

April 2017

Remittance Procedures for Caughlin Ranch Membership Quarterly Assessments

The Caughlin Ranch Homeowners Association (CRHA) offers members the following payment options: personal check, money order, ACH (Automated Clearing House auto-deduction), E-check (electronic payment), and credit card payments through Mutual of Omaha Community Association Bank (CAB).

- Checks and money orders should be made payable to CRHA and mailed to:
P.O. Box 52918, Phoenix, AZ 85072-2918

This address was assigned to CRHA by CAB; payments are sent directly to the bank's automated payment processing center.

- CRHA switched from identifying properties by lot number to a 5-digit account number assigned by our new accounting system. Please call the Association office at (775) 746-1499 if you need your new 5-digit account number.
- Please make sure to include your 5-digit account number on all payments. If you pay on-line through your bank, your account number must appear on the bank draft.
- When paying by check or money order, please include the appropriate coupon from your Assessment Coupon Book. Your 5-digit account number is printed in the Coupon Book.
- When making payments for multiple properties, you may remit payment on one (1) check or money order as long as you include the Assessment Coupons for each property and/or clearly identify the disbursements of funds for each individual 5-digit account number.
- The Association office, at 1070 Caughlin Crossing in Reno, is open between 8:00 a.m. and 5:00 p.m. Monday through Friday, with the exception of Association holidays. Members are encouraged to mail their payments directly to the payment processing center in the envelopes provided.
- There is a secure drop box located on the porch to the right of the entry to 1070 Caughlin Crossing. This box is checked each day the office is staffed.
- CRHA, and the sub-associations we manage, **DO NOT ACCEPT CASH PAYMENTS.**
- If you prefer to have your assessment payment automatically deducted from your checking account within the first 10-days of the first month of each quarter, please complete an ACH Authorization Form and return it to the Association office with a voided check attached. This will ensure your payment is never late, which will avoid a \$25.00 Late Fee charge.

- The Preauthorized Electronic Payment Agreement (ACH Authorization Form) can be found on the CRHA website at: www.caughlinhoa.com/ under the Association News tab. This Lockbox Payment Processing Services notice is also posted on that page under Assessments / Collection Policy.
- You may also make assessment payments on-line using a Visa, MasterCard, Discover Card or American Express; the bank charges a fee for this service. Please visit: www.mutualofomahabank.com/community-associations; you will need to create a user profile and follow the prompts to assist with your preferred payment method. Please have your assessment payment coupon available; there is information printed on the coupon that you will need to complete the on-line payment process. Please call the Association office if you do not have a payment coupon. Once your identity has been verified, you will be provided with the necessary information.
- Members whose assessments payments are not received by the 11th day of the first month of each quarter will be charged a \$25.00 Late Fee. This fee is charged on a monthly basis for any unpaid assessment with a full or partial balance.

Please do not hesitate to contact the Association office if you have any questions or need further assistance.

Sincerely,



Lorrie Olson, DCAL, CMCA, AMS, PCAM
General Manager / Supervising Community Manager
Caughlin Ranch Homeowners Association

1. Management Company ID
2. Association ID; varies by assessment class
3. Property Account Number

Account #: 99999
 Caughlin Ranch Homeowners Assoc.
 999 Caughlin Creek Road

Account#
 99999

Date Due
 4/1/2015

Amount Due
 579.50

Date Due Amount Due
 4/1/2015 579.50

Jack Black
 999 Caughlin Creek Road
 Make check Payable To:
 Caughlin Ranch Homeowners Association
 P O Box 52918
 Phoenix AZ 85072-291



KEEP THIS STUB

9050 000438 000000000099999 BLACK0000000 054670 0
 (1) (2) (3)

Caughlin Ranch HOA Assessment Classes

- A - \$193.56 Association ID 000438
- B - \$290.33 Association ID 000438
- C - \$579.50 Association ID 000438
- D - \$386.53 Association ID 000438
- E - \$263.73 Association ID 000438