

# Eagle Ridge HOA

## ASSESSMENT PAYMENT METHODS

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### IMPORTANT CHANGES EFFECTIVE January 1, 2022:

NEW PAYMENT REMITTANCE ADDRESS; effective immediately, the remittance address for assessment payments has changed. The new remittance address & instructions are detailed below. To ensure your payment is received timely, please do not mail or deliver checks to our office.

NEW ONLINE PAYMENT WEBSITE; beginning January 1, 2022 the HOA will no longer accept online payments through PayLease powered by Zego. To avoid double payment, please cancel any outstanding payments scheduled through PayLease then follow the instructions below to enroll in Portal payments.

### US MAIL PAYMENTS:

1. Before January 1<sup>st</sup>, payment remittance coupons will be distributed to all owners (except those enrolled in Portal AutoPay). To ensure your payment is applied to the correct account, please include a payment remittance coupon with each check and mail using the windowed envelopes provided.

***Include the following information on each payment to ensure proper application:***

- a. Your Management Company ID: **7794**
- b. Association ID, which is: **EGR**
- c. Your Property Account Number has not changed and can be found on your remittance coupons or the Portal.

Example: **7794 – EGR – EGR001001**

2. Please mail all payments to the following remittance address:

Eagle Ridge HOA  
c/o RPM  
P.O. Box 94804  
Las Vegas, NV 89193-4804

3. If you are paying for multiple properties, please send a separate coupon and check for each property.

**BANK BILL PAY SERVICES:** If you currently utilize or want to pay through the bill payment service provided by your bank, please do the following:

1. **VERY IMPORTANT**: Delete any existing payment profile and create a new one. Enter the payee and mailing address as follows:

**Payee:** Eagle Ridge HOA  
**Address Line 1:** c/o RPM  
**Address Line 2:** P.O. Box 94804  
**City, State, Zip:** Las Vegas, NV 89193-4804

2. Make payable to Eagle Ridge HOA and include the Management Company ID, Association ID and your account number on the check memo line. See above for an example. ***This must be included on each payment to ensure proper application.***

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**ONLINE PAYMENTS:** The transition to the new online payment website, the Owner Access Portal (“the Portal”), will conclude on Dec 31, 2021. Through the Portal, we now offer FREE recurring ACH payments (“AutoPay”) for the remittance of HOA assessments. Visa, MasterCard and one-time ACH payments are offered for a nominal fee as follows:

- Recurring ACH payments (AutoPay) are FREE (must enroll prior to assessment due date)
- One-time ACH payments are \$2.95 each
- Visa and MasterCard transactions are \$2.95 + 3.5% each

To enroll in AutoPay, you must first register for the Portal. Visit your HOA’s homepage to complete the form “*Request an Invite to the Owner Access Portal*”. Once registered for the Portal, follow the AutoPay Instructions to enroll in the new free, recurring ACH payment option. Here are some tips for enrolling in AutoPay:

- Once enrolled, your first AutoPay payment will be debited from your checking account on the next assessment due date. You must be enrolled BEFORE the assessment due date in order to pay by AutoPay.
- The Portal does not take into account any outstanding balances or credits remaining on your account with the HOA at the time of AutoPay enrollment. This means that an outstanding balance (if any) must be paid another way, either a check sent by mail or one-time Portal payment.
- Conversely, any credits that exist on your account with the HOA will not be taken into account when the AutoPay is debited on the next assessment due date; the exact assessment amount will be debited from your checking account regardless of the balance due or lack thereof. Please take this into consideration when enrolling in AutoPay.

## Helpful Links:

Your HOA’s homepage: [www.eagleridge-hoa.com](http://www.eagleridge-hoa.com)

Your HOA’s website is updated regularly with relevant information and important links.

[Owner Access Portal](#) (Link on HOA website)

The Portal is our new online platform where owners may login to view their assessment account balance, review enforcement actions and pay assessments using a variety of online payment methods including FREE recurring ACH. If you don’t have a login, please request an invite via the HOA’s website homepage (see above link).

[PayLease Powered by Zego](#) (Link on HOA website)

PayLease is the existing online payment platform that will be discontinued later this year. To avoid double payment, **be sure to cancel any scheduled PayLease payments** and make other arrangements for payment of assessments in 2022.