



**KEYSTONE**

## **We're Improving Our Payment Services: Important Updates Regarding New Address for your Assessment Payment**

Dear Homeowner:

We wanted to give you advanced notice that **Effective October 1, 2019, your association assessment payment address is changing.** Please check your **OCTOBER billing statement** for additional information regarding the new payment address and instructions on how to pay your assessment.

If you are currently signed up for recurring ACH/Direct Debit, no action is needed on your part.

If you make your payments through your own bank's on-line bill pay system, when you receive the new address in your **OCTOBER billing statement**, please **DELETE** the payment record and set up a completely new payment with your account number and remittance address from your statement. **DO NOT** edit the payment by changing the address. That could cause your payment to be mis-routed or returned to you.

If you have any questions, please feel free to contact Rio Ramos at (949) 838-3266 or [rrios@keystonepacific.com](mailto:rrios@keystonepacific.com) for assistance.

Sincerely,

Jared Jones  
Chief Financial Officer  
Keystone