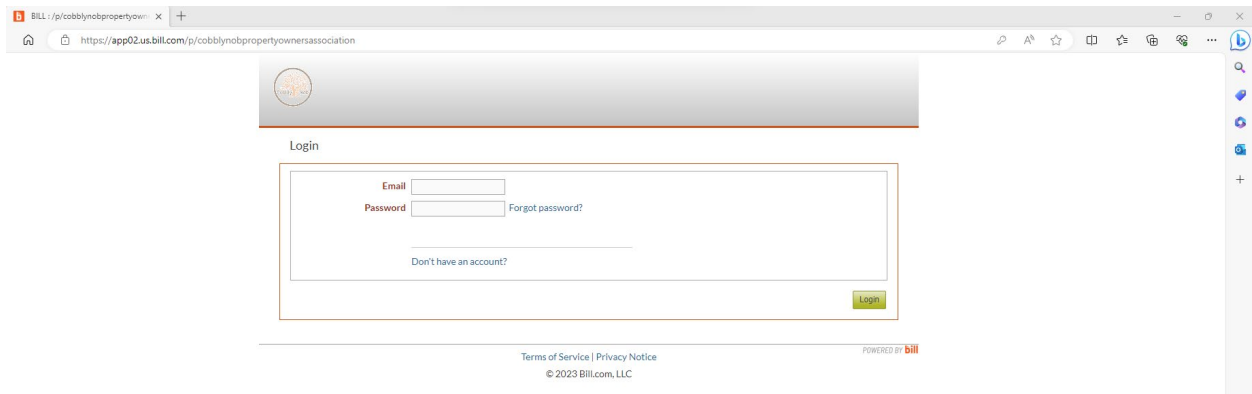


Click on the following link - [BILL : /p/cobblynobpropertyownersassociation](https://app02.us.bill.com/p/cobblynobpropertyownersassociation)

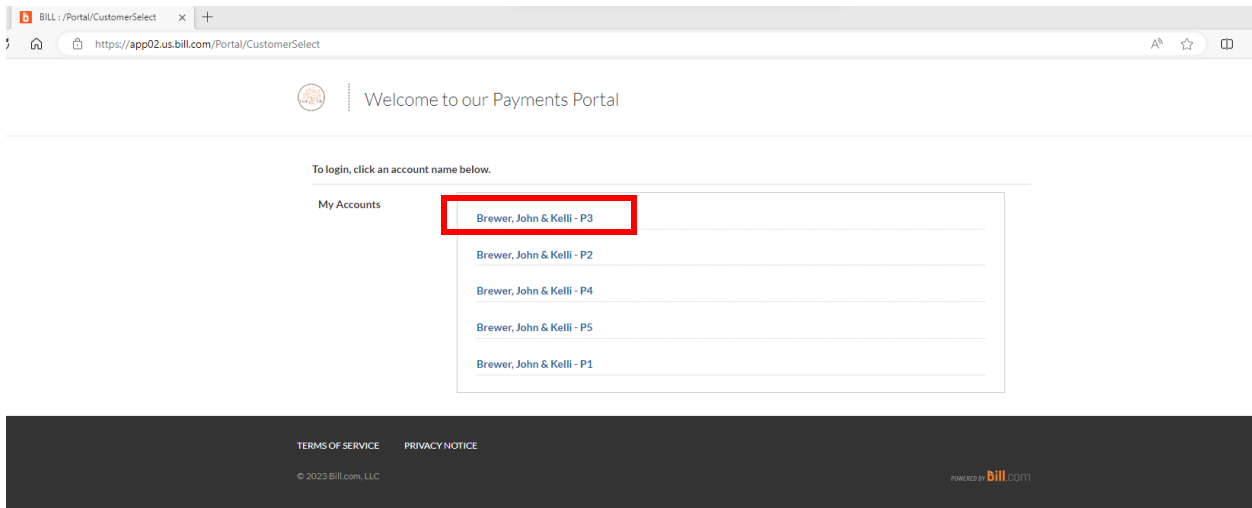
Or copy and paste into your internet browser the address below:

<https://app02.us.bill.com/p/cobblynobpropertyownersassociation>

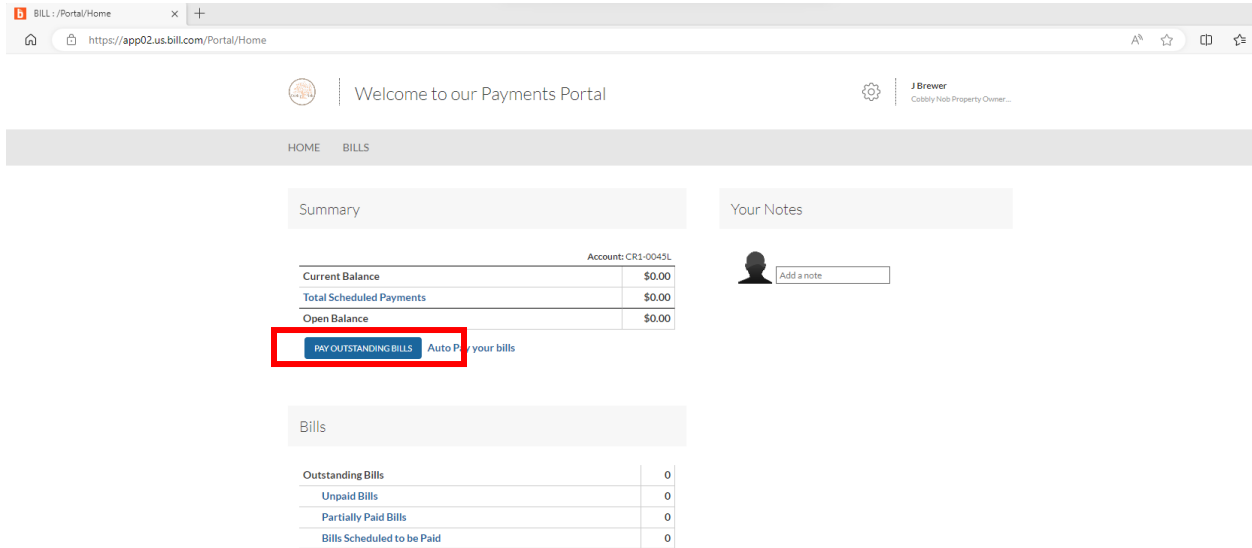
Login to the system using the email address and password you created upon first receipt of the invoices. If you have not created a username and password, the system should prompt you to do so.



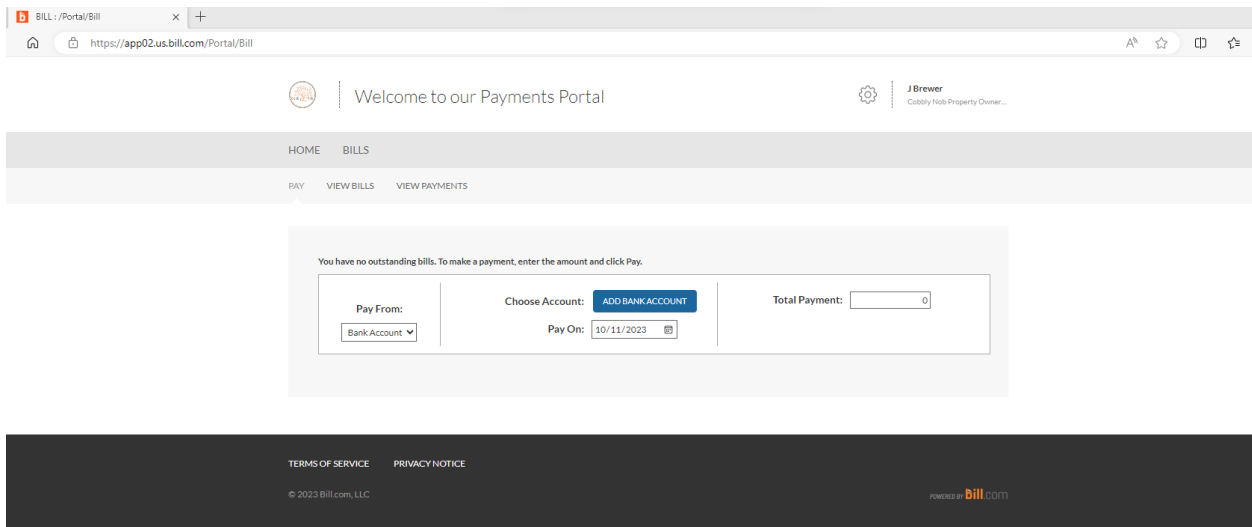
Once logged into the system, you should see a list of your accounts. There should be an account for each separate property that you own (developed and undeveloped). To access the outstanding invoice for each property, click on the account.



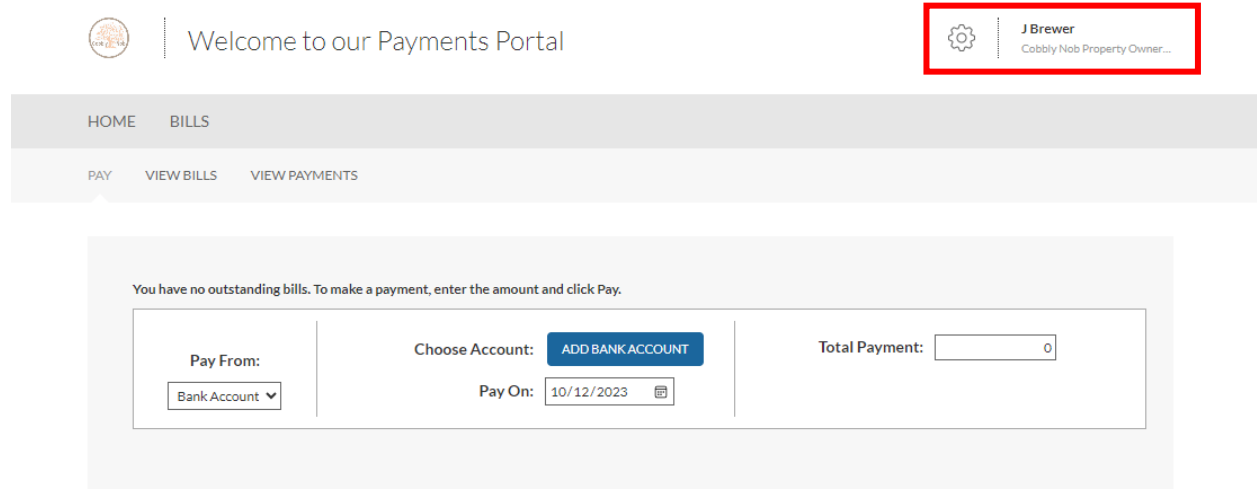
Once you click on the first account, it should provide a view of the current balance for the property along with any overdue late fees and interest. By clicking on the blue button labeled “PAY OUTSTANDING BILLS”, you should be taken to a screen where you can enter your payment method.



After you have set-up payment information, you may enter the amount to be paid on the screen below. If you wish to view all bills **PERTAINING TO THIS PARTICULAR PROPERTY**, click on the view bills link next to pay.

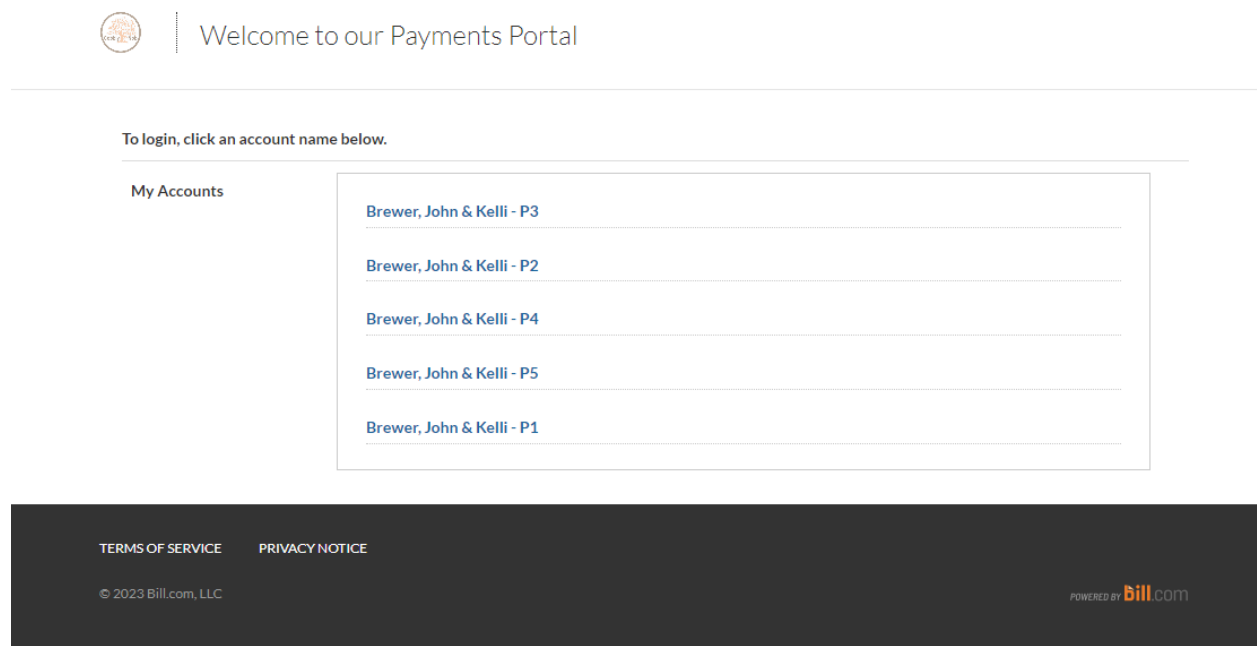


Once the bill(s) associated with one account have been paid, you can find the summary of properties by clicking on the drop-down (your account name) in the upper right corner of the page next to the gear symbol and selecting “switch accounts”.



The screenshot shows the top of the Payments Portal. On the left is a logo. In the center, it says "Welcome to our Payments Portal". On the right, there is a user profile box with a gear icon, the name "J Brewer", and "Cobby Nob Property Owner...". Below this is a navigation bar with "HOME" and "BILLS". Underneath, there are links for "PAY", "VIEW BILLS", and "VIEW PAYMENTS". The main content area has a message: "You have no outstanding bills. To make a payment, enter the amount and click Pay." Below this is a payment form with three sections: "Pay From:" with a "Bank Account" dropdown, "Choose Account:" with an "ADD BANK ACCOUNT" button and a "Pay On:" date field set to "10/12/2023", and "Total Payment:" with a text input field containing "0".

By clicking on the switch accounts drop-down, you will find yourself back at the initial page loaded after login. Proceed with the previous steps, making sure to address each of the outstanding accounts and all associated invoices.



The screenshot shows the same "Welcome to our Payments Portal" header. Below the header, it says "To login, click an account name below." Underneath is a section titled "My Accounts" which contains a list of five accounts: "Brewer, John & Kelli - P3", "Brewer, John & Kelli - P2", "Brewer, John & Kelli - P4", "Brewer, John & Kelli - P5", and "Brewer, John & Kelli - P1". At the bottom of the page, there is a dark footer with links for "TERMS OF SERVICE" and "PRIVACY NOTICE", the copyright "© 2023 Bill.com, LLC", and the logo "POWERED BY Bill.COM".

## FAQs

1. What if I don't see accounts for each of my properties (undeveloped and developed)? Does that mean I don't have a bill?
  - a. If you are unsure, please contact James Arnce, Village Manager, and he can help confirm the properties that should be reflected in your billing statement. If you have properties that are co-owned but possibly reflected under only a single spouse's name, please check to see if they have received a separate email invoice for those properties.
2. If I have bills from prior years that haven't been paid, what am I required to pay right now?
  - a. All previous years bills are considered overdue after the end of the fiscal year. CNPOA reserves the right to pursue legal action including placing liens in the amount of undue prior year bills, legal processing charges, late fees, interest, and other applicable charges.
  - b. For properties that are more than 2 years overdue, you will receive a single courtesy notice prior to a lien being filed against your property. Once the process of filing the lien is underway, you are responsible for all applicable fees as discussed above.
  - c. For properties that are less than 24 months overdue but more than 12 months overdue, you will receive notice of the outstanding balances for all accounts in your name and be given 30 days (from notice) to make payment for all outstanding balances, inclusive of interest charges and late fees. If payment is not received by day 30, the lien process will be initiated. As stated above, once the lien process is initiated, you will be responsible for legal fees and other applicable charges in addition to all balances outstanding.