**Sunset Heights Community Services District**

c/o H&R Block Business Services

PO Box 365

20124 Highway 88

Pine Grove, CA 95665

(209) 296-7500

June 1, 2024

Dear Sunset Heights Community Services District Property Owner,

Enclosed is the invoice for the July1, 2024 – June 30, 2025 CSD Road Assessment.

It may be paid in full by August 1, 2024 or, for your convenience, you may pay in two installments as follows:

 First Installment: $\_\_\_ due August 1, 2024

 Second Installment: $\_\_\_ due October 1, 2024

If the first installment is not paid by August 1, 2024, a late fee of 1.5%/month will be assessed.

Late fees are assessed on the unpaid balance (including late fees) until paid in full. The total assessment, including late fees must be paid no later than October 31, 2024.

If the outstanding balance, including late fees, is not paid in full by June 30, 2025 a processing fee of $70 will be added and the total and submitted to the Amador County Tax Collector for addition to your property tax.

The road assessment bill is the responsibility of the property title holder of record on July 1st of the fiscal year. Any refunds due to the transfer of title during the fiscal year covered by the billing are allocated between the seller and buyer through the title company upon closing and are not the CSD’s responsibility.

An online payment option has been made available for your convenience.

\*There is a 5-6 % convenience fee applied by the platform.\*

Go to **SunsetHeightsCSD.SpecialDistrict.Org**

Click on the tab “Pay Road Assessment Online”

Choose “Pay Annual Amount” or “Partial Payment Assessment Option”

The amount due will appear based on your selection.

Click “Pay Now” and follow payment instructions.

OR

**Make checks payable to: Sunset Heights Community Services District (SHCSD)**

Mail your check to: H&R Block Business Services

 PO Box 365

 Pine Grove, CA 95665

Thank you,

Sunset Heights Community Services District Board of Directors