December 2021

Dear Clear Lake Keys homeowner,

Property Management INC.

PMI SONOMA COUNTY

On your statement you can find the Amount Due to the Association.
You can still add a Donation amount on the statement and on your check!
PLEASE write the total amount, for dues AND donation, on your check and write your account number (starting with CLK00...) in the memo field of the check!

1. If you would like to donate to the Clear Lake Keys POA, send your statement/invoice together with your check to:

<div align="center">

PMI Sonoma
PO Box 12354
Santa Rosa, CA 95406

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After receiving your statement and check we will record your donation in a correct way.

2. If you do **not** wish to donate, please detach the bottom part of the invoice at the dotted line and send this bottom part, **together with your check** for the total amount due, to the address on the left lower corner of the bottom part of the statement:
C/O PMI Sonoma County
PO BOX 612275
San Jose, CA 95161-2275

IMPORTANT!!   Detach the bottom portion from the statement and send it WITH your check to the address of the bank in San Jose as it is printed on the bottom left portion of your statement.

3. You may choose to use the online payment option on our website: (there is a small fee for online payments)
https://pmisoco.cincwebaxis.com

You will have to create a username and password if you don't have one.
To do this, you will need your account number, mentioned on your statement, to make a payment online using your credit card.
After you've created a username/password someone at our Office will have to confirm your pending Registration. We will do this several times per day, so please be prepared for some delay in this process.

<div align="center" style="color:red">

A late fee will be applied when your payment has not been received by us on February 1st, 2022.
You will be charged a $25 Reminder Fee if you have NOT paid by February 10th!
If your payment has not been received by us on March 1st, add 1% interest, $0.84 p/month.
If not paid by April 1st, contact PMI Sonoma, (707) 820-7848, for total amount due - amount may include lien fees!
PLEASE PAY ON TIME!

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