Dear Residents,

We wanted to let you know that our portal software recently underwent a system update, which unfortunately caused a glitch that prevented some residents from receiving the **PDF attachment of their invoice**—utilized by those mailing in check payments.

To help with this, we've attached a **JPEG image** to this email that shows exactly where to go in the portal to download your invoice manually. You can find it by selecting the **"All Invoices"** tab in your account, then clicking the three dots next to your invoice and selecting **"Download Invoice."**

We also want to inform you that the **mailing address for check payments has changed**. Checks should now be sent to:

Port Sewall Harbor & Tennis Club
PO BOX 620151
Orlando, FL 32862

This updated address is **more local**, and as a result, checks should arrive and be processed **more quickly**. If you've already sent your payment to the **previous California address**, don't worry—it will still be credited to our account. This change applies to all future payments.

Please note: This address change was made by our **software provider**, not directly by the HOA Board. We're working with them to make sure everything is updated and remains consistent moving forward.

We're hopeful the PDF issue will be resolved by the next quarterly billing cycle, but in the meantime, this should ensure everyone can still access their invoice without delay.

If you have any problems accessing your invoice or questions about your payment, feel free to **reply directly to this email**, and I'll be happy to help.

Apologies again for the inconvenience—unfortunately, software updates often come with glitches, and this one just happened to hit right on a quarter.

Thank you for your patience and continued support.

Warm regards,
Port Sewall Harbor & Tennis Club