

**Desert Highlands Homeowners Association**

**c/o CRMG**

83 Continental Dr., Ste. B  
Reno, NV 89509  
(775) 826-8092  
Fax: (775) 826-3031  
[info@crmgregno.com](mailto:info@crmgregno.com)

Dear Desert Highlands Homeowners,

When it comes to making payments for your regular quarterly assessments or towards other charges, your HOA accepts a range of payment methods. One option is to make your payments using a check or a money order. These payments should be made out to “Desert Highlands HOA” and mailed or dropped off at the CRMG office. You may also be able to set up bill-pay with your bank or financial institution, so that they will automatically mail out a paper check on your behalf.

If you are interested in paying your regular quarterly assessment electronically – either with ACH or by credit card – you may enroll in this option by completing the attached form and sending it to the CRMG office (either via USPS or email). When it comes time to pay the quarterly assessment, you will receive an email invoice with a “pay now” link that will allow you to make an electronic payment.

Homeowners are also able to call the CRMG office to make one-time payments (for example, paying a late fee or a violation fine) with a credit card or ACH. If you call in, CRMG will be able to take your payment over the phone, or email you an invoice that may be paid electronically. In-person credit card and ACH payments will also be accepted.

With any of these payment options, please be aware that it is the responsibility of the homeowner to ensure that payments are received by management before the late fee deadline. Management will not automatically debit any payments – even if you are using a credit card or ACH to pay electronically.

If you have any questions or concerns, please feel free to contact CRMG at 775-826-8092 or via email at [info@crmgregno.com](mailto:info@crmgregno.com).

Respectfully,

The Desert Highlands Homeowners Association Board of Directors

# DESERT HIGHLANDS HOMEOWNERS ASSOCIATION

## ELECTRONIC PAYMENTS FORM

Please submit this completed form to management. You can scan and email it to [info@crmgregno.com](mailto:info@crmgregno.com), or mail it to Desert Highlands HOA c/o CRMG, 83 Continental Dr. Ste B, Reno NV 89509. When your form is received, you will be sent a confirmation email to the email address you have provided. If you do not receive a confirmation email, this means that your form has not been received (although you should check your spam folder before re-submitting your form). If you have any questions, please call CRMG at (775) 826-8092.

Homeowner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Desert Highlands Property Address: \_\_\_\_\_

Email Address for Invoices: \_\_\_\_\_

Secondary/Alternate Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional/Alternate Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

***I would like to pay my quarterly assessment electronically. Please email me an invoice that I can pay online. I understand that nothing will be charged automatically, and that I will need to make my online payment before the late fee date to avoid penalty.***

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_