

How to set up auto pay on your Village Plaza account or where to mail your payment

HOMEOWNER SET UP AUTO PAYMENTS:

New owners: Soon after your real estate closing you should hear from someone at Community Financials with instructions for setting up auto pay. **Keep in mind your first quarter's fees may have been paid on your closing statement.** (in that case July 1, 2026 will be the first time you'll owe fees.) If you've misplaced those instructions use those below:

Current Residents: To change from paying by check to auto pay follow directions below:

Call 833-266-3646 and ask for prompt 2.

This will give you a live agent who will explain further and send you a one-time password to your email address ... once you verify your email address you can set up your OWN password to replace the temporary one, from there you can set up an auto payment.

Do not use a credit or debit card # ... that will result in a service charge you can easily avoid: To avoid extra costs, use your checking account # and routing # (on your checks or a the bank's website.)

Choose 'variable payment' ... so that when / if there is a change to the amount of your quarterly fees it will automatically adjust the payment to meet the invoice amount.

HOMEOWNER PAYMENTS BY CHECK

This address is where owners who do not want to use Auto Pay will mail their payments to the lockbox at Columbia Bank. Please do not bring your payment to the Village Plaza Clubhouse. **They must be mailed and YOUR CHECK MUST CONTAIN your Village Plaza account # which you'll find on the invoice you received.**

Make your check payable and mail (postal mail) to:

Village Plaza Condominium Association
PO Box 26078
Miami, FL 33102-6078