



**ROSEWOOD MANAGEMENT
AND CONSULTING SERVICES, LLC.**
Reliable and dedicated service with Integrity



Rosewood has partnered with NCB to offer you Online Payment options. Following are the options available to you for paying your homeowner assessments:

(1) Mail a Check

Send quarterly payment check with statement to the following location:

**Fair Woods HOA
C/O Rosewood Management & Consulting Services, LLC.
PO Box 11996
Newark, NJ 07101-4987**

(2) Bill Pay Account via Your Bank

Please note any bill payment services provided by your bank produce manual checks that are sent directly to NCB's lockbox at the address above. ***Please initiate the payment at least 5-7 days prior to the date due to ensure these payments are processed in a timely manner. Please indicate your Account Number (included on Statement) on the memo line of your check.***

**Your account number is your association ID – your address # _____
190-«PROP ACCT #»**

(3) ACH, E-Check or Credit Card via Rosewood Website: www.rosewoodmcs.com

Payments via the Website will require you to register and set up an online user profile with your **Account Number** (included on statements). This option allows you to set up either a one-time payment or recurring payments.

**Your account number is your association ID – your address # _____
190-«PROP ACCT #»**

(4) ACH through Rosewood Management

If you fill out the Rosewood Management Auto Debit form that is sent in this packet along with a voided check to our accounting department then you are set up with Rosewood Management for auto debit. This means that your assessment will be taken out of the account you give us on the first of the month from our accounting system and if your assessments change our system will automatically deduct the new assessment amount. Please be sure to send the completed forms and voided check to the **Fairfax** address.

Any payments sent after standard Close of Business on Fridays, or anytime during weekends or holidays, will not be picked up until the following business day. Please plan accordingly and mail your payment with sufficient time to allow for timely receipt.