

**Pebble Creek Condominium Homeowners Association
c/o Colorado Property Management Services, Inc.**
7114 W Jefferson Ave, Ste 309, Lakewood, CO 80235
Ph: (303) 952-9257 **Fax:** (303) 974-1774
Website: www.e-cpmsinc.com
Email: eric@e-cpmsinc.com (Community Association Manager)

February 2018

Dear Pebble Creek Owner:

We've completed the process of changing banks for the Association's banking. Below are the payment options and payment details for owner's assessments.

ASSESSMENTS: Assessments are due on the 1st of each month and considered late if received after that. Any outstanding balances may be billed a late fee after the 10th of each month.

PAYMENT OPTIONS:

1. **Checks or money-orders:** Make checks payable to: Pebble Creek Condominium Homeowners Association, be sure your payment includes your UNIT NUMBER. Accounts have been set-up by the **UNIT NUMBER ONLY; do not include the building number.** Coupons have been ordered and are being mailed directly to owners. Coupons should arrive by the end of February.

Please mail payments to the address on the coupons or listed below:

**Pebble Creek Condominium Homeowners Association
c/o Citywide Banks
PO Box 173861
Denver, CO 80217-3861**

You can mail payments anytime without coupons as long as your UNIT NUMBER is on the payment.

(EFT) Electronic Fund Transfers or Bill-Pay: If you are currently enrolled in "EFT" or "Bill-Pay" through your personal bank, you will need to update payment/mailling information as listed above.

2. **ACH or "auto-withdrawal" payments:** If you select this option, please complete and return the form on the back of this letter to CPMS with a voided check to begin the set-up process which may take until the next billing cycle to complete. You may submit the ACH debit form to the address, fax number or email listed above, drop it in the clubhouse delivery box or bring to the CPMS office. **If you are already on ACH, you will have to complete the form again for the new bank.** Owners on ACH with the old bank will be paid through March, but future payments will be cancelled. At that time, you can mail or make payments manually during the transitional set-up. ACH forms must be received by the 28th of the month to begin auto payments for the following month.
3. **Online:** Owners can visit our website at www.e-cpmsinc.com and select the "Pay Dues Online" button on the home page and pay by two different means. The first is with the "Pay Now" feature which requires account information be entered each and every time you go online. The second is to create a User Account and log-in, enter payment information and either manually pay each month, set-up reoccurring monthly payments or schedule monthly payments all year according to your payment schedule. **Your account/unit number is the UNIT NUMBER; do not include your building number for your unit.** Owners can change, suspend or review payments/details anytime with this option. Online payments are at no cost by using a checking or savings account; however, credit/debit card payments are not accepted.

If you have already or recently mailed your monthly dues payment to MPS or CPMS, your payment will be credited to your account. If you have questions, comments or concerns, please feel free to contact us through the means above.

Sincerely,

Colorado Property Management Services, Inc.

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Company Name: **Pebble Creek Condominium Homeowners Association**

I (We) hereby authorize **Pebble Creek Condominium Homeowners Association**, hereinafter called COMPANY, to initiate debit entries

to my (our) **consumer** **Checking Account** /or **Savings Account** (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States law.

Depository (Bank) Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Routing Number: _____ Account/UNIT Number: _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Account Name(s): _____ Property Address: _____
(Please Print) (Address Applicable at Pebble Creek.)

Signature: _____ Date: _____

Month Auto-Payments to Start: _____

NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

Please attach voided check below to initiate fund transfers:

