

## **The Annual Fernbank Unit Owners Association Annual Operating Assessment**

- On July 1<sup>st</sup>, all owners will receive an email with their annual Fernbank Unit Owners Association annual operating assessment enclosed. Ensure the Association always has an accurate email for you. For environmental and financial reasons, the Association does not print and mail annual invoices.
- Invoices are sent through email from [quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com). We suggest you save this address to avoid the invoice potentially hitting your spam box. The email subject line will be, "Invoice X##X from Fernbank at Cress Creek Unit Owners Association". Contact us below, to update your email or if in July you don't receive the email.
- Payments are due each year on August 15. All payments received after 8/15 will be charged approximately \$9+ per month or 1.5% interest rate per month.
- All unit owners, those with a vacant lot or a home on the land, are responsible for the annual fee.
- Individual homeowner invoices may include previous balances.
- There is an option to pay in two instalments: Half due 8/15 & 1/15
- Lot owners' annual assessments are not included in any monthly mortgage paid to a bank or in the annual Jefferson County tax assessment. This is an annual fee paid directly to the Fernbank Unit Owners Association.
- **Method to Pay - Mail check or money order to:**

**Fernbank Unit Owners Association  
PO Box 1642  
Shepherdstown, WV 25443**

If you are unable to pay by check/money order, we offer an option to use the Intuit QuickBooks "Bank Transfer" process. To use this payment process, reach out to [FernbankBookkeeper@gmail.com](mailto:FernbankBookkeeper@gmail.com) directly for access & instructions. \*\*Additional fees apply\*\*

For questions or concerns, please contact [FernbankatCressCreek@gmail.com](mailto:FernbankatCressCreek@gmail.com).