



Association assessments (also known as “dues”) are due and payable on the 1st of each month, and delinquent if not received by the 15th. Please remember that just like your mortgage payment, it is the member’s responsibility to ensure your assessment is paid.

Please remember that just like your mortgage payment, it is those fees are due even if your assessment statement gets lost in the mail.

There are several ways to pay your assessments, so feel free to pick one of the following at your convenience: Please note effective January 1, 2017, assessment statements are **not** sent to members via USPS. However, members may sign up for electronic billing statements. Log in at <https://pcm.opt-e-mail.com/signup> to get started. You will need your last assessment statement to provide account information, etc.

***Option 1 – Payment by Mail: Cost of Postage***

- Mail assessment check to: Sun City Shadow Hills Community Association  
c/o Associa-DRM  
PO Box 51412  
Los Angeles, CA 90051-5712
- Standard 1st class postage rates apply
- Assessment checks are applied to your account when received at the PO Box, not by the postmark, so please mail checks in a timely manner

***Option 2 – Associa-PCM Electronic Funds Transfer (EFT): No Cost***

- Deducts assessments directly from your checking or savings account in a timely manner
- You select which account to have deductions via the attached “Request for Automatic Payment of Assessments” form
- All direct debit forms/requests received by the 20th of each month will be in effect the following month (e.g., a form received on April 20th will be in effect for the May 1st dues)
- Any balance due prior to setting up your EFT will remain on the account until you pay it down – EFT’s will only run for the monthly assessment amount
- EFT requests cannot be set up for new owners until an account # is issued in your name (can take up to 3 weeks – please do not use your seller’s account # or your funds will be applied to the incorrect account)
- Once you receive your first billing statement you will have your account #
- Amounts deducted adjust based on your monthly assessment amount, so if assessments increase or decrease, no action is required on your part to have the correct amount taken
- Send completed form via email or USPS mail to address noted at the bottom of the form

***Option 3 – Payments Through Your Bank: Your Bank’s Fees, If Applicable***

- You pay your assessments from your own bank account via your bank’s online banking service each month or set up via your bank for recurring monthly payments
- Instruct your bank to send payments to:

Sun City Shadow Hills Community Association  
c/o Associa-DRM  
PO Box 51412  
Los Angeles, CA 90051-5712

- If assessments change, you are responsible to instruct your bank on what is owed
- Use your bank's tools to ensure that amounts are received on time

For **payment by credit or debit cards**, please note that PayLease, a 3rd party facilitator, is available to provide your requested banking services. Their convenience fees are not applied to any association funds and Associa-DRM representatives cannot set up or cancel their services on your behalf.

If you need to contact PayLease to have any of these changes made, please log in to any laptop or desktop as noted above **or call them at 866-729-5327**. PayLease is not mobile-compatible.

**Option 4 – PayLease Single Time Pay by Credit Card, E-Check, or Direct Debit Card: \$2.95 per Transaction + 3.5% + Your Credit Card's Fees, If Applicable \***

- Log onto [www.associaonline.com](http://www.associaonline.com)
- Select "My Account" and log in (1st time users need account # to create user name and password for future use)
- Click the "Pay Online" button on your right side
- In the "One-Time Payment" box, select "Make Payment"
- Input the amount you wish to pay
- Choose the desired credit card, bank account, or direct debit card information and follow the instructions
- Payment receipt will be provided with a Transaction ID #
- **NOTE:** Payments take 1 – 2 business days to process, but your receipt information can be printed for personal reference

**Option 5 – PayLease Recurring Pay by Credit Card, E-Check, or Direct Debit Card: \$2.95 per Transaction + 3.5% + Your Credit Card's Fees, If Applicable \***

- Log onto [www.associaonline.com](http://www.associaonline.com)
- Click the "Pay Online" button on your right side
- Select "My Account" and log in (1st time users need account # to create user name and password for future use)
- Click the "Pay Online" button on your right side
- In the "Autopay" box, select "Manage Autopays"
- Click the "+ Add Recurring Payment" option
- Select your "Start Date," "Final Payment" date (or select "Indefinite"), and the Frequency
- Input the amount you wish to pay
- Choose the desired credit card, bank account, or direct debit card information and follow the instructions
- Select the opportunity to acknowledge the recurring cost payments
- Payment information will be provided with a Transaction ID #
- **NOTE:** Payments will be debited from your chosen account on the 5th of each month
- If assessments change, you are responsible to instruct PayLease on what is owed

Questions can be directed to [customerservice@drmineternet.com](mailto:customerservice@drmineternet.com) or by calling Associa-DRM at 760-346-1161, option 1.

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