

## Bookkeeper Requests/ Notes

### PAYMENTS

Please include your **Account #** with your payment **DIV/LOT# on your statement under Account #** to make sure your payment is applied to correct account. Your address, name, or only the lot # is not your Account #. **You need to include BOTH Division and Lot #'s.** It helps to put this on the memo line of your check.

Your statements are separated into **Regular Assessment, Road Project Assessment, and Lien Fees.** When making payments, please state where you want your payment to be applied. For example, if you make a \$500.00 payment note \$300.00 for Regular, and \$200 for Road Project if you would like it separated that way.

Proof of payment will show on your statements which are sent out monthly on the 15<sup>th</sup>. If you make a payment after the 14<sup>th</sup> it will not show until the following month.

Payments can be sent to address below or dropped off in mailbox located in row of mail boxes in front of 43 S Alder Ln. **We do not accept cash, debit, or credit.** Please pay with check or money order.

Four Seasons Park  
308 S Alder Ln  
Port Angeles, WA 98362

### UNDERSTANDING INVOICE ABBREVIATIONS (Under Transaction on your Statements) **REG 24-2001**

**REG**- Regular Assessment. (24) is the year, the first number (2) is the month and (001) is the invoice #

**RD**- Special Road Project Assessment

**PMT**- Payment will be followed by the check # associated with this payment.

**INT**- Interest Charge (FC was previously used)

**CRD**- Credit

**Lien**- Lien Fee

### INTEREST FEES

25% Interest was applied to accounts on January 1st that did not have last year(s) dues paid off per our Bylaws. 1% Monthly Interest will be applied to Total Past Due Balances including Regular Dues, Road Projects, and Lien Fees from last year(s) dues. There will be a **Grace Period on 2024 Regular Dues and Road Projects until June 15<sup>th</sup>.** After June 15th 1% Interest will be applied to Total Balance including Regular Dues, Road Projects, and Lien Fees. This 1% fee will be on your Regular Assessment statement and not separated on each statement.

### ADDRESS/ CONTACT INFORMATION CHANGES

If you change your address/contact information **please please please** inform us as soon as possible. USPS does not inform us of changes and we will have no way to contact you or send out statements, news letters, new budgets, or other important matters if you have not provided us with up to date contact information.

### CONTACTING US

If you have any questions about your billing or need to contact us, please email us at **fourseasonsparkhoa@gmail.com.**

\*Please do not email 4seasonsparkhoa@gmail.com. It is not our park email address and belongs to someone else.\*