

# IMPORTANT NOTICE:

## Procedures for Paying Monthly Homeowners Association Assessment Fees

As of January 1, 2025, the HOA dues assessment for each unit of The Townes at Hershey Road is **\$160.00** each month. Payment is due for the monthly assessment on the first day of each month.

**You can mail your monthly payment to:**

**The Townes at Hershey Road Homeowners Association**  
**P.O. Box 6353**  
**Harrisburg, PA 17112-0353**

**No Coupon Books:** You will no longer receive or need to use a coupon book for payment of the monthly homeowners association assessment fees. You will receive a monthly homeowners association account statement similar to the one enclosed. This statement will show your homeowners association's account activity including past payments applied and the assessment for the next month.

**Automatic Payment Enrollment:** The homeowners association's bank offers an ACH direct debit option which will automatically deduct the monthly balance due shown on your monthly statement from your checking account within in the first week of each month. However, due to banking regulations, an enrollment form will be required if you wish to start an automatic payment service set up directly with the homeowners association's bank. Please fill out the enclosed form and return it with a voided check for routing number and checking account verification purposes only. You can mail the completed form to the homeowners association's address listed above or drop it off to me personally. You can sign up for this payment option at any time.

**Drop Off Service:** If you don't want to enroll in the automatic payment service but still want to save the price of a stamp. You can drop off the monthly payments at my house by the first of each month. Checks Only Please. No Cash. Sorry, but the payment of homeowners assessment fees by credit card is not offered.

**Advanced Payments:** If you like to pay monthly assessment fees a few or several months in advance, we can handle that too. Your prepayment of monthly fees will be reflected in your monthly statements.

If you have questions, please feel free to contact me.

Thanks,

**Mark Chiles – President/Treasurer**

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