CAMP
COMMUNITY ASSOCIATION MANAGEMENT PROFESSIONALS

ASSESSMENT PAYMENT OPTIONS

Below are the options for paying your community assessment. Assessments are due on the 1st of each month, which means, it has been processed and credited to the Association's account on the 1st of each month. The Association has built-in a grace period for mail or other delays before a late fee is applied.

First Class Mail with Coupon & Personal Check – The coupon contains all information necessary to efficiently process your payment. The coupon is read electronically and identifies your name, community, and your unique account #. Delays are likely due to post office issues, such as illegible address, the wrong PO Box, or local post office issues. Accordingly, Owners should print clearly on the envelope, ensure the correct mailing address, and mail your payment 3 days prior to the first of the month. This ensures that even if mail service is slow, your payment will still be within the grace period. December mail is always slower – so take that into account for your January payment. Assessment mailing address:

Dulles Farms Community Association
C/O CAMP
PO Box 105007
Atlanta, GA 30348-5007

Direct Debit – You authorize the amount of your assessment to be electronically removed from your account each month and immediately transferred to the Association's account. This option ensures your payment is timely if funds are available. There is no charge and funds are debited from your account on the third business day of the month.

One-Time ACH – Owners may call CAMP's Customer Service and effect an ACH payment directly from your account to the Association's account. (There is no additional charge for this service). Call 855-477-CAMP (2267) for assistance.

Bill-Payer – this is not an electronic payment. Bill-payer accounts are processed through a third-party system secured by your bank or other service. There are several 3rd party processors that work with banking institutions utilizing a "electronic validation file" to provide all required information for a timely payment. Those third-party electronic system providers are: MedAvante, Fi-serve, and FI. Without an electronic validation file, the 'paper' bill-payer process has weaknesses that result in a late fee to owners, which include:

1. Bill-payer (other than above using a validate file) is not an electronic payment. Rather, a paper check is generated and transmitted by mail to the bank on your behalf. Such payments are often without any accompanying information – sometimes lacking even the owner's street address;
2. Owners believe that when the funds leave their bank account, the assessment has been paid. Not so. Funds are transferred to a bill-payer account where a bill-payer check is written and transmitted.
   a. The date on which the funds were debited from the Owner's account or the check date is not the date on which it was actually mailed. Postal time is added … and without information contained in a coupon or validation file, it must be manually researched and entered. The payment is therefore delayed and late fees are applied as the funds were not deposited into the Association's account – although the Owner may have authorized payment for the first of the month. Allow approximately 5 additional days for bill-payer payments.
   b. ENSURE that your bill-payer provides your name, association address, and your unique account # with every check they transmit on your behalf.

Credit Card – Owners may pay by credit card for a 3rd party processing fee of $14.95 per transaction. This is not a charge by the management company. Call 855-477-CAMP (2267) for credit card payment assistance. You may also utilize your debit card to make an assessment payment – the same transaction fee applies.

Please ensure that you adjust your payment schedule accordingly for the varying conditions of the options. The Association cannot be responsible for mail delays, bill-payer checks or inadequate processing information.