

## Check/ Money Order

Checks and money orders may be sent directly to the Association's lock box along with the bottom portion of the applicable account statement. It is important that the bottom portion of the statement be included with your transaction, as the bar code printed at the bottom allows for faster automated processing.

1. Ensure the check is made payable to Southern Highlands Community Association (SHCA) and the memo portion includes your Account Number (*this information is included on your payment coupon.*)
2. Place the appropriate payment coupon and your payment in an envelope with your statement each cycle to ensure your payment is accurately posted.
3. If you reside in both a sub-association and a master association, **do not** bundle payments for more than one corporate entity into a single envelope. The automated system will only post to one account.
4. Delivery Options
  - a. USPS Mail  
Southern Highlands Community Association  
c/o Olympia Management Services Processing Center  
P.O. Box 97793  
Las Vegas, NV 89193-7793
  - b. Hand Delivery  
Payment by check or money orders may also be hand delivered to:  
11411 Southern Highlands Pkwy, Suite 100, Las Vegas, NV 89141, during regular business hours or placed in the drop box (located on the west side of the building) after-hours.

## Bill Pay Services

1. If you use Bill Pay through your banking institution, you will need to delete the existing payment profile and create a new profile using the address listed below.

Southern Highlands Community Association  
c/o Olympia Management Services Processing Center  
P.O. Box 97793  
Las Vegas, NV 89193-7793

2. Ensure the check is made payable to Southern Highlands Community Association and the memo portion includes:  
Management Company ID = 1939  
Association ID = SHD  
Property Account Number = *This information is outlined on your payment coupon.*