



*the rhythm of a new day™*

## Association Assessment Payments

**Assessments are due January 1, April 1, July 1, and October 1 of each year.**

Your first payment was collected at close of escrow. A quarterly payment statement for Association assessments will be mailed to the mailing address provided generally 30 days prior to the due date. Assessment payments must be received by the due date to avoid late fees.

In order to save time, money, and eliminate paper you can sign up for **Electronic Statements**. Simply go to <https://ccmcnet.opt-e-mail.com/signup> or call 1-866-244-2262 to sign up.

**CCMC offers the following payment methods:**

### **Mail**

When paying by mail please include your account number on your check and send with your statement stub to:  
CCMC-Western Division  
P.O. Box 105260  
Atlanta, GA 30348-5260

### **Automatic Direct Debit**

[Click here](#) for an Authorization Agreement for Direct Debit {ACH Debit of your bank account}. Please follow the instructions on the form to sign up.

### **Electronic Checks & Credit Card Payments**

In order to use either of these two services, please [click here](#) to be linked to Union Bank, the processing service center.

While there is a \$14.95 processing fee per credit card transaction, please note there is no charge for electronic check transactions. American Express, Discover, Master Card and Visa are accepted. If you setup recurring electronic check payments with Union Bank and your assessment amount has changed, it will be necessary to update your payment information with Union Bank. If you wish to make any changes to your account with Union Bank, you may access it through our website. CCMC and Union Bank are not related companies. To comply with privacy laws, we do not share personal information nor does CCMC have access to your recurring payment profile.

### **Bill Payment Services**

If you are using a bill payment service, please review your account number and remittance address. Many bill payment services remit electronically and the correct account number is essential for proper posting. Your account number is twelve digits with no dashes or spaces found on your statement.