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*"Your community is in our hands."*

## **Shamrock Association Payments of Dues**

***As a homeowner, you are responsible for the monthly homeowners' association dues each month and they need to be sent to HOA Management Company. Dues are needed to meet the ongoing obligations that are provided for many amenities, depending on the Association's budget and Board decisions for your particular community.***

**Dues of \$85.00 per month are due on the 1<sup>st</sup> and late on the 20<sup>th</sup> of each month.** Dues need to be paid by 5:00PM on the 20<sup>th</sup> of each month. There are situations that effect the delivery of your payment reaching HOA on the 20<sup>th</sup> such as weekends, holidays, and postal route changes, so please take this into account.

Dues that are received **after the 20<sup>th</sup>** will be charged a late fee of \$10.00, and will receive a \$10.00 late fee each month the balance remains unpaid. **If a check is returned due to NSF, a late fee of \$25.00 will be charged.** A 15 day lien warning letter will be filed on your unit if your dues remain unpaid for three months, if you do not make a payment or contact me to make payment arrangements a lien will be placed on your property, and legal charges will be added to your account once a lien is filed.

Please make all checks payable to Shamrock HOA and place your unit number on the memo line. You can make payments by check, money order or cashier's check. **Send all payments to HOA Management Company, 3107-B S. Evans St. Greenville, NC 27834 and include your unit number in the memo line of any check, money order, or cashier's check.** Allow enough time, when mailing your payment that it will reach us by the 20<sup>th</sup> of each month. We have two drop boxes at our office: one on the wall outside, and another on the door.

If you have any questions or concerns please call or email  
**Linda Price** ([lpricehoa@gmail.com](mailto:lpricehoa@gmail.com)) or  
Reception ([receptionhoa@gmail.com](mailto:receptionhoa@gmail.com)) at 252-565-4820.

Thank You,

Financial Staff  
HOA Management Co. LLC

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