



Dear Homeowner,

Your homeowner's association, Colony Creek Village Community Association, has voted to keep the 2020 HOA maintenance assessment rate at the same rate as last year, \$324.00. To make payment of the assessment more convenient, this amount can be divided and paid in three separate installment payments due as follows:

\$108.00	Payable in October 2019
\$108.00	Payable in November 2019
\$108.00	Payable by December 2019

To use the installment plan, just mail your check in with the enclosed payment coupon regardless of what the amount due stated is stated on it. **If you wish, the full amount, \$324.00, can be paid at any time before January 01, 2020 by mailing the full payment in with the enclosed coupon.** The assessment will be considered late and begin accruing late charges if the total amount due is not received by January 31, 2020. Any assessments that are past due will be displayed on your bill separately.

Payment can be made by mailing a check (installment amount or full amount) **with the enclosed coupon to the remittance address on the coupon (P.O. Box 64175, Phoenix AZ, 85082)** or you may pay the amount due online by following the below listed instructions.

1. Go to this website: <https://www.mutualpayproperty.com>
2. Click on the appropriate link "**Sign Up**" to register your account, "**Login**" to sign in after your account has already been registered, or "**Pay Now**" to make a onetime payment. Please note if you have previously registered your account you must login before making payment
3. Click the "**Yes**" button to agree to the terms and conditions
4. Fill in the owner and property information correctly
5. Fill in the Management ID Code which is: **3032**
6. Fill in the Association ID Code which is: **CCVA**
7. Fill in your property account number which is: **Listed on the enclosed invoice**
8. Select payment option "**Pay by e-check**" or "**Pay by card**"
9. Fill in your payment account details, payment amount and payment date
10. Review and if correct, check the box to agree to pay the total amount including any fees as shown above and click "**Next**"
11. Review and confirm payment information and hit the "**Submit payment**" button

Please contact your community manager, either by email at brent@brmtexas.com or by phone at 713-466-1204 if you have any questions.

Colony Creek Village Community Assoc. Inc.

Este documento es muy importante. Si usted no puede leer Ingles, por favor consiga a alguien para que le traduzca este documento.