

Oak Bridge Condo Association
c/o Bishop Real Estate Management
P.O. Box 446
Nashua, NH 03061



Re: Condo Fee Payments

Dear Owners,

Please be advised that effective October 23rd, you will no longer be able to pay your condo fees through the “Bishoprem.com/pay” site. This site will be disabled. Any transactions that are set up as recurring payments will be deleted.

You will have the option to pay your condo fees through AppFolio, by logging onto your owner portal. The information below is being provided to assist you in setting up your owner portal. If you have difficulties, please contact Shelley at Bishoprem@hotmail.com for assistance in activating your online portal through AppFolio.

In Your Owner Portal, You can:

- View your monthly statements
- Access Inspection reports and documents
- Make secure monetary payments, this includes one time or recurring condo fee payments
 - Be advised, if you pay with a credit card, your transaction will be subject to a convenience fee of 2.99%, if you pay with a debit card, you will be subject to a convenience fee of \$9.99.
 - If you pay your fees by selecting to pay by an “ACH” or “E-check” there will be NO convenience fees associated. This option is FREE with NO FEES associated.

Steps to Activation:

- Visit https://bishoprem.appfolio.com/oportal/users/sign_up
- Enter your email address.
- Click “Sign Up.” You will then receive an activation email.
- Check your inbox for the activation email. You will need to confirm your email address and set a password.

If you have any questions or concerns, please do not hesitate to contact our office at 603-880-6464.

Sincerely,

Shelley Gullett

Agent for Oak Bridge Condo Association
Bishop Real Estate Management
603-880-6464