

PS Property Management  
512-251-6122  
info@psprop.net



September 9<sup>th</sup>, 2020

**RE: New Management Company**

Dear Homeowners,

Effective October 1st, the Woods Homeowners Association will partner with the PS Property Management Company; our company has over 30 years of experience in homeowner association and condominium association management. Your new Property Manager is Mr. Kyle Repka.

During the past three weeks, we have been working closely with Associa Property and your Board of directors to ensure a smooth transition. In the next two and a half weeks, you will receive an individual welcome from PS Properties that contains portal login instructions for your specific account.

Once logged in, you will have access to your account information, such as the new financial institution – CIT Bank and the two payment options. Once the logins are assigned, you will have two options to set up payments directly through your owner portals.

**Option 1:** Mail in a check or money order made out to The Woods HOA and send it to PO Box 65583, Phoenix, AZ 85082. Please make sure to list your account number or address on the memo line to ensure that your payment is processed correctly. Your account numbers will be assigned shortly can be provided once your portal login is received.

**Option 2:** Once we provide your portal login, you can login and submit a payment via free e-check, set up auto-draft payments, or use a credit/debit card (there is a processing fee for credit/debit card transactions).

Remember, you will not be able to use the portal options until we create them and send them to you. Your portal login will also contain a link to contact us directly as well as your community events and announcements.

Please be assured we are working diligently to ensure a smooth transition. If you have any questions or concerns, you may contact us at [thewoodshoa@psprop.net](mailto:thewoodshoa@psprop.net).

We look forward to working with the Woods HOA community.

Sincerely,

Annette Repka  
Transition Manager, PS Property Management