



**Associa**<sup>®</sup>

**Houston Community Management Services**



**NEW ASSOCIA ACCESS** website enhancements now allow you, as a registered user, to have access to real-time account information 24/7. This convenient service allows you to view your account balance, transaction history and more!

Visit [www.houcomm.com](http://www.houcomm.com) and click on the "GO" link on the right side of the webpage.



Autumn Lake POA  
c/o Houston Community Management  
17049 El Camino Real, Suite 100  
Houston, TX 77058  
(832) 864-1200

Property Address	Account Number	Invoice Date
10004 Forest Spring Lane	2056023	01/01/2014

Date	Description	Charges	Payment	Balance	Reference
12/10/2013	Opening Balance	0.00		0.00	
01/01/2014	Recurring Charges: 01/01/2014	150.00		150.00	ASSMT

**Amount Due**  
**150.00**

All semi-annual assessments are due 01/01/2014 and will be considered delinquent as of 02/01/2014. Payment date is determined by the date of receipt, not postmark date. The second semi-annual assessment will be sent by 06/01/2014 for \$150.00. The second semi-annual assessment will be due 07/01/2014. On 02/01/2014, a one-time late fee of \$30.00 and a service charge of \$15.00 will be added to all delinquent accounts. Service charges will continue to be added on the first of each month thereafter until the account is current. After 03/01/2014, delinquent accounts will be sent a Notice of Delinquency by certified mail and a copy by regular mail for which postage cost will be added to the account. After 04/01/2014, delinquent accounts will have a deed search conducted on the property and a fee added. After 04/01/2014, delinquent accounts will also be sent to the association attorney and liens will be filed on the property resulting in additional fees. You may pay your assessments online at [www.houcomm.com](http://www.houcomm.com) with a credit card or e-check or contact our office to arrange a payment plan (convenience fees apply for these services). Please send coupon below with your payment to the address indicated. Mail any other correspondence to 17049 El Camino Real #100, Houston, TX 77058 More information on back..

If your mortgage company escrows this fee, please send this statement to them for payment advising them of the due date.

You may have special rights or relief related to the enforcement action under federal law, including the Service Members Civil Relief Act (50 U.S.C. app. Section 501 et seq.), if the owner is serving on active military duty.

A Note about On-line Bill Pay: When you use On-line Bill Pay, your financial institution will generate a paper check, not an electronic payment to the association. Some banks may take 3-5 days to process check payments. We suggest that the payment is scheduled in advance of due date to ensure timely application.



If you need to make arrangements to set up a payment plan, please contact our office.

Only payments should be mailed to the P.O. Box. To avoid a delay in posting of your payment please include the coupon or reference your account number on your check. Mail any other correspondence to: 17049 El Camino Real, #100, Houston, TX 77058.

Questions? Call 832-864-1200 Toll Free: 800-568-6807

Monday – Friday 8:30 a.m. – 5:00 p.m.

Website [www.houcomm.com](http://www.houcomm.com)

~~For your convenience, there is an after-hours mail slot at the rear exterior entrance to the building. Please put your payment in an envelope and clearly identify the account number and/or property address.~~