

Woodbury Commons Homeowners Association, Inc.

Assessment Fee Payment Options

Woodbury Commons utilizes Western Alliance Bank (WAB) for Monthly Assessment Payments. WAB specializes in banking for Homeowners Associations and Condominiums. This allows you as the homeowner a wide range of options for making Homeowners Association assessment payments. All payments are made directly with the bank to provide efficient and secure service.

- 1) Online Options: (See detailed instructions #1 if you would like to use any of these options.)
 - a) Pay by eCheck online: Homeowners can make a one-time payment or set up automatic payments with just a few clicks utilizing their bank's checking account information, for free.
 - b) Pay by Debit Card online: Homeowners can make one-time payments with their Debit cards. An additional minimal fee may apply, subject to change by the Bank.
 - c) Pay by Credit Card online: WAB's secure, convenient HOA assessment payment service accepts Visa®, MasterCard®, American Express® and Discover® Card, with minimal fees – subject to change by the Bank. Payments made by credit cards may take up to five days to process.
- 2) Pay by Mail: (See detailed instructions #2 if you would like to use this option.) Homeowners can write checks for assessment fees and mail them to WAB's Lockbox center, where they will be quickly processed and deposited.
- 3) Pay by Automatic Bill Pay with Your Personal Financial Institution: (See detailed instructions #3 if you would like to use this option.) Homeowners can set up automatic payments directly through their personal financial institution.

Detailed Payment Instructions

1. Online Payments or Scheduled Automatic Withdrawal Payments:

Here is a link to make payments online or with scheduled automatic withdrawal:

<https://pay.westernalliancebank.com/Home?cmcid=DC41AA2C>

Management Company ID – 7824

Association ID - wbcomn

Account Number – This will be the account number that is unique to your unit, the format is your 2 digit unit number followed by your street abbreviation. If your unit number is only 1 digit, please add 1 zero in front of it. **For example, if your address is 1 Woodbury Way, you will use the account number 01WW. The address 11 Woodbury Way would use the account number 11WW.**

If you have technical issues setting up your online account or payments, **please contact Western Alliance Bank Technical Support at (844)739-2331.**

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2. Payments by Mail with a Check:

If you would like to use the US Postal Service, checks for the Association fee must be payable to **Woodbury Commons Homeowners Association, Inc.** For prompt and accurate processing, please be sure to **include your Association ID and your Account Number on the check in the memo line. For example, 11 Woodbury Way would write wbcomn - 11WW on the memo line.**

Association ID - wbcomn

Account Number – This will be the account number that is unique to your unit, the format is your 2 digit unit number followed by your street abbreviation. If your unit number is only 1 digit, please add 1 zero in front of it. **For example, if your address is 1 Woodbury Way, you will use the account number 01WW. The address 11 Woodbury Way would use the account number 11WW.**

All checks should be mailed to address:

Woodbury Commons Homeowners Association

P.O. Box 95903

Las Vegas, Nevada, 89193-5903

3. Payments with your personal financial institution:

If you utilize your personal financial institutions online bill pay system, please do the following:

1. Create a new payee for your payments using the mailing address listed below.
2. When asked for your payee account number, please enter your Association I.D and your Account Number. For example, 11 Woodbury Way would use the **Payee Account Number: wbcomn - 11WW.**

Association ID - wbcomn

Account Number – This will be the account number that is unique to your unit, the format is your 2 digit unit number followed by your street abbreviation. If your unit number is only 1 digit, please add 1 zero in front of it. **For example, if your address is 1 Woodbury Way, you will use the account number 01WW. The address 11 Woodbury Way would use the account number 11WW.**

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PLEASE NOTE:

- If you set up automatic payments with your personal bank, they may send them by mail.
- If you own multiple units, you must send in separate payments for each unit.
- Any changes to your payment amount or bank account information must be updated by the homeowner. Realty Performance Group does not have access or the authorization to carry out such actions.