

Bellerive HOA

ASSESSMENT PAYMENT METHODS



IMPORTANT CHANGE EFFECTIVE January 1, 2022:

NEW PAYMENT REMITTANCE ADDRESS; effective immediately, the remittance address for assessment payments has changed. The new remittance address & instructions for payments by mail or bill pay through your financial institution are detailed below. If you are enrolled in AutoPay through the Portal, no further action is needed. This change is strictly limited to the new remittance address and account number sequence. To ensure your payment is received timely, please ***do not mail or deliver checks to our office in Liberty Lake.***

US MAIL PAYMENTS:

1. Before January 1st, 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: **BEL**
 - c. Your Property Account Number has not changed and can be found on your remittance coupons or the Portal.
Example: **7794 – BEL – ABC123456**
2. Please mail all payments to the following remittance address:

Bellerive 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: Bellerive 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 Bellerive 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: AutoPay (recurring ACH payments) are free through the Portal. 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.bellerive-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).