

TrailMark Homeowners Association

2016 Assessment Information

December 22, 2015

Dear Homeowner,

We apologize for the incorrect letter that was included with your quarterly payment coupons. The HOA's management company used a service that inadvertently mixed up coupons for two of their similar sounding associations. The account information on the coupons is accurate. Owners should ignore the dates on the coupons and submit \$96 quarterly as they normally would, with dues dates on 1/1/16, 4/1/16, 7/1/16, and 10/1/16.

Pursuant to the Association's governing documents, the quarterly assessment for 2016 will remain the same rate of \$96.00.

COUPON PAYMENTS:

- Mail payments ONLY to the address on the payment coupons.
- Payments are not accepted at Colorado Management & Associates locations.

AUTOMATIC PAYMENTS (preferred payment method): See Reverse Side

- Automatic payments may be set up using the yellow form in your coupon book. This is a **FREE** and convenient service offered by your Association and facilitated by Colorado Management & Associates. This method ensures timely and accurate monthly payments!

ASSOCIATION'S BANK ELECTRONIC PAYMENTS OPTIONS:

Union Bank Homeowner Association Services offers several electronic payment options. Please visit

<http://www.trailmark.org/pay-assessment.html> to review electronic payment options.

- **eCheck One-Time or Recurring Payments:** Homeowners using the **FREE** eCheck option for either one-time or recurring payments will need to become a registered user and create a user name and password. The user name and password will remain the same for homeowners who have already established one for their recurring eCheck payment. Recurring payments expire every 12 months, please call Customer Care at (888)705-0600 for assistance.
- **Credit Card Payments:** Visa® Card, MasterCard®, Discover®, and American Express® are accepted for one-time assessment payments (banking fees may apply).

BILLPAYMENT SERVICES:

- Make payments payable to TrailMark; NOT Colorado Management & Associates.
- Allow up to 7-10 business days for processing if you choose to use this payment method.
- Include the **NEW** account number found on your coupons with your payment.

OTHER IMPORTANT INFORMATION:

- Please visit your website at www.trailmark.org for other information and services (i.e. legal documents, Annual Disclosure Statement).
- Send mailing address changes to: AddressChange@ColoradoManagement.com, or mail your request to the address below.
- HB 13-1276 allows for delinquent homeowners to enter into a payment plan agreement with the Association before legal collections begin. Please contact our office for further information.

If you have any questions, feel free to contact your Accounts Receivable Technician, Pat Larson at

PLarson@coloradomanagement.com or by phone, 303-468-3746, option 6.

PLEASE DO NOT call the number on the payment coupon books!!

Sincerely,

Colorado Management