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## Montgomery Trace Property Owners Association

[www.montgomerytracepoa.com](http://www.montgomerytracepoa.com)

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November 2020

Dear Homeowner:

The Board of Directors of Montgomery Trace Property Owners Association is striving to operate with a solid fiscal plan that will serve our community's needs now and into the future with the assurance that, barring unforeseen events, the attractiveness, desirability and safety of our community is clear.

The Board of Directors voted to increase the rate of assessment to \$375.00 per lot in 2016, however based on the Budget Expenditures, they did not bill the amended assessment amount. While the assessment rate remains \$375.00 per lot, in 2021 the billed amount will be **\$350.00** per lot.

The annual assessment fee is due on January 1, 2021. If the annual assessment fees are not paid by January 31, 2021, they are considered delinquent and will begin to accrue a penalty plus interest beginning February 1, 2021 and each month thereafter until paid in full, as allowed in the governing documents for the Association.

**Please note that the Association uses a Processing Center for payments. Please use the mailing address on your statement, NOT the mailing address on this letter for remittance of your payment.** The mailing address above is for all other association related business that does not relate to collection of the Assessment fee.

The Association offers homeowners the ability to pay assessments by credit card on the internet. You may use American Express, Master Card, Visa or Discover. This can save you time while enjoying the convenience of an online payment service. If you choose to pay by this method, you **MUST** have a valid email address for credit card or E-check processing, and your payment coupon. To pay online, please follow these instructions:

1. To pay HOA dues online, visit your portal at:  
<https://portal.chaparralmanagement.com/Home/Login>
2. Click "Payments"
3. Click "Make Payment"
4. Follow the directions on whether you wish to set up one-time payment or recurring payments from the header on the screen.
5. **Enter your payment amount and continue.**
6. Choose "Pay by eCheck", "Pay by Debit Card" or "Pay by Credit Card" (fees will vary based off of your payment selection).
7. A copy of the 2021 adopted budget has also been posted on the portal for your reference.

If you wish to pay via check, cashier's check, or money order, please make out to "Montgomery Trace POA" and send to PO Box 62048 | Phoenix, AZ 85082-2048 (our processing center for assessment payments) and include your payment stub from your invoice.

If circumstances exist that will prohibit you from paying your annual assessment in full by January 1, 2021, you may request a Payment Plan by contacting Chaparral Management Company for details at 281-537-0957. The penalty and interest will continue to accrue on the unpaid balance in accordance with the deed restrictions. These fees are not optional, and payment must come from every homeowner to assure that all services can be provided.

Sincerely,  
**The Board of Directors**  
**Montgomery Trace POA**