

COLUMBINE TOWNHOUSES FIVE WAYS TO PAY YOUR ASSESSMENT

Metro Property Management, would like to inform you of the variety of options available for owners to pay HOA assessments, so you may choose a suitable method.

- **ONLINE PAYMENTS** can be made by you directly to the HOA's bank account using your checking account or credit card (credit cards will incur a bank fee). Payments made over a holiday or weekend will not be reported to management until the next business day. Payments are applied based on the report date and will be considered late if the following business day is after the grace period.

Go to MutualofOmahabank.com

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

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

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 a profile wherein recurring payments may be scheduled. This method is a convenient way for owners to manage payments 24 hours a day.

Be advised, if you schedule recurring payments, you will also be responsible to stop the payments should you wish or if you sell the home. Modifying the amount is also up to the homeowner should the monthly assessment amount change.

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 Columbine Townhouses Five, this code is **COTO** (All alpha).

Your Columbine Townhouses Five account number (**your street address number and the initials of your street name; example 7624WPA**).

- **ACH WITHDRAWAL** is the method many owners choose because, once set up, this method requires no additional effort. Payments will be made regularly and on-time through management so you have one less item to keep track of. If you are interested in ACH Withdrawal, simply obtain the ACH Withdrawal form from our office 303.309.6220 or from the website MetroPropertyMgt.com. Fill out the form and attach an original voided check which you will return by mail, email or fax 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 Columbine Townhouses Five HOA.** The due date for your assessments is on the 1st of each month. Payments received after the 30th will be subject to a \$15 penalty charge. (\$5.00 late charge and \$15.00 processing fee) 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.