

Dear Caughlin Ranch Homeowner:

**RE: Remittance Procedure for Caughlin Ranch Membership Quarterly Assessments**

This is a supplement to the notification of changes for payment of Caughlin Ranch Membership Quarterly Assessments. CRHA now offers members the following payment options: Personal check; ACH or E-Check (online/electronic payments); or by credit card through Alliance Association Financial Services. Please review the following updates and answers to frequently asked questions:

- ◆ Checks should be made payable to: **Caughlin Ranch Homeowners Association.**
- ◆ Please update the mailing address to **P.O. Box 94766, Las Vegas, NV 89193-4766** (applies to all payments sent for your Caughlin Ranch Assessments).
- ◆ Please make sure your account number is clearly identified when making your payment to ensure your account is credited properly.
- ◆ When paying by personal check, detach the tear off section of the statement and return the portion of the coupon that contains the bar code and insert it (along with your check) into the pre-addressed envelope provided. The bar code will be read by a scanner to identify your account. You do not need to handwrite the bar code on your check.
- ◆ You can make payments for multiple properties with one check as long as disbursement of the funds is clearly identified for each individual account number. Please include all coupons with your personal check (coupons are not required for e-checks).
- ◆ In the event you have misplaced your current statement or envelope (addressed to the new P.O. Box), CRHA staff will continue to accept payments with the exception of cash payments. CRHA staff will no longer accept **CASH**. Members are encouraged to utilize the new automated system.
- ◆ To make a payment online, visit [www.aafin.com](http://www.aafin.com), and click "Pay Your Assessment by Credit Card" or "Pay Your Assessment by E-Check." Please note there is no fee for electronic payments (e-check/ACH), but a \$19.95 processing fee will be applied to all credit card payments. This charge is not generated by CRHA and CRHA staff cannot waive the fee. To pay through the AAFIN website, you will need the following information:

1. HOA Name: Caughlin Ranch
2. Management Company: N/A
3. Management ID: 6505
4. Association ID: 000001
5. Account Number: Member's Caughlin Ranch account number

This information can be found on the bottom of your quarterly or use the 16 digit number for online payments invoice as shown in the following example:

Account Number 000-012345		Date Due JAN 1, 2009	Amount Due \$453.04
CRAIG HUNTINGTON		Past Due After JAN 15, 2009	
Make check payable to:			
<b>HOMEOWNERS ASSOCIATION (1) HOA Name</b>		Payment Consists of:	
Please make check payable to your Association and be sure to use the return envelopes provided.		Maintenance Fees 453.04	
			
HOMEOWNERS ASSOCIATION C/O MANAGEMENT COMPANY (2) Management Company P.O. BOX LAS VEGAS, NV 89000-0000			
4347	000H0A	0000000012345000	HUNTINGTON00 045304 7
(3) Mgmt ID	(4) Assoc ID	(5) Account Number	

- ◆ Homeowners can continue to utilize personal on-line banking bill payment processing or a third-party bill pay service. Please update the address and verify that your Caughlin Ranch account number is clearly identified.

If you have any questions, please call CRHA staff at 746-1499.

Thank you for your patience during this initial transition period. Your cooperation is greatly appreciated.

Sincerely,

Michael Trudell, General Manager

Caughlin Ranch Homeowners Association