

## REFERENCE NUMBERS, EMAIL ADDRESSES & HELPFUL INFORMATION

### Business Hours:

Monday-Friday 8:00 am-5:00 pm

Phone: 949-855-1800 or 800-232-7517 Option 1 for Customer Care

Fax: 949-855-6678

Email: [customercare@seabreezemgmt.com](mailto:customercare@seabreezemgmt.com)

### For After Hours Emergency:

Monday-Friday after 5 pm, Holidays & Closures

Phone: 800-232-7517

Please call this number to report a property threatening emergency to our after hours On-Call support staff.

### Address or Name Changes:

Email: [customercare@seabreezemgmt.com](mailto:customercare@seabreezemgmt.com)

or Fax: 949-855-6678

### Escrow Requests:

Phone: 800-232-7517 Option 2

Email: [escrow@seabreezemgmt.com](mailto:escrow@seabreezemgmt.com)

## PAYING YOUR BILL

To ensure proper credit to your account:

- \* Always make your check payable to your association (NOT Seabreeze)
- \* Return the payment stub with your payment
- \* Pay with check, money order or cashier's check (do not send cash)
- \* Send payment in the return envelope provided or mail directly to:  
**Sunwest Bank, PO Box 25189 Santa Ana, CA 92799-5189**
- \* Credit Card or E-check payments: Log into your account via [commarea.cincwebaxis.com](http://commarea.cincwebaxis.com), "Sign In" or you can click on the "Make a Quick Payment" button to left of the "Sign In" button (fees apply).
- \* Returned payments are subject to a fee.
- \* When setting up on-line bill pay with your bank always include your 12 digit account number as your reference. Remember to update the automated information if your assessment amount or return address changes.

## AUTOMATIC PAYMENT OPTION

Consider making your assessment payments automatically.

- \* No monthly/quartermly check to write
- \* No postage stamps
- \* Your payment will always be on time
- \* It's FREE

Your checking account will be debited monthly through the Automated Clearing House (ACH) process and your association account will be credited accordingly.

Please visit: [commarea.cincwebaxis.com](http://commarea.cincwebaxis.com) to register.

Automatic debits are done on the 10th of the month (or next business day if the 10th is a weekend or holiday).

## ADDITIONAL INFORMATION

Did you know that at your community website: [commarea.cincwebaxis.com](http://commarea.cincwebaxis.com) you can:

- \* Get 24-Hour account information
- \* Pay your assessment
- \* Print Applications and Forms
- \* View your association's documents
- \* Place and monitor service requests

Our goal is to provide valuable information that will help keep you updated on the latest Seabreeze and industry news.

We encourage you to participate in our Social Media sites as they are a great way for you to come together for the benefit of your community . . . Together, we are stronger and more effective!

If the address information on the front of this statement is incorrect, please enter corrections below.

You may also edit the information by logging into your account at [commarea.cincwebaxis.com](http://commarea.cincwebaxis.com).

Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Del Mar Highlands Neighborhood Homeowners' Association**  
 THANK YOU for your Payment! Enroll in Auto-Pay/E-Statements  
<https://Commarea.Cincwebaxis.com/DelMarHighlands>  
 Questions? Contact Customer Care / 800-232-7517 or Community Manager  
 Andrew Sheldon / 858-769-1447 / andrew.sheldon@seabreezegmt.com  
 Notices & Meeting Agendas are posted on  
<https://Commarea.Cincwebaxis.com/DelMarHighlands>  
 Assessments are due by the 1st of each month. Collection charges will be levied on past due assessments.  
 30 days past due - \$10.00 plus Interest  
 60 days past due - \$100.00 Intent to Lien + 50.00 Title Check Fees  
 90 days past due - \$350.00 Lien Prep Fee  
 \$250.00 Lien Recording Fee  
 \$50.00 Bankruptcy Check Fee  
 \* Additional fees may apply



Property Address	As of Date	
3584 SEAHORN CIR	October 19, 2023	
Account Number	Billing Date	Amount Due
039902483081	Nov 1, 2023	\$45.00 AutoPay Active

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
09/01/2023	BALANCE FORWARD			(\$45.00)
	CURRENT CHARGES			
09/01/2023	Monthly Assessment 2024	\$45.00		\$0.00
10/01/2023	Monthly Assessment 2024	\$45.00		\$45.00
10/10/2023	ACH		(\$45.00)	\$0.00
11/01/2023	Monthly Assessment 2024	\$45.00		\$45.00

If you see "**AutoPay Active**" noted on this statement, your assessment will be paid on the **10th** of each billing period. If you need to edit or terminate your AutoPay information, please go to <https://CommArea.cincwebaxis.com> where you can setup and edit recurring or one-time payments.

## NEW & IMPROVED HOMEOWNER PORTAL NOW AVAILABLE



To access your account you must register at: <https://commarea.cincwebaxis.com>

- Make one-time payments with credit/debit or eCheck
- Register for FREE recurring (automatic) payment
- View payment history
- Sign-up for e-statements
- Submit work orders
- Document Library
- Calendars of Events
- And much much more!



The new homeowner portal is also available as a mobile app! Search for CommArea in the Apple App Store and on Google Play.



DEL MAR HIGHLANDS NEIGHBORHOOD  
 HOMEOWNERS' ASSOCIATION  
 26840 ALISO VIEJO PARKWAY  
 STE 100  
 ALISO VIEJO, CA 92656

▲ FOLD ON PERFORATION, DETACH COUPON, AND RETURN WITH PAYMENT ▲

**AutoPay Active**  
 Re: 3584 Seahorn Cir

Account #	039902483081
Due Date	Nov 1, 2023
Pay This Amount	\$45.00
After This Date	Nov 30, 2023
Pay This Amount	\$55.23

RETURN SERVICE REQUESTED

NIKOLAI SCHLEGEL  
 STEPHANIE SCHLEGEL  
 6 ELIZABETH LN  
 DANVILLE CA 94526-1547



0/01268  
 S+0  
 M  
 MXC-A1763696

MAKE CHECK PAYABLE TO:

DEL MAR HIGHLANDS NEIGHBORHOOD HOMEOWNERS'  
 ASSOCIATION  
 C/O SEABREEZE MANAGEMENT  
 PO BOX 25189  
 SANTA ANA, CA 92799-5189