

The Woods Association of Owners, INC

P.O. Box 7079
Round Rock, TX 78683
Phone: 512-251-6122
Fax: 512-251-3470



Dear Homeowner:

September 21st, 2020

We are happy to announce that effective October 1st, 2020 your community will partner with PS Property Management Company to handle your association management needs. We specialized in HOA and condo association management and have over 30 years of experience.

We are anxious to begin assisting your community in all areas of association management including the following:

- Assessment collection
- Association bookkeeping
- Texas Association law & Legal Compliance
- Community Inspections
- Emergency after hour services
- Vendor Management (Landscaping, Pool, etc.)
- Work order management
- Insurance coverage compliance
- Association Tax Preparation
- Community Administration
- Extended Maintenance & Project management
- Process Architectural Requests

It is our goal at PS Property Management Company to make your community's management transition a very smooth and easy process. We have a very qualified and trained staff to assist homeowners in all areas of association management. PS Property Management Company will conduct the responsibilities as directed by the Board of Directors.

For your convenience you can go online to <https://owner.psprop.net> to access your account, make payments and find important documents and information about The Woods. **On Monday, September 21st you will receive an email with your account login information.** If you do not received this email from us, please go to <https://owner.psprop.net/Home/Signup> to request a login. We encourage you to take some time and review the features of the website so that you can use it to its full capacity.

Please feel free to contact us at thewoodshoa@psprop.net or 512-251-6122 if you should have any questions about the transition process. We look forward to working with your community and helping it thrive.

Sincerely,
PS Property Management Staff

Who are we?

PS Property Management Company - HOA and Condo 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.

Office Hours: Monday - Friday 9:00 a.m. to 4:30 p.m.

Physical Address: 1490 Rusk Rd #301, Round Rock TX 78665

Website: <https://psprop.net/> **Email:** thewoodshoa@psprop.net

Phone: (512) 251-6122

Fax: (512) 251-3470

Mailing Address: P.O. Box 7079, Round Rock, TX 78683

How to Make a Payment?

Option 1: Mail in a check or money order made out to **The Woods HOA** 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 **The Woods HOA** and send payment to: **PO BOX 65583, Phoenix, AZ 85082**. **Please list your account number in the memo section to ensure that your payment is processed correctly.**

Option 3: Make a free one-time e-check payment online. Go to <https://owner.psprop.net> - Select PAYMENT and then click on One-time e-check.

*** According to The Woods collection policy, the assessments are due on the first calendar day of each Month. The Association depends on your prompt payment to ensure the financial health of the organization. To give everyone time to make payment arrangements during the transition, late fees will not be charged for the month of October 2020, but will resume in November 2020.**