



## 2025 Assessment Payment Plan Agreement

Per the policy adopted by the Board of Directors of the Village Homeowners Association, Inc. on January 1, 2011, you may be eligible for a payment plan agreement.

**The Association is not required to enter a payment plan with an owner who failed to honor the terms of a previous payment plan during the two years following the owner's default under the previous payment plan.**

**Assessment Rate: \$1,125.00**

The maximum number of payments permitted is **four (4)** monthly payments.

**Payment plan based on the entire outstanding balance due.**

**The down payment (first installment) must be at least 25% of the balance due.**

There is a one-time fifty-dollar (\$50.00) administration fee, which must be included with the first payment. If payment is received past the due date, you will be deemed in default on the payment plan agreement and will no longer be eligible to participate. **Note that finance charges and interest will accrue until the balance has been paid in full.**

**A late payment fee of one-hundred dollars (\$100.00) will be applied and due immediately for approved payment plan agreements when payments are received after the due dates specified below. No exclusions.** Finance charges will continue to be assessed until your account balance is satisfied.

If a Payment Plan becomes void due to nonpayment, the full amount due by the owner shall immediately become payable and access to Shadow Creek Ranch amenity privileges shall be revoked. If the full amount is not paid, the Association, without further notice, will continue the process of collecting the monies owed using all remedies available under the governing documents and the law. Should the Owner sell their home prior to the last payment per the payment plan agreement, the Payment Plan is voided, and the full amount owing shall become payable at the time of closing.

**No payment plan will be considered in effect until it has been approved and payment received.**

**\*Note: The HOA office cannot accept payments for accounts that are being handled by the Association's collection firm.**

**It is your responsibility to read the entire agreement for all terms and conditions.**

There are FOUR (4) ways to remit payment:

**1. Online**

Visit [www.clickpay.com](http://www.clickpay.com)

Use a credit or debit card for a nominal fee or by e-check (ACH) from a bank account, FREE!

**2. U.S Postal Mail**

Send your check/money order with payment coupon and account number to:

**Village of (Name of your Village) Bay c/o FirstService Residential  
PO Box 30419 Tampa, FL 33630-3419**

**3. Telephone Payment**

**Call 888-354-0135 Option 1** \*Additional processing fees may apply.

**4. Shadow Creek Ranch HOA Office**

**12234 Shadow Creek Parkway, Suite 3112, Pearland TX 77584** (behind Sherwin Williams).

The HOA office can accept payments presented by credit or debit card for a nominal fee or by e-check (ACH) from a bank account at no charge during regular business operating hours. Business operating hours are Monday – Friday from 8:30 a.m. – 5:00 p.m.

By signing below, I acknowledge that I have reviewed and understand the terms and conditions of this payment plan. I agree to adhere to the outlined payment schedule and understand that failure to comply with the agreed-upon terms may result in further collection actions and potential additional fees.

Homeowner Signature: \_\_\_\_\_



**Assessment Rate: \$1,125.00**

The maximum number of payments permitted is **four (4)** monthly payments.

**The following information must be provided in its entirety.**

Select the name of the Shadow Creek Ranch Village Association you reside in:

Emerald Bay

Reflection Bay

Biscayne Bay

Diamond Bay

I, \_\_\_\_\_ and I, \_\_\_\_\_ owner(s) of the property located at (Street Address) \_\_\_\_\_

Pearland, TX 77584 acknowledge that I fully understand and agree to the terms and conditions set forth herein:

Homeowner Email: \_\_\_\_\_

Balance Owed: \$1,125.00

First Installment: \$348.12 (includes onetime administrative fee + January Interest)

One Time Administrative Fee: \$50.00

Number of Installments: 4

Initial Payment Due Date: 01/30/2025

Remaining Balance Due: \$843.75 (assessment amount only)

Remaining payment amounts specified below:

Payment Amount	Interest	Total Payment	Payment Due Date
\$281.25	\$12.66	\$293.91	February 28, 2025
\$281.25	\$8.44	\$289.69	March 31, 2025
\$281.25	\$4.22	\$285.47	April 30, 2025

AGREED AND ACCEPTED on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, witness my/our signature(s) herein below and on each prior page of this letter agreement in the lower portion of each page.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date