

November 30, 2023

Dear Property Owner,

Taking the time to write a check for your monthly assessment payment can be time consuming and costly. Now you can avoid this burden and eliminate the potential for late payment charges by enrolling in PMLA's automatic payment program. By completing the form found on the following page, and returning it to the PMLA Administration office you can have your monthly assessment automatically deducted from your checking account or charged to your credit card (3% surcharge will be applied). This means you never have to remember to write a check and mail it each month.

The peace of mind that comes with knowing your payment will always be made on time is easy to attain. We can also arrange to have any other regular payments you make to the Association (such as golf membership, horse boarding fees, etc.) paid in the same way. I encourage you to take advantage of this simple, effective and time saving plan and make it one less thing you have to worry about each month.

Starting January 1, 2024 there will be a 3% surcharge added to the transaction total for all credit card transactions processed by PMLA. To avoid this charge and to keep costs down, you can simply enroll in the ACH program where there are no additional charges. Due to this new 3% surcharge, all existing automatic payments by credit card will be cancelled as of 12/31/23. You will need to enroll using the form on the following page if you wish to continue on the Automatic Payment Program.

Please call Stacy Gray (209-962-8618) if you have any questions about the program or how it works.

Sincerely,

PINE MOUNTAIN LAKE ASSOCIATION

Daniel Szathmary, CAFM  
Association Controller

## Automatic ACH/Credit Card Authorization

By completing and signing below, you authorize and request Pine Mountain Lake Association to initiate ACH/credit card entries in the amount entered below. ***Please complete only one section below***, choosing either automatic ACH or credit card payment option, sign to authorize.

***PLEASE NOTE: Credit card transactions will have a 3% Surcharge added to the transaction total.***

Name(s): \_\_\_\_\_ Day Phone # \_\_\_\_\_

Member #: \_\_\_\_\_ Unit/Lot: \_\_\_\_\_ Email #: \_\_\_\_\_

**Payment Type (Please circle all that apply):**

**Monthly Assessment**

**Advertising**

**Boarding**

**Golf**

**Annual Billing**

Assessments, Clickers, Cards, Golf, Storage, & Locker Fees

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**Bank ACH Authorization:**

(Select One)

**Payment Date:** ☐ 5<sup>th</sup> ☐ 15<sup>th</sup>

Bank Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Routing #: \_\_\_\_\_ Checking Account #: \_\_\_\_\_

Name(s) on Checking Account (as it appears on bank records): \_\_\_\_\_

Monthly Recurring Amount: \$ \_\_\_\_\_ (**No Surcharge**) Start Date: \_\_\_\_\_

Signature (as it appears on bank records): \_\_\_\_\_

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**Credit Card Authorization:**

(Select One)

**Payment Date:** ☐ 15<sup>th</sup> ☐ 30<sup>th</sup>

☐ **Email Receipt**

Name on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Card Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Monthly Recurring Amount: \$ \_\_\_\_\_ (**3% Surcharge to be added**) Start Date: \_\_\_\_\_

Mailing Address (where the credit card statement is mailed):

\_\_\_\_\_  
Address City State Zip

Signature (as it appears on credit card): \_\_\_\_\_

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**Office Use Only:**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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This authorization is to remain in effect until Pine Mountain Lake Association has received written notification of the cancellation of the ACH/credit card authorization. Written request for cancellation or modification to this agreement must be directed to:

Pine Mountain Lake Association, 19228 Pine Mountain Drive, Groveland, CA 95321