

Instructions for payment of your monthly Chateau Foret HOA Assessment

Chateau Foret Homeowners Association appreciates and requires that each of you keep your Assessment obligations current. YOU SHOULD have your current email address on file with the Association which enables you to receive a monthly assessment invoice, giving you an up-to-date status of your account with the Association. Monthly assessments are due on the 1st day of the month and considered late if not paid by the 10th of the month. If assessments are late, they are subject to fines and penalties as per Chateau Foret CC&R's.

You may pay your monthly assessment by one of the following:

1. **We strongly encourage Homeowners to use the** ACH transfer method for payments. ACH stands for *Automated Clearing House*, which is a network that coordinates electronic payments and automated money transfers. ACH is a way to move money between banks without using paper checks, wire transfers, credit card networks or cash. The **"transfer method of payment"**, can be found at the bottom of your monthly emailed invoice. This is the most *secure, efficient, and immediate* method of making payments.

Note: If you have not provided the HOA with your current email and are not currently set up to receive invoices by email, please contact M&M Management at 801-566-1411, ext. 1, to set up email account, which will enable you to pay via ACH transfer, which is very simple and convenient. All you do is press the **Review and Pay** tab located at the bottom of the intuit invoice and you will be instructed, step-by-step, how to process your payment. It's that easy!

2. Personal check payable to **Chateau Foret HOA** and personally deliver to the M&M Management Office or mailing to:

Chateau Foret Homeowners Association
3783 South 500 West Suite 8
Salt Lake City, UT 84115

Note: Checks for HOA fees or special assessments that are made out to M&M Management will not be accepted and you will be subject to late fees and penalties for any time delay and handling that may become necessary if check is not made out correctly.

3. Use your bank's "Bill Pay Service", which is sent via US mail, and it needs to be addressed as follows:

Chateau Foret Homeowners Association
3783 South 500 West Suite 8
Salt Lake City, UT 84115

Note: Please verify with your bill pay records that the address on the "Bill Pay Service" file matches that which is above and that the (\$) amount you are paying is for the current monthly assessment is correct. These payments need to be made payable to Chateau Foret Homeowners Association.

Please be aware that neither M&M Management nor Chateau Foret Homeowners Association are responsible for payments that are not CORRECTLY made (as per instructions outlined above) or payments that go missing in transit. If a payment is not correctly paid when due and/or has gone missing in transit, it is the homeowner's responsibility to research the payment with their personal records, their respective Bank and/or Bill Pay company, or with the US Postal Service.

As of January 1, 2019, late fees will be enforced on any missed payments received after the 10th of each month, regardless of the method of payment you choose to use!

If you have questions about the above information, please call M&M Management at 801-566-1411

Thank you from your Chateau Foret HOA Board.