

Arbor Grove Condominium Association, Inc.

3001 58th Avenue South
Saint Petersburg, Florida 33712-4600

arborgrovestpete.com



Special Assessment Notice Instructions for Payments

June 2025

As you are aware, the Board of Directors approved a Special Assessment May 15, 2025. The total amount assessed per Unit will be payable in four installments, due July 1, August 1, September 1, and October 1, 2025.

The Special Assessment will be used for the sole purpose of returning to the Reserves all Reserve monies used to pay for hurricane-related expenses. **The total amount of hurricane-related expenses paid and those not yet incurred is \$340,000.**

Unit Assessments

Each Unit's total Special Assessment is determined by percentage of ownership, just as regular maintenance assessments are calculated. Below is the breakdown of each Unit's Special Assessment total and monthly payment amount (*assessment total divided by four payments*).

Unit Type & Size	Total Assessment	Payments (Four Monthly)
MN1 Two Bedroom, 910 sq. ft.	\$1,862.34	\$465.58
MN2 Two Bedroom, 1098 sq. ft.	\$2,064.39	\$516.10
MN3 Three Bedroom, 1180 sq. ft.	\$2,341.10	\$585.28
MN4 One Bedroom, 640 sq. ft.	\$1,247.42	\$311.85
MN5 Three Bedroom, 1140 sq. ft.	\$2,319.14	\$579.79

Paying Your Special Assessment

Included with this notice are your four payment coupons. Indicated on the coupons is your Owner Account Number for the Special Assessment—the 10-character number beginning with '052' and ending with 'SA', example 05200000SA.

Paying by Personal Check

You can send a personal check and payment coupon via U.S. Mail. **It is important to include the payment coupon so your payment is accurately applied to the Special Assessment.**



Your Special Assessment payment must be separate from your regular maintenance assessment payments—do not pay both with a single check.

Paying by Bill Pay from Your Bank

You can make your payments using your bank's online bill pay service. **If you are paying by bank bill pay, it is important to include your 10-character Special Assessment Account Number (on your payment coupons) in the memo section so your payment is accurately applied to the Special Assessment.**



Your Special Assessment payment must be separate from your regular maintenance assessment payments—do not pay both with a single bill pay check.

Paying by Auto Draft from Your Checking Account

Just as you can set up auto draft to pay your maintenance assessments, you can set up auto draft to pay your Special Assessments also. To set up auto draft, sign in to your Vantaca online Owner account and select **Payments** from the sidebar menu, then **Enroll** in the Special Assessment **Account Activity** section (see below).

If you have enabled auto draft for paying your regular maintenance assessments, **you must set up a separate auto draft enrollment to pay your Special Assessment.**

 **Remember, if you enroll in auto draft to pay your four Special Assessment payments, you will need to cancel the auto draft after the October payment is withdrawn from your bank account.**

Paying by Credit Card or E-Check

To make a one-time payment by credit card or e-check, sign in to your Vantaca online Owner account and select **Payments** from the sidebar, then **Credit Card/eCheck** in the Special Assessment **Account Activity** section.

Late Payments or Multiple Payments

Any Special Assessment payments received late will accrue late fees and interest. Owners may choose to pay the entire Special Assessment amount in one payment, but remember that any monthly payments not paid prior to making the full payment will accrue late fees and interest, for example, if you make one payment for the full Special Assessment amount October 1, you will accrue late fees and interest for July, August, and September payments not paid by the due dates.

Vantaca Online Owner Accounts Activity

To access your Accounts Activity, sign in to your Vantaca online Owner Account and select **Payments** from the sidebar menu. You will see two sections (see below), the first is your regular maintenance assessments account activity, the second section is your Special Assessment account activity, indicated by the Account Number that ends with 'SA'. **It is important to include this Special Assessment Account Number with all payments made by mailed check (include payment coupon), bank bill pay, or credit card/e-check so your payment is accurately applied to the Special Assessment.**

Regular Maintenance Assessment Account Activity

Account Balance:
\$0.00

Next Assessment: 6/01/2025

Hide Account Activity

Account Activity

Date	Description	Amount	Balance
5/03/2025	ACH	-\$510.09	\$0.00
5/01/2025	Maintenance Fees	\$510.09	\$510.09

All Account History

Statement

Credit Card/eCheck

Auto-Draft: Enrolled edit

Special Assessment Account Activity

Account Balance:
\$0.00

Show Account Activity

Account #: 05200000SA
3001 58th Ave S, Unit 000
Arbor Grove Condominium Association, Inc

Credit Card/eCheck

Auto-Draft: Enroll

Special Assessment Account Number

Pay by Credit Card or E-Check

Enroll for Auto Draft