TIPS FOR MEADOW LAKE MAINTENANCE FEE PAYMENTS

As of January 1, 2018

We encourage ALL owners to utilize our new online maintenance fee account access which allows owners to access account balances, payment histories, e-statement sign-up, ACS payments from US bank accounts and Domestic and International credit card payment options.

* Do not use: www. to access <https://meadowlake.myaccountinfo.com>
* You will need your eleven digit account code from your statement to register online.
* To complete online registering for the first time your contact information must match what Meadow Lake currently has on file. If you need to change your contact information please update directly with Meadow Lake owner services via phone or email. 800/321-4653 or [ownerservices@meadowlake.com](mailto:ownerservices@meadowlake.com)
* If you own more than one contract/ownership you will need to register all payments separately. One-time payments can be made on all contracts/ownerships by logging into any contract. Though if autopay is your option you must setups each contract separately.
* Make sure your computer does not block the pop ups or you will not be able to set up your new account online.
* If you are sending a check there MUST be a remittance slip for all contracts/ownerships you are paying or the payment will be delayed in posting to your account. This includes if you have one check to pay more than one contract/ownership. IF possible, send one check per remittance stub.
* Please remit all checks in US Funds.
* When mailing a US check use the windowed envelope provided or make sure you are sending to:

MLDC

PO BOX 78080

Phoenix, AZ 85062

* If you sign up for e-statement on meadowlake.myaccountinfo.com you will receive an email only for the next quarter. You will then be able to view and make payment from meadowlake.myaccountinfo.com or send a check.
* You cannot send postdated checks. If you do they will be returned to you.
* When setting up auto-pay we recommend you use the 1st of each quarter to remember easily.
  + If the 1st of the quarter lands on a US holiday or weekend your credit card will be posted the following business day.
* Late fees of $25 per contract will be assessed if the minimum payment amount showing on your statement is not received by the 20th of the month in which it is due.
* You will receive an automated reminder call if your account is not paid by the 20th of the month.
* Collection efforts beginning with a live call from Concord will begin once your account is 60 days past due.

Canadian Owners

* MUST have a US bank branch to set up ACH payments on meadowlake.myaccountinfo.com
* Checks mailed must be in US funds.
* It is ok to use a postal code where it says zip code when registering on new account.
* It will take about 30 days from the time you mail the check to show posted online.

Please contact owner services for any questions.

406/892-8738 or [ownerservices@meadowlake.com](mailto:ownerservices@meadowlake.com)