



26223 Ridge Road
Damascus, MD 20872
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Derwood Station South Homeowners Association, Inc. 2025 Approved Budget

November 25, 2024

Dear Homeowner(s):

The budget for fiscal year 2025 has been approved by your Board of Directors and printed on the reverse side of this notice.

The bi-yearly association fee for the year 2025 will increase to **\$237.30 for townhomes** and **\$149.60 for single family homes**. After careful deliberation of the board and review of the documents, this is slightly lower than projected in the draft budget notice.

As a reminder, all fees are due and payable on the 1st of January and July. An invoice will be mailed approximately two weeks before the due date. Your fee is due on the above dates whether or not you receive a bill by mail. Payment is considered late if not received by the 30th of each month due.

Please see payment options below:

1. **Check, money order, or bank draft** payable to (your association) and send along with a coupon to (Name of your association). c/o MTM Management #460, P.O. Box 1457, Commerce, GA 30529. No Cash payments are accepted.
2. **Pay online** at <https://mtm.cincwebaxis.com>: You can pay by e-check or credit card. There is a 3.25% processing fee for any credit card payment. There is a \$2.99 fee per one-time e-check transaction, or \$1.99 for recurring e-check payments. To access your homeowner's account and set up recurring payments, you'll need to register and it'll ask you for basic information such as your name, email, and property address.
3. **Via Your Online Bill Pay** – Send the payment to (your association) c/o MTM Management #460, P.O. Box 1457, Commerce, GA 30529.
4. **ACH (Direct Debit)**: Call our office or email: info@mtmmgmt.com to request an ACH form. Be sure to initial each set of brackets acknowledging our notices and policies regarding ACH payments. Please note that to set up direct payment by ACH, we need to confirm your account details with either a voided check or another form of account verification confirming the account number being debited and the signer's full name. While the HOA fee is due on the 1st, and anything after the 15th is considered late, ACH will withdraw automatically on the 15th with no penalty.
5. You are always welcome to stop by our office or send a check directly to our office at 26223 Ridge Road Damascus, MD 20872. Please note that we are not responsible for mail service delays.

Please note that we do not accept payments via phone, credit card, or cash in our Damascus office. Check payments received in our office will be scanned and processed as electronic transactions.

All other types of payments and correspondence should be mailed to our office in Damascus.

Enclosed you will find a list of Miscellaneous Administrative Charges for additional services that we offer to homeowners as well as information on snow removal and Commission on Common Ownership Communities.

Should you have any questions, please contact our office.

Sincerely,
MTM Management