

# RETREAT ON THE BLUE

## c/o Basic Property Management, Inc.

P.O. BOX 4844 ▪ Dillon, CO 80435  
TELEPHONE: 970.668.0714 ▪ FAX: 970.468.069

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Date \_\_\_\_\_

Dear \_\_\_\_\_,

On behalf of Basic Property Management Inc., we want to welcome you. We look forward to working with you and developing a strong relationship.

The enclosed packet contains the following information: **Owner information, ACH form, contact Information, permission to publish form.** Please complete the forms and return them to Basic Property Management at your earliest convenience.

You are responsible for monthly dues in the amount of **\$XXX.00 beginning March 1, 2020. Please be aware that Basic Property does not send monthly statements/invoices.**

You have several ways in which to pay your HOA dues. If you choose to pay your dues via **'bank-pay'** with your bank, please make sure payments are made to **Retreat on the Blue** and that you include in the memo Retreat on the Blue to ensure proper application of your payment to your **ACCOUNT. Account:**

You can also pay using our ACH (automatic clearing house) which we set up for you. If you choose this option, please fill out the ACH form we have included and return it to us with a voided check. The ACH will be pulled every month on the **10<sup>th</sup>**.

We have aligned with Alliance Bank to accept payments by credit card or e-check for your monthly dues.

To make payment, open your web browser and enter address:

[www.allianceassociationbank.com](http://www.allianceassociationbank.com)

Scroll down the page and click either of two boxes to pay by either a credit card or e-check.

When prompted, enter the following information:

Management Company ID: **7296**

Association ID: **ROTB**

Property Account #: **(owner last name)**

If you have any questions with the setup of your online payment, please call (844)739-2331 where an Alliance Bank associate will guide you through the process

If you choose to pay by check or money order, please make payments to **Retreat on the Blue** at the following address:

**Retreat on the Blue**  
**c/o Basic Property Management, Inc.**

**Mailing - PO Box 4844**  
**Dillon, CO 80435-4844**

**Physical – 325 Lake Dillon Drive, Suite 205**  
**Dillon, CO 80435**

Please call or email me if you have any questions.

Thank you,

Kerry Hartnett  
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970-668-0714 ext. 7003