



Bel Mare Quarterly Payment Guidelines

- Your maintenance fees are due Quarterly: **January 1, April 1, July 1, October 1**
- There is a 10-day grace period, in which you will not be charged a late fee. Maintenance dues received after the grace period will automatically be assessed a late fee of \$25.00 plus 1.5% interest.
- **Online Payments** – You may log on to the Condominium Associates website www.condominiumassociates.com click on owner login and follow the prompts to make one time or reoccurring payments. If payments are made before 2pm they will be posted to your account on the same day.
- **ACH Payments** – Your maintenance dues are automatically debited from your designated account on the 3rd of every quarter. You will need to fill out and return the ACH form by the 25th of the month for it to be effective the following month.
- **Online Bill Pay** – Please allow at least 10-15 business days for processing as the bank mails in a live check. You must reference your **account number** which is the property code 228 followed by your unit number. **IMPORTANT - Please add a "2" in front on your unit number if you live in 140 Riviera Dunes Way.** For example: 2281004 for 130 Riviera Dunes Way and 22821004 for 140 Riviera Dunes. The Penthouse units should be listed as follows: 228P101... for 130 Riviera Dunes Way and 22821401... for the 140 Riviera Dunes Way address. Please see mailing address below.
- **Mailing Checks** – Please allow sufficient time for United States Postal Service (USPS) processing. Please see mailing address below.
- **IMPORTANT - Please be advised that maintenance dues will no longer be accepted at the Bel Mare Management Office. This policy has been established in order to minimize late payments and fees to homeowners.**

All payments must be mailed to the following address:

Bel Mare Condominium Association, Inc.

P.O. Box 22437

Tampa, FL 33622-2437