



LAKE FOREST GLEN
Homeowners' Association

P.O. Box 6207 Tahoe City, CA 96145-6207
(530) 583-2307 Fax (530) 583-2324

Dear Homeowner,

In response to requests from many homeowners, we have set up an automatic payment (ACH) system with U.S. Bank. We are now able to collect your monthly dues payment directly from your checking account. This automated system will save you the time and postage involved in writing a check and mailing it to the Association every month, and it can also help avoid late fees. If you are interested in this automatic payment program, please complete the form below, attach a voided check, and return to our office. You may send the forms by fax to (530-583-2324), email to lfghoa@sbcglobal.net or send by postal mail to:

Lake Forest Glen HOA
ACH Payments
PO Box 6677
Tahoe City, CA 96145

Please allow up to 30 days for the initial set up and processing. After 30 days, your account will be debited on the 5th of each month (or on the next business day if the 5th falls on a weekend or holiday). Please note this debit in your check register and verify the withdrawal on your bank statement.

If you have any questions, you may call our office at 530-583-2307.

Sincerely

Alan Miescke
General Manager

I understand automatic payments is only for the current monthly dues exactly **NO EXCEPTIONS**. I understand that ACH can only be set up around the 18th of the month to take effect on the 5th of the following month. Any modification requests may have a \$25 fee assessed.

I authorize Lake Forest Glen HOA to debit my checking account on the 5th of each month (or the next business day when the 5th falls on a weekend or holiday) for my monthly HOA dues payment of \$360.00 only.

Homeowner Signature

Unit #

Date

***Please attach a voided pre-printed check.
Automatic payments cannot be established without a voided pre-printed check.***