

Dear Homeowner,

This is a courtesy reminder of your upcoming quarterly assessment. The assessment amount will be posted to your account on October 1<sup>st</sup> & will be due no later than October 31<sup>st</sup>. For your convenience, we have provided the mailing address and online payment instructions below.

Mailing payments: Please be sure to include your account number on your check/money order  
Shale HOA  
C/O Essex Association Management  
P.O. Box 52330  
Phoenix, AZ 85072

To pay online please go to [www.mutualpaypropertypay.com](http://www.mutualpaypropertypay.com). If you have not already done so, you will need to register to make recurring online payments; the process is simple and quick. One-time payments are also available, registration is not required. **You can pay by e-check at no cost to you.** Payments may also be made by credit card however, you will incur an additional fee of approximately \$15.00 for selecting this payment method. **When making a payment online you will need to enter Management Company ID #3136, Association ID #000104, and your 7-digit account number.** Please keep this information handy for future payments as well.

Thank you for your prompt payment on October 1<sup>st</sup>. If you have already submitted your payment for the assessment, please disregard this notice. Should you have any questions, please do not hesitate to contact us at [billing@essexhoa.com](mailto:billing@essexhoa.com).

Sincerely,

Board of Directors,  
Shale Homeowners Association, Inc.,  
By Essex Association Management, L.P., Managing Agent