



Management Office
Two Hawthorne Place
Boston, MA 02114
Telephone - (617) 723-4937
Facsimile - (617) 723-7438
management@hawthorneplace.com

To: All Unit Owners
Fr: Susan Wade
Re: Lock Box Change of Address & Automatic Payment Options

As provided in the 2018 Budget letter on November 22, 2017, the mailing address for all Common Area Fee payments changed effective January 1, 2018. The new mailing address is:

**Hawthorne Place Condominium Trust
c/o Barkan Management Company
P.O. Box 62011
Newark, NJ 07101-8060**

When mailing payments to the lockbox, please include the coupon as provided, and add the 16-digit account number for the referenced unit on the check. The account number for each unit and/or parking space was included on the first page of the 2018 Budget letters. If you are paying for multiple units or parking spaces on one check, each account number and the corresponding fee must be clearly identified with the payment.

Barkan Management Company has partner with ClickPay to allow Unit Owners to make payments directly by e-Check or debit/credit card transaction. Should you wish to set-up a **Recurring** (Monthly) or one-time **Automatic Payment**, please go to:

www.ClickPay.com/Barkan

Click **Register** and then create your online account with ClickPay

Add Your Home using the account number found on your coupon book

Add Your Payment Option (e-Check for **FREE** or Credit/Debit for a fee)

Set up **Automatic Payments** or click **Pay Now** to make a one-time payment

When entering your Building #, please use Two Hawthorne Place, Nine Hawthorne Place or Parking Space # to identify the property address.

Please note that no service fee applies for an e-Check. If you elect to pay by either credit or debit card payment, a transactional fee of 2.95% - 3.95% will be charged to your credit/debit card for these services. If you need help setting up your ClickPay account, please contact them online at www.clickpay.com/help, by email at support@clickpay.com or by phone at 1.800.533.7901, option 1.

If you currently pay your monthly common area or parking fee via Barkan Management's Direct Debit program, your payments will continue without any action needed on your part.

If you wish to change Direct Debit payment to the new ClickPay platform, you must first cancel the Direct Debit payment currently in place with Barkan Management. To cancel, please send an email to swade@hawthorneplace.com listing your unit(s) and parking space(s) to be cancelled and the effective date. Please allow 48 hours and receipt of an email confirmation that the Direct Debit has been deleted. This will prevent an inadvertent double-payment of your fee(s).

As a reminder, Common Area Fee payments are due on or before the first day of each month by the lockbox administrators. A late fee of \$15.00 is assessed for all payments received by the lockbox after the close of business on the 7th day of the month. Transactions through ClickPay completed prior to 10:00 PM will post to the account on the next business day.

Thank you and please contact the office should you need your 16-digit account number or have any questions regarding your payments.