

**South Natomas Transportation Management Association (SNTMA)
Dues Assessment Policy**

(Adopted October 2008)

SNTMA Dues Assessment Policy

Members of the South Natomas Transportation Management Association (SNTMA) shall be assessed membership dues based upon the following membership rate categories:

Developer Rate Category

Annual developer dues will be assessed for membership properties which are to be developed within the SNTMA service area. Developer dues will be assessed based upon the entitled square footage of the property and assessed at the time of inclusion of the property in an approved Transportation Management Plan (TMP), Covenants, Codes and Restrictions (CC&Rs), or other binding document establishing SNTMA membership (e.g. signed commitment by the property owner to join the SNTMA as a mitigation measure for traffic impacts associated with the development). Developer dues will be assessed annually until the building has been completed and continue until the responsibility for the dues payment has been transferred to the tenant through a lease or other binding documentation. Upon the lease commencement date, the membership rate for the property will convert to the tenant rate category.

The current rate schedule is included as Attachment A.

Annual developer dues will be prorated on a monthly basis based on the first month the project is included in a binding document establishing SNTMA membership. Annual developer dues will not be refunded or prorated for development properties that are converted to tenant occupied properties after the first day of the calendar year billing cycle .

Tenant Rate Category

Tenant dues are assessed for the entitled square footage leased within a SNTMA membership property. Tenant dues are assessed annually and are due the first month of a calendar year. Property owners may, at their discretion, incorporate language into lease/rental agreements with their respective tenants mandating tenant membership in the SNTMA. In such instances, SNTMA invoices will be billed directly to tenants as a service to the property owners. In lieu of lease language mandating the membership of the tenant in the SNTMA, the dues obligation for any and all leased square footage within a SNTMA membership property shall fall to the property's owner and the SNTMA invoices will be billed directly to the property's owner.

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For tenant lease agreements initiated after the first day of the calendar year billing cycle, annual membership dues may be prorated based upon the initial date of tenant occupancy and the remaining months of the calendar year billing cycle.

Late and Delinquent Dues

Dues will be considered late on the first day of the second quarter of a calendar year. SNTMA reserves the right to apply a late fee of up to five percent (5%) of the total payment due, subject to the discretion of the Executive Director.

Dues will be considered delinquent on the first day of the third quarter of a calendar year. Delinquent SNTMA dues may be considered to be in direct conflict with existing city laws regarding participation in transportation management associations. Members shall be notified in writing of their change in payment status and an explanation of the monies owed. As such, the SNTMA may initiate reasonable measures to collect all delinquent membership dues. SNTMA reserves the right to apply finance charges to any delinquent dues up to fifteen percent (15%) of the total payment due, subject to SNTMA Board approval and at the discretion of the Executive Director.

The SNTMA reserves the right to withhold member services until such time as full payment of any and all outstanding dues has been received.

Billing Errors

If a given member is billed incorrectly, SNTMA will make all reasonable attempts to resolve the matter amicably and fairly, subject to fair business practices and the discretion of the Executive Director.