## Who are we?

PS Property Management Company - HOA and Condo Management Specialist. Homeowner and Condominium Association Management Specialist serving the Austin area since 1987. Our dedicated team of professionals oversee the maintenance and operation of the communities we represent, while working with association members to protect property values and uphold and improve the quality of their community.

### How to contact us:

PS Property Management Company has a qualified and trained staff to assist homeowners in all phases of Association Management. Should you have any questions regarding accounting, maintenance, or other property issues, please feel free to contact our office at any time for assistance.

- Monday Friday 9:00 a.m. to 5:00 p.m.
- 8701 Menchaca Rd Ste. 203, Austin, TX 78748
- www.psprop.net
  info@psprop.net
- **6** (512) 251-6122 **■** (512) 251-3470 **■** (512) 399-4616
- P.O. Box 7079, Round Rock, TX 78683

# **Assessment Amounts and Due Dates:**

Knollwood on the Colorado Homeowners Association has annual assessments of \$220.00 due on the 1st of January of each year.

Please ensure that as of July 1st payments are sent to PS Property Management. Disable all automatic payments or recurring payments to Real Manage. You can use one of the payment options below to submit your July 1st and future payments.

If you ever have questions or concerns about your assessments or making payments on time, please contact PS Property Management at 512-251-6122 or <u>info@psprop.net</u> for assistance.

# How to Make a Payment?

Option 1: Mail in a check or money order made out to Knollwood on the Colorado Homeowners Association and send to PO BOX 65583, Phoenix, AZ 85082. This is your community lock box address for all check or money order payments. They help in processing payments for your community. Please list your account number in the memo section to ensure that your payment is processed correctly.

Option 2: Set up auto bill pay with your bank or lending institution. Please see your bank for specific instructions: Please make all payments to Knollwood on the Colorado Homeowners Association and send payment to: PO BOX 65583, Phoenix, AZ 85082.

Option 3: Make a onetime payment online or set up recuring payments. Go to <a href="https://owner.psprop.net">https://owner.psprop.net</a> – Select PAYMENT and then click on your preferred payment option.