



Quarterly Dues Payment Options for Homeowners

January 13, 2025

The Enclave 2025 quarterly dues are \$675.00. Homeowners can pay dues via one of these payment options. Dues payments are due on the 1st of the first month of the quarter. Payments received after the 1st may incur a late fee.

******Due dates are January 1, April 1, July 1, October 1, 2025******

OPTION 1

The form below is to be filled out and sent to Schreiber LLC if you elect to pay your Enclave Homeowners Association dues via ACH (Automated Clearing House) which is direct payment from your account with no fee attached.

This form can be mailed to:

Schreiber LLC
101 Blue Moon Crossing
Suite 3 #315
Pooler GA, 31322 (Not a physical Address)
(912) 661-687

Or

Scanned and emailed to:

Schreibermanagement@gmail.com

OPTION 2

Homeowners may also use their bank's bill pay feature to pay dues monthly (\$225.00 per month) with no fees by logging onto their own bank account and selecting "bill pay". **If you select this payment method, you must have a total of \$675.00 accumulated by the time your quarterly payment is due or make up the difference in the month preceding the due date. The next payment is due January 1, 2025. You must have sent \$675.00 by January 1 to be current.** Your house number and street name are your account number. (Payments must be made before due date and any amount outstanding by the due dates or you will incur a late fee)

Payee Address:

The Enclave
101 Blue Moon Crossing
Suite 3 #315
Pooler GA, 3132 (Not a Physical Address)

Payments EXAMPLE ONLY:

<i>January 2025</i>	<i>\$225.00</i>
<i>February 2025</i>	<i>\$225.00</i>
<i>March, 2025</i>	<i><u>\$225.00</u></i>
<i>by April 1, 2025</i>	<i>\$675.00</i>

OPTION 3

Send a check for the quarterly dues payable to **The Enclave HOA** and mail to prior to the 1st day of the quarter:

Schreiber Management
101 Blue Moon Crossing
Suite 3 #315
Pooler GA, 31322 (Not a Physical Address)
(912) 661-6879

You may also hand a check to the Gate Attendant during Gate House hours on or before the 1st of the month.

We don't accept cash payments, if you cannot pay via the above options, you can send a money order to the address above.

Option 4

Credit Card via Doorloop app. (credit card payments only).

No matter which payment option you choose, your payments will be credited to your homeowner account by Schreiber Management.

Continue to ACH payment form.



AUTHORIZATION AGREEMENT FOR ACH WITHDRAWALS (ACH DEBITS)

Company

Name ENCLAVE AT BERWICK PLANTATION

I (we) hereby authorize Schreiber LLC hereinafter called COMPANY, to initiate debit entries from my (our) ☐ **Checking Account** / ☐ **Savings Account (select one)** indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to credit the same to HOA account. I (we) acknowledge that the origination of ACH transactions from my (our) account must comply with the provisions of U. S. law.

Financial Institution (Bank)

Name _____

City _____ **State** _____

Routing _____ **Account**
Number _____ **Number(s)** _____

AMOUNT TO BE WITHDRAWN \$ _____ **(Existing credits will reduce the withdrawal amount)**

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination 15 days before scheduled debit to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____ **Street Address** _____
(Please print)

Signature _____ **Date** _____

Payment will be debited (withdrawn) on approximately the 5th of the first month of the Qtr. for ACH payments ONLY.

Any fees charged for rejected payments will be billed to owner.

Revised March 2024, May 2024, January 2025