

BOUY TENDER STATION HOA
COLLECTIONS POLICY

Regular Assessment Due Date and Method of Payment

Regular monthly assessments are due on the first of each month and are past-due after the 30th of each month. Quarterly insurance assessments are due on the first of February, May, August, and November. The quarterly insurance assessments are due by the 28th of February, and the 30th of each month otherwise.

If you would like to set your account up on automatic draft, please return the enclosed draft authorization form. Keystone also offers payment online through the website, www.kpm1.com.

If you prefer to pay by check, funds should be made payable to Buoy Tender Station HOA and mailed to:
Mutual of Omaha Bank
PO Box 52974
Phoenix, AZ 85072

If paying by check, include the coupon stub from your statement. If using bill pay through your bank, mail to the address above and make sure the following information is included on your check:

Management ID: 4542

Property ID: BUOY

Account #: (as noted on your statement)

Late Statements

Late statements are printed after the 30th of each month and mailed to delinquent homeowners. It is the homeowner's responsibility to pay each monthly assessment of the first of each month, to pay any late fee applied to the account if it becomes delinquent, and to notify the management company of any changes in the billing address or title to the property.

Late Fees

Late fees are applied to delinquent accounts after the 30th of each month at a rate of \$20.00 per month. It is necessary for the HOA to keep an accurate, updated record of accounts receivable and to ensure prompt payment of expenses and accounts payable. Therefore, it is imperative that homeowners pay their dues as scheduled on a monthly basis and paid in full by the due date.

Returned Bank Checks

All returned bank checks will be subject to a \$25.00 Returned Check Fee posted on your account and payable to the HOA.