

**AHPOA MEMBER RESPONSIBILITIES
ACKNOWLEDGEMENT FORM**

Property Owner: _____

Property Address: _____

Lot #: _____

Our Fiscal Year is from April 1st through March 31st. Annual dues are due on April 1st of each year and for this current fiscal year (FY21) they are \$1,596.00. On or before February 20th of each year, we mail an annual letter that gives the dues information for the upcoming fiscal year.

Monthly dues are currently \$133.00 and are due on the 1st of each month. A statement is emailed on or before the 20th of each month, unless you have paid for the year or signed up for ACH billing with the AHPOA Business Office, or opted in for printed statements. Signing up for ACH with the Business Office will also save you the annual surcharge which is currently \$40.00.

It is your responsibility to pay your dues, whether you receive the statement or not. Dues payments not received by close of business on the 10th of each month, or before 9:00 am the Monday following the 10th that falls on a weekend or a holiday, will be subject to a late fee which is currently \$25.00. Accounts more than 30 days past due are also subject to interest, currently 1% per month.

Please provide the email address in the boxes below, printed clearly, where you would like to receive your statements. The statements will come as an attachment from billing@aquiaharbour.org, so please make sure you check your junk mail folder or add that address to your safe senders list.

If you would prefer paper statements to be mailed to you each month, please write in the address to which they should be sent on the lines below.

It is your responsibility to keep the AHPOA Business Office updated on your current contact information.

Credit card payments. Payments may be made over the phone via credit card. If you would like to use this option, please either send us an email authorizing us to take your payments by phone (do not include credit card information) or place your initials here: _____ Note: We do not keep credit card information on file. It is your responsibility to call us to make your payment.

I have read and understand the above information: **Date:** _____

Printed Name: _____

Signature: _____