

Automating your DRCA fee payments.

There are two major options available to owners when paying their DRCA Condominium fees and special assessments. Owners may pay **yearly** and enjoy a 5% overall discount on condominium fees and/or assessments. Or, owners may pay fees and assessments on a **monthly** basis. The choice of payment options may be automated in several different ways for the owner's convenience.

NOTE: Monthly payments are due the first of each month. Payments not received by the 10th of the month will be charged a 10% late fee plus interest at 1.5% per month.

The Schedule of Fees and Assessments link is included on the **Owner Directory & Condo Fees** page of the DRCA website. (Disharoonridge.com). You may download and print it for your records.

PAYING YEARLY: If you pay yearly in December or January you may enjoy a 5% discount in charges.

1. **(AUTO BILL PAY)** If you choose to arrange to pay your yearly fees using the **Auto-Bill-Pay option at your personal bank**, you will need to instruct your bank to note the LBX# and Account Number which you can find on your payment coupon, onto your e-check. Please allow sufficient mail delivery time for timely credit to your account, You also need to instruct the bank to send the payment to the following address:

Disharoon Ridge Unit Owners Association Inc.
c/o Bank OZK Association Services
PO Box 26402
Tampa, FL 33623-6402

Please note that any assessment payments must be made separately using a second Auto-Bill-Pay order, as your LBX# is different on an assessment coupon – the account number will be the same.

2. **(PERSONAL CHECK)** If you wish to pay your yearly fees by personal check, prepare your check noting your LBX# and account number from your fee coupon on your check (include the LBX# of your assessment coupon as well if you are paying both). Include all your coupons from your fee coupon book (and from your assessment coupon book, if paying the assessment fee), and send it by regular mail to the bank address above. Please allow sufficient mail delivery time for timely credit to your account

PAYING MONTHLY:

Owners wishing to pay monthly have several options when making payments of condominium fees and assessment fees.

1. **(BY TRADITIONAL MAIL)** – Owners may send personal checks and their coupons by mail monthly. Please note the penalties above for late payments, and the proper bank address above. Please allow sufficient mail delivery time for timely credit to your account
2. **(AUTO BILL PAY)** If you choose to arrange to pay your fees using the **Auto-Bill-Pay option at your personal bank**, you will need to instruct your bank to note the LBX# and Account Number found on your payment coupon, onto your e-check. You also need to instruct the bank to send the payment to the address above. Any assessment payments must be made separately using a second Auto-Bill-Pay order, as your LBX# is different on an assessment coupon – the account number will be the same. Please allow sufficient mail delivery time for timely credit to your account.
3. **(ONLINE PAYMENTS – directly into the DRCA account)** This option is now available and will enable owners to direct **Bank OZK** to credit their fees by using their personal account at another bank (e-check (ACH), by credit card, or debit card. To arrange for this service, an owner must register and set up their preferences. The general instructions for starting that process are listed on the first page of your coupon book. You may set up an auto-payment option to help avoid late fees and you may view your payment history at any time.

The registration portal for **OZK Bank** is listed below: **(Please note that you need to register for both the regular assessment fees, and also the special assessment fees. This will take two registration processes).**

The registration screens are intuitive and easy to navigate. Here is a checklist to guide you through the process.

- First – To register, go to the following web site and follow the instructions below to register.
<https://search.revopay.com/disharoon-ridge>
- In the search box, type in “disharoon” and you will see both fee choices for registration.
- Select which type of fee registration you wish to complete. (1) regular assessment “Disharoon Ridge Unit Owners Association, Inc. or (2) Disharoon Ridge Unit Owners Association, Inc. Special Assessment”.
- First time users must register so click on the **Register button**.
- Please have your coupon book available. Enter the account number found on your coupon.
- Complete the required fields and set up your recurring payments via e-check (ACH) or Credit Card.
- When you are done registering you will be given an option to make a payment.
- Please remember that your **Username is your email address** and please **record your password** in a safe place.
- Don't forget to repeat this process to Register for both types of fees.

For Questions, please contact Secretary, Kimberly at 920-257-3925, or Treasurer, Jean at 770-355-6411.