



Beginning Oct. 1, 2022, Rosewood Management & Consulting Services will be updating the accounting software used from Tops Pro to TopsOne. Each resident MUST update their payment schedule and payment address. Each resident has a new account number. If you are signed up for auto draft through Rosewood Management, your payment will not be taken automatically. You must update your payment method to one of the methods below.

Beginning Oct. 1st, your assessments may be made in the following manner:

- ACH (Automatic Withdrawal), E-CHECK AND CREDIT CARD PAYMENTS VIA ComWeb Resident Portal: Beginning Oct. 1st, 2022,** ComWeb resident portal allows residents 24/7 access to their HOA account to check their balance, easily make payments and stay up to date on community news. To register go to comwebportal.com/register OR use the link received in the portal email sent from Rosewood. See flyer attached for additional information on how to register and set up online payments. If your auto payment is not set up by Oct.1st, it will not be drafted from your account. You will then need to make a one-time payment through the portal and there is a third party fee charged for this service.
- VIA BILL PAY THROUGH YOUR PERSONAL BANK ACCOUNT:** Set up Fair Woods as a payee c/o Rosewood Management & Consulting Services PO Box 1528 Newark, NJ 07101-1528. Use your new account number.
- VIA CHECK PAYABLE TO** Fair Woods c/o Rosewood Management & Consulting Services PO Box 1528 Newark, NJ 07101-1528. Be sure to include your new account number on your check.



As a cost saving measure for the association, Rosewood primarily communicates electronically. It is important that we have **current contact information for each homeowner**. If you are not receiving emails from Rosewood Management, please contact our office at 703.778.4480 or email your contact information to ataylor@rosewoodmcs.com and we will update your account. If you have any questions pertaining to payment options, please contact Accounting Department at ar@rosewoodmcs.com. All of us at Rosewood Management are happy to be working with each resident and here to support you through this change.

Sincerely,
Rosewood Management

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