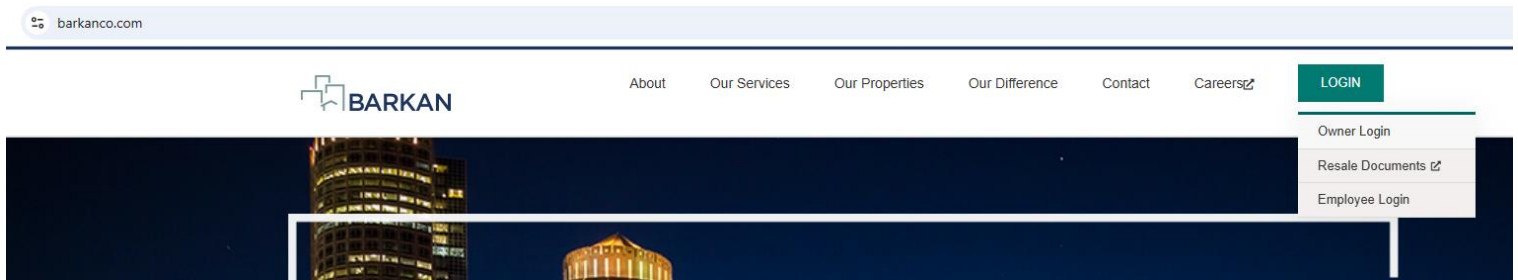
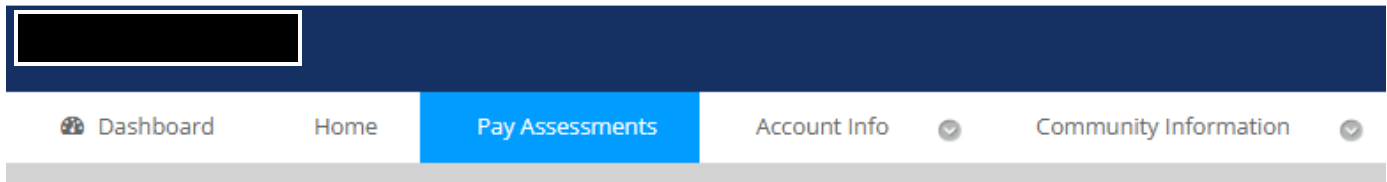


Editing your fee amount for 2025 through the Owner's Portal:

1. Go to <https://www.barkanco.com/> and select "LOGIN", "Owner Login"



2. Click on the "CINC Owner Portal" link to be directed to the portal. Hit Sign In in the upper righthand corner and enter your email and password.
3. Click on the Pay Assessments tab at the top:



4. Scroll down to the Recurring Payments section and select Edit.

Recurring Payments!

Set up recurring payments to be debited on the same date each month. If you've already made a payment for this month, choose a processing day prior to today's date. To include this month's payment, choose a future processing day.

[New Recurring Payment](#)

#	Created	Payment Day
Edit Delete		Monthly payment at day 2

5. A Payment Edit screen will pop up. Scroll down to the amount and change it to your new fee **after** your December fee has already been taken out.
 - a. You can also change this to the assessment balance option by electing the box. This will remove the amount and pull the balance due each month.

Amount:*

☐ OR Check here to pay assessment balance
This option authorizes payment of unpaid assessment increases, late charges, return fee or collection costs to be debited from your checking or savings account.

Payment Date

Monthly Payment

Processing Day Of Month:*

By choosing Monthly as the payment frequency, your payment schedule will not expire.

[Cancel](#) [Next](#)

- Click Next and scroll through to read and authorize the payment information.

To complete & confirm this payment, click "Submit Payment"

[<< Return to Process Payment](#) [Submit Payment >>](#)

- Hit Submit Payment at the bottom. This will simply save your changes and will not process any additional payments.