



PAYMENT OPTIONS ON ASSESSMENTS

PAYMENT BY CREDIT CARD

Ocean Pines Association accepts MasterCard, Visa, and Discover for annual assessments. There will be a convenience fee added on all credit card payments.

REMINDER – Annual assessments are due by May 1st. If you are paying in person, please bring your statement with you.

PROPERTY OWNER ID CARDS – The yellow property owner cards that have been issued in the past are no longer valid. We started to issue a Photo ID for property owner cards starting May 1, 2011. (Replacement Photo ID \$5).

PAYMENT PLANS

If you are unable to pay your annual assessment at one time, we can set up a formal monthly payment plan for you. Normally a minimum payment of \$150 is required and payments are due by the 15th of each month (if you need other arrangements, please call). Your account will accrue the monthly service charge until assessment is paid in full. **Payment plans do not stop the lien process.** Please call the office to make arrangements.

PLAN AHEAD

This option gives members the opportunity to make payments at any time throughout the year and place deposits on their account for the following fiscal year. Payments are applied to the owner's account and show up as a credit balance on their monthly statements. When new charges are posted to the accounts, all credits would net against the charges leaving a lower balance due.

PAYMENT OPTIONS ON MEMBERSHIPS

YEARLY MEMBERSHIP PAYMENT PLANS

If you are purchasing a yearly Swim, Golf, or Tennis membership, you now have the option to spread payments over 11 months. We will require 25% of the total membership dues up front and spread the remainder over an 11 month period. This option is for ANNUAL memberships only. A Yearly membership can be combined with a Summer Beach Parking Permit and/or Summer Swim membership and the total membership dues would be available for the payment plan option. If you stop payment or close your account that the monthly payments are being withdrawn from, we will have no other option but to send your account to collection.

PAYMENT BY CREDIT CARD

Ocean Pines Association accepts MasterCard, Visa, and Discover for club memberships of Swim, Golf, or Tennis, and Beach Club Parking. There will be a convenience fee added on all credit card payments.

MEMBERSHIPS RENEWALS

If you would like to renew your membership for Swim, Golf, or Tennis, and Beach Parking it is no longer necessary to come to the office in person. Mail in your application along with payment and we will electronically update your existing permanent Photo ID. Your Photo id cards are permanent and become your property owner ID as well. Never throw them away. Replacement Cards are \$5. New Beach Club Parking Permits will still need to be picked up in person at the Administration Office.

FIRST TIME MEMBERS

Please fill out the enclosed membership application and mail it or bring it to the Administration office in person. You will get a permanent photo ID.

For more information on any of the above or general questions, please feel free to contact us.

**OPA Administration Office hours:
Monday-Friday 8am -5 pm
Saturdays 8am -2 pm (April 26 – August 30, 2014)**

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