

At Metro Property Management, we would like to remind 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 by following this internet link;

<https://www.mutualofomahabank.com/en/community-associations/Make-a-Payment>. *(Please note that every so often the bank may change this link without our knowledge. If the above link does not work for you, you can try going directly to Mutual of Omaha and then look for the page related to community associations and then look for how to make a payment). Once you arrive at the Mutual of Omaha site, you will be asked for a management company code. The Management Company code is **0302** (all numeric). You will then be asked for the Association ID code. In the case of Shadow Creek, this code is **SHCR** (All alpha). You will also need your account number for Shadow Creek to complete your on-line payment. This method is a convenient way for you to make one-time payments or recurring payments at any time of day or night.

- **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 us so that you have one less thing to keep track of. If you are interested in ACH Withdrawal, you simply need to obtain the ACH Withdrawal form from our office. We will ask you to 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 result in 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.