

## **SHADOW CREEK CONDOMINIUMS WAYS TO PAY YOUR ASSESSMENT**

Metro Property Management, would like to inform you of the variety of ways you can pay your HOA assessments, so you may choose the method best suited to your needs.

- **ONLINE PAYMENTS** can be made by you directly to your HOA's bank account using your checking account or credit card (the bank charges a fee for credit card payments)

Go to [MutualofOmahabank.com](http://MutualofOmahabank.com)

See the search box heading **Make A Payment**

The option under that heading is **Pay HOA Assessment**

Click **GO**

**Proceed to choose from the three options to make a payment**

**Pay by Check**

**Pay with a Credit Card**

**Pay by Mail**

If you choose to pay by check or with a credit card, you will then have the option to make a one-time payment or set up an account where you may schedule recurring payments. This method is a convenient way for you to make one-time payments or scheduled recurring payments at any time of day or night.

Be advised, if you schedule recurring payments, you will be responsible to stop the payments or modify the amount of the payment.

You will need the following information to complete the payment:

The Management Company code is **0302** (all numeric).

Association ID code: In the case of Shadow Creek, this code is **SHCR** (All alpha).

Your Shadow Creek account number (**your street number 22222**).

- **ACH WITHDRAWAL** is the method many owners choose because, once set up, this method requires no additional effort by you. Payments will be made regularly and on-time by management so you have one less thing to keep track of. If you are interested in ACH Withdrawal, simply obtain the ACH Withdrawal form from our office or from the website [MetroPropertyMgt.com](http://MetroPropertyMgt.com). Fill out the form and attach an original voided check which you will return either by mail or in person to our office.

- **PAYMENT BY CHECK OR MONEY ORDER** is the traditional method where you mail your payment to our office to Metro Property Management, 10800 E. Bethany Drive, Suite 235 Aurora, CO 80014. **Please make checks payable to Shadow Creek HOA.** Please remember that the Due Date for your Shadow Creek assessments is on the 1st of each month. Payments received after the 30th will be subject to a \$10 late charge. A late fee will be assessed monthly as long as the account remains delinquent.

If you have any questions regarding any of these methods of payment, please feel free to contact Metro Property Management at (303) 309-6220