

# Bastrop Riverside Grove

## Payment Information

- Checks should be made payable to **Bastrop Riverside Grove HOA c/o Associa Hill Country PO Box 627 Kemp, TX 75143**, and ***NOT to*** Associa. To insure proper posting of payment, be sure that your home's physical address is included somewhere on the check and your account number.
- The due date for the annual assessment is the **1<sup>st</sup> of January** with a grace period until the **10<sup>th</sup> of January**. If payment in ***full*** is not received by this date, your account will incur a late fee and a \$20 handling fee. \*Note: **Fees will accrue each month that payment is not remitted in full** (i.e. partial payments accrue fees even if the partial payment is made timely. We can offer a onetime write off per year if we are contacted within 30-days of the date the fee was incurred. *\*Mail your check no later than 1<sup>st</sup> of the month (allow for weekends & holidays) to ensure it arrives on time.*

## Statements Will Be Sent to the Address We Have on File:

If you do not receive your statement by December 15<sup>th</sup> please send an email to [William.Skeen@associa.us](mailto:William.Skeen@associa.us), and we will have one emailed to you.

## BRG's Standard Collections Policy

- Initial collection letter: This letter is mailed via regular & certified mail and a \$20 processing fee is charged to the owner's account. The letter allows the owner 30 days to pay or dispute the balance & notifies of future action if payment is not received.
- Order title search to determine legal owner: A title search is ordered & the owner's account charged \$125. Upon receipt of the title search, a letter is mailed to the owner informing them of this action and if payment is not received within 30 days an assessment lien will be filed with the county & associated cost charged back to their account.
- Notify owner of lien filing and file lien with the county: If payment has not been received within 30 days, a letter is mailed to the owner notifying them a lien is prepared, filed with the county and \$170 is charged to their account. Upon payment in full a notice of release of lien will be processed & filed in the county at no additional charge.
- Final demand letter: This letter is mailed by regular & certified mail and a \$20 processing fee is charged to the owner's account. This letter allows the owner 45 days to pay or dispute the balance, including the ability to request a hearing with the board before collections turnover.

### **Pre-cut checks or Online Payments by Your Financial Institution**

If your bank or other financial institution makes your payments for you, please contact that financial institution immediately with the new amount to avoid being assessed any late and/or collection fees. They will not know to make the adjustment if you do not tell them to. Make sure that your financial institution is aware that the effective date is January 1, 2023. They should also use the address listed in the paragraph above to send payment to. \*Be sure that your account number is referenced on the check and that they make the check payable the association. Here is where they need to mail your payment to:

Bastrop Riverside Grove HOA  
c/o Associa Hill Country  
PO Box 627  
Kemp, Texas 75143

### **Automatic Draft/Debit through Associa ---- FREE!**

This is a free service and easy to set up! Complete the attached form and return it with a voided check before the 20<sup>th</sup> for the draft to occur the following month. Drafts are done on the 9<sup>th</sup>/10<sup>th</sup> of each month.

**TownSq:** You may also make a payment on TownSq if you have registered. Please note that there is credit card convenience charge that is passed through by the bank. If you have not registered for TownSq please contact [William.Skeen@associa.us](mailto:William.Skeen@associa.us) and we will send you the information to do so.



# REQUEST FOR AUTOMATIC PAYMENT OF ASSESSMENTS

Thank you for your interest in Electronic Funds Transfer. Please fill out the following information to complete this request.

## HOMEOWNER AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

I authorize the branch and the financial institution listed below to debit my bank account automatically for each association assessment billing period. **Note: Information below is required. If not provided, there will be delays in processing your direct debit request.**

Management Company Name: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Homeowner Account Number: \_\_\_\_\_

Association Name: \_\_\_\_\_

Address And Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Direct Debit Start/Stop Date (MM/YYYY): \_\_\_\_\_ / \_\_\_\_\_

Homeowner Bank Name: ~~X~~ \_\_\_\_\_

Homeowner Bank Routing Number: ~~X~~ \_\_\_\_\_

Homeowner Bank Account Number: ~~X~~ \_\_\_\_\_

**CHECKING ACCOUNT** - Include a voided check from the account you would like to debit

**SAVINGS ACCOUNT** - Include letter from bank that includes your full account number and routing number. **Statements will not be accepted.**

*Only checks for US Banks will be accepted. Deposit slips cannot be used in place of a voided check.*

Signature: ~~X~~ \_\_\_\_\_ Date: 11/6/20

*In order for funds to be pulled in time for next month's assessment, this form must be received no later than the 20th of the prior month. The automatic payment process will begin with your next assessment period once we have received your completed form and either your voided check or letter from bank that includes your full account number and routing number.*

**Return by email: Scan and send this form and a voided check to: [csscdirectdebit@associa.us](mailto:csscdirectdebit@associa.us)**

**Return by mail:**

Complete and send this form and a voided check to the following address:

OR

**Associa**

1225 Alma Rd., Suite 100  
Richardson, Texas 75081