

Camden Park, Inc.

CORRESPONDENCE ADDRESS: c/o Associa HRW, Inc. 4700 Homewood Court Ste 380, Raleigh NC 27609
customer-care@hrw.net 919-787-9000

OFFICIAL NOTIFICATION OF 2018 ASSESSMENT

The Board of Directors is responsible for financial planning for the Association to fund operating expenses and build the reserves for future maintenance, replacements, and repairs. To ensure that these needs are met, the Board has set the annual assessment as follows:

- Annual assessment effective as of January 1, 2018: \$2,160.00
- Payable in monthly installments of \$180.00
- Due on the first of January, 2018 and the first of each month.
- Late fee: \$10.00 (to be charged if payment has not posted to your account prior to the 30 day grace period)

You may check your account balance any time, and pay online with Credit Card or E-check through *TownSq*. Log in at <https://app.townsq.io/login> or via the **townsq** app on your phone.

** Your account number (for first time registration) may be found on the attached bill. **

Note that your online balance may not reflect future / upcoming charges – refer to the statement attached

Your payment is due on the first. Payments **must be received and posted to your account prior to** the late date shown on the attached or penalties will be assessed. You can find the association's governing documents in *TownSq* and you can also easily contact our management team with any questions via *TownSq*, or update your mailing address and contact information.

NOTE: We are unable to process your payments at HRW's Raleigh office, all payments must be sent to the remittance address below.

Register in *TownSq* to pay via Credit Card or E-Check* – If you are already set up to pay by credit card or e-check through *TownSq*, please be sure to go to your account and to update the **2018 Assessment Amount (if it has changed)**. This service is available 24/7 and the payment will post immediately to your account. **NOTE:** the old Associa Access payment portal has been discontinued. (* *convenience charges are billed the payment portal service provider*)

Payment by Check –

- 1) Make checks payable to *your Association Name* (as shown on the attached).
- 2) Please write your **account number** on the check.
- 3) Mail to: *Association Name (as shown on the attached bill)*
c/o HRW
PO Box 11904
Newark, New Jersey 07101-9104

HRW Auto Debit* – **If you are already registered to pay via automatic draft, you do not need to do anything. We will update the amount (if it is changing for 2018). The automatic draft of funds by HRW from your account will continue to be initiated monthly between the 8th - 12th.**

** To sign up for automatic draft or make changes, please submit the completed form, which may be found in *TownSq* or by contacting our office at customer-care@hrw.net**

Online Bill Payment – If you registered with your bank to issue payment on your behalf, it is important that you ensure your bank has the following information correct. Failure to include all of this information with your online bill payment will lead to delays in processing your payments and may result in late fees.

- Account Number – Your full and exact account number should be noted on the check or electronic funds transfer that the bank issues (include zeros and dashes). *NOTE: some banks still mail paper checks for these payments.*
- Remittance Address – All payments should be sent to the PAYMENT ADDRESS above, and not to our office.
- Assessment Amount – **Remember to update the amount if it is changing in 2018**
- Issue Date – schedule payment to be issued at least 14 business days prior to the late date to avoid late fees.

* **You may not receive a statement in the mail if your account with the Association is either:**

- Already set up on Auto Debit (for monthly assessments that receive coupon books)
- In Collections with the attorney - **For questions or payoff information on your account and to avoid foreclosure, please contact your Association's collections attorney directly as we cannot discuss accounts that have been referred.**