:

- 1) Sign up for ACH through Union Bank, a link can be found at www.HavenManagement.net under HOMEOWNER DOWNLOADS
- 2) Maintain a \$0 balance on your account
- 3) Your assessments are due on the 1st of the month and late if received after the 30th
- 4) Send payments at least 5-7 business days early to the lockbox location

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www.HavenManagement.net